



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, June 02, 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

PRESENTATIONS

- A.** Foster Community Central Texas
presented by Director, Chelsy Alexander, MSW

PROCLAMATIONS

- A.** Declaring Friday, June 4, 2021, as "*National Gun Violence Awareness Day*"
- B.** Declaring the month of June 2021, as "*LGBTQ+ Month*"
- C.** Declaring the month of June 2021, as "*National PTSD Awareness 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 register and submit the speaker card following the instructions for public speaking above. **No Action May be Taken by the City Council During Public Comments.***

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.

- 1.** Consideration, discussion, and possible action to approve the City Council Minutes of the May 19, 2021, City Council Regular Meeting.
Submitted by: Lluvia T. Almaraz, City Secretary

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 and 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Economic Development Negotiations - Lagos PID; and Section 551.072 Deliberations regarding Real Property*

OPEN SESSION

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

REGULAR AGENDA

- 2. Consideration, discussion, and possible action on the reallocation of bond proceeds between authorized improvements in the Lagos Public Improvement District (PID).**
Submitted by: Thomas Bolt, City Manager
- 3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).**
Applicant: GarzaEMC
Owner: Butler Family Partnership, Ltd.
Submitted by: Scott Dunlop, Development Services Director
- 4. Consideration, discussion, and possible action on a resolution approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.**
Submitted by: Thomas Bolt, City Manager
- 5. Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Rose Hill Public Improvement District assessments.**
Submitted by: Thomas Bolt, City Manager
- 6. Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Manor Heights Public Improvement District assessments.**
Submitted by: Thomas Bolt, City Manager
- 7. Consideration, discussion, and possible action on appointment of Planning and Zoning Commission and Developer Representative to serve as Community Impact Fee Advisory Committee.**
Submitted by: Frank T. Phelan, P.E. City Engineer
- 8. Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project.**
Submitted by: Frank T. Phelan, P.E. City Engineer

- 9. Consideration, discussion, and possible action on an ordinance adopting an Amended Annual Budget for the City of Manor for Fiscal Year beginning October 1, 2020 and ending September 30, 2021.**
Submitted by: Lydia Collins, Director of Finance
- 10. Consideration, discussion, and possible action on the Annual Audit Financial Statements of the City of Manor, Texas for the year ending September 30, 2020.**
Submitted by: Lydia Collins, Director of Finance
- 11. Acknowledge the resignation of Planning and Zoning Commissioner Jacob Hammersmith, Place No. 2 and declare a vacancy.**
Submitted by: Scott Dunlop, Development Services Director
- 12. Consideration, discussion, and possible action on City Attorney Legal Services for the City of Manor (The Knight Law Firm, LLP).**
Submitted by: Mayor Wallace
- 13. Acknowledge and acceptance of retirement announcement of City Manager, Thomas Bolt.**
Submitted by: Mayor Wallace
- 14. Consideration, discussion, and possible action on the Consulting Firm for City Manager's position.**
Submitted by: Tracey Vasquez, HR Manager
- 15. Consideration, discussion, and possible action on the transition plan for City Manager's position.**
Submitted by: Tracey Vasquez, HR 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, May 28, 2021, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

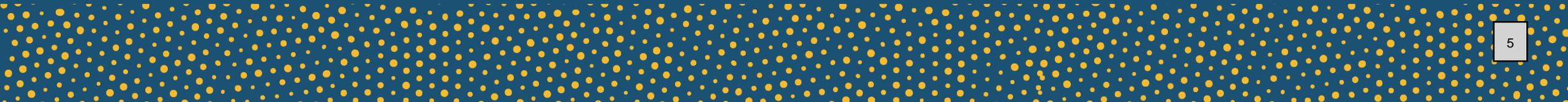
/s/ Lluvia T. Almaraz, TRMC
City Secretary for the City of Manor, Texas

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.

FOSTER *Community* CENTRAL TEXAS

Director, Chelsy Alexander, MSW



Who we are

Mission

- Supporting Communities, Strengthening Families.

History

- Foster Community was born out of the Travis County Collaborative for Children (TCCC), an initiative that works to bring system wide change to the way foster children in Travis County are cared for during, and after, their time in state custody.
- Launched in the Summer of 2017 under Mission Capitol
- Moved to Partnerships for Children in Fall of 2018

What we do

Foster Community's vision is to keep children as close to home as possible by increasing and connecting supports within supportive communities.

SUPPORT/Connect

- Partners
- Allies
- Adoption Collaborative

RECRUIT

- Info Sessions
- Community Engagement Resource Service

EDUCATION/INFORMATION

- Social Media
- Website
- Other (Media)



FOSTER COMMUNITY CARES

- Targeted Community Events



2020 and Beyond

- 50+ Community Meetings
- 75+ Information Sessions
- 1500+ Info Session Attendees
- 32 Partners (Child Placing Agencies and Resource Organizations)

Foster Community Cares



- Targeted Community Event
- Co-Hosts include leaders from the communities of the city being served
- Partners and Allies as Exhibitors
- Coalition

City of Manor

35 Community Members

13 FC Partners

4 Community Leaders

Law Enforcement



Website & Social Media

We provide opportunities to support Youth in foster care in a variety of ways

FIND THE WAY
that's right for **You**

CHOOSE **YOUR** PATH

SUPPORT
Volunteer with an organization on administrative tasks or fundraising events
[Learn More](#)

FOSTER
Become a temporary or longer-term placement or adopt youth in care
[Learn More](#)

Transforming Child Welfare-Manor

- **Supporting Communities, Strengthening Families**
- **Connecting Resources to families**
- **Kinship Support**



If you want to go fast, go alone. If you want to go far, go together.

-African Proverb





PROCLAMATION

WHEREAS, every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000-gun homicides every year; and

WHEREAS, gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after more than a year of increased gun sales, increased calls to suicide and domestic violence hotlines; and

WHEREAS, in January 2013, Hadiya Pendleton, was tragically shot and killed at age 15- just one week after performing at President Obama's 2nd inaugural parade; and after her death, people across the United States stood up, spoke out, and wore orange to raise awareness about gun violence; and

WHEREAS, Wear Orange originated on June 2, 2015 – what would have been Hadiya's 18th birthday. Now it is observed nationally on the First Friday in June and the following weekend each year; and

WHEREAS, Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors by wearing orange from June 4-6, 2021.

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 Friday, June 4, 2021, as:

“National Gun Violence Awareness Day”

in the City of Manor and encourage all residents to support their community's efforts to prevent the tragic effects of gun violence and to honor and value human lives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 2nd day of June 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor



Item B.

PROCLAMATION

WHEREAS, the City of Manor is a welcoming community and an exceptional place to live, learn, work, play, and raise a family; and

WHEREAS, Manor recognizes the importance of equality and freedom; and

WHEREAS, the nation was founded upon and is guided by a set of principles that includes that every person has been created equal, that each has rights to their life, liberty and pursuit of happiness and that each shall be accorded the full recognition and protection of law; and

WHEREAS, the City of Manors' Lesbian, Gay, Bisexual, Transgender, and Queer+ (LGBTQ+) community are a vital part of all fields and professions and contribute to a stronger community; and

WHEREAS, the City of Manor is dedicated to fostering acceptance of all its citizens and preventing discrimination and bullying based on sexual orientation and gender identity; and

WHEREAS, Manor is strengthened by and thrives upon the rich diversity of ethnic, cultural, racial, gender and sexual identities of its residents; all of which contribute to the vibrant character of our City; and

WHEREAS, the Centers for Disease Control (CDC) recognizes that LGBT teens are at higher risk to be the victims of violence and have increased suicide rates; and

WHEREAS, it is imperative that young people in the community, regardless of sexual orientation or gender identity, feel valued, safe, empowered, and supported by their peers, educators, and community leaders.

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 June 2021, as:

LGBTQ PRIDE MONTH

in the City of Manor and urge citizens to recognize the contributions made by members of the LGBTQ+ community and to actively promote the principles of equality and liberty; and **BE IT FURTHER RESOLVED** that the downtown Manor water tower shall be lit in rainbow colors for the month of June 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 2nd day of June 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor



PROCLAMATION

WHEREAS, Posttraumatic Stress Disorder (PTSD) is associated with chemical changes in the body’s hormonal system and autonomic nervous system, and is characterized by symptoms including flashbacks, nightmares, insomnia, avoidance, hypervigilance, anxiety, and depression; and

WHEREAS, between 7 and 8 percent of the population will experience PTSD during their lifetime; and

WHEREAS, PTSD can occur after a person experiences trauma including, but not limited to the stress of combat, rape, sexual assault, child abuse, bombing, accidents and natural disasters, and affects approximately 8 million adults in the United States annually; and

WHEREAS, despite its treatability, many cases of PTSD remain undiagnosed and untreated due to a lack of awareness of this condition and the persistent stigma associated with mental health conditions; and

WHEREAS, raising awareness of this condition is necessary to remove the stigma and to encourage those suffering to seek proper and timely treatment that may save their lives.

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 June 2021, as:

“National PTSD Awareness Month”

in the City of Manor and encourage all people to reach out to their fellow citizens to provide support and remove the stigma associated with this disorder.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 2nd day of June 2021.

Dr. Larry Wallace Jr., Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 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 May 19, 2021, City Council Regular Meeting.

BACKGROUND/SUMMARY:

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

- May 19, 2021, City Council Regular Meeting Minutes

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the City Council Minutes of the May 19, 2021, City Council Regular Meeting.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
MAY 19, 2021
Via Telephone/Video Conference
(Zoom Meeting)**

The meeting was live streamed on Manor Facebook Live beginning at 7:00 p.m.
<https://www.facebook.com/cityofmanor/>

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act to allow for telephonic or videoconference meetings of governmental bodies that are accessible to the public in an effort to reduce in person meetings that assemble large groups of people the City Council meeting scheduled for Wednesday, May 19th, was only open to the public via remote access.

The following instructions were provided to the general public.

Instructions for Public Speaking:

- Members of the public that wish to speak during public comments, public hearing or an agenda item will need to register in advance by visiting www.cityofmanor.org where a registration link will be posted on the calendar entry for each public meeting. You will register by filling in the speaker card available for that specific meeting and submitting it to publiccomments@cityofmanor.org. Once registered, instructions will be emailed to you on how to join the videoconference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

Upon receiving instructions to join zoom meeting the following rules will apply:

- All speakers must address their comments to the Mayor rather than to individual Council Members or city staff. Speakers should speak clearly into their device and state their name and address prior to beginning their remarks. Speakers will be allowed three (3) minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks may be removed from the meeting.

Mayor Wallace advised that all votes would be conducted by a Roll Call Vote, meaning each City Council Member would be called on separately to cast their vote.

PRESENT VIA ZOOM:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

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 STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Lydia Collins, Director of Finance
Scott Dunlop, Assistant Development Services Director
Tracey Vasquez, HR Manager
Debbie Charbonneau, Heritage and Tourism Manager
Michael Pachnick, IT Technician
Michael Tuley, Director of Public Works
Veronica Rivera, Legal Counsel
Gregory Miller, Bond Counsel

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present via video/telephone conference, the regular session of the Manor City Council was called to order by Mayor Wallace at 7:04 p.m. on Wednesday, May 19, 2021.

PLEDGE OF ALLEGIANCE

At the direction of Mayor Wallace, Council Member Emily Hill, led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments received prior to the meeting.

PUBLIC HEARINGS

- 1. Public Hearing: Conduct a public hearing on an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1). Applicant: GarzaEMC Owner: Butler Family Partnership, Ltd.**

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

Mayor Wallace opened the public hearing.

Assistant Development Services Director Dunlop discussed the proposed ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).

Darren Huckert with GarzaEMC, LLC, 9442 N. Capital of Texas Hwy., Plaza I, Ste. 340, Austin, Texas, submitted a speaker card; however, he did not wish to speak but was available to answer any questions posed by the City Council.

The discussion was held regarding the clarification of IN-1 Land Uses.

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

There was no further discussion.

Motion to close carried 7-0

CONSENT AGENDA

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

- **May 5, 2021, City Council Regular Meeting; and**
- **May 5, 2021, 2020, City Council Workshop**

- 3. Consideration, discussion, and possible action on the acceptance of the April 2021 Departmental Reports.**

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Asst. Dev. 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
- Human Resources – Tracey Vasquez, HR Manager

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Deja Hill, to approve and adopt all items on the Consent Agenda.

The discussion was held regarding new drainage tools that could be effective for the Public Works Department.

At the direction of Mayor Wallace, Heritage and Tourism Manager Charbonneau spoke on the graduation ceremony of Leadership Manor and thanked everyone that attended.

The discussion was held regarding the completion of Dairy Queen.

At the direction of Mayor Wallace, HR Manager Vasquez discussed the new City Manager's Evaluation/Appraisal Process.

Mayor Wallace discussed the evaluation/appraisal process and asked for Council's feedback.

There was no further discussion.

Motion to approve carried 7-0

REGULAR AGENDA

- 4. First Reading: Consideration, discussion, and possible action on an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1). Applicant: GarzaEMC Owner: Butler Family Partnership, Ltd.**

The City staff recommended that the City Council approve the first reading of an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).

Darren Huckert with GarzaEMC, LLC, 9442 N. Capital of Texas Hwy., Plaza I, Ste. 340, Austin, Texas, submitted a speaker card; however, he did not wish to speak but was available to answer any questions posed by the City Council.

The discussion was held regarding the clarification of IN-1 Land Uses.

At the direction of Mayor Pro Tem Harvey, Mr. Huckert with GarzaEMC, LLC discussed the construction project.

MOTION: Upon a motion made by Mayor Pro Tem Harvey and seconded by Council Member Wallace, to approve the first reading of an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).

There was no further discussion.

Motion to approve carried 7-0

5. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas, Approving and Authorizing the First Amendment to the Manor Heights Public Improvement District Reimbursement Agreement (Major Improvement Area).

The City staff recommended that the City Council approve Resolution No. 2021-13 approving and authorizing the First Amendment to the Manor Heights Public Improvement District Reimbursement Agreement (Major Improvement Area).

At the direction of City Manager Bolt, Assistant City Attorney Rivera discussed the proposed Resolution.

Gregory D. Miller with Bickerstaff Health Delgado Acosta, 3711 S. MoPac Expressway, Bldg. One, Suite 300, Austin, Texas, submitted a speaker card; however, he did not wish to speak but was available to answer any questions posed by City Council.

Talley Williams with Metcalfe Wolff Stuart & Williams, LLC, 221 W. 6th Street, Suite 1300., Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by City Council.

Resolution No. 2021-13: A Resolution of the City of Manor, Texas Approving and Authorizing the First Amendment to the Manor Heights Public Improvement District Reimbursement Agreement (Major Improvement Area).

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, to approve Resolution No. 2021-13 Approving and Authorizing the First Amendment to the Manor Heights Public Improvement District Reimbursement Agreement (Major Improvement Area).

There was no further discussion.

Motion to approve carried 7-0

6. Consideration, discussion, and possible action on a Resolution Expressing Intent to Finance Expenditures to be Incurred by the City of Manor, Texas.

The City staff recommended that the City Council approve Resolution No. 2021-14 approving and authorize the Resolution Expressing Intent to Finance Expenditures to be incurred by the City of Manor, Texas.

At the direction of City Manager Bolt, Assistant City Attorney Rivera discussed the proposed Resolution.

Gregory D. Miller with Bickerstaff Health Delgado Acosta, 3711 S. MoPac Expressway, Bldg. One, Suite 300, Austin, Texas, submitted a speaker card; however, he did not wish to speak but was available to answer any questions posed by City Council.

Talley Williams with Metcalfe Wolff Stuart & Williams, LLC, 221 W. 6th Street, Suite 1300., Austin, Texas, submitted a speaker card in support of this item; however, she did not wish to speak but was available to answer any questions posed by City Council.

Resolution No. 2021-14: Resolution Expressing Intent to Finance Expenditures to be Incurred by the City of Manor, Texas.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Wallace, to approve Resolution No. 2021-14 approving and authorize the Resolution Expressing Intent to Finance Expenditures to be Incurred by the City of Manor, Texas.

There was no further discussion.

Motion to approve carried 7-0

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 7:40 p.m. on Wednesday, May 19, 2021, in accordance with the requirements of the Open Meetings Law.

City Attorney Saenz joined the executive session via zoom along with City Manager Bolt.

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) Texas Government Code*, to deliberate the employment of the City Manager at 7:40 p.m. on Wednesday, May 19, 2021.

The Executive Session was adjourned at 8:11 p.m. on Wednesday, May 19, 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 8:10 p.m. on Wednesday, May 19, 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 8:11 p.m. on Wednesday, May 19, 2021.

These minutes approved by the Manor City Council on the 2nd day of June 2021.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the reallocation of bond proceeds between authorized improvements in the Lagos Public Improvement District (PID).

BACKGROUND/SUMMARY:

On March 20, 2019, the City Council approved the creation of the Lagos PID through Resolution No. 2019-02 and approved the Service and Assessment Plan (SAP) on December 18, 2019. The developer is requesting that bond proceeds be reallocated between authorized improvements in the Lagos PID as provided for in the attached narrative at the time the SAP is amended later this year.

LEGAL REVIEW: Yes, Completed
FISCAL IMPACT:
PRESENTATION:
ATTACHMENTS: Yes

- Lagos PID - Developer Narrative

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council provide City staff and consultants direction on which authorized improvements to reallocate in the upcoming Lagos PID Amended SAP.

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

Lagos Manor PID Major Improvement Area

RECITALS:

On March 20, 2019 the City approved Resolution NO. 2019-02 creating the District.

On October 2, 2019, the City Council approved the SAP for the District by approving Ordinance No. 556. Subsequently the Council has and will receive periodic Annual Service Plan Updates for their consideration and approval.

On December 18, 2019 the City Council approved and eventually bonds were sold in the amount of \$3,123,396 per the Special Assessment Revenue Bonds Series 2019 (Lagos – City of Manor Public Improvement District Major Improvement Area.)

TRUE-UP NARRATIVE:

The Authorized Improvements per the approved SAP had specific dollar amounts applied to anticipated PID Eligible Major Improvements in the amount of \$2,637,596. Below is an update on related Major Improvements potential Cost Savings and Cost Overruns:

- A. **COST SAVINGS** - There have been adjustments in the dollar amounts spent and/or unable to be spent relative to the proposed Landscaping and Lighting. The anticipated cost savings of improvements that are unable to be constructed or due to efficiencies of installation is approximately \$315,000.
- B. **COST OVERRUNS** - There have been unexpected overruns on specific roadway infrastructure due to the conditions of existing facilities. The anticipated cost related to these overruns is \$240,000. This cost is likely to be more with demand on facilities and material costs increasing nationwide.
- C. The Developer requests Council consideration to apply areas of Cost Savings to Cost Overruns in order to complete the required infrastructure and thus support the Lagos Manor PID and City of Manor Infrastructure (more specific to FM 973 sidewalks and striping improvements as well as Brenham Street/San Marcos Major Improvements). This request will not exceed the overall authorized Major Improvement amount of funds already approved in the amount of \$2,637,596



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Scott Dunlop, Development Services Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1).

Applicant: GarzaEMC

Owner: Butler Family Partnership, Ltd.

BACKGROUND/SUMMARY:

This property is a portion in the city limits of Manor and majority in Austin’s 2-mile ETJ. It also is more than half impaired by the Gilliland Creek floodplain, so the developable area (without approved floodplain modifications) is approximately 28.50 acres. Our zoning recommends that Light Industrial areas be “along major roadways, but not directly along US Hwy 290.” On our Thoroughfare Plan, Hill Lane is proposed to be a primary collector (2 lanes at 41’ of pavement in 64’ of ROW) and there is an additional primary collector outside the city limits that would connect Hill Lane north to the intersection of Gregg Manor and Fuchs Grove. The future roadway sizing would be sufficient to handle traffic and the location meets the intent of the criteria to not front along 290 but be in close proximity.

Planning Commission voted 4-0 to approve.

The Ordinance for this item is not complete as it lacks a metes and bounds description of the area to be rezoned. The applicant had been made aware the Ordinance could not be approved without a metes and bounds descriptions and they have been surveying the property to obtain one. Our Zoning Ordinance allows second readings to be held for up to 90 days, so staff is recommending this Ordinance be postponed until such time a metes and bounds is provided or August 18th, whichever comes first.

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

- Ordinance
- Letter of Intent
- Rezoning Map
- Area Image
- Thoroughfare map
- IN-1 Land Uses

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council postpone the second reading of an ordinance rezoning 43.92 acres, more or less, out of the James Manor Survey No. 40, Abstract 546, and being located in the 9900 block of Hill Lane, Manor, TX from Single Family (SF-1) to Light Industrial (IN-1) until a metes and bounds description of the area to be rezoned is provided or the August 18th City Council meeting, whichever comes first.

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

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY SUBURBAN (SF-1) TO LIGHT INDUSTRIAL (IN-1); 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 current zoning district Single Family Suburban (SF-1) to zoning district Light Industrial (IN-1). The Property is accordingly hereby rezoned to Light Industrial (IN-1).

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 19th day of May 2021.

PASSED AND APPROVED SECOND AND FINAL READING on this the ___ day of June 2021.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

EXHIBIT "A"

Property Legal Description:



April 16, 2021

City of Manor
Development services
105 E. Eggleston Street
Manor, Texas 77865

Re: Hill Lane Rezoning Request
TCAD Property ID 912584

Dear Sir or Madam,

On behalf of our Client, GarzaEMC is submitting this rezoning request on the referenced property.

The property referenced above that falls within the City of Manor Full Purpose Jurisdiction is requested to be rezoned from Single Family Residential – 1 (R-1) to Light Industrial (I-1).

The zoning applicable to the property currently does not provide for a reasonable use due to size of the property, site restraints, and the adjacent development and zoning. Through discussions with City of Manor Development Services Staff it has been advised that Light Industrial (I-1) would provide a better zoning match for the development that is proposed for this site.

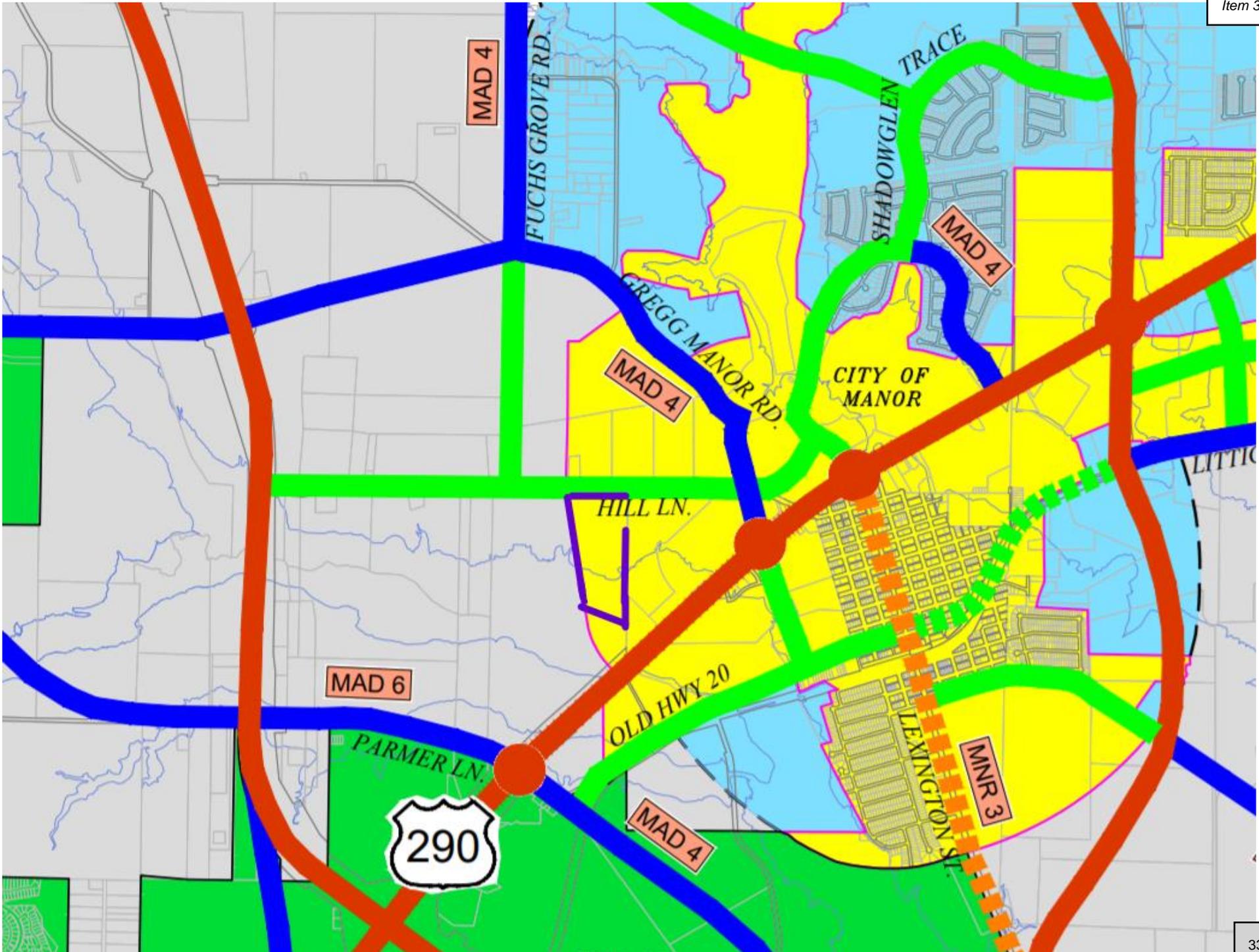
With the above consideration, the proposed zoning fits in better with the area as the area is currently zoned mostly commercial or within the City of Austin ETJ where there are no zoning restrictions, and all known proposed developments are commercial uses. Commercial and Light Industrial share some of the same uses so even though there are no properties in the immediate area zoned industrial the zoning still fits within the same realm of uses and therefore will not change the character of the area.

Sincerely,

A handwritten signature in blue ink that reads 'B Todd'.

Brandon Todd for
Jonathan McKee
Vice President
GarzaEMC, LLC





(b) *Non-residential uses in non-residential and mixed-use zoning districts.*

Item 3.

EXPAND

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Adult day care		P	P					P	P		
Adult-oriented businesses									C/S	C/S	
Alcoholic beverage establishment					S	P	P	P	P		
Amusement (indoor)							C	C	C		
Amusement (outdoor)								C	C		
Antique shop					P	P	P	P	P		
Art studio or gallery		P	P		P	P	P	P	P	P	
Automobile repair (major)								C	C	C	C
Automobile repair (minor)							C	C	C	C	
Automobile sales and rental								C	C		
Automobile washing								C	C		

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Brewery, micro								P	P	P	P
Brewery, regional									P	P	P
Brewpub						P	P	P	P		
Business support services					P	P	P	P	P		
Campground	S	S	S								
Cemetery	S	P	P								
Child care center (intermediate)		P	P	P	P	P	P	P	P		
Child care center (large)		P	P	P	P	P	P	P	P		
Club or lodge		P	P	P	P	P	P	P	P		
Commercial off-street parking						C	C	C	C		
Communication services or facilities				P			P	P	P	P	
Construction and equipment sales (Major)									P	P	

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Construction and equipment sales (Minor)								P	P	P	
Construction services								C	C	C	C
Consumer repair services					P	P	P	P	P		
Contractor's shop									C	C	C
Data center				P					P	P	
Day camp	S	P	P								
Distillery, micro								P	P	P	P
Distillery, regional									P	P	P
Event center		P	P		C/S	C/S	C/S	P	P		
Financial services				C	C	C	C	C	C		
Financial services, alternative								C	C		
Florist					C	C	C	C	C		
Food court establishment								C/S	C/S	C/S	
Food preparation						C	C	C	C	C	C

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Food sales					C	C	C	C	C		
Funeral services		C	C		C	C	C	C	C	C	C
Game room								C/S	C/S	C/S	
Gasoline station (full-service)								C	C		
Gasoline station (limited)					C/S		C/S	C	C		
General retail sales (convenience)				P	P	P	P	P	P		
General retail sales (general)					P	P	P	P	P		
Golf course/country club	S										
Governmental facilities	P	P	P	P	P	P	P	P	P	P	P
Hospital services		P	P	P							
Hotel					C/S	C	C	C	C		
Industrial use, light									P	P	
Industrial use, heavy											P

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Kennel								C	C	C	
Laundry services								P	P	P	P
Laundry services (self)					P	P	P	P	P		
Liquor sales					P	P	P	P	P		
Medical clinic		P	P	P	P	P					
Metal recycling entity											C
Mini-storage warehouse								C	C	C	
Offices, government	P	P	P	P	P	P	P	P	P	P	P
Offices, medical		P	P	P	P	P					
Offices, professional		P	P	P	P	P					
Offices, showroom									P	P	
Offices, warehouse									C	C	C
Off-site accessory parking		P	P	P		P	P	P	P	P	P
Pawnshop								C/S	C/S	C/S	

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Personal improvement services					P	P	P	P	P		
Personal services					P	P	P	P	P		
Printing and publishing				C	C	C	C	C	C		
Product development services (general)				P					P	P	
Product development services (hazard)											P
Recreational vehicle park								C/S	C/S		
Recreational vehicle sales, service, and rental								C	C	C	
Recycling operation (indoor)										P	P
Recycling operation (outdoor)											C
Religious assembly	P	P	P	P	P	P	P	P	P	P	P

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Research services (general)				P					P	P	
Research services (hazard)											P
Restaurant				P	P	P	P	P	P		
Restaurant—Drive- in or drive-through							C	C	C		
School, boarding		P	P				P	P	P		
School, business or trade		P	P				P	P	P		
School, college or university		P	P					P	P		
School, private or parochial		P	P				P	P	P		
School, public		P	P				P	P	P		
Shooting range, indoor									P	P	
Smoke shop or tobacco store								P	P		
Theater							P	P	P		

Item 3.

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

Item 3.

Non-Residential Uses	Zoning Districts										
	OS	I-1	I-2	GO	NB	DB	C-1	C-2	C-3	IN-1	IN-2
Wireless transmission facilities (WTF), stealth	C	C	C	C	C/S	C/S	C	C	C	C	C
Zoo, private								P	P		



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

BACKGROUND/SUMMARY:

On June 25, 2003, the City Council approved the creation of the Rose Hill Public Improvement District (PID) and the City entered into a Management Agreement with Kevin McCright on June 26, 2003. An ordinance levying assessments on the property located within the Rose Hill PID was approved on July 16, 2003. On September 20, 2006, the City Council approved the addition of land to the Rose Hill PID and recalculated assessments on the property located within the Rose Hill PID. The Management Agreement contained provisions regarding the billing and collection of the assessments and reimbursements to the Developer, among other things. The Management Agreement terminated on March 18, 2020 due to the resignation of Kevin McCright. The attached resolution is presented to you for consideration to approve and authorize the Rose Hill Public Improvement District Reimbursement Agreement.

LEGAL REVIEW: Yes, Completed

FISCAL IMPACT:

PRESENTATION:

ATTACHMENTS: Yes

- Resolution No. 2021-15
- Agreement for Billing and Collection Services Between Travis County and the City of Manor Related to the Rose Hill Public Improvement District.

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Resolution No. 2021-15 approving and authorizing the Rose Hill Public Improvement District Reimbursement Agreement.

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

RESOLUTION NO. 2021-15

**A RESOLUTION OF THE CITY OF MANOR, TEXAS APPROVING AND
AUTHORIZING THE ROSE HILL PUBLIC IMPROVEMENT DISTRICT
REIMBURSEMENT AGREEMENT**

WHEREAS, the City of Manor (the “City”), pursuant to and in accordance with the terms, provisions and requirements of the Public Improvement District Assessment Act, Chapter 372, Texas Local Government Code (the “PID Act”), authorized the creation of the "Rose Hill Public Improvement District" (the “District”) pursuant to Resolution No. 2003-15 adopted by the Manor City Council (the “City Council”) on June 25, 2003; and

WHEREAS, on September 20, 2006, the City authorized Resolution No. 2006-14 to include additional land within the District; and

WHEREAS, the City entered into a Development Agreement with RH-Manor, Ltd. and The Parke at Hawk Hollow, L.P. that stated the intent and expectation of the parties that the City would reimburse RH-Manor, Ltd. and The Parke at Hawk Hollow, L.P., or their successors in interest, for the costs of the construction of certain public improvements constructed for the benefit of the District; and

WHEREAS, Continental Homes of Texas, L.P., a Texas limited partnership (“Continental Homes”) is, for the purposes of the Development Agreement, the successor in interest to the obligations and interests of RH-Manor, Ltd. and The Parke at Hawk Hollow, L.P. under the Development Agreement; and

WHEREAS, the parties to the Development Agreement entered into a Management Agreement with Kevin McCright which was approved and effective June 26, 2003 which directed the management of the Rose Hill PID and the reimbursement obligations of the PID; and

WHEREAS, the Management Agreement terminated on March 18, 2020 due to the resignation of Kevin McCright as the PID manager; and

WHEREAS, the City Council finds and determines to approve the forms, terms, and/or provisions of a PID Reimbursement Agreement to direct the management of the PID and the reimbursement obligations of the PID; and

WHEREAS, this Resolution and the PID Reimbursement Agreement approved by it, are in furtherance of the intentions of the parties to the Development Agreement;

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

Section 1. Findings. The findings and determinations set forth in the preamble hereof are hereby incorporated by reference for all purposes as if set forth in full herein. Capitalized terms used in this Resolution and not otherwise defined herein shall have the meanings assigned to them in the PID Reimbursement Agreement.

Section 2. Approval of PID Reimbursement Agreement. The Rose Hill Public Improvement District Reimbursement Agreement (the “PID Reimbursement Agreement”), between the City and Continental Homes is hereby approved in substantially the form attached hereto as Exhibit A, and the Mayor of the City (the “Mayor”) or the City Manager of the City (the “City Manager”) is hereby authorized and directed to execute the PID Reimbursement Agreement, with such changes as may be required to carry out the purposes of this Resolution and approved by the Mayor or City Manager, such approval to be evidenced by the execution thereof. The Mayor’s or City Manager’s signature on the PID Reimbursement Agreement may be attested by the City Secretary.

Section 3. Additional Actions. The Mayor, Finance Director, City Manager, and City Secretary of the City are hereby authorized and directed to take all actions on behalf of the City necessary or desirable to carry out the intent and purposes of this Resolution. The Mayor, Finance Director, City Manager, and City Secretary of the City are hereby directed to execute and deliver any and all certificates, agreements, notices, instruction letters, requisitions, and other documents which may be necessary or advisable in the carrying out of the purposes and intent of this Resolution.

Section 4. Governing Law. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. Effect of Headings. The section headings herein are for convenience only and shall not affect the construction hereof.

Section 6. Severability. If any provision of this Resolution or the application thereof to any circumstance shall be held to be invalid, the remainder of this Resolution or the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Resolution would have been enacted without such invalid provision.

Section 7. Construction of Terms. If appropriate in the context of this Resolution, words of the singular number shall be considered to include the plural, words of the plural number shall be considered to include the singular, and words of the masculine, feminine or neuter gender shall be considered to include the other genders.

[Execution page follows.]

PASSED AND APPROVED by the City Council of Manor, Texas, at a regular meeting on the 2nd day of June 2021, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

Dr. Larry Wallace Jr.
Mayor, City of Manor, Texas

ATTEST:

Lluvia T. Almaraz
City Secretary

EXHIBIT A

**ROSE HILL PUBLIC IMPROVEMENT DISTRICT
REIMBURSEMENT AGREEMENT**

Rose Hill Public Improvement District Reimbursement Agreement

This Rose Hill Public Improvement District Reimbursement Agreement (this “Agreement”) is entered into by Continental Homes of Texas, L.P., a Texas limited partnership (the “Developer”) and the City of Manor, Texas (the “City”), to be effective _____, 2021 (the “Effective Date”). The Developer and the City are individually referred to as a “Party” and collectively as the “Parties.”

SECTION 1. RECITALS

1.1 WHEREAS, the Developer is a Texas limited partnership;

1.2 WHEREAS, the City is a Texas home rule municipality;

1.3 WHEREAS, on June 4, 2003, the City and Developer’s predecessors-in-interest (RH-Manor, Ltd. and The Parke at Hawk Hollow, L.P.), and the City entered into that certain Development Agreement and those certain First Addendum, Second Addendum, Third Addendum and Fourth Addendum (collectively, the “Development Agreement”); and

1.4 WHEREAS, on June 25, 2003, the City of Manor City Council (“City Council”) passed, approved and authorized the creation of the Rosehill Public Improvement District (“PID” or “District”) under Resolution No. 2003-15 (“PID Creation Resolution”) covering approximately 196.236 contiguous acres within the City’s corporate limits and which property is described in the PID Creation Resolution to finance the costs of certain public improvements for the benefit of property within the District pursuant to the authority of Chapter 372 of the Local Government Code (“Act”);

1.5 WHEREAS, the Management Agreement between the City and Kevin McCright (“PID Manager”) was approved and effective June 26, 2003 which directed the management of the PID and the reimbursement obligations of the PID;

1.6 WHEREAS, on July 2, 2003, the City Council adopted Ordinance No. 226 (“Method of Assessment Ordinance”), which determined the method of assessing individual parcels within the PID;

1.7 WHEREAS, on July 16, 2003, the City Council adopted Ordinance No. 227 (“Original Assessment Ordinance”), which levied Assessments on property located within the PID to finance the Authorized Improvements for the benefit of such property;

1.8 WHEREAS, on February 28, 2006, the PID Manager sent the City the 2005 PID Management Report, which summarized the Assessment Roll for 2005 (“Service and Assessment Plan” or “SAP”);

1.9 WHEREAS, February 2, 2020, the Manager sent the City the 2019 PID Management Report, attached hereto and incorporated herein as Exhibit A, which summarized the Assessment Roll for 2020 (“Updated SAP”);

1.10 WHEREAS, the City Council contemplates adopting an Amended and Restated SAP on or before September 30, 2021 (“Amended SAP”);

1.11 WHEREAS, the Updated SAP identifies Authorized Improvements to be designed, constructed, and installed by or at the direction of the Parties that confer a special benefit on the Assessed Property;

1.12 WHEREAS, the Updated SAP sets forth the Actual Costs of the Authorized Improvements;

1.13 WHEREAS, the Updated SAP determines and apportions the Actual Costs of the Authorized Improvements to the Assessed Property, which Actual Costs represent the special benefit that the Authorized Improvements confer upon the Assessed Property as required by the Act;

1.14 WHEREAS, the Assessment Ordinance levied the Actual Costs of the Authorized Improvements as Assessments against the Assessed Property in the amounts set forth on the Assessment Roll(s);

1.15 WHEREAS, on September 20, 2006, the City adopted Resolution No. 2006-14 (the “Amended Resolution”) which added a certain 53.17 acres of land to the PID and recalculated and established the Assessment against lots located within the PID;

1.16 WHEREAS, on October 4, 2006, the City Council adopted Ordinance No. 311, which assessed cost services and improvements related to the PID;

1.17 WHEREAS, on November 1, 2006, the City Council adopted Ordinance No. 313, which closed public hearings and levied Assessments;

1.18 WHEREAS, on October 21, 2009, the City adopted and approved Ordinance No. 378 which reassessed the payment of Assessments regarding the addition of land to the PID, including an Assessment Roll, and levied Assessments on all the property, including the additional land, within the PID to finance the Authorized Improvements for the benefit of such property;

1.19 WHEREAS, on August 3, 2012, RH-Manor, Ltd. and Developer entered into that certain Assignment Agreement for the assignment of the PID and reimbursement rights from RH-Manor, Ltd. to Developer;

1.20 WHEREAS, the Management Agreement terminated on March 18, 2020 due to the resignation of the PID Manager;

1.21 WHEREAS, on March 18, 2020, the City entered into that certain Agreement For Public Improvement District Administration Services with P3Works, LLC (the “PID Administrator”)

attached hereto and incorporated herein as if fully set forth as Exhibit B which sets forth the terms for the management of the Rose Hill PID (the "PID Administration Agreement");

1.22 WHEREAS, the Parties are entering into this Agreement to direct the management of the PID and the reimbursement obligations of the PID.

1.23 WHEREAS, Assessments, including the Annual Installments thereof, for the Authorized Improvements are due and payable as described in the Updated SAP, as will be amended by the Amended SAP;

1.24 WHEREAS, Annual Installments shall be billed and collected by the City or it's designee;

1.25 WHEREAS, Assessment Revenue from the collection of Assessments, including the Annual Installments thereof, levied against the Assessed Property shall be deposited as provided in this Agreement;

1.26 WHEREAS, this Agreement is a "reimbursement agreement" authorized by Section 372.023(d)(1) of the Act;

1.27 WHEREAS, the foregoing RECITALS: (1) are part of this Agreement for all purposes; (2) are true and correct; and (3) each Party has relied upon such Recitals in entering into this Agreement; and

NOW THEREFORE, for and in consideration of the mutual agreements, covenants, and conditions contained herein, and other good and valuable consideration, the Parties hereto agree as follows:

SECTION 2. DEFINITIONS

2.1 "Act" is defined as Chapter 372, Texas Local Government Code, as amended.

2.2 "Actual Costs" are defined as with respect to Authorized Improvements, the actual costs paid or incurred by or on behalf of an Owner, including : (1) the costs incurred by or on behalf of the Original Owner or Owner (either directly or through affiliates) for the design, planning, administration/management, acquisition, installation, construction and/or implementation of such Authorized Improvements; (2) the fees paid for obtaining permits, licenses, or other governmental approvals for such Authorized Improvements; (3) the costs incurred by or on behalf of the Original Owner or Owner for external professional costs, such as engineering, geotechnical, surveying, land planning, architectural landscapers, appraisals, legal, accounting, and similar professional services; (4) all labor, bonds, and materials, including equipment and fixtures, by contractors, builders, and materialmen in connection with the acquisition, construction, or implementation of the Authorized Improvements; (5) all related permitting and public approval expenses, architectural, engineering, and consulting fees, taxes, and governmental fees and charges and (6) costs to implement, administer, and manage the above-described activities including, but not limited to, a construction management fee of up to four percent (4%) of construction costs if managed by or on behalf of the owners or developers.

2.3 "Administrator" is defined as P3Works, LLC, the City or independent firm designated by the City who shall have the responsibilities provided in the PID Administration Agreement, the Amended SAP, or any other agreement or document approved by the City related to the duties and responsibilities of the administration of the District.

2.4 "Agreement" is defined in the introductory paragraph.

2.5 "Amended Resolution" is defined in Section 1.15.

2.6 "Amended SAP" is defined as the *Rose Hill Public Improvement District Amended and Restated Service and Assessment Plan* contemplated to be approved by City Council on or before September 30, 2021, as the same may be updated or amended from time to time by City Council action in accordance with the Act.

2.7 "Annual Collection Costs" are defined as the actual or budgeted costs and expenses related to the creation and operation of the District and the construction of the Authorized Improvements, including, but not limited to, costs and expenses for: (1) the Administrator; (2) City staff; (3) legal counsel, engineers, accountants, financial advisors, and other consultants engaged by the City; (4) calculating, collecting, and maintaining records with respect to Assessments and Annual Installments; (5) preparing and maintaining records with respect to Assessment Rolls and annual SAP updates; and (6) investing or depositing Assessments and Annual Installments. After Assessments have been collected, these costs are deducted from the amount paid to the Developer.

2.8 "Annual Installment" is defined as the annual installment payment on the Assessment as stated in the Amended Resolution which totals \$465 for all Lots in the District that have been issued a certificate of occupancy and \$100 for all Lots in the District which have not been issued a certificate of occupancy.

2.9 "Applicable Laws" is defined as the Act and all other laws or statutes, rules, or regulations of the State of Texas or the United States, as the same may be amended, by which the City and its powers, securities, operations, and procedures are, or may be, governed or from which its powers may be derived.

2.10 "Assessed Property" is defined as any Parcel within the District against which an Assessment is levied.

2.11 "Assessment" is defined as an assessment levied against a Parcel within the District and imposed pursuant to an Assessment Ordinance and the provisions herein, as shown on an Assessment Roll, subject to reallocation upon the subdivision of such Parcel or reduction according to the provisions herein and in the PID Act.

2.12 "Assessment Ordinance" is defined as an ordinance adopted by the City Council in accordance with the PID Act that levies an Assessment on Assessed Property within the District, as shown on any Assessment Roll.

2.13 "Assessment Revenue" is defined as the revenues actually received by or on behalf of the City from the collection of Assessments, including Prepayments, Annual Installments, Delinquent Collection Costs and foreclosure proceeds.

2.14 "Assessment Roll" is defined as any assessment roll for the Assessed Property within the District, including the Lot 2021 Assessment Roll, Lot Type 2020 Assessment Roll, the Lot Type 2019 Assessment Roll, the Lot Type 2018 Assessment Roll, the Lot Type 2017 Assessment Roll, the Lot Type 2016 Assessment Roll, the Lot Type 2015 Assessment Roll, the Lot Type 2014 Assessment Roll, the Lot Type 2013 Assessment Roll, the Lot Type 2012 Assessment Roll, the Lot Type 2011 Assessment Roll, the Lot Type 2010 Assessment Roll, the Lot Type 2009 Assessment Roll, the Lot Type 2008 Assessment Roll, the Lot Type 2007 Assessment Roll, and the Lot Type 100 Assessment Roll, as updated, modified or amended from time to time in accordance with the procedures set forth herein and in the PID Act, including updates prepared in connection with the issuance of PID Bonds, or any annual SAP update.

2.15 "Authorized Improvements" are defined as improvements authorized by Section 372.003 of the PID Act, as depicted on Exhibit B of the Updated SAP.

2.16 "City" is defined in the introductory paragraph.

2.17 "City Council" is defined as the governing body of the City.

2.18 "City Representative" is defined as the person authorized by the City Council to undertake the actions referenced herein.

2.19 "County" is defined as Travis County, Texas.

2.20 "Default" is defined in Section 4.8.1.

2.21 "Delinquent Collection Costs" are defined as costs related to the foreclosure on Assessed Property and the costs of collection of delinquent Assessments, delinquent Annual Installments, or any other delinquent amounts due under the Updated SAP including penalties and reasonable attorney's fees actually paid, but excluding amounts representing interest and penalty interest.

2.22 "Developer" is defined in the introductory paragraph.

2.23 "District" is defined in Section 1.4.

2.24 "Effective Date" is defined in the introductory paragraph.

2.25 "Failure" is defined in Section 4.8.1.

2.26 "Lots" is defined as any portion of the District for which a final subdivision plat has been recorded in the official public records of the County, a tract of land described by "lot" in such subdivision plat.

2.27 "Maturity Date" is defined as the earlier date of (1) January 31, 2051, or (2) to the extent allowed by law, the date that the Rose Hill PID Reimbursement Agreement Balance is paid in full in accordance with the terms of this Agreement.

2.28 "Parcel" or "Parcels" means a specific property within the District identified by either a tax map identification number assigned by the Travis Central Appraisal District for real property tax purpose, by metes and bounds description, or by lot and block number in a final subdivision plat recorded in the official public records of the County, or by any other means determined by the City.

2.29 "Party" and "Parties" are defined in the introductory paragraph.

2.30 "PID" is defined as the Rose Hill Public Improvement District created by the PID Creation Resolution.

2.31 "PID Administration Agreement" is defined in Section 1.21.

2.32 "PID Creation Resolution" is defined as Resolution No. 2003-15 passed and approved by the City Council on June 25, 2003.

2.33 "PID Manager" is defined as Kevin McCright, the individual responsible for the issuance of annual Management Reports, collection of Annual Installments and all other actions related to the duties and responsibilities of the administration of the District as outlined in the Management Agreement entered into between Kevin McCright and the City on June 26, 2003.

2.34 "Prepayment" is defined as the payment of all or a portion of an Assessment before the due date of the final Annual Installment thereof. Amounts received at the time of a Prepayment which represent a payment of principal, interest, or penalties on a delinquent installment of an Assessment are not to be considered a Prepayment, but rather are to be treated as the payment of the delinquent scheduled Annual Installment.

2.35 "Rose Hill PID Reimbursement Agreement Balance" is defined in Section 3.2.

2.36 "Rose Hill PID Reimbursement Fund" means the fund established by the City under this Agreement (and segregated from all other funds of the City) into which the City deposits Assessment Revenue.

2.37 "Service and Assessment Plan" or "SAP" is defined in Section 1.8.

2.38 "Transfer" and "Transferee" are defined in Section 4.11.

2.39 "Updated SAP" is defined as the *Rose Hill Public Improvement District (Stonewater/Stonewater North Subdivisions, Manor, Texas) Management Report for 2019*.

SECTION 3. FUNDING AUTHORIZED IMPROVEMENTS

3.1 Fund Deposits. The City shall bill, collect, and immediately deposit into the Rose Hill PID Reimbursement Fund all Assessment Revenues consisting of: (1) revenue collected from the payment of Assessments (including pre-payments and amounts received from the foreclosure of liens but excluding costs and expenses related to collection) levied against Assessed Property; and (2) revenue collected from the payment of Annual Installments (excluding Annual Collection Costs and Delinquent Collection Costs) of Assessments levied against Assessed Property. Annual Installments of the Assessments shall be billed and collected by the City (or by any person, entity, or governmental agency permitted by law) in the same manner and at the same time as City ad valorem taxes are billed and collected. Funds in the Rose Hill PID Reimbursement Fund shall only be used to pay the Rose Hill PID Reimbursement Agreement Balance in accordance with this Agreement. The City will take and pursue all actions permissible under Applicable Laws to cause the Assessments to be collected and the liens related to such Assessments to be enforced continuously, in the manner and to the maximum extent permitted by the Applicable Laws, and, to the extent permitted by Applicable Laws, to cause no reduction, abatement or exemption in the Assessments for so long as a Rose Hill PID Reimbursement Agreement Balance remains outstanding. The City shall determine or cause to be determined, no later than March 1st of each year whether any Annual Installment is delinquent and if such delinquencies exist, the City will order and cause to be commenced as soon as practicable any and all appropriate and legally permissible actions to obtain such Annual Installment, and any delinquent charges and interest thereon, including diligently prosecuting an action to foreclose the currently delinquent Annual Installment; provided, however, the City shall not be required under any circumstances to purchase or make payment for the purchase of the delinquent Assessment or the corresponding Assessed Property.

3.2 Payment of Rose Hill PID Reimbursement Agreement Balance.

3.2.1 The City agrees to pay to the Developer, and the Developer shall be entitled to receive payments from the City for amounts available in the Rose Hill PID Reimbursement Fund collected from annual installments of the assessments less Annual Collection Costs and Delinquent Collection Costs (the "Rose Hill PID Reimbursement Agreement Balance") in accordance with the terms of this Reimbursement Agreement until the Maturity Date; provided, however, the Actual Costs shall not exceed \$34,533,542.00.

3.2.2 The Annual Installment, from one Parcel of Assessed Property may not be applied against the obligation of an Assessment, levied against another Parcel of Assessed Property, including an Annual Installment.

3.2.3 The City shall make a payment to the Developer from the PID Reimbursement Fund for the Rose Hill PID Reimbursement Agreement Balance at least annually, and no later than six months after the date payment of the Annual Installments are due and payable to the City. In the event that a Prepayment of an Assessment is made by a property owner for the entire principal amount and interest due up to the date of the prepayment, then the City shall notify the PID Administrator, who will prepare a lien release to be filed in the Real Property Records, and as soon as practically as possible after the lien release is filed, remit payment to the Developer of the

Assessment Revenue deposited into the Rose Hill PID Reimbursement Fund. If the Prepayment is made after the annual SAP update has been approved by the City Council in a given year, then the lien release will be held until the tax bills are collected and accounted for to ensure complete payment of the lien. If the Prepayment is made within a calendar year up to December 31, reimbursement to the Developer will be made in the succeeding calendar year. Payments made from the Rose Hill PID Reimbursement Fund will follow the annual SAP update approved by the City Council each year and subject to Section 3.4 below. The Rose Hill PID Reimbursement Agreement Balance is authorized by the Act, was approved by the City Council, and represents the total costs to be assessed against the Assessed Property for the Actual Costs of the Authorized Improvements.

3.3 Disbursements from the Rose Hill PID Reimbursement Fund. In order to receive disbursements from the Rose Hill PID Reimbursement Fund for payment of the Rose Hill PID Reimbursement Agreement Balance, the Developer shall annually execute a request for payment form, attached hereto and incorporated herein as if fully set forth as Exhibit C (the “Request for Payment”) delivered to the City for payment in accordance with the provisions of this Agreement. Upon receipt of the Request for Payment, the City shall arrange for payment to the Developer from the Rose Hill PID Reimbursement Fund as quickly as practicable thereafter.

3.4 Obligations Limited. The obligations of the City under this Agreement shall not, under any circumstances, give rise to or create a charge against the general credit or taxing power of the City or a debt or other obligation of the City payable from any source other than the Rose Hill PID Reimbursement Fund. No other City funds, revenues, taxes, or income of any kind shall be used to pay: (1) the Actual Costs of the Authorized Improvements, or (2) the Rose Hill PID Reimbursement Agreement Balance even if the Rose Hill PID Reimbursement Agreement Balance is not paid in full on or before the Maturity Date. None of the City or any of its elected or appointed officials or any of its officers, employees, consultants or representatives shall incur any liability hereunder to the Developer or any other party in their individual capacities by reason of this Agreement or their acts or omissions under this Agreement.

SECTION 4. ADDITIONAL PROVISIONS

4.1 Term. The term of this Agreement shall begin on the Effective Date and shall continue until the Maturity Date.

4.2 No Competitive Bidding. Construction of the Authorized Improvements shall not require competitive bidding pursuant to Section 252.022(a) (9) of the Texas Local Government Code, as amended. All plans and specifications, but not construction contracts, shall be reviewed and approved, in writing, by the City prior to Developer selecting the contractor.

4.3 Independent Contractor. In performing this Agreement, the Developer is an independent contractor and not the agent or employee of the City.

4.4 Audit. The City Representative shall have the right, during normal business hours and upon five (5) business days' prior written notice to the Developer, to review all books and records of the Developer pertaining to costs and expenses incurred by the Developer with respect to any of the

Authorized Improvements. For a period of two years after completion of the Authorized Improvements, the Developer shall maintain proper books of record and account for the construction of the Authorized Improvements and all costs related thereto. Such accounting books shall be maintained in accordance with customary real estate accounting principles. The Developer shall have the right, during normal business hours, to review all records and accounts pertaining to the Assessments upon written request to the City. The City shall provide the Developer an opportunity to inspect such books and records relating to the Assessments during the City's regular business hours and on a mutually agreeable date no later than ten (10) business days after the City receives such written request. The City shall keep and maintain a proper and complete system of records and accounts pertaining to the Assessments for so long as the Rose Hill PID Reimbursement Agreement Balance remains unpaid.

4.5 Developer's Right to Protest Ad Valorem Taxes. Nothing in this Agreement shall be construed to limit or restrict Developer's right to protest ad valorem taxes. The Developer's decision to protest ad valorem taxes on Assessed Property does not constitute a Default under this Agreement.

4.6 PID Administration and Collection of Assessments. If the City designates an administrator who shall have the responsibilities provided in the Amended SAP related to the duties and responsibilities of the administration of the PID, the City shall provide the Developer with a copy of the agreement between the City and the administrator upon written request by the Developer. If the City contracts with a third-party for the collection of Annual Installments of the Assessments, the City shall provide the Developer with a copy of such agreement upon written request from the Developer.

4.7 Representations and Warranties.

4.7.1 The Developer represents and warrants to the City that: (1) the Developer has the authority to enter into and perform its obligations under this Agreement; (2) the Developer has the financial resources, or the ability to obtain sufficient financial resources, to meet its obligations under this Agreement; (3) the person executing this Agreement on behalf of the Developer has been duly authorized to do so; (4) this Agreement is binding upon the Developer in accordance with its terms; and (5) the execution of this Agreement and the performance by the Developer of its obligations under this Agreement do not constitute a breach or event of default by the Developer under any other agreement, instrument, or order to which the Developer is a party or by which the Developer is bound.

4.7.2 The City represents and warrants to the Developer that: (1) the City has the authority to enter into and perform its obligations under this Agreement; (2) the person executing this Agreement on behalf of the City has been duly authorized to do so; (3) this Agreement is binding upon the City in accordance with its terms; and (4) the execution of this Agreement and the performance by the City of its obligations under this Agreement do not constitute a breach or event of default by the City under any other agreement, instrument, or order to which the City is a party or by which the City is bound.

4.8 Default/Remedies.

4.8.1 If either Party fails to perform an obligation imposed on such Party by this Agreement (a "Failure") and such Failure is not cured after notice and the expiration of the cure periods provided in this section, then such Failure shall constitute a "Default." If a Failure is monetary, the non-performing Party shall have ten (10) days within which to cure. If the Failure is non-monetary, the non-performing Party shall have thirty (30) days within which to cure.

4.8.2 If the Developer is in Default, the City shall have available all remedies at law or in equity; provided no default by the Developer shall entitle the City to terminate this Agreement or to withhold payments to the Developer from the Rose Hill PID Reimbursement Fund in accordance with this Agreement.

4.8.3 If the City is in Default, the Developer shall have available all remedies at law or in equity; provided, however, no Default by the City shall entitle the Developer to terminate this Agreement.

4.8.4 The City shall give notice of any alleged Failure by the Developer to each Transferee identified in any notice from the Developer, and such Transferees shall have the right, but not the obligation, to cure the alleged Failure within the same cure periods that are provided to the Developer. The election by a Transferee to cure a Failure by the Developer shall constitute a cure by the Developer but shall not obligate the Transferee to be bound by this Agreement unless the Transferee agrees in writing to be bound.

4.9 Remedies Outside the Agreement. Nothing in this Agreement constitutes a waiver by the City of any remedy the City may have outside this Agreement against the Developer, any Transferee, or any other person or entity involved in the design, construction, or installation of the Authorized Improvements. The obligations of the Developer hereunder shall be those of a party hereto and not as an owner of property in the PID. Nothing herein shall be construed as affecting the City's or the Developer's rights or duties to perform their respective obligations under other agreements, use regulations, or subdivision requirements relating to the development property in the PID.

4.10 Estoppel Certificate. From time to time upon written request of the Developer, the City Manager will execute a written estoppel certificate (1) identifying any obligations of the Developer under this Agreement that are in default or, with the giving of notice or passage of time, would be in default; or (2) stating, to the extent true, that to the best knowledge and belief of the City, the Developer is in compliance with its duties and obligations under this Agreement.

4.11 Transfers. The Developer has the right to convey, transfer, assign, mortgage, pledge, or otherwise encumber, in whole or in part without the consent of (but with notice to) the City, the Developer's right, title, or interest to payments under this Agreement (but not performance obligations) including, but not limited to, any right, title, or interest of the Developer in and to payments of the Rose Hill PID Reimbursement Agreement Balance (any of the foregoing, a "Transfer," and the person or entity to whom the transfer is made, a "Transferee"). Notwithstanding the foregoing, no Transfer shall be effective until notice of the Transfer is given to the City. The City may rely on notice of a Transfer received from the Developer without obligation to investigate

or confirm the validity of the Transfer. The Developer waives all rights or claims against the City for any funds paid to a third party as a result of a Transfer for which the City received notice.

4.12 Applicable Law; Venue. This Agreement is being executed and delivered and is intended to be performed in the State of Texas. Except to the extent that the laws of the United States may apply, the substantive laws of the State of Texas shall govern the interpretation and enforcement of this Agreement. In the event of a dispute involving this Agreement, venue shall lie in any court of competent jurisdiction in Tarrant County, Texas.

4.13 Notice. Any notice referenced in this Agreement must be in writing and shall be deemed given at the addresses shown below: (1) when delivered by a nationally recognized delivery service such as FedEx or UPS with evidence of delivery signed by any person at the delivery address regardless of whether such person is the named addressee; or (2) 72 hours after deposited with the United States Postal Service, Certified Mail, Return Receipt Requested.

To the City: City of Manor
Attn: City Manager
105 E. Eggleston Street
Manor, Texas 78653
Phone: (512) 272-5555
Email: tbolt@cityofmanor.org

With a copy to: The Knight Law Firm, LLP
Attn: Paige H. Saenz
223 West Anderson Lane, Suite A105
Austin, Texas 78752
Phone: (512) 323-5778
Email: paige@cityattorneytexas.com

To the Developer: _____
Attn: _____

Phone: _____
Email: _____

With a copy to: _____
Attn: _____

Phone: _____
Email: _____

Any Party may change its address by delivering notice of the change in accordance with this section.

4.14 Conflicts; Amendment. In the event of any conflict between this Agreement and any other instrument, document, or agreement by which either Party is bound, the provisions and intent of this Agreement controls. This Agreement may only be amended by written agreement of the Parties.

4.15 Capitalized Terms. Capitalized terms used in this Agreement shall have the meanings given to them in Section 2.

4.16 References. Unless otherwise defined: (1) all references to "sections" shall mean sections of this Agreement; (2) all references to "exhibits" shall mean exhibits to this Agreement which are incorporated as part of this Agreement for all purposes; and (3) all references to "ordinances" or "resolutions" shall mean ordinances or resolutions adopted by the City Council. All resolutions and ordinances referenced in this Agreement (e.g., the PID Creation Resolution and each Assessment Ordinance), together with all other documents referenced in this Agreement (e.g., the Amended SAP), are incorporated as part of this Agreement for all purposes as if such resolutions, ordinances, and other documents were set forth in their entirety in or as exhibits to this Agreement.

4.17 Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable for any reason, then (a) such unenforceable provision shall be deleted from this Agreement; (b) the unenforceable provision shall, to the extent possible, be rewritten to be enforceable and to give effect to the intent of the Parties; and (c) the remainder of this Agreement shall remain in full force and effect and shall be interpreted to give effect to the intent of the Parties. Additionally, if any provision of this Agreement requires revision based on the controlling definitions in the Amended SAP (a) such conflicting provision shall be deleted from this Agreement; (b) the conflicting provision shall, to the extent possible, be rewritten to be conforming and to give effect to the intent of the Parties; and (c) the remainder of this Agreement shall remain in full force and effect and shall be interpreted to give effect to the intent of the Parties.

4.18 Non-Waiver. The failure by a Party to insist upon the strict performance of any provision of this Agreement by the other Party, or the failure by a Party to exercise its rights upon a Default by the other Party, shall not constitute a waiver of such Party's right to insist and demand strict compliance by such other Party with the provisions of this Agreement.

4.19 Third Party Beneficiaries. Nothing in this Agreement is intended to or shall be construed to confer upon any person or entity other than the City, the Developer, and Transferees any rights under or by reason of this Agreement. All provisions of this Agreement shall be for the sole and exclusive benefit of the City, the Developer, and Transferees.

4.20 Counterparts. This Agreement may be executed in multiple counterparts, which, when taken together, shall be deemed one original.

4.21 Iran, Sudan, and Foreign Terrorist Organizations. The Developer represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, and to the extent such Section does not contravene applicable Federal law and excludes the Developer and each of its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The Developer understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with the Developer and exists to make a profit.

4.22 No Boycott of Israel. The Developer hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott Israel and, to the extent this Agreement is a contract for goods or services, will not boycott Israel during the term of this Agreement. The foregoing verification is made solely to comply with Section 2270.002, Texas Government Code, and to the extent such Section does not contravene applicable Federal law. As used in the foregoing verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The Developer understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the Developer and exists to make a profit.

4.23 Employment of Undocumented Workers. During the term of this Agreement, and to the extent required under State law, the Owner agrees not to knowingly employ any undocumented workers and, if convicted of a violation under 8 U.S.C. Section 1324a (f), the Owner shall repay the taxes abated herein within 120 days after the date the Owner is notified by the City of such violation, plus interest at the rate of six percent (6%) compounded annually from the date of violation until paid. Pursuant to Section 2264.101 (c), Texas Government Code, a business is not liable for a violation of Chapter 2264 by a subsidiary, affiliate, or franchisee of the business, or by a person with whom the business contracts.

[Execution pages follow.]

CITY OF MANOR, TEXAS

Dr. Larry Wallace, Jr., Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

CONTINENTAL HOMES OF TEXAS, L.P.
a Texas limited partnership

By: _____
Name: _____
Title: _____

EXHIBIT A
2019 PID Management Report
[See attached]

Rose Hill Public Improvement District

(Stonewater/Stonewater North Subdivisions Manor, Texas)

Management Report for 2019

Rose Hill Public Improvement District ("PID")

This is the Annual Manager's Report for the Rose Hill Public Improvement District ("PID"). as of December 31, 2019.

The District is currently comprised of:

- Stonewater, Phase 1, with 228 residential lots
- Stonewater, Phase 1A, with 79 residential lots
- Stonewater, Phase 2, with 115 residential lots
 - Stonewater, Phase 2 includes 10 residential lots (Resub of Lot 132 Blk H)
- Stonewater, Phase 3, with 62 residential lots
- Stonewater, Phase 4, with 86 residential lots
- Stonewater, Phase 5, with 89 residential lots
- Stonewater, Phase 6, with 74 residential lots
- Stonewater, Phase 7, with 41 residential lots
- Stonewater, Phase 8, with 73 residential lots
 - Stonewater, Phase 8 includes 4 residential lots (Resub of Lots 105-108 Blk Q)
- Stonewater North, Phase 1, with 93 residential lots
- Stonewater North, Phase 3, with 102 residential lots

For a total of 1042 lots. All lots have been accepted for maintenance by the City of Manor as of December 31, 2019. Stonewater North, Phase 2 (162 lots) is currently being developed and acceptance of these lots by the City is expected in 2020.

As required by the Rose Hill PID, there will be an annual assessment of \$465 for each lot which contains a completed home which has been issued a Certificate of Occupancy and an annual maintenance fee of \$100 for a lot that has not been issued a Certificate of Occupancy.

Upon acceptance of this report the PID Manager will pay the PID current liabilities & Management Fee, retain \$10,000.00 in operating capital and return the balance to the Developer as a Distributed Assessment as called for in the PID agreement.

As per the Rose Hill Public Improvement District Management Agreement with an effective date of June 26, 2003, please find the following required annual submittals:

- Exhibit A** Assessment Roll as of January 1, 2020
- Exhibit B** Five Year Plan of Service and Budget For the Period January 1, 2020 - December 31, 2024
- Exhibit C** Recommendation As to the Amount of Special Assessments to be Levied and Collected for 2020
- Exhibit D** Developer Status Report - Design, Acquisition and Construction of District Improvements as of December 31, 2019
- Exhibit E** Developer Advances and Reimbursements - Life to Date December 31, 2019
- Exhibit F** Delinquent Assessment Report as of December 31, 2019
- Exhibit G** District Financials for the period January 1, 2019 - December 31, 2019 and Life-to-Date December 31, 2019

Rose Hill Public Improvement District

Kevin McCright, Manager

Date

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	12200 Waterford Run Way	25	D	710595	Glaser, Denise	12200 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12201 Waterford Run Way	9	A	710632	Pollard, Michael	12201 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12202 Waterford Run Way	24	D	710594	Brown-Ramirez Larilyn	12202 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12203 Waterford Run Way	10	A	710633	Dawson, Philip Andrew & Jordan Lyo	12203 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12204 Waterford Run Way	23	D	710593	Ferguson, Jonathan	12204 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12205 Waterford Run Way	11	A	710634	Butler, Betty J	12205 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12206 Waterford Run Way	22	D	710592	Cook, Devin Marie & Chastity Ann Pa	20425 Rita Blanca Circle	Pflugerville	TX	78660	0	465	465	1
1	12207 Stoneridge Gap Ln	11	D	710581	Scarbo-Trotter, Lauren	12207 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12207 Waterford Run Way	12	A	710635	Johnson, Laurie A	12207 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12208 Waterford Run Way	21	D	710591	Derakhshani, Hamed	7120 Vail Ridge St	Austin	TX	78744-3325	0	465	465	1
1	12209 Stoneridge Gap Ln	12	D	710582	Morales, Felipe	12209 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12209 Waterford Run Way	13	A	710636	Alvarez, Jose Miguel	12209 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12210 Waterford Run Way	20	D	710590	Aldridge, Tiffany T	12210 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12211 Stoneridge Gap Ln	13	D	710583	Rocha, Juan Antonio Segura	12211 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12211 Waterford Run Way	14	A	710637	Mora, Alfonso	12211 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12212 Waterford Run Way	19	D	710589	Mitchell, Harold	12212 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12213 Stoneridge Gap Ln	14	D	710584	Hunt, Martha	12213 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12213 Waterford Run Way	15	A	710638	Garcia, Laura	12213 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12214 Waterford Run Way	18	D	710588	Espinosa, Jacob	12214 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12215 Stoneridge Gap Ln	15	D	710585	Garcia, John & Joann	12215 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12215 Waterford Run Way	16	A	710639	Martin, Celia C	12215 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12217 Stoneridge Gap Ln	16	D	710586	Patton, Antoine D & Kyriakoula, Bars	12217 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12300 Waterford Run Way	36	E	710631	Estrada, Osiel	12300 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12301 Stoneridge Gap Ln	2	E	710597	Barringer, Justin	12301 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12301 Waterford Run Way	2	B	710642	Hernandez, Felipe D Anaya	12301 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12302 Waterford Run Way	35	E	710630	Rodriguez, Maria Laurel	12302 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12303 Stoneridge Gap Ln	3	E	710598	Anastasi, Tabitha	12303 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12303 Waterford Run Way	3	B	710643	Branch, Lamesha T	12303 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12304 Waterford Run Way	34	E	710629	Lazo, Victor M	12304 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12305 Stoneridge Gap Ln	4	E	710599	Moheet, Waris	12305 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12305 Waterford Run Way	4	B	710644	Rodriguez, Jorge Ivan & Erica Gaona	12305 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12306 Jamie Dr	27	K	710441	Rodriguez, Earnest & Olivia Lopez	12306 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12306 Waterford Run Way	33	E	710628	Key, Sharmaine Denise	12306 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12307 Jamie Dr	81	H	710469	Kizer, Victoria	12307 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12307 Stoneridge Gap Ln	5	E	710600	Krause, Sandra	12307 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12307 Waterford Run Way	5	B	710645	Lopez, Yoxelina Jaimes & Javier Jaime	12307 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12308 Jamie Dr	28	K	710440	Morgan, Rexford R Iv	12308 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12308 Waterford Run Way	32	E	710627	Dear, Joseph	12308 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12309 Jamie Dr	80	H	710470	Ford, William D & Theresa Ford	12309 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12309 Stoneridge Gap Ln	6	E	710601	Semenov, Patricia & Denis	12309 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12309 Waterford Run Way	6	B	710646	Bautista, Jaime	12309 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12310 Jamie Dr	29	K	710439	Alcocer, Dulce	12310 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12310 Waterford Run Way	31	E	710626	Rosabal, Rogelio & Yamilla Reynaldo	12310 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12311 Jamie Dr	79	H	710471	Colmenero, Eduardo	12311 Jamie Dr	Manor	TX	78653	0	465	465	1

Item 4.

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	12311 Stoneridge Gap Ln	7	E	710602	Parnell, Lee J	12311 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12311 Waterford Run Way	7	B	710647	Johnson, Lawrence C	12311 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12312 Jamie Dr	30	K	710438	Millan-Calva, Humberto	12312 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12312 Waterford Run Way	30	E	710625	Ogunlabi, Abiola O & Olumidi O	12312 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12313 Jamie Dr	78	H	710472	Toala, Nelson V & Diana Cabrera	12313 Jamie Dr	Manor	TX	78653	0	0	0	1
1	12313 Stoneridge Gap Ln	8	E	710603	Guillory, Regina	12313 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12313 Waterford Run Way	8	B	710648	Quepons, Karen L	1402 Mozingo St	Denton	TX	76209	0	465	465	1
1	12314 Waterford Run Way	29	E	710624	Smith, Lisa Marie	12314 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12315 Jamie Dr	77	H	710473	Contreras, Javier	12315 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12315 Stoneridge Gap Ln	9	E	710604	Sutton, Christopher H	12315 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12315 Waterford Run Way	9	B	710649	Davis, Cory	12315 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12317 Jamie Dr	76	H	710474	Yang, Edward H	210 Lee Barton Dr, Unit 215	Austin	TX	78704-1044	0	465	465	1
1	12317 Stoneridge Gap Ln	10	E	710605	Monroe, Malcolm	12317 Stoneridge Gap Ln	Manor	TX	78653	0	0	0	1
1	12318 Jamie Dr	27	L	710447	Yang, Edward H	210 Lee Barton Dr, Unit 215	Austin	TX	78704-1044	0	465	465	1
1	12319 Jamie Dr	75	H	710475	Evans, Cynthia R	12319 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12320 Jamie Dr	26	L	710446	Ramirez, Paul Frank	1506 Sahara Ave	Austin	TX	78745	0	465	465	1
1	12322 Jamie Dr	25	L	710445	King Cole Property Solutions LLC	7301 Rr 620N Ste 155-158	Austin	TX	78726	0	0	0	1
1	12324 Jamie Dr	24	L	710444	Meave, Gabriel J	12324 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12326 Jamie Dr	23	L	710443	Laney, Brian	12326 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12400 Jamie Dr	22	L	710442	Guadarrama, Rafael & Maria	12400 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12400 Waterford Run Way	28	E	710623	Araujo, Joe	12400 Waterford Run Way	Manor	TX	78653	0	0	0	1
1	12401 Stoneridge Gap Ln	11	E	710606	Mugomoka, Christine C & Christine D	12401 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12401 Waterford Run Way	10	B	710650	Labata, Rachelle S & Jose P	12401 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12402 Jamie Dr	21	L	710666	Sanchez, Laura Vasquez De & Francisr	12402 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12402 Waterford Run Way	27	E	710622	Guajardo, Jose Baldemar Jr	12402 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12403 Stoneridge Gap Ln	12	E	710607	Bailey, Steven Alvis	12403 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12403 Waterford Run Way	11	B	710651	Avery, Jesmia N & Dathan D Biberste	12403 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12404 Jamie Dr	20	L	710665	Smallwood Brionna M &	12404 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12404 Stoneridge Gap Ln	44	I	710570	Henry, Felicia	12404 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12404 Waterford Run Way	26	E	710621	Barnes, Shawn Michael & Heather Ar	12404 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12405 Stoneridge Gap Ln	13	E	710608	Brooks, Nathan	12405 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12405 Waterford Run Way	12	B	710652	Lowrey, Andrew Robert & Tracie Ren	12405 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12406 Jamie Dr	19	L	710664	Williams, Michael	12406 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12406 Stoneridge Gap Ln	45	I	710569	Dowell, Jere L & Edward T Davis	12406 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12406 Waterford Run Way	25	E	710620	Aviles, Mario	12406 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12407 Jamie Dr	18	I	710671	Mayfield, Tim & Julie	12407 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12407 Stoneridge Gap Ln	14	E	710609	Fagan, Thomas	11711 Shoshone Dr	Austin	TX	78759	0	465	465	1
1	12407 Waterford Run Way	13	B	710653	Taylor, Tamara	12407 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12408 Jamie Dr	18	L	710663	Elder, Laura	12408 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12408 Stoneridge Gap Ln	46	I	710568	Gomez, Leodan F	12408 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12408 Waterford Run Way	24	E	710619	Lott, Rosalind Ann	12408 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12409 Jamie Dr	17	I	710672	Perea, Rosendo A	12409 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12409 Stoneridge Gap Ln	15	E	710610	Botchway, Dennis & Esther Bentum	12409 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12409 Waterford Run Way	14	B	710654	Bushman, Anthony	12409 Waterford Run Way	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Bldg	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	12410 Jamie Dr	17	L	710662	Bradford, Laronna	135 Josie Ln	Bastrop	TX	78602	0	0	0	1
1	12410 Stoneridge Gap Ln	47	I	710567	Haywood, Shamron & Kendra	12410 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12410 Waterford Run Way	23	E	710618	Renders-Amaya, Eder A	12410 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12411 Jamie Dr	16	I	710673	Moreno, Brenda & Francisco	12411 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12411 Stoneridge Gap Ln	16	E	710611	Trauernight, Justi Nicole	12411 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12411 Waterford Run Way	15	B	710655	Levario, Mark A	12411 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12412 Jamie Dr	16	L	710661	Patino, Lorraine & Veronica A Hood	12412 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12412 Stoneridge Gap Ln	48	I	710566	Juban, Benhur & Tessie Fiel	12412 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12412 Waterford Run Way	22	E	710617	Sorensen, Patricia & Kyle Sorensen	12412 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12413 Jamie Dr	15	I	710674	Dominguez, David & David Domingue	12413 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12413 Stoneridge Gap Ln	17	E	710612	Hernandez, Monica Moreno &	12413 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12413 Waterford Run Way	16	B	710656	Castaneda, Cynthia	12413 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12414 Jamie Dr	15	L	710660	Bissereth, Vladjimmy & Jennifer	12414 Jamie Dr	Manor	TX	78653	0	465	465	1
1	12414 Stoneridge Gap Ln	49	I	710565	Asperas, Marie Louchiel & Conrado	12414 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12414 Waterford Run Way	21	E	710616	Guzman, James Richard Jr & Ruby M	12414 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12415 Jamie Dr	14	I	710675	Siebenaler, Louise	12415 Jamie Dr	Manor	PA	78653	0	465	465	1
1	12415 Stoneridge Gap Ln	18	E	710613	Serpas, Walter M & Diane	12415 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12415 Waterford Run Way	17	B	710657	Yost, Jade	12415 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12416 Stoneridge Gap Ln	50	I	710564	Attico, Derek T	12416 Stoneridge Gap Ln	Manor	TX	78653	0	0	0	1
1	12416 Waterford Run Way	20	E	710615	Elliott-Sneed, Cherish	12416 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12417 Waterford Run Way	18	B	710658	Makey, April M	12417 Waterford Run Way	Manor	TX	78653	0	465	465	1
1	12420 Stoneridge Gap Ln	51	I	710563	Passamonte, Susan Marie	12420 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12422 Stoneridge Gap Ln	52	I	710562	Arce, Juan Carlos Carballo, Mariela	12422 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12500 Stoneridge Gap Ln	53	I	710561	Ratliff, Pamela	12500 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12502 Stoneridge Gap Ln	54	I	710560	Balde, Mamadou	12502 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12504 Stoneridge Gap Ln	55	I	710559	Soto, Oscar A	12504 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12506 Stoneridge Gap Ln	56	I	710558	Hopkins, Kristi Dawn	12506 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12508 Stoneridge Gap Ln	57	I	710557	Rodriguez, Maria I & Miguel Barrrios F	12508 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12510 Stoneridge Gap Ln	58	I	710556	Degidio, Chris	12510 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12512 Stoneridge Gap Ln	59	I	710555	Aguirre, Jorge	12512 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12514 Stoneridge Gap Ln	60	I	710554	Torres, Sandra M & Armando	12514 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	12516 Stoneridge Gap Ln	61	I	710553	Garcia, Anna L Juares & Miguel T Lerr	12516 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
1	14300 Cummins Way	49	H	710546	Vela, Stephanie Santos	14300 Cummins Way	Manor	TX	78653	0	465	465	1
1	14300 Pebble Run Path	3	H	710540	Bradford, Laronna	135 Josie Ln	Bastrop	TX	78602	0	0	0	1
1	14301 Cummins Way	42	I	710573	Espinosa, Alvaro A	19921 San Chisolm Dr	Round Rock	TX	78664-3965	0	465	465	1
1	14301 Pebble Run Path	47	H	710548	Canyon Clay, Llc	6001 W Parmer Ln , Ste 310-420	Austin	TX	78727	0	465	465	1
1	14302 Cummins Way	50	H	710545	Darling, Perry J & Sherry L	14302 Cummins Way	Manor	TX	78653	0	465	465	1
1	14302 Pebble Run Path	4	H	710538	Williams, Bobby R	14302 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14303 Cummins Way	41	I	710574	Medina, Hector	14303 Cummins Way	Manor	TX	78653	0	465	465	1
1	14303 Pebble Run Path	46	H	710549	Menendez, Mario Jose	14303 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14304 Cummins Way	51	H	710544	Scales, Paul	14304 Cummins Way	Manor	TX	78653	0	465	465	1
1	14304 Pebble Run Path	5	H	710537	Campos, Claudia I Tapia	14304 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14305 Cummins Way	40	I	710575	Bedder Management Austin, Llc	9901 Brodie Ln Ste 160-172	Austin	TX	78748	0	465	465	1
1	14305 Pebble Run Path	45	H	710550	Reboloso, Armando Loredo	14305 Pebble Run Path	Manor	TX	78653	0	465	465	1

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PH5	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	14306 Cummins Way	52	H	710543	Bourgeois, Kari	14306 Cummins Way	Manor	TX	78653	0	465	465	1
1	14306 Pebble Run Path	6	H	710536	Church, Patrice	14306 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14307 Cummins Way	39	I	710576	Saroni, Robin & Luke	14307 Cummins Way	Manor	TX	78653	0	465	465	1
1	14307 Pebble Run Path	44	H	710551	American Homes 4 Rent, Lp	30601 Agoura Rd Ste 200	Agoura Hills	CA	91301	0	465	465	1
1	14308 Cummins Way	53	H	710542	Leggett, Raymond M & Jennifer J Pipi	14308 Cummins Way	Manor	TX	78653	0	465	465	1
1	14308 Pebble Run Path	7	H	710535	Le, Mitchell & Yvonne	3108 Raging River Dr	Austin	TX	78728-4359	0	465	465	1
1	14309 Cummins Way	38	I	710577	Escobar, Omar E	14309 Cummins Way	Manor	TX	78653	0	465	465	1
1	14309 Pebble Run Path	43	H	710499	Munoz, Rocio Rosales &	14309 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14310 Cummins Way	54	H	710497	Sanchez, Rene Valdez	14310 Cummins Way	Manor	TX	78653	0	465	465	1
1	14310 Pebble Run Path	8	H	710534	Villatoro, Reyna	14310 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14311 Cummins Way	37	I	710578	Jefferson, Harry Jr & Caprecia D Hest	14311 Cummins Way	Manor	TX	78653	0	465	465	1
1	14311 Pebble Run Path	42	H	710500	Moreno, Mario A	14311 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14312 Cummins Way	55	H	710496	Yang, Edward H	210 Lee Barton Dr, Unit 215	Austin	TX	78704-1044	0	465	465	1
1	14312 Pebble Run Path	9	H	710533	Gonzalez, Santacruz Antonio & Nazar	14312 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14313 Cummins Way	36	I	710579	Delgado, Edgar E & Karina Gomez	14313 Cummins Way	Manor	TX	78653	0	465	465	1
1	14313 Pebble Run Path	41	H	710501	Isaac, Patricia	6800 Esther Dr	Austin	TX	78752-3136	0	465	465	1
1	14314 Cummins Way	56	H	710495	Flores, Federico Martinez	14314 Cummins Way	Manor	TX	78653	0	465	465	1
1	14314 Pebble Run Path	10	H	710532	Menzel, Julio	14314 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14315 Cummins Way	35	I	710580	Dominguez, Ingrid & Francisco Medrz	14315 Cummins Way	Manor	TX	78653	0	465	465	1
1	14315 Pebble Run Path	40	H	710502	Sutton, Traneice S	13829 Field Stream Ln	Manor	TX	78653-3830	0	465	465	1
1	14316 Cummins Way	57	H	710494	Wolf, Theresa	14316 Cummins Way	Manor	TX	78653	0	465	465	1
1	14316 Pebble Run Path	11	H	710531	Romo, Matthew	14316 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14317 Pebble Run Path	39	H	710503	Clements, Naomi Danielle	14317 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14318 Cummins Way	58	H	710493	Rodriguez, Lupita	14318 Cummins Way	Manor	TX	78653	0	465	465	1
1	14319 Pebble Run Path	38	H	710504	Rodriguez, Maria Inez & Fernando Ro	14319 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14322 Cummins Way	59	H	710492	Sanchez, Renee Valdez & Effrain Vald	14322 Cummins Way	Manor	TX	78653	0	465	465	1
1	14324 Cummins Way	60	H	710491	Jaimes, Carolina Jaramillo	14324 Cummins Way	Manor	TX	78653	0	465	465	1
1	14400 Cummins Way	61	H	710490	Lugo, Martin	14400 Cummins Way	Manor	TX	78653	0	465	465	1
1	14400 Pebble Run Path	13	H	710529	Paradise, Eleazar B	14400 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14401 Cummins Way	33	I	710451	Jones, Clara	14401 Cummins Way	Manor	TX	78653	0	465	465	1
1	14401 Joy Lee Ln	8	I	710679	Simms, Deanna E	14401 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14401 Pebble Run Path	36	H	710506	Veal, Teresia R	1137 Map Cir	Austin	TX	78721-2414	0	465	465	1
1	14402 Cummins Way	62	H	710489	Amh-2014-Borrower Llc	30601 Agoura Rd Ste. 200	Agoura Hills	CA	91301	0	465	465	1
1	14402 Joy Lee Ln	9	I	710468	Lockwood, Nathan & Shannon Blaker	14402 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14402 Pebble Run Path	14	H	710528	Santamaria, Maria	14402 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14403 Cummins Way	32	I	710452	Cantu, Adam & Maria Del Carmen Ca	14403 Cummins Way	Manor	TX	78653	0	465	465	1
1	14403 Joy Lee Ln	7	I	710680	Ortega Jesus D	14403 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14403 Pebble Run Path	35	H	710507	Lavalle, Neri	14403 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14404 Cummins Way	63	H	710488	Spence, Frank & Julie	14404 Cummins Way	Manor	TX	78653	0	465	465	1
1	14404 Joy Lee Ln	10	I	710467	American Homes 4 Rent, Lp	30601 Agoura Rd Ste 200	Agoura Hills	CA	91301	0	465	465	1
1	14404 Pebble Run Path	15	H	710527	Harmon, Robert C & Martha Pena	14404 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14405 Cummins Way	31	I	710453	Jacobs, Ronald V	14405 Cummins Way	Manor	TX	78653	0	465	465	1
1	14405 Joy Lee Ln	6	I	710681	Edwards, John E & Tamara K	2800 Grand Mission Way	Pflugerville	TX	78660	0	465	465	1
1	14405 Pebble Run Path	34	H	710508	Bermudez, Luis & Silvia	14405 Pebble Run Path	Manor	TX	78653	0	465	465	1

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Rose Hill PID
Assessment Roll
Valuation as of 1/1/2020

14,200 411,525 425,725 1042

PH5	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	14406 Cummins Way	64	H	710487	Heong, Ann	827 Indian Meadows Dr	Georgetown	TX	78626	0	465	465	1
1	14406 Joy Lee Ln	11	I	710678	Mcinnis, John Thomas & Ann-Marie M	14406 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14406 Pebble Run Path	16	H	710526	Lavache, Riguel & Nathalie C	14406 Pebble Run Path	Manor	TX	78653	0	0	0	1
1	14407 Cummins Way	30	I	710454	Nichols, Stephanie Elaine	14407 Cummins Way	Manor	TX	78653	0	465	465	1
1	14407 Joy Lee Ln	5	I	710682	Eagle Interests, LLC	11408 Glen Falloch Cr	Austin	TX	78754	0	465	465	1
1	14407 Pebble Run Path	33	H	710509	Lykins, Melissa M	14407 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14408 Cummins Way	65	H	710486	Hernandez, Rosalinda Nieto	14408 Cummins Way	Manor	TX	78653	0	465	465	1
1	14408 Joy Lee Ln	12	I	710677	Vazquez, Pedro Ortiz	14408 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14408 Pebble Run Path	17	H	710525	Sanchez, Cindy S	14408 Pebble Run Path	Manor	TX	78653-5097	0	465	465	1
1	14409 Cummins Way	29	I	710455	Talamantez, Kimberly	14409 Cummins Way	Manor	TX	78653	0	465	465	1
1	14409 Joy Lee Ln	4	I	710683	Hernandez, Martin R & Maria C Gonz	14409 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14409 Pebble Run Path	32	H	710510	Vasquez, Carlos	14409 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14410 Cummins Way	66	H	710485	Pena-Jaimes, Maricela	14410 Cummins Way	Manor	TX	78653	0	465	465	1
1	14410 Joy Lee Ln	13	I	710676	Swiftside Eagle, LLC c/o Paul Lopez	1101 Thorpe Ln # 105-403	San Marcos	TX	78666-7105	0	465	465	1
1	14410 Pebble Run Path	18	H	710524	Barron, Pablo Hernandez & Libia Sala	14410 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14411 Cummins Way	28	I	710456	Carral, Michael Jr & Berenice Lara	11207 Jordan Ln	Austin	TX	78758-4257	0	465	465	1
1	14411 Joy Lee Ln	3	I	710684	Almon, Michael David	14411 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14411 Pebble Run Path	31	H	710511	Estrada, Abel & Bertha A	14411 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14412 Cummins Way	67	H	710484	Schweiss, Albert G	9869 Citrine Ct	Parker	CO	80134-3568	0	465	465	1
1	14412 Pebble Run Path	19	H	710523	Edwards, Willie Jr.	14412 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14413 Cummins Way	27	I	710457	Morgan, Teresa	14413 Cummins Way	Manor	TX	78653	0	465	465	1
1	14413 Joy Lee Ln	2	I	710685	Zino Jonathan D	14413 Joy Lee Ln	Manor	TX	78653	0	0	0	1
1	14413 Pebble Run Path	30	H	710512	Dibrute Investments Llc	340 S Lemon Ave #1806	Walnut	CA	91789	0	465	465	1
1	14414 Cummins Way	68	H	710483	Cardenas, Sergio & Marco Contreras	14414 Cummins Way	Manor	TX	78653	0	465	465	1
1	14414 Pebble Run Path	20	H	710522	Basurto, Eliud	14414 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14415 Cummins Way	26	I	710458	Vasquez, Valeria C & Cesar	14415 Cummins Way	Manor	TX	78653	0	465	465	1
1	14415 Joy Lee Ln	1	I	710686	Valle, Pedro Jr & Lorraine	14415 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14415 Pebble Run Path	29	H	710513	Ruiz, Carlos Padilla & Amanda Jill She	14415 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14416 Cummins Way	69	H	710482	Puente, Omar Gonzalez & Dania Sanc	14416 Cummins Way	Manor	TX	78653	0	465	465	1
1	14416 Pebble Run Path	21	H	710521	Silva, Francisco	14416 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14417 Cummins Way	25	I	710459	Larson, April & David R	14417 Cummins Way	Manor	TX	78653	0	465	465	1
1	14417 Pebble Run Path	28	H	710514	Mcgrath, David	3403 Needles Dr	Austin	TX	78746	0	465	465	1
1	14418 Cummins Way	70	H	710481	Szymarek, Jennifer C & Meagan	14418 Cummins Way	Manor	TX	78653	0	465	465	1
1	14418 Pebble Run Path	22	H	710520	Godigamuwa, Walter & Neelamani	4604 Gray Fox Dr	Austin	TX	78759-4213	0	465	465	1
1	14419 Cummins Way	24	I	710460	Saz Equities, LLC	4343 Tree Line Dr	Pasadena	TX	77505-3923	0	465	465	1
1	14419 Pebble Run Path	27	H	710515	Gauthier, Brandy R & Paul J	14419 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14420 Cummins Way	71	H	710480	Poteet, Michael K & Letitia M	3322 Big Cloud Cir	Thousand Oaks	CA	91360-1027	0	465	465	1
1	14420 Pebble Run Path	23	H	710519	Harris, Kayla S	14420 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14421 Cummins Way	23	I	710461	Estes, Michael R & Donna S	14421 Cummins Way	Manor	TX	78653	0	465	465	1
1	14421 Pebble Run Path	26	H	710516	Nyssen, Amanda	14421 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14422 Cummins Way	72	H	710479	Aranda, Gandhi & Brenda	14422 Cummins Way	Manor	TX	78653	0	465	465	1
1	14422 Pebble Run Path	24	H	710518	Damers, Catherine M	14422 Pebble Run Path	Manor	TX	78653	0	465	465	1
1	14423 Cummins Way	22	I	710462	Zwick, Michelle	14423 Cummins Way	Manor	TX	78653	0	465	465	1
1	14423 Pebble Run Path	25	H	710517	Favors, Robert & Lisa	14423 Pebble Run Path	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1	14424 Cummins Way	73	H	710478	Armstrong, Avis	14424 Cummins Way	Manor	TX	78653	0	465	465	1
1	14425 Cummins Way	21	I	710463	Perez, Juan G	14425 Cummins Way	Manor	TX	78653	0	465	465	1
1	14426 Cummins Way	74	H	710477	Ruiz, Pedro Arzola	14426 Cummins Way	Manor	TX	78653	0	465	465	1
1	14427 Cummins Way	20	I	710464	Lott, Frederick & Rosa M Estrada	14427 Cummins Way	Manor	TX	78653	0	465	465	1
1	14429 Cummins Way	19	I	710465	Tierrablanca, Pedro Lopez	14429 Cummins Way	Manor	TX	78653	0	465	465	1
1	14501 Joy Lee Ln	40	N	710668	Frias, Jose L & Rosa E Barron	14501 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14503 Joy Lee Ln	39	N	710669	Zuniga, Antonia Garcia	14503 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1	14505 Joy Lee Ln	38	N	710670	Nikle, Molly	14505 Joy Lee Ln	Manor	TX	78653	0	0	0	1
1 Total									0	101,370	101,370	228	
1A	12218 Walter Vaughn Dr	152	Q	842736	Molinaro, David & Dawn	12218 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12220 Walter Vaughn Dr	153	Q	842735	Winterroth, Crystal	12220 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12300 Walter Vaughn Dr	155	Q	842733	Gaona, Elvira Gaona	12300 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12302 Walter Vaughn Dr	156	Q	842732	Burgos, Daniel	12302 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12303 Timber Arch Ln	2	L	842805	Michael Torres & Anjelica Lopez	12303 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12304 Timber Arch Ln	24	M	842780	Foley, Michael Ryan & Victoria W	12304 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12304 Walter Vaughn Dr	157	Q	842739	Contreras, Emmanuel	12304 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12305 Timber Arch Ln	3	L	842806	Downey, Tensley	12305 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12306 Timber Arch Ln	23	M	842779	Wu, Robert Yi & Annie Bickmun Wu	1438 Hargis Creek Trl	Austin	TX	78717	0	465	465	1
1A	12307 Timber Arch Ln	4	L	842807	Hernandez, Vidal Bences	12307 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12307 Walter Vaughn Dr	2	M	842782	Macedo, Silvano	12307 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12308 Timber Arch Ln	22	M	842778	Jaimo, Armando & Stacy Lee Howarr	12308 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12309 Timber Arch Ln	5	L	842808	Hurd, Jeffrey ii & Marissa	12309 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12309 Walter Vaughn Dr	3	M	842783	Grace, Joseph J	12309 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12310 Timber Arch Ln	21	M	842801	Bonane, Edsel & Rosalia	12310 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12311 Timber Arch Ln	6	L	842809	Reed, Nora	12311 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12400 Timber Arch Ln	20	M	842800	Almaraz, Julio, Jr. & Virginia Saenz	12400 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12400 Walter Vaughn Dr	1	N	842777	Orchard Property I, LLC	31 West 27th St, 4th Floor	New York	NY	10001	0	465	465	1
1A	12401 Timber Arch Ln	7	L	842810	Cedillo-Gonzalez, Victor E	12401 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12401 Walter Vaughn Dr	4	M	842784	O'Loughlin, Catrina M & Patrick J	12401 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12402 Timber Arch Ln	19	M	842799	Villalobos, Isai Perez	12402 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12402 Walter Vaughn Dr	2	N	842776	Frank, Matthew Austin & Morgan Ga	12402 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12403 Timber Arch Ln	8	L	842811	Dean, Frances Diane	12403 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12403 Walter Vaughn Dr	5	M	842785	Bannerman, Jane	12403 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12404 Timber Arch Ln	18	M	842798	Guerrero, Julio C & Brenda K Alvarad	12404 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12404 Walter Vaughn Dr	3	N	842775	Alexander, Peter D	12404 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12405 Timber Arch Ln	9	L	842812	Vences-Guzman, Carlos A	12405 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12405 Walter Vaughn Dr	6	M	842786	Pikas, Andrea	12405 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12406 Timber Arch Ln	17	M	842797	Boyd, Tamra & Timothy Ostrout	12406 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12406 Walter Vaughn Dr	4	N	842774	Ordieres, Alan	12406 Walter Vaughn Dr	Manor	TX	78653	0	0	0	1
1A	12407 Timber Arch Ln	10	L	842813	Isaguirre, Maria & Javier Vega	12407 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12407 Walter Vaughn Dr	7	M	842787	Calderon, Raymond & Marissa	12407 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12408 Timber Arch Ln	16	M	842796	Sparks, Clifford W Jr.	12408 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12408 Walter Vaughn Dr	5	N	842773	Monroy, Guadalupe & Delores Reyne	12408 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1A	12409 Timber Arch Ln	11	L	842814	Adamcik, Kirstin B	12409 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12409 Walter Vaughn Dr	8	M	842788	Gutierrez-Arambula, Alfredo & Raquel	12409 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12410 Timber Arch Ln	15	M	842795	Wensel, Roger Richard	12410 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12410 Walter Vaughn Dr	6	N	842772	Botello, Jose J Delgado & Macaria E C	12410 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12411 Timber Arch Ln	12	L	842815	Becerra, Richard & Jenny A	12411 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12411 Walter Vaughn Dr	9	M	842789	Avila, Renato Catalan & Mily Y Martin	12411 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12412 Timber Arch Ln	14	M	842794	Jacobs, Marjorie	12412 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12412 Walter Vaughn Dr	7	N	842771	Mcelroy, Richard E	12412 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12413 Timber Arch Ln	13	L	842816	Lopez, Erika	6218 Davis Rd	Wharton	TX	77488	0	465	465	1
1A	12413 Walter Vaughn Dr	10	M	842790	Thomas, Temeika S	12413 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12414 Timber Arch Ln	13	M	842793	Montes, Carlos & Karina Lopez Saravi	12414 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12414 Walter Vaughn Dr	8	N	842770	Kyles, Darrell	12414 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12415 Timber Arch Ln	14	L	842817	Jones, Reginald	12415 Timber Arch Ln	Manor	TX	78653	0	465	465	1
1A	12415 Walter Vaughn Dr	11	M	842791	Garza, Kristie M	12415 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12416 Walter Vaughn Dr	9	N	842769	Simon, Kirstin A & Luke E	12416 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12417 Walter Vaughn Dr	12	M	842792	Ramos, Enrique Ramirez & Adriana V	12417 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	12418 Walter Vaughn Dr	10	N	842768	Fuentes, Ruben Sr	12418 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
1A	14507 Joy Lee Ln	38	N	842740	Davis, Brian & Brandi L	14507 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14509 Joy Lee Ln	37	N	842741	De Leon, Eric	14509 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14511 Joy Lee Ln	36	N	842742	Govea, Ruben R & Alejandra B De Rui	14511 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14513 Joy Lee Ln	35	N	842743	Molina, Eunice H & Ezequiel Soto	14513 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14601 Joy Lee Ln	34	N	842744	Stone, Joseph Aaron	14601 Joy Lee Ln	Manor	TX	78750	0	465	465	1
1A	14603 Joy Lee Ln	33	N	842745	Vieyra, Lucila Alfaro	14603 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14605 Joy Lee Ln	32	N	842746	Key, Craig Chandler & Sarahi Skaira K	14605 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14607 Joy Lee Ln	31	N	842747	Macias, Marlo & Maria De Jesus Barr	14604 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14609 Joy Lee Ln	30	N	842748	Eichenseer, Aaron J & Dianne E	14609 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14611 Joy Lee Ln	29	N	842749	Lopez, Eglor M Gramajo & Sandra A C	14611 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14613 Joy Lee Ln	28	N	842750	Hippis, Collin	14613 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14701 Joy Lee Ln	27	N	842751	Tonya, James	14701 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14703 Joy Lee Ln	26	N	842752	Tolbert, Kelli Lane &	14703 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14705 Joy Lee Ln	25	N	842753	Gutierrez, Jesus Hernandez & Maisab	14705 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14706 Joy Lee Ln	11	N	842767	Rodriguez, Louis & Maria J	14706 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14707 Joy Lee Ln	24	N	842754	Frias, Hector Gallegos & Fabiola Rayg	12151 N IH 35 #738	Austin	TX	78653-4612	0	465	465	1
1A	14708 Joy Lee Ln	12	N	842766	Cunningham, Joshua & Nichole	14708 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14709 Joy Lee Ln	23	N	842755	Azzoug, Abdelkateh	14709 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14710 Joy Lee Ln	13	N	842765	Soto, Gabriel	14710 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14711 Joy Lee Ln	22	N	842756	Espinoza, Cesar E & Elizabeth Bopha	14711 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14712 Joy Lee Ln	14	N	842764	Caudillo, Simon Frias	14712 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14713 Joy Lee Ln	21	N	842757	Hernandez, Marialuisa	14713 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14714 Joy Lee Ln	15	N	842763	Barrera, Andres	14714 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14715 Joy Lee Ln	20	N	842758	Miller, Gregory Stephen & Breanna N	14715 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14716 Joy Lee Ln	16	N	842762	Coleman, Sheree Lynn	14716 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14719 Joy Lee Ln	19	N	842759	Lee, Otis Iii	14719 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	14720 Joy Lee Ln	17	N	842761	Mikulec, John Lee Jr	14720 Joy Lee Ln	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
1A	14721 Joy Lee Ln	18	N	842760	Williams, Justin Wayne	14721 Joy Lee Ln	Manor	TX	78653	0	465	465	1
1A	Total									0	36,270	36,270	79
2	11800 Jamie Dr	16	J	878006	Lewis, Gregory Lamont & Tunisia	11800 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11801 Jamie Dr	15	J	878007	Pagan, Marco Antonio & Adriana Ort	11801 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11804 Jamie Dr	17	J	878005	Perez, Ignacio Morales &	11804 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11805 Jamie Dr	14	J	878008	Rodriguez, Yamayra J	11805 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11808 Jamie Dr	18	J	878004	Ellett, Danyelle & Jeremy	11808 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11809 Jamie Dr	13	J	878009	Leia-Hurtado, Nayid	11809 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11812 Jamie Dr	19	J	878003	Esparza, Juana A	11812 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11813 Jamie Dr	12	J	878010	Flores, Andres E & Jasmine M	11813 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11816 Jamie Dr	20	J	878002	Martinez, Hector & Gloria	11816 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11817 Jamie Dr	11	J	878011	Smith, Marlon E	11817 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11820 Jamie Dr	21	J	878001	Hardy, Brett D	11820 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11821 Jamie Dr	10	J	878012	Craig, Jared M	11821 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11824 Jamie Dr	22	J	878000	Brown, David L & Caroll	11824 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11828 Jamie Dr	23	J	877999	Gomez, Fernando	11828 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11832 Jamie Dr	24	J	877998	Ortiz, Annamelly	11832 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11900 Jamie Dr	25	J	877997	Mobley, Wayne T	11900 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11900 Riparian Rd	19	F	878036	Prejean, Geraldine	11900 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11901 Jamie Dr	1	F	878018	Smith, George H	11901 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11901 Riparian Rd	1	G	877934	Melara, Tito Lopez & Eufemia Galleg	11901 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11904 Jamie Dr	26	J	877996	Stanley, Rose A	11904 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11904 Riparian Rd	18	F	878035	Spiars, Eugene	11904 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11905 Jamie Dr	2	F	878019	Flores, Rigoberto	11905 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11905 Riparian Rd	2	G	877935	Orozco, Victor Alfonso Mercado	11905 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11908 Jamie Dr	27	J	877995	Alvarado, Robert H	11908 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11908 Riparian Rd	17	F	878034	Lopez, Dominguez, Augustin C	11908 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11909 Riparian Rd	3	G	877936	Rouff, Stanford B	1926 Mulligan Dr	Round Rock	TX	78664-6120	0	465	465	1
2	11912 Jamie Dr	28	J	877994	Cardenas, Luis F	11912 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11912 Riparian Rd	16	F	878033	Barrueta, Leodegario	11912 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11913 Jamie Dr	3	F	878020	Vidana, Jonathan I	11913 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11913 Riparian Rd	4	G	877937	Zingg, Alexandra	7500 Kirby Dr Apt 521	Houston	TX	77030	0	465	465	1
2	11916 Jamie Dr	29	J	877993	Perez, Victoria S	11916 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11916 Riparian Rd	15	F	878032	Micrea, Martin	11916 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11917 Jamie Dr	4	F	878021	Ramirez, Juanita	11917 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11917 Riparian Rd	5	G	877938	Jones, Kenyatta B	11917 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11920 Jamie Dr	30	J	877992	Tinch, Roger G	18324 Orvieto Dr.	Pflugerville	TX	78660	0	465	465	1
2	11921 Jamie Dr	5	F	878022	Manns, William D	11921 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11921 Riparian Rd	6	G	877939	Easley, Jessica L	11921 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11924 Jamie Dr	31	J	877991	Contreras, Marco A	11924 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11924 Riparian Rd	14	F	878031	Jefferson, Franco O & Montinique M	11924 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11925 Jamie Dr	6	F	878023	Hargis, Latacia	11925 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11925 Riparian Rd	7	G	877940	Alemu, Tsegaye K & Ejigayehu A Birru	11925 Riparian Rd	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
2	11928 Jamie Dr	32	J	877990	Barrios Munoz, Yumara L	11928 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11929 Jamie Dr	7	F	878024	Diver, Albert W Jr	11929 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11929 Riparian Rd	8	G	877941	George, Kathleen	11929 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11932 Jamie Dr	33	J	877989	Chandler, Nicholas J	11932 Jamie Dr	Manor	TX	78653	0	465	465	1
2	11932 Riparian Rd	13	F	878030	Che, Frunkangoh B	11932 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11933 Riparian Rd	10	G	877943	Quevedo Vargas, Wnndy	11933 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11936 Riparian Rd	12	F	878029	Mitchell, Chase	11936 Riparian Rd	Manor	TX	78653	0	465	465	1
2	11937 Riparian Rd	11	G	877944	Vincent, Portia R	11937 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12000 Jamie Dr	34	J	877988	Equity Trust Co Custodian	8127 Mesa Drive Suite B206-285	Austin	TX	78759	0	465	465	1
2	12001 Riparian Rd	12	G	877945	Williams, Maria Millagros	12001 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12004 Jamie Dr	35	J	877987	Irizarry, Javier	12004 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12005 Riparian Rd	13	G	877946	Jiminez, Hector	12005 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12008 Jamie Dr	36	J	877986	Smith, Noel K	12008 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12009 Riparian Rd	14	G	877947	Resendez, Rafaela	12009 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12013 Jamie Dr	25	G	877958	Cardenas, Brenda	12013 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12013 Riparian Rd	15	G	877948	Perez, Noel	12013 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12015 Jamie Dr	26	G	877959	Macedo, Jose L	12015 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12017 Jamie Dr	27	G	877960	Willis, Corinna	12017 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12017 Riparian Rd	16	G	877949	Sparks, Douglas E	12017 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12019 Jamie Dr	28	G	877961	Hamiltin, Delisa S	12019 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12021 Riparian Rd	17	G	877950	Whitlock, Thomas R	12021 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12025 Riparian Rd	18	G	877951	Reyna, Paul Adam	12025 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12028 Riparian Rd	11	F	878028	Smith, Craig R	12028 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12029 Riparian Rd	19	G	877952	Reed, Demetria	12029 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12032 Riparian Rd	10	F	878027	Habayeb, Mohammed	12032 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12033 Riparian Rd	20	G	877953	Rosplock, Bryan Steven & Priscilla Dr	12033 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12036 Riparian Rd	9	F	878026	Jiminez, Sergio Alberto & Raumundo	12036 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12037 Riparian Rd	21	G	877954	Barak, Marilyn D	12037 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12040 Riparian Rd	8	F	878025	Carrens, Clint W	12040 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12041 Riparian Rd	22	G	877955	Dao, Charlie	12041 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12045 Riparian Rd	23	G	877956	Gonzalez, Matthew F	12045 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12049 Riparian Rd	24	G	877957	Ellis, Stephanie	12049 Riparian Rd	Manor	TX	78653	0	465	465	1
2	12101 Jamie Dr	29	G	877962	Altamirano-Cancino, Telvi	12101 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12103 Jamie Dr	30	G	877963	Parker, Jason O	12103 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12105 Jamie Dr	31	G	877964	Kingslien, Christina K	12105 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12106 Jamie Dr	13	K	877981	Branson, Zachary D & Danica M	12106 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12107 Jamie Dr	32	G	877965	Cisneros,George	12107 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12108 Jamie Dr	14	K	877980	Solis, Yanitzi	12108 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12109 Jamie Dr	33	G	877966	Davis, Tangela	12109 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12110 Jamie Dr	15	K	877979	Hall, Shantasia	12110 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12111 Jamie Dr	34	G	877967	Arellano, Jesus Jr	12111 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12112 Jamie Dr	16	K	877978	Han, Yeonsoon Emily	1813 Indian Summer Pass	Round Rock	TX	78665	0	465	465	1
2	12200 Jamie Dr	17	K	877977	Floyd, Lynn E	12200 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12202 Jamie Dr	18	K	877976	Jackson, Sauntel	12202 Jamie Dr	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
2	12204 Jamie Dr	19	K	877975	Villalon, Rodney	12204 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12206 Jamie Dr	20	K	877974	Castillo, Jean Claude Roy	12206 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12208 Jamie Dr	21	K	877973	Perez-Alvarez, J Jesus	12208 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12210 Jamie Dr	22	K	877972	Guzman Mariano, Milton E	12210 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12212 Jamie Dr	23	K	877971	Urbina, Cathy & Ramon Martinez	12212 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12300 Jamie Dr	24	K	877970	Walker, John Jr & Yun Hui	12300 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12302 Jamie Dr	25	K	877969	Robinson, Norma N	12302 Jamie Dr	Manor	TX	78653	0	465	465	1
2	12304 Jamie Dr	26	K	877968	Gregory, Kayla C &	12304 Jamie Dr	Manor	TX	78653	0	465	465	1
2	14301 Almodine Rd	141	H	897068	Vazquez, Elsa L	14301 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14303 Almodine Rd	140	H	897069	Banda, Leopoldo III & Tania E Guevar	14303 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14305 Almodine Rd	139	H	897070	Abera, Mekuria D & Derib A Woldie	14305 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14307 Almodine Rd	138	H	897071	Ibarra, Erik A	14307 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14309 Almodine Rd	137	H	897072	Mohapatra, Jayanta K	14309 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14311 Almodine Rd	136	H	897073	Sosa, Eddie	14311 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14313 Almodine Rd	135	H	897074	Ferede, Shimelis	14313 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14315 Almodine Rd	134	H	897075	Murphy, Kevin M & Pacharee Filomei	925 24th Street	Hermosa Beach CA	90254-2761		0	465	465	1
2	14317 Almodine Rd	133	H	897076	Delgado-Orozco, Alma L	14317 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14319 Almodine Rd	132	H	897077	Grimmage, Cassius & Sharon McNabl	14319 Almodine Rd	Manor	TX	78653	0	465	465	1
2	14420 Siltstone Rd	7	J	878016	Roberts, Marshall H	14420 Siltstone Rd	Manor	TX	78653	0	465	465	1
2	14424 Siltstone Rd	8	J	878015	Joiner, Donald	14424 Siltstone Rd	Manor	TX	78653	0	465	465	1
2	14428 Siltstone Rd	9	J	878014	Braxton, Cullen L Iii	14428 Siltstone Rd	Manor	TX	78653	0	465	465	1
2	14500 Strata Rd	37	J	877985	Voisinet-Anderson, Windsor K	14500 Strata Rd	Manor	TX	78653	0	465	465	1
2	14501 Strata Rd	12	K	877982	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
2	14504 Strata Rd	38	J	877984	Warren, Crystal E	14504 Strata Rd	Manor	TX	78653	0	465	465	1
2	14505 Pernella Rd	2	U	878041	Kulpath, Naish	14505 Pernella Rd	Manor	TX	78653	0	465	465	1
2	14505 Strata Rd	11	K	877983	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
2	14506 Pernella Rd	3	V	878045	Morales, Gerardo M	14506 Pernella Rd	Manor	TX	78653	0	465	465	1
2	14509 Pernella Rd	3	U	878042	Garcia, Gregorio Jr.	14509 Pernella Rd	Manor	TX	78653	0	465	465	1
2	14510 Pernella Rd	4	V	878044	Rodarte, Gamaliel & Alexandria Serp	14510 Pernella	Manor	TX	78653	0	465	465	1
2	14513 Pernella Rd	4	U	878043	Rodriguez, Tehra	14513 Pernella	Manor	TX	78653	0	465	465	1
2 Total									200	52,545	52,745	115	
3	12000 Stoneridge Gap Ln	1	C	888866	Frongner, Brett Franis	12000 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12001 Waterford Run Way	28	A	888867	Bryson, Rachel	12001 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12002 Stoneridge Gap Ln	2	C	888865	Lopez, Ivan & Yamiles Jaimes	12002 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12003 Waterford Run Way	27	A	888868	Lang, Thomas Joshua	12003 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12004 Stoneridge Gap Ln	3	C	888864	Djamkou, Sandrine S	12004 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12005 Waterford Run Way	26	A	888869	Dawson, Mary	12005 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12006 Stoneridge Gap Ln	4	C	888863	Guyton, Geneal	12006 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12007 Waterford Run Way	25	A	888870	Wilson, David M	12007 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12009 Waterford Run Way	24	A	888871	Lopez, Tamariz, Jose M	12009 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12011 Waterford Run Way	23	A	888872	Esteves-Alviter, Araceli & Karen Dey	12011 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12013 Waterford Run Way	22	A	888873	Mator, Henry	12013 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12015 Waterford Run Way	21	A	888874	Sebasigari, Kabonyi & Marie-Jeanne	12015 Waterford Run Way	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
3	12100 Greywacke Dr	21 C		888847	Simms, Tiffany & Isiah House	12100 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12100 Stoneridge Gap Ln	5 C		888862	Crenshaw, Jakeem	12100 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12100 Waterford Run Way	33 D		888828	Norman, Heather N	12100 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12101 Greywacke Dr	20 C		888848	Patterson, Amanda L	12101 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12101 Stoneridge Gap Ln	1 D		888829	Peterson, Perla Ruth	12101 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12102 Greywacke Dr	22 C		888846	Shelby, Eugene	12102 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12102 Stoneridge Gap Ln	6 C		888861	Franco, Manuel Jr & Jessica D Fernan	12102 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12102 Waterford Run Way	32 D		888827	Castenada, Mario	12102 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12103 Greywacke Dr	19 C		888849	Ossorio, Andrew Luis & Daisy Gonzali	12103 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12103 Stoneridge Gap Ln	2 D		888830	Martinez, Juan J	12103 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12103 Waterford Run Way	1 A		888878	Escoto, Joseph Alejandro & Lizette NI	12103 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12104 Greywacke Dr	23 C		888845	Allonso, Rodrigo Gregorio	2745 Club Dr	Gilroy	CA	95020	0	0	0	1
3	12104 Stoneridge Gap Ln	7 C		888860	Williams, Emilee	121004 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12104 Waterford Run Way	31 D		888826	Schroeder, Joseph F	12104 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12105 Greywacke Dr	18 C		888850	Reguera Rodriguez, Julio A	12105 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12105 Stoneridge Gap Ln	3 D		888831	Gracia, Luis A Estrada	12105 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12105 Waterford Run Way	2 A		888879	Schafer, Jason L & Anne R	12105 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12106 Greywacke Dr	24 C		888844	Loomis, Emily C	12106 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12106 Stoneridge Gap Ln	8 C		888859	Ojeda, Jesus	12106 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12106 Waterford Run Way	30 D		888825	Lopez, Victor Yarramillo	12106 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12107 Greywacke Dr	17 C		888851	Barrera, Juan	12107 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12107 Stoneridge Gap Ln	4 D		888832	Gomez, Laura E	12107 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12107 Waterford Run Way	3 A		888880	Aniag, Stanley & Okwuoma	12107 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12108 Greywacke Dr	25 C		888843	Rowe, Isaac D	12108 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12108 Stoneridge Gap Ln	9 C		888858	Horton, Linda	12108 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12108 Waterford Run Way	29 D		888824	Maranon, Marivic M	12108 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12109 Greywacke Dr	16 C		888852	Moffett, Jessica A	12109 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12109 Stoneridge Gap Ln	5 D		888833	Riojas, Eva	12109 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12109 Waterford Run Way	4 A		888881	Valdez, Cesar R	12109 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12110 Greywacke Dr	26 C		888842	Mays, Alesha R	12110 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12110 Stoneridge Gap Ln	10 C		888857	Delinger, Joao Carlos	1103 Apollo	Austin	TX	78758	0	465	465	1
3	12110 Waterford Run Way	28 D		888823	Loredo-Leija, Elida	12110 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12111 Greywacke Dr	15 C		888853	Gregg, Benjamin G	1502 Westlake Dr	Westlake Hills	TX	78746	0	465	465	1
3	12111 Stoneridge Gap Ln	6 D		888834	Padron, Ismani Perez Sr & YoebliAlc	701 W Longspur Blvd Apt 2122	Austin	TX	78753	0	465	465	1
3	12111 Waterford Run Way	5 A		888882	Rodriguez, Minerva & Catalino Rodrij	12111 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12112 Greywacke Dr	27 C		888841	Thomas, Scott	12112 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12112 Waterford Run Way	27 D		888822	Velasquez, Frank & Kasonia	12112 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12113 Greywacke Dr	14 C		888854	Hernandez, Eugenio & Maria T Herna	12113 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12113 Stoneridge Gap Ln	7 D		888835	Sawyer, Kathy M	12113 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12113 Waterford Run Way	6 A		888883	Flowers, Daletrevis	12113 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12114 Greywacke Dr	28 C		888840	Tabor, Corey D	12114 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12114 Waterford Run Way	26 D		888821	Hicks, Leondra Q	12114 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12115 Greywacke Dr	13 C		888855	Confidential Owner	12115 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12115 Waterford Run Way	7 A		888884	Kazi Shadaab & Quest IRA Inc FBO Sh	12115 Waterford Run Way	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
3	12116 Greywacke Dr	29	C	888839	Sanchez, Erna	12116 Greywacke Dr	Manor	TX	78653	0	465	465	1
3	12117 Greywacke Dr	12	C	888856	Delinger, Joao Carlos	1103 Apollo	Austin	TX	78758	0	465	465	1
3	12117 Waterford Run Way	8	A	888885	Nelson, Antonio L Jr	12117 Waterford Run Way	Manor	TX	78653	0	465	465	1
3	12201 Stoneridge Gap Ln	8	D	888836	Hill, James A	12201 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	12203 Stoneridge Gap Ln	9	D	888837	Solodar, Samuel N	2400 Paramount Ave	Austin	TX	78704-3942	0	465	465	1
3	12205 Stoneridge Gap Ln	10	D	888838	Escobedo, Lara L	12205 Stoneridge Gap Ln	Manor	TX	78653	0	465	465	1
3	Total									0	28,365	28,365	62
4	14400 Boudin Cr	72	G	866147	Alvarado, Luis A Rosa & Idalie Vaness	14400 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14400 Callan Cr	98	H	866196	Oliva, Yessica & Julio	14400 Callan Cr	Manor	TX	78653	0	465	465	1
4	14401 Almodine Rd	130	H	866177	Thomas, Melvin & Terry	14401 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14401 Boudin Cr	49	G	866124	Leonard, Peter & Vicki Rhanelle Leon	14401 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14401 Callan Cr	97	H	866195	Williams, Sunday	14401 Callan Cr	Manor	TX	78653	0	465	465	1
4	14402 Almodine Rd	47	G	866160	Zeng, Haidong	9201 Brigadoon CV	Austin	TX	78750-3484	0	465	465	1
4	14402 Boudin Cr	71	G	866146	Treekin, Jonathan	14402 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14402 Callan Cr	99	H	866197	Mcintosh, Sarah E	14402 Callan Cr	Manor	TX	78653	0	465	465	1
4	14403 Almodine Rd	129	H	866176	Gonzalez, Aandres Jr	14403 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14403 Boudin Cr	50	G	866125	Walton, Antonette	14403 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14403 Callan Cr	96	H	866194	Torrez, Michael E	14403 Callan Cr	Manor	TX	78653	0	465	465	1
4	14404 Almodine Rd	46	G	866159	Lozano, Sergio Sr & Liliana Hermante	14404 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14404 Boudin Cr	70	G	866145	Rodriguez, Janie E	14404 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14404 Callan Cr	100	H	866198	Garcia, Antonio Cadena & Laura Land	14404 Callan Cr	Manor	TX	78653	0	465	465	1
4	14405 Almodine Rd	128	H	866175	Redden, Maryjo	14405 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14405 Boudin Cr	51	G	866126	Guajardo, Sergio & Carolina Gonzalez	14405 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14405 Callan Cr	95	H	866193	Reid, Patrick	14405 Callan Cr	Manor	TX	78653	0	465	465	1
4	14406 Almodine Rd	45	G	866158	Ferdinand-Horton, Leesha G	14406 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14406 Boudin Cr	69	G	866144	Oballe, Francisco J & Patsy Marie	14406 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14406 Callan Cr	101	H	866199	Chambers, Don E Jr	14406 Callan Cr	Manor	TX	78653	0	465	465	1
4	14407 Almodine Rd	127	H	866174	Estrada, Geronimo J & Peter J	14407 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14407 Boudin Cr	52	G	866127	Gomez, Valerie M	14407 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14407 Callan Cr	94	H	866192	Cardona, Ruben & Mona Moreno	14407 Callan Cr	Manor	TX	78653	0	465	465	1
4	14408 Almodine Rd	44	G	866157	Vera, Xavier Hernandez & Jonathan H	14408 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14408 Boudin Cr	68	G	866143	Parker, Kyle & Sarah Kramer	14408 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14408 Callan Cr	102	H	866200	Turner, Eric	14408 Callan Cr	Manor	TX	78653	0	465	465	1
4	14409 Almodine Rd	126	H	866173	Valdez, Chris	14409 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14409 Boudin Cr	53	G	866128	Lewis, Jessica	14409 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14409 Callan Cr	93	H	866191	Martin, Bruce W	14409 Callan Cr	Manor	TX	78653	0	465	465	1
4	14410 Almodine Rd	43	G	866156	Sanchez, Vicente Ascensio	14410 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14410 Boudin Cr	67	G	866142	Sanchez, Leovardo	14410 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14410 Callan Cr	103	H	866201	Landry, Gary Ladon Jr	14410 Callan Cr	Manor	TX	78653	0	465	465	1
4	14411 Almodine Rd	125	H	866172	Valdez, Azucena	14411 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14411 Boudin Cr	54	G	866129	Daf, Ahcene	14411 Boudin Cr	Manor	TX	78653	0	465	465	1
4	14411 Callan Cr	92	H	866190	Thomas, Sharica Elaine Kay	14411 Callan Cr	Manor	TX	78653	0	465	465	1
4	14412 Almodine Rd	42	G	866155	Tavey, Lauren Nicole	14412 Almodine Rd	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
4	14412 Boudin Crt	66	G	866141	Moore, Jonathan Austin & Edith	14412 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14412 Callan Crt	104	H	866202	Garcia, Jamie	14412 Callan Crt	Manor	TX	78653	0	465	465	1
4	14413 Almodine Rd	124	H	866171	Nava, Stephanie	14413 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14413 Boudin Crt	55	G	866130	Frank, Mark B	14413 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14413 Callan Crt	91	H	866189	Armendariz, Jesus A	14413 Callan Crt	Manor	TX	78653	0	465	465	1
4	14414 Almodine Rd	41	G	866154	Bicalho, Camila C	14414 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14414 Boudin Crt	65	G	866140	Gooden, Lisa Johnson	14414 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14414 Callan Crt	105	H	866203	Sauls, Crystal	14414 Callan Crt	Manor	TX	78653	0	465	465	1
4	14415 Almodine Rd	123	H	866170	Little, Justin L & Amanda N	14415 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14415 Boudin Crt	56	G	866131	Giles, Laura B & Essie M Riep	14415 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14415 Callan Crt	90	H	866188	Muth, Matt E	14415 Callan Crt	Manor	TX	78653	0	465	465	1
4	14416 Boudin Crt	64	G	866139	Conti, Robert J	14416 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14417 Boudin Crt	57	G	866132	Mcneil, Frank	14417 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14418 Boudin Crt	63	G	866138	Oliver, Neal K & Ronel	14418 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14419 Boudin Crt	58	G	866133	Smith, Robyn L	14419 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14420 Boudin Crt	62	G	866137	Altema, Mackley Exantus & Ronda P	14420 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14421 Boudin Crt	59	G	866134	Aguliar, Hugo Gachuzo & Maricela Ra	14421 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14422 Boudin Crt	61	G	866136	Abel, James & Alessandra	14422 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14423 Boudin Crt	60	G	866135	Blackwell, Kim	14423 Boudin Crt	Manor	TX	78653	0	465	465	1
4	14500 Almodine Rd	40	G	866153	Renteria, Vincent Jr	14500 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14500 Callan Crt	106	H	866204	Stewart, Jennifer	14500 Callan Crt	Manor	TX	78653	0	465	465	1
4	14501 Almodine Rd	122	H	866169	Dalleske, Raenest R	301 Honeysuckle Ln	Pflugerville	TX	78660-4142	0	465	465	1
4	14501 Callan Crt	89	H	866187	Evans, Luther	14501 Callan Crt	Manor	TX	78653	0	465	465	1
4	14502 Almodine Rd	39	G	866152	Acosta, Aaron Garcia	14502 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14502 Callan Crt	107	H	866205	Simmons, Graciela D	14502 Callan Crt	Manor	TX	78653	0	465	465	1
4	14503 Almodine Rd	121	H	866168	Guzman, Steven	14503 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14503 Callan Crt	88	H	866186	Gomez, Jose C	14503 Callan Crt	Manor	TX	78653	0	465	465	1
4	14504 Almodine Rd	38	G	866151	Villafuerte, Lourdes	14504 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14504 Callan Crt	108	H	866206	Showemimo, Tokunboh Rafiat	14504 Callan Crt	Manor	TX	78653	0	465	465	1
4	14505 Almodine Rd	120	H	866167	Nimaga, Salim & Fatoumata Keita	14505 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14505 Callan Crt	87	H	866185	Martinez, Juan	14505 Callan Crt	Manor	TX	78653	0	465	465	1
4	14506 Almodine Rd	37	G	866150	Onyemachi, Chinkata	13508 Mooring Pointe Dr	Pearland	TX	77584-3707	0	0	0	1
4	14506 Callan Crt	109	H	866207	Lewis, Justin Renaed	14506 Callan Crt	Manor	TX	78653	0	465	465	1
4	14507 Almodine Rd	119	H	866166	Arroyo, Vanessa & Raymond Urias	14507 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14507 Callan Crt	86	H	866184	Gonzalez, Yuri I & Gabriela Chiman	14507 Callan Crt	Manor	TX	78653	0	465	465	1
4	14508 Almodine Rd	36	G	866149	Grant, Denisa Ann	14508 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14508 Callan Crt	110	H	866208	Youngblood, Larissa	14508 Callan Crt	Manor	TX	78653	0	465	465	1
4	14509 Almodine Rd	118	H	866165	Sanders, Wesley J	14509 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14509 Callan Crt	85	H	866183	Lamb, Daniel	14509 Callan Crt	Manor	TX	78653	0	465	465	1
4	14510 Almodine Rd	35	G	866148	Behrends, Frances H	14510 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14510 Callan Crt	111	H	866209	Khun, Aung & Seng Tawng	14510 Callan Crt	Manor	TX	78653	0	465	465	1
4	14511 Almodine Rd	117	H	866164	Cha, Gina	14511 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14511 Callan Crt	84	H	866182	Aldridge, Dorson Jerome	14511 Callan Crt	Manor	TX	78653	0	465	465	1
4	14512 Callan Crt	112	H	866178	Longstreet, Glenyss L	14512 Callan Crt	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
										14,200	411,525	425,725	1042
4	14513 Almodine Rd	116	H	866163	Green, Tasha Nichole	14513 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14513 Callan Crt	83	H	866181	Raska, Lillian D	14513 Callan Crt	Manor	TX	78653	0	465	465	1
4	14514 Callan Crt	113	H	866179	Wade, Toraric J	14514 Callan Crt	Manor	TX	78653	0	0	0	1
4	14515 Almodine Rd	115	H	866162	Luna De Jesus, Alfonso	14515 Almodine Rd	Manor	TX	78653	0	465	465	1
4	14515 Callan Crt	82	H	866180	Roles, Timothy	14515 Callan Crt	Manor	TX	78653	0	465	465	1
4	14517 Almodine Rd	114	H	866161	Willis, Melissa M	14517 Almodine Rd	Manor	TX	78653	0	465	465	1
4 Total										0	39,060	39,060	86
5	11601 Carbrook Rd	1	R	884143	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	0	465	465	1
5	11605 Carbrook Rd	2	R	884144	Dingell, Reid M	11605 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11609 Carbrook Rd	3	R	884145	Fatehi, Ahmad & Maryam B	5829 Linaria Ln	Austin	TX	78759	0	465	465	1
5	11613 Carbrook Rd	4	R	884146	Olurin, Amimbola N & Wilshire B Dan	11613 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11616 Carbrook Rd	33	P	884225	Antoine, Peter L & Karen M	11616 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11617 Carbrook Rd	5	R	884147	Bellini, Daniel	11617 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11620 Carbrook Rd	32	P	884224	Chavez, Jose I Jr & Tatiana Rivera	11620 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11621 Cambrian Rd	1	P	884193	Diaz, JoseA & Paula L	11621 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11621 Carbrook Rd	6	R	884148	Gordon, Michael	11621 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11624 Cambrian Rd	2	O	884191	Leal, Leticia	11624 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11624 Carbrook Rd	31	P	884223	Villalpando, Benjamin Jr	11624 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11625 Carbrook Rd	7	R	884149	Al Zubaidi, Mohammed A	11625 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11628 Cambrian Rd	3	O	884190	Carlos, Eduardo Jr & Veronica	11628 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11628 Carbrook Rd	30	P	884222	Hubbard, Cassandra	11628 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11629 Carbrook Rd	8	R	884150	Palacios, Karla V	11629 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11632 Cambrian Rd	4	O	884189	Briones, Ismael	11632 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11632 Carbrook Rd	29	P	884221	Moran, Nelda	11632 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11633 Cambrian Rd	2	P	884194	Aguilera, Pedro Rosas	11633 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11633 Carbrook Rd	9	R	884151	Figueroa, Matthew	11633 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11636 Cambrian Rd	5	O	884188	Palencia, Roderick D	11636 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11636 Carbrook Rd	28	P	884220	Hernandez, Luis J & Dianet L Lopez	11636 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11637 Cambrian Rd	3	P	884195	Sustaita, Carlos & Machelie A	11637 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11637 Carbrook Rd	10	R	884152	Smith, Lucas E	11637 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11640 Cambrian Rd	6	O	884187	Dekeno, Robert A & Kristen L	11640 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11641 Cambrian Rd	4	P	884196	Steward, Jerry L & Jacqueline	11641 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11644 Cambrian Rd	7	O	884186	Hardin, Tamisha	11644 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11645 Cambrian Rd	5	P	884197	Wasden, Thomas W	11645 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11648 Cambrian Rd	8	O	884185	Haynes Living Trust	11648 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11649 Cambrian Rd	6	P	884198	Sanders, linda R	11649 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11700 Cambrian Rd	9	O	884184	Alexander, Darlene	11700 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11700 Carbrook Rd	27	P	884219	Weems, Vicki	11700 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11701 Cambrian Rd	7	P	884199	Jeanlouis, Darnell K	11701 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11701 Carbrook Rd	11	R	884153	Zabaleta, Enner S G	11701 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11704 Cambrian Rd	10	O	884183	Murillo, Jennifer	11704 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11704 Carbrook Rd	26	P	884218	Raymond, Scott & Karen	11704 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11705 Cambrian Rd	8	P	884200	Hill, Lamont	11705 Cambrian Rd	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
5	11705 Carbrook Rd	12	R	884154	Diaz Murguira, Lorenzo	11705 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11708 Cambrian Rd	11	O	884182	Delgado, Richard	11708 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11708 Carbrook Rd	25	P	884217	Juarez, Gustavo & Daniela Ugarte-Art	11708 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11709 Cambrian Rd	9	P	884201	Barron, Melissa & Jaime	11709 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11709 Carbrook Rd	13	R	884155	Rodriguez, Gabriel	11709 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11712 Cambrian Rd	12	O	884181	Wiley, Eric L	11712 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11712 Carbrook Rd	24	P	884216	Robinson, Camille & Christopher L Se	11712 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11713 Cambrian Rd	10	P	884202	Majeed, Tasneem & Mohamed Abdul	13329 Indian Oaks Blvd	Manor	TX	78653-5137	0	465	465	1
5	11713 Carbrook Rd	14	R	884156	Ornick, Montek Rochelle	11713 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11716 Cambrian Rd	13	O	884180	Medina, Amelia Enoe Flores & Tulio A	11716 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11716 Carbrook Rd	23	P	884215	Fisher, John & Sandra	11716 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11717 Cambrian Rd	11	P	884203	Joseph, Selly A	11717 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11717 Carbrook Rd	15	R	884157	Benfors, Lionel R	11717 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11720 Cambrian Rd	14	O	884179	Wade, Kenneth Eugene Jr & Audrey L	11720 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11720 Carbrook Rd	22	P	884214	Freeman, Dechard I	11720 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11721 Cambrian Rd	12	P	884204	Mujica, Rigoberto Morales & Fabiola	11721 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11721 Carbrook Rd	16	R	884158	Doranski, John Allan	11721 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11724 Cambrian Rd	15	O	884178	Anderson, Jennifer	11724 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11724 Carbrook Rd	21	P	884213	Blankenship, Sandra D	11724 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11725 Cambrian Rd	13	P	884205	Holmquist, Matthew & Veronica Rod	11725 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11725 Carbrook Rd	17	R	884159	Moreno, Magdeleno C Jr	11725 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11728 Cambrian Rd	16	O	884177	Gates, Cody M & Miranda R	11728 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11728 Carbrook Rd	20	P	884212	Solis, Yvonne N & Christopher T	11728 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11729 Cambrian Rd	14	P	884206	Holomon, Alissa & Juliana	11729 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11729 Carbrook Rd	18	R	884160	Jones, Blane B & Tara N Molden	11729 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11732 Cambrian Rd	17	O	884176	Guerrero-Ruiz, Pricilla M & Luis A Oli	11732 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11732 Carbrook Rd	19	P	884211	Ortegon, Tommy & Amy Martinez	11732 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11733 Cambrian Rd	15	P	884207	Cuevas, Angel	11733 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11733 Carbrook Rd	19	R	884161	Rowlett, Chasalyn M	11733 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11736 Cambrian Rd	18	O	884175	Ochoa, Eduardo A	11736 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11736 Carbrook Rd	18	P	884210	Nicanor, Jorge	11736 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11737 Cambrian Rd	16	P	884208	Calderon, Bernice & Francisco Castro	11737 Cambrian Rd	Manor	TX	78653	0	465	465	1
5	11737 Carbrook Rd	20	R	884162	Gonzalez, Jeremiah, Adam & Ashley I	11737 C arbrook Rd	Manor	TX	78653	0	465	465	1
5	11740 Carbrook Rd	17	P	884209	Howard, Lillian & Phillip	11740 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	11741 Carbrook Rd	21	R	884163	Carlin, Kevin Joseph & Taylor Nicole I	11741 Carbrook Rd	Manor	TX	78653	0	465	465	1
5	14400 Pernella Rd	1	S	884142	Escobedo, Kristine A & Matthew J	14400 Pernella Rd	Manor	TX	78653	0	465	465	1
5	14401 Estuary Rd	41	C	884164	Saintot, Nadia & Lucas	14401 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14404 Pernella Rd	2	S	884141	Clark, Mary M	14404 Pernella Rd	Manor	TX	78653	0	465	465	1
5	14405 Estuary Rd	40	C	884165	Gaona, Josias & Elvira Fernandez	14405 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14408 Pernella Rd	3	S	884140	Chaparro, Juan P	14408 Pernella Rd	Manor	TX	78653	0	465	465	1
5	14409 Estuary Rd	39	C	884166	Easley, Willie Earl Jr & Tracy Y Easley	2800 Grand Mission Way	Pflugerville	TX	78660-2408	0	465	465	1
5	14412 Pernella Rd	4	S	884139	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
5	14413 Estuary Rd	37	C	884168	Williams, Cindy L & Donald R	14413 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14416 Pernella Rd	5	S	884138	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1

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14,200 411,525 425,725 1042

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
5	14417 Estuary Rd	36	C	884169	Corl, Harry E IV	14417 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14420 Pernella Rd	6	S	884137	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
5	14421 Estuary Rd	35	C	884170	Zarate, Marco A	14421 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14424 Pernella Rd	7	S	884136	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	0	465	465	1
5	14425 Estuary Rd	34	C	884171	Montemayor, Aracelia R	14425 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14428 Pernella Rd	8	S	884135	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
5	14429 Estuary Rd	33	C	884172	Vasquez, Gene Paul & Nicole	14429 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14433 Estuary Rd	32	C	884173	Bolander, Jon C	14433 Estuary Rd	Manor	TX	78653	0	465	465	1
5	14437 Estuary Rd	31	C	884174	KoTak, Het V	14437 Estuary Rd	Manor	TX	78653	0	465	465	1
5 Total										400	39,525	39,925	89
6	12100 Timber Arch Ln	50	K	858226	White, Christopher	12100 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12100 Walter Vaughn Dr	132	Q	858189	Char, Susan	12100 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12101 Timber Arch Ln	49	K	858227	Garcia, Tiffany	12101 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12102 Timber Arch Ln	51	K	858225	Dinkjian, Thomas R	12102 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12102 Walter Vaughn Dr	133	Q	858188	Reyes, Randy R & Susana I	12102 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12103 Timber Arch Ln	48	K	858228	Barnes, Ryman	12103 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12104 Timber Arch Ln	52	K	858224	Rodriguez, Ruben & Esmeralda	12104 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12104 Walter Vaughn Dr	134	Q	858187	Johnson, Shameka	12104 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12105 Timber Arch Ln	47	K	858229	Azzano, Joel J	12105 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12105 Walter Vaughn Dr	87	K	858190	Rector, Lillian	P O Box 11562	Austin	TX	78711	0	465	465	1
6	12106 Timber Arch Ln	53	K	858223	Collins, Alan K	12106 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12106 Walter Vaughn Dr	135	Q	858186	Elumar, De Sa & Crystal Liz Prado	12106 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12107 Timber Arch Ln	46	K	858230	Nieto, Jairo Ugalde & Brenda Estrella	12107 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12107 Walter Vaughn Dr	86	K	858191	Ramirez, Manuel	12107 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12108 Timber Arch Ln	54	K	858222	Basham, Andrew & Amy	12108 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12108 Walter Vaughn Dr	136	Q	858185	Wise, Von L & Toni M Hill	12108 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12109 Timber Arch Ln	45	K	858231	Coleman, Deborah Ann	12109 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12109 Walter Vaughn Dr	85	K	858192	Vera, Gregory S	12109 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12110 Timber Arch Ln	55	K	858221	Elizondo, Alex	12110 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12110 Walter Vaughn Dr	137	Q	858184	Charity, Suzette C	12110 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12111 Timber Arch Ln	44	K	858232	Latas, Larry & Patricia	12111 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12111 Walter Vaughn Dr	84	K	858193	Garcia, Gina & Adrain Escajeda	12111 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12112 Timber Arch Ln	56	K	858220	Putnam, Michael & Jordan	12112 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12112 Walter Vaughn Dr	138	Q	858183	Salas, Anieska Jarquin & Gustavo Sal	12112 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12113 Timber Arch Ln	43	K	858233	Bailey, Hughes D Jr	12113 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12113 Walter Vaughn Dr	83	K	858194	Minor, Susie & Stephanie L Pena	12113 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12114 Timber Arch Ln	57	K	858219	Cormier, Deasia P	12114 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12114 Walter Vaughn Dr	139	Q	858182	Cordova-Pinot, Rebecca	12114 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12115 Timber Arch Ln	42	K	858234	Andrade, Miguel A	12115 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12115 Walter Vaughn Dr	82	K	858195	Alexander, Archette	12115 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12116 Timber Arch Ln	58	K	858218	Everett, James C Sr & LaTonya Caldwell	12116 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12116 Walter Vaughn Dr	140	Q	858181	Christina, Maria	12116 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12117 Walter Vaughn Dr	81	K	858196	Dominguez Janette & Jose M	12117 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1

Item 4.

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Exhibit A

14,200 411,525 425,725 1042

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
6	12118 Walter Vaughn Dr	141	Q	858180	Gonzalez Lara, Carmen	12118 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12119 Walter Vaughn Dr	80	K	858197	Gater, Jordan	12119 Walter Vaughn Dr	Manor	TX	78653	0	0	0	1
6	12120 Walter Vaughn Dr	142	Q	858179	Sanchez, Adilene	12120 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12121 Walter Vaughn Dr	79	K	858198	Tirado Diaz, Ana	12121 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12200 Timber Arch Ln	59	K	858217	Valles, Claudia	12200 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12200 Walter Vaughn Dr	143	Q	858178	Kailat, Prem	12200 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12201 Timber Arch Ln	41	K	858235	Sstevens Rd LLC	1807 Apricot Glen	Austin	TX	78746-7850	0	465	465	1
6	12201 Walter Vaughn Dr	78	K	858199	Machado, Kenneth Carreon & Valerie	12201 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12202 Timber Arch Ln	60	K	858216	Jaimes, Rafael	12202 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12202 Walter Vaughn Dr	144	Q	858177	Robinson, Charles	12202 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12203 Timber Arch Ln	40	K	858236	Hickson, Shannon	12203 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12203 Walter Vaughn Dr	77	K	858200	Aitkens, John Patrick & Margaina	12203 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12204 Timber Arch Ln	62	K	858215	Brewer, James Jr	12204 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12204 Walter Vaughn Dr	145	Q	858176	Orozco Torres, Jose R	12204 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12205 Timber Arch Ln	39	K	858237	Palomares, Alejandra & Alex Soto	12205 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12205 Walter Vaughn Dr	76	K	858201	Ahlburg, Tyler & Katy Sauer	12205 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12206 Timber Arch Ln	63	K	858214	Sanders, Michelle	12206 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12206 Walter Vaughn Dr	146	Q	858175	Moulder, Kamla	12206 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12207 Timber Arch Ln	38	K	858238	Mcdaniel, Thomas James	12207 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12207 Walter Vaughn Dr	75	K	858202	Baro, Leonalyn	12207 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12208 Timber Arch Ln	64	K	858213	Burnham, Christopher A	12208 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12208 Walter Vaughn Dr	37	Q	858174	Young, Margaret E	12208 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12209 Timber Arch Ln	147	K	858239	Williams, Corey	12209 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12209 Walter Vaughn Dr	74	K	858203	Martell, Omero	12209 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12210 Timber Arch Ln	65	K	858212	Lopez, Gustavo Jr	12210 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12210 Walter Vaughn Dr	148	Q	858173	Klair, Perminder Singh	12210 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12211 Timber Arch Ln	36	K	858240	Porras, Peggy	12211 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12211 Walter Vaughn Dr	73	K	858204	Montelongo, Kayleigh Jo & Taylor Loi	12211 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12212 Timber Arch Ln	66	K	858211	Lopez, Micaela Ortiz	305 East Lola Dr	Austin	TX	78753	0	465	465	1
6	12212 Walter Vaughn Dr	149	Q	858172	Cutkelvin, Gilbert C	12212 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12213 Timber Arch Ln	35	K	858241	Guillen, Sergio	12213 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12213 Walter Vaughn Dr	72	K	858205	Coatney, Vecente li	12213 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12214 Timber Arch Ln	67	K	858210	Scott, Kimberley M	12214 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12214 Walter Vaughn Dr	150	Q	858171	Sloan, Erica S	12214 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12215 Timber Arch Ln	34	K	858242	Rodriguez, Angel Arredondo & Yaeel	12215 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12215 Walter Vaughn Dr	71	K	858206	Lekeleh, Getachew	12215 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12216 Timber Arch Ln	68	K	858209	Griffin, Willie & Ruth	12216 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12216 Walter Vaughn Dr	151	Q	858170	Benitez, Jennifer & Richardson, Nath	12216 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6	12217 Timber Arch Ln	33	K	858243	Hidalgo, Alain	12217 Timber Arch Ln	Manor	TX	78653	0	465	465	1
6	12217 Walter Vaughn Dr	70	K	858207	Burns, Hans & LaMara Davidson	1646 Belltower Dr	Lewisville	TX	78067	0	465	465	1
6	12219 Walter Vaughn Dr	69	K	858208	Hayley, Nicole & Robert Charles	12219 Walter Vaughn Dr	Manor	TX	78653	0	465	465	1
6 Total										0	33,945	33,945	74

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
7	11605 Andesite Rd	2	T	878084	Vega, Yanet & Pablo Sanchez Godine	11605 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11608 Andesite Rd	5	U	878048	Hailu, Emawayesh G & Hailu Shewan	11608 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11609 Andesite Rd	3	U	878083	Bruns, Carrie & Elizabeth Dalglish	11609 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11612 Andesite Rd	6	U	878049	Zuniga, Bianca Y & Alejandro A Gonzz	11612 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11613 Andesite Rd	4	T	878082	Mendoza, Alvarado L & Mateo L Men	11613 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11616 Andesite Rd	7	U	878050	Castro, Banesa	11616 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11617 Andesite Rd	5	T	878081	Macdonald, Gregory	11617 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11620 Andesite Rd	8	U	878051	Atlantic Projects	1535 Rangelwood	San Jose	CA	95138-2756	0	465	465	1
7	11621 Andesite Rd	6	T	878080	Velazquez, Alma Cristina B	11621 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11624 Andesite Rd	9	U	878052	Lavoie, Paul & Samantha	11624 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11625 Andesite Rd	7	T	878079	Gamez, Adriana	11625 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11628 Andesite Rd	10	U	878053	Vega, Javier M	11628 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11629 Andesite Rd	8	T	878078	Artega, Ricardo	11629 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11700 Andesite Rd	11	U	878054	Fernando, Samantha & Sayanka	11700 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11701 Andesite Rd	9	T	878077	Cabrera, Juan Carlos	11701 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11704 Andesite Rd	12	U	878055	Ellis, Kenneth W	11704 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11705 Andesite Rd	10	T	878076	Johnson, Shon L	11705 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11708 Andesite Rd	13	U	878056	Osaside, Azubuike, S	11708 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11709 Andesite Rd	11	T	878075	Johnson, Ashley	11709 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11712 Andesite Rd	14	U	878057	Little, Raymond J	11712 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11713 Andesite Rd	12	T	878074	Hernandez, Leyraliz & Miguel A Torre	11713 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11716 Andesite Rd	15	U	878058	Debra Langfeldt-Woolums & Allan S I	11716 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11717 Andesite Rd	13	T	878073	Mcrae, William J	11717 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11720 Andesite Rd	16	U	878059	Adamu, Kenneth F	11720 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11721 Andesite Rd	14	T	878072	Johnson, Ane	11721 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11724 Andesite Rd	17	U	878060	Villegas, Manuel	11724 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11725 Andesite Rd	15	T	878071	Johnson, Paige Marie & Khamonte Th	11725 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11728 Andesite Rd	18	U	878061	Alonso, Daniel	11728 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11729 Andesite Rd	16	T	878070	Garcia, Randy & Araceli Arreola-Cortu	11729 Andesite Rd	Manor	TX	78653	0	465	465	1
7	11733 Andesite Rd	19	U	878062	Ketner, Cylynda Michelle	11732 Andesite Rd	Manor	TX	78653	0	465	465	1
7	14501 Esker Rd	17	T	878069	Llana, Olivia & Lorenzo	11733 Andesite Rd	Manor	TX	78653	0	465	465	1
7	14505 Esker Rd	5	J	878063	Strong, Virgil	14501 Esker Rd	Manor	TX	78653	0	465	465	1
7	14509 Esker Rd	4	J	878064	Wallace Ii, Larimen T	14505 Esker Rd	Manor	TX	78653	0	465	465	1
7	14513 Esker Rd	3	J	878065	Chana, Kanwaljit	14509 Esker Rd	Manor	TX	78653	0	465	465	1
7	14514 Pernella Rd	2	J	878066	Carr, James	14513 Esker Rd	Manor	TX	78653	0	465	465	1
7	14517 Esker Rd	5	V	878089	Aguilera, Javier R & Laura Gudino Per	14514 Pernella Rd	Manor	TX	78653	0	465	465	1
7	14518 Pernella Rd	1	J	878067	Wissman, Jennifer L & Ethan E Wissr	14517 Esker Rd	Manor	TX	78653	0	465	465	1
7	14522 Pernella Rd	6	V	878088	Shepperd, Richard & Rose Marie	14518 Pernella Rd	Manor	TX	78653	0	465	465	1
7	14526 Pernella Rd	7	V	878087	Blakely, Arturo S and Jennifer A Blak	14522 Pernella Rd	Manor	TX	78653	0	465	465	1
7	14526 Pernella Rd	8	V	878086	Holley, Ebony L & Terry G Holley Jr	14526 Pernella Rd	Manor	TX	78653	0	465	465	1
7 Total										0	19,065	19,065	41
8	12010 Riprap Dr	1	W	894437	Bizarro, Cristian Ariel Gonzalez	12010 Riprap Dr	Manor	TX	78653	0	465	465	
8	12012 Riprap Dr	2	W	894436	Cobos, Marcos Aaron	12012 Riprap Dr	Manor	TX	78653	0	465	465	

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
8	12013 Riprap Dr	52	J	894438	Guadarrama, Raul & Corala	12013 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12014 Riprap Dr	3	W	894435	Showles, Brittany A	12014 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12100 Riprap Dr	4	W	894434	Nieves, Juan Jr	12100 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12101 Riprap Dr	130	Q	894406	Ramos, Judith	12101 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12102 Riprap Dr	5	W	894433	Alvarez, Aniceta	12102 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12103 Riprap Dr	129	Q	894407	Cornelson, James	12103 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12104 Riprap Dr	6	W	894432	Torres, Israel	12104 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12105 Riprap Dr	128	Q	894408	Browne, Julissa	12105 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12106 Riprap Dr	7	W	894431	Lucio, Caleb	12106 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12107 Riprap Dr	127	Q	894409	Plannett, Michael C	12107 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12108 Riprap Dr	8	W	894430	Castro, Victor	12108 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12109 Riprap Dr	126	Q	894410	Glass, Amanda	12109 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12110 Riprap Dr	9	W	894429	Chavez, Janette V	12110 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12111 Riprap Dr	125	Q	894411	Barin, Resit	12111 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12112 Riprap Dr	10	W	894428	Acevedo, Christopher C	12112 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12113 Riprap Dr	124	Q	894389	De La Torre, Federico	12113 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12114 Riprap Dr	11	W	894427	Andresen, David	12114 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12115 Riprap Dr	123	Q	894390	Mendoza, Sofia	12115 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12116 Riprap Dr	12	W	894426	Delinger, Joao Carlos	1103 Apollo	Austin	TX	78758	0	465	465	1
8	12117 Riprap Dr	122	Q	894391	Amaya-De-Arguello, Maritza	12117 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12200 Riprap Dr	13	W	894425	Phillips, Monica M	12200 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12201 Riprap Dr	121	Q	894392	Moore, Pamela Y	12201 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12202 Riprap Dr	14	W	894424	Alvarez Oviedo, Jose L	12202 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12203 Riprap Dr	120	Q	894393	Gonzalez, Elaine Z	12203 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12204 Riprap Dr	15	W	894423	Alvarado, Aldair R Sanchez & Brenda	12204 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12205 Riprap Dr	119	Q	894394	Fulk, Drew William	12205 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12206 Riprap Dr	16	W	894422	Cuellar, Eugene	12206 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12207 Riprap Dr	118	Q	894395	Romero, Gerrado Y	12207 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12208 Riprap Dr	17	W	894421	Gonzalez, Abraham & Fatima Ponce	12208 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12209 Riprap Dr	117	Q	894396	Reynolds, Matthew & Rebecca	12209 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12210 Riprap Dr	18	W	894420	Brown, Earl Jr	12210 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12211 Riprap Dr	116	Q	894397	Perez, Anthony Jr	12211 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12212 Riprap Dr	19	W	894419	Therrell, Virginia	12212 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12213 Riprap Dr	115	Q	894398	Wilson, Amandelyn	12213 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12215 Riprap Dr	114	Q	894399	Serrano, Evangelina	12215 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12216 Riprap Dr	20	W	894418	Atterhorn, Christopher M	12216 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12217 Riprap Dr	113	Q	894400	Zeidler, Britt A	12217 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12300 Riprap Dr	102	Q	894405	Bedard, John	12300 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12301 Riprap Dr	112	Q	894401	Cameron, Jameela & Tyler	12301 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12303 Riprap Dr	111	Q	894402	Galaviz, Jose Antonio	12303 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12304 Riprap Dr	103	Q	894417	McCarty, Robert	12304 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12305 Riprap Dr	110	Q	894403	Couch, Denise & Scott I Dollahite	12305 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12306 Riprap Dr	104	Q	894416	Conejo, Lucinda Y	12306 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12307 Riprap Dr	109	Q	894404	PHH Mortgage	12307 Riprap Dr	Manor	TX	78653	0	465	465	1

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PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
8	12308 Riprap Dr	105	Q	894415	Schelter, Patricia & Conrad	12308 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12309 Riprap Dr	108	Q	894412	Jones, Steven A	12309 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12310 Riprap Dr	106	Q	894414	Anderson, Corey E	12310 Riprap Dr	Manor	TX	78653	0	465	465	1
8	12311 Riprap Dr	107	Q	894413	McClure, John A	12311 Riprap Dr	Manor	TX	78653	0	465	465	1
8	14508 Strata Rd	39	J	894451	Badimus-Ross, Annie T	14508 Strata Rd	Manor	TX	78653	0	465	465	1
8	14509 Strata Rd	10	K	894378	Cerda, Carolina Encarnacion & Gabriel	14509 Strata Rd	Manor	TX	78653	0	465	465	1
8	14512 Strata Rd	40	J	894450	Cortez, Rudy	14512 Strata Rd	Manor	TX	78653	0	465	465	1
8	14513 Strata Rd	9	K	894379	Rosa, Hector L & Barbara Neri	14513 Strata Rd	Manor	TX	78653	0	465	465	1
8	14516 Strata Rd	41	J	894449	Castillo, Selena & Bayron	14516 Strata Rd	Manor	TX	78653	0	465	465	1
8	14517 Strata Rd	8	K	894380	Querol, Odienys Nelson Carrero	14517 Strata Rd	Manor	TX	78653	0	465	465	1
8	14520 Strata Rd	42	J	894448	Trevino, Bernadette Marie	14520 Strata Rd	Manor	TX	78653	0	465	465	1
8	14521 Strata Rd	7	K	894381	Frias, Edgardo Puente & Esbeidi Uribe	14521 Strata Rd	Manor	TX	78653	0	465	465	1
8	14524 Strata Rd	43	J	894447	Williams, Dayne	12524 Strata Rd	Manor	TX	78653	0	465	465	1
8	14525 Strata Rd	6	K	894382	Stoddard, Nicole D	14525 Strata Rd	Manor	TX	78653	0	465	465	1
8	14600 Strata Rd	44	J	894446	Vielma Alejandro	14600 Strata Rd	Manor	TX	78653	0	465	465	1
8	14601 Strata Rd	5	K	894383	Chandler, Edward	14601 Strata Rd	Manor	TX	78653	0	465	465	1
8	14604 Strata Rd	45	J	894445	Becker, Jered Jeremy	14604 Strata Rd	Manor	TX	78653	0	465	465	1
8	14605 Strata Rd	4	K	894384	Camos, Peter H & Jami D	14605 Strata Rd	Manor	TX	78653	0	465	465	1
8	14608 Strata Rd	46	J	894444	Spruelli, Jewel M	14608 Strata Rd	Manor	TX	78653	0	465	465	1
8	14609 Strata Rd	3	K	894385	Owens, Keithan J	14609 Strata Rd	Manor	TX	78653	0	465	465	1
8	14612 Strata Rd	47	J	894443	Self, Trevor	14612 Strata Rd	Manor	TX	78653	0	465	465	1
8	14613 Strata Rd	2	K	894386	Banks, Malcom Jamal	14613 Strata Rd	Manor	TX	78653	0	465	465	1
8	14616 Strata Rd	48	J	894442	Bello Alarcon, Noe	14616 Strata Rd	Manor	TX	78653	0	465	465	1
8	14617 Strata Rd	1	K	894387	Smith, Norma Jean	14617 Strata Rd	Manor	TX	78653	0	465	465	1
8	14620 Strata Rd	49	J	894441	Tonche, Nieves C	14620 Strata Rd	Manor	TX	78653	0	465	465	1
8	14700 Strata Rd	50	J	894440	Noles, Hunter A & Falcon, Brittney M	14700 Strata Rd	Manor	TX	78653	0	465	465	1
8	14704 Strata Rd	51	J	894439	Escobedo, Eric E	14704 Strata Rd	Manor	TX	78653	0	465	465	1
8 Total										0	33,945	33,945	73
N1	11801 Riprap Dr	73	J	914813	Rowe, Kasey Lauren	11801 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11803 Riprap Dr	72	J	914814	Arevalo, Domingo III & Nohemi Aguil	11803 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11805 Riprap Dr	71	J	914815	Manor, Eric & Charles Dewayne Jord	11805 Riprap Rd	Manor	TX	78653	0	465	465	1
N1	11807 Riprap Dr	70	J	914816	Mora, Lizbeth Salinas	11807 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11809 Riprap Dr	69	J	914817	Armas, Edgardo Orozco & Jacqueline Gor	11809 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11811 Riprap Dr	68	J	914818	Cindy, Dolores & Ryan J Contreras	11811 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11813 Riprap Dr	67	J	914819	Santos, Melissa A Davila	11813 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11901 Riprap Dr	66	J	914820	Robles, Rosalina	11901 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11903 Riprap Dr	65	J	914821	Swering, Dustin Cody & Dalia Sanche	11903 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11905 Riprap Dr	64	J	914822	Johnson, Tommy E	11905 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11907 Riprap Dr	63	J	914823	Hernandez Lira, Gabriel E	11907 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11909 Riprap Dr	62	J	914824	Rodriguez-Suarez, Nancy	11909 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11911 Riprap Dr	61	J	914825	Brito, Mario & Ofelia Espinoza-Rome	11911 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	11913 Riprap Dr	60	J	914826	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	11915 Riprap Dr	59	J	914827	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	0	465	465	1
8 Total										0	33,945	33,945	73

Item 4.

Rose Hill PID
Assessment Roll
Valuation as of 1/1/2020

14,200 411,525 425,725 1042

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
N1	12000 Riprap Dr	47	W	914737	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12001 Riprap Dr	58	J	914828	Billard, Brandy & Christina Michelle C	12001 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	12001 Rosinca Rd	46	W	914739	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12002 Riprap Dr	48	W	914736	Abattam, Georgina Uche	12002 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	12003 Riprap Dr	57	J	914829	Guillen, Rigoberto	12003 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	12003 Rosinca Rd	45	W	914740	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12004 Riprap Dr	49	W	914735	Ratcliff, Gary Craig	12004 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	12005 Riprap Dr	56	J	914830	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12005 Rosinca Rd	44	W	914741	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12006 Riprap Dr	50	W	914734	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12007 Riprap Dr	55	J	914831	Sanchez, Nidia Andrea	12007 Riprap Dr	Manor	TX	78653	0	465	465	1
N1	12007 Rosinca Rd	43	W	914742	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12009 Riprap Dr	54	J	914832	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12009 Rosinca Rd	42	W	914743	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12011 Riprap Dr	53	J	914833	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12011 Rosinca Rd	41	W	914744	Montellano Pasillas, Juan Carlos	12011 Rosinca Rd	Manor	TX	78653	0	465	465	1
N1	12101 Rosinca Rd	40	W	914745	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12103 Rosinca Rd	39	W	914746	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12105 Rosinca Rd	38	W	914747	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12107 Rosinca Rd	37	W	914748	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12109 Rosinca Rd	36	W	914749	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12111 Rosinca Rd	35	W	914750	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12113 Rosinca Rd	34	W	914751	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12115 Rosinca Rd	33	W	914752	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12201 Rosinca Rd	32	W	914753	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12203 Rosinca Rd	31	W	914754	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12205 Rosinca Rd	30	W	914755	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12207 Rosinca Rd	29	W	914756	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12209 Rosinca Rd	28	W	914757	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12211 Rosinca Rd	27	W	914758	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12213 Rosinca Rd	26	W	914759	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12219 Rosinca Rd	25	W	914760	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12219 Rosinca Rd	24	W	914761	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12219 Rosinca Rd	23	W	914762	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	12221 Rosinca Rd	22	W	914763	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	14800 Breccia Rd	74	J	914812	Chavez, Edwardo	14800 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14800 Tuff Rd	59	S	914769	Cantu, Celia	14800 Tuff Rd	Manor	TX	78653	0	465	465	1
N1	14802 Breccia Rd	75	J	914811	Westbrook, Debra Kay	14802 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14802 Tuff Rd	58	S	914768	Alzubi, Feras M	14802 Tuff Rd	Manor	TX	78653	0	465	465	1
N1	14804 Breccia Rd	76	J	914810	Amador, Oscar	14804 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14804 Tuff Rd	57	S	914767	Palomo Gonzalez, Ismael	12804 Tuff Rd	Manor	TX	78653	0	465	465	1
N1	14806 Breccia Rd	77	J	914809	Lynch, Peter J	14806 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14806 Tuff Rd	56	S	914766	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	14808 Breccia Rd	78	J	914808	Lacari, Quincy Sr & Maya Nicole Aekii	14808 Breccia Rd	Manor	TX	78653	0	465	465	1

Item 4.

Rose Hill PID
Assessment Roll
Valuation as of 1/1/2020

14,200 411,525 425,725 1042

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
N1	14808 Tuff Rd	55	S	914765	Varnal, Nathan Thomas	14808 Tuff Rd	Manor	TX	78653	0	465	465	1
N1	14809 Breccia Rd	1	R	914770	Demps, Romel D & Elizabeth S	14809 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14810 Breccia Rd	79	J	914807	Wilson, Raymond Earl Jr & Yolanda E	14810 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14811 Breccia Rd	2	R	914771	Garcia, Maria D	14811 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14812 Breccia Rd	80	J	914806	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	0	465	465	1
N1	14813 Breccia Rd	3	R	914772	Walker, Willie D Jr	14813 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14814 Breccia Rd	81	J	914805	Taylor, Henry Dorie	14814 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14815 Breccia Rd	4	R	914773	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	14816 Breccia Rd	82	J	914804	Amador, Jesus Jr	14816 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14817 Breccia Rd	5	R	914774	Hsu, Regan	14817 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14818 Breccia Rd	83	J	914803	Navarrete, Victor	14818 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14819 Breccia Rd	6	R	914775	Clingman, Corina	14819 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14820 Breccia Rd	84	J	914802	Ramirez-Avila, Sergio E	14820 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14821 Breccia Rd	7	R	914776	Machac, Raymond	14821 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14900 Breccia Rd	85	J	914801	Ortiz, Violet	14900 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14900 Tuff Rd	54	S	914764	Waff, Larry Junior	14900 Tuff Rd	Manor	TX	78653	0	465	465	1
N1	14901 Breccia Rd	8	R	914777	Sales, Francis K IV	14901 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14902 Breccia Rd	86	J	914800	Dorsey, Patrick Roland & Tsige Ewmei	14902 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14903 Breccia Rd	9	R	914778	Garcia, Vanessa	14903 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14904 Breccia Rd	87	J	914799	Rodriguez, Rosalena	14904 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14905 Breccia Rd	10	R	914779	Switzer, Morgan	14905 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14906 Breccia Rd	88	J	914798	Perz, Adrain & Yesica Elizabeth Jimi	14906 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14907 Breccia Rd	11	R	914780	Raul, Juan & Kamille Evangeline Cerv	14907 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14908 Breccia Rd	89	J	914797	Lara, Leonardo Jr	14908 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14909 Breccia Rd	12	R	914781	Harerlman, Paul & Chantal Nyiramuk	14909 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14910 Breccia Rd	90	J	914796	Watkins, Christopher C & Trinity Crar	14910 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14911 Breccia Rd	13	R	914782	Matthew, Michael & Amanda Nicole	14911 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14912 Breccia Rd	91	J	914795	Alayon, Guadalupe D	14912 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14913 Breccia Rd	14	R	914783	Thomas, Charmayne & Dorian	14913 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14914 Breccia Rd	92	J	914794	Gonzalez, Alejandro & Rosa	14914 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	14915 Breccia Rd	15	R	914784	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	14916 Breccia Rd	93	J	914793	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N1	14917 Breccia Rd	16	R	914785	Lindell, Sarah A	14917 Breccia Rd	Manor	TX	78653	0	465	465	1
N1	15001 Breccia Rd	17	R	914786	Griffin, Arddtria	15001 Breccia Rd	Manor	TX	78653	0	465	465	1
N1 Total										3,400	27,435	30,835	93
N3	12100 Arkose St	14	Y	922695	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	12102 Arkose St	15	Y	922694	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	12104 Arkose St	16	Y	922693	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14900 Gypsum Mill Rd	32	U	922672	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14900 Shalestone Way	32	V	922639	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14901 Talus Rd	45	T	922692	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14901 Gypsum Mill Rd	1	V	922618	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14901 Shalestone Way	1	X	922615	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1

Item 4.

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
N3	14901 Talus Rd	1	U	922640	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14902 Gypsum Mill Rd	31	U	922671	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14902 Shalestone Way	31	V	922638	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14902 Talus Rd	44	T	922691	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14903 Gypsum Mill Rd	2	V	922619	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14903 Talus Rd	2	U	922641	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14904 Gypsum Mill Rd	30	U	922670	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14904 Shalestone Way	30	V	922637	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14904 Talus Rd	43	T	922690	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14905 Gypsum Mill Rd	3	V	922620	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14905 Shalestone Way	2	X	922616	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14905 Talus Rd	3	U	922642	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14906 Gypsum Mill Rd	29	U	922669	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14906 Shalestone Way	29	V	922636	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14906 Talus Rd	42	T	922689	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14907 Gypsum Mill Rd	4	V	922621	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14907 Shalestone Way	3	X	922617	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14907 Talus Rd	4	U	922643	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14908 Gypsum Mill Rd	28	U	922668	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14908 Shalestone Way	28	V	922635	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14908 Talus Rd	41	T	922688	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14909 Gypsum Mill Rd	5	V	922622	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14909 Shalestone Way	4	X	922591	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14909 Talus Rd	5	U	922644	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14910 Gypsum Mill Rd	27	U	922667	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14910 Shalestone Way	27	V	922634	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14910 Talus Rd	40	T	922687	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14911 Gypsum Mill Rd	6	V	922623	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14911 Shalestone Way	5	X	922592	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14911 Talus Rd	6	U	922645	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14912 Gypsum Mill Rd	26	U	922666	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14912 Shalestone Way	26	V	922614	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14912 Talus Rd	39	T	922686	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14913 Gypsum Mill Rd	7	V	922624	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14913 Shalestone Way	6	X	922593	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14913 Talus Rd	7	U	922646	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14914 Gypsum Mill Rd	25	U	922665	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14914 Shalestone Way	25	V	922613	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14914 Talus Rd	38	T	922685	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14915 Gypsum Mill Rd	8	V	922625	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14915 Shalestone Way	7	X	922594	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14915 Talus Rd	8	U	922647	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14916 Gypsum Mill Rd	24	U	922664	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14916 Shalestone Way	24	V	922612	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1

Item 4.

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
										14,200	411,525	425,725	1042
N3	14916 Talus Rd	37 T		922684	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14917 Gypsum Mill Rd	9 V		922626	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14917 Shalestone Way	8 X		922595	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14917 Talus Rd	9 U		922648	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14918 Gypsum Mill Rd	23 U		922663	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14918 Shalestone Way	23 V		922611	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14918 Talus Rd	36 T		922683	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14919 Gypsum Mill Rd	10 V		922627	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14919 Talus Rd	10 U		922649	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14920 Gypsum Mill Rd	22 U		922662	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14920 Talus Rd	35 T		922682	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14921 Gypsum Mill Rd	11 V		922628	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14921 Talus Rd	11 U		922650	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14922 Gypsum Mill Rd	21 U		922661	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14922 Talus Rd	34 T		922681	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14923 Gypsum Mill Rd	12 V		922629	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14923 Talus Rd	12 U		922651	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14924 Gypsum Mill Rd	20 U		922660	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14924 Talus Rd	33 T		922680	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14925 Gypsum Mill Rd	13 V		922630	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14925 Talus Rd	13 U		922652	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14926 Gypsum Mill Rd	19 U		922659	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14926 Talus Rd	32 T		922679	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14927 Gypsum Mill Rd	14 V		922631	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14927 Talus Rd	14 U		922653	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14928 Gypsum Mill Rd	18 U		922658	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14928 Talus Rd	31 T		922678	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14929 Gypsum Mill Rd	15 V		922632	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14929 Talus Rd	15 U		922654	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14930 Gypsum Mill Rd	17 U		922657	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14930 Talus Rd	30 T		922677	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14931 Gypsum Mill Rd	16 V		922633	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14931 Talus Rd	16 U		922655	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	14932 Talus Rd	29 T		922676	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15000 Shalestone Way	22 V		922610	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15000 Talus Rd	28 T		922675	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15001 Shalestone Way	23 Y		922597	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15002 Shalestone Way	21 V		922609	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15002 Talus Rd	27 T		922674	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15003 Shalestone Way	22 Y		922598	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15004 Shalestone Way	20 V		922608	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15004 Talus Rd	26 T		922673	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15005 Shalestone Way	21 Y		922599	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15006 Shalestone Way	19 V		922607	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1

Item 4.

Rose Hill PID
Assessment Roll
Valuation as of 1/1/2020

PHS	Property Address	Lot	Blk	Property ID	Owner Name	Owner Mailing Address	Owner City	Owner ST	Owner Zip	Lot	Home	Total	Item Count
N3	15007 Shalestone Way	20 Y		922600	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15008 Shalestone Way	18 V		922606	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15009 Shalestone Way	19 Y		922601	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15010 Shalestone Way	17 V		922605	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15011 Shalestone Way	18 Y		922602	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3	15013 Shalestone Way	17 Y		922603	Continental Homes Of Texas, Lp	10700 Pecan Park Blvd #400	Austin	TX	78750	100	0	100	1
N3 Total										10,200	0	10,200	102
Grand Total										14,200	411,525	425,725	1042

ROSE HILL PUBLIC IMPROVEMENT DISTRICT
Five Year Plan of Service and Budget
(All Phases--1,1A,2,3,4,5,6,7,8,N1,N2,N3)
for the Period January 1, 2020 Through December 31, 2024

	Cumulative to December 31, 2018	Actual 2019	Cumulative to December 31, 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected Cumulative To 12/31/2024
Beginning Fund Balance	\$0		\$0	\$356,387	\$279,433	\$369,229	\$375,843	\$372,957	\$0
FUNDS GENERATED									
Developer Construction Advances	\$27,980,820	\$7,788,382	\$35,769,202	\$1,742,377	\$263,151	\$0	\$0	\$0	\$37,774,731
Developer Cash Advances	\$4,540	\$0	\$4,540	\$0	\$0	\$0	\$0	\$0	\$4,540
Assessments Billed	\$1,530,205	\$426,211	\$1,956,416	\$425,725	\$511,750	\$570,340	\$594,055	\$547,215	\$4,605,501
Assessments Collected	\$1,240,023	\$500,436	\$1,740,458	\$425,486	\$596,736	\$594,055	\$594,055	\$594,055	\$4,544,846
Other Income	\$669	\$0	\$669	\$0	\$0	\$0	\$0	\$0	\$669
TOTAL FUNDS GENERATED	\$29,226,051	\$8,288,817	\$37,514,868	\$2,167,864	\$859,887	\$594,055	\$594,055	\$594,055	\$42,324,784
FUNDS USED									
Administrative Costs (Funded by PID)	\$140	\$0	\$140	\$0	\$0	\$0	\$0	\$0	\$140
Administration Costs - City	\$44,500	\$8,000	\$52,500	\$4,214	\$4,214	\$4,214	\$4,214	\$4,214	\$73,570
Management Services	\$90,298	\$6,141	\$96,439	\$23,227	\$22,727	\$23,227	\$22,727	\$23,227	\$211,572
Other	\$134,938	\$14,141	\$149,079	\$27,441	\$26,941	\$27,441	\$26,941	\$27,441	\$285,282
Subtotal-Administrative Costs									
Costs of District Improvements (Funded by Developer) *									
Water Distribution	\$2,465,834	\$629,263	\$3,095,097	\$39,164	\$0	\$0	\$0	\$0	\$3,134,261
Wastewater Collection	\$2,739,571	\$639,950	\$3,379,521	\$87,534	\$0	\$0	\$0	\$0	\$3,467,055
Public Roadways	\$6,356,941	\$1,966,868	\$8,323,810	\$88,953	\$0	\$0	\$0	\$0	\$8,412,763
Drainage Improvements	\$2,426,635	\$2,092,245	\$4,518,880	\$169,292	\$0	\$0	\$0	\$0	\$4,688,172
Common Area Improvements	\$5,621,922	\$518,005	\$6,139,927	\$789,453	\$263,151	\$0	\$0	\$0	\$7,192,531
Other Utilities	\$2,821,580	\$593,258	\$3,414,838	\$388,057	\$0	\$0	\$0	\$0	\$3,802,895
Other	\$5,548,337	\$1,348,792	\$6,897,129	\$179,924	\$0	\$0	\$0	\$0	\$7,077,053
Subtotal-District Improvements	\$27,980,820	\$7,788,382	\$35,769,202	\$1,742,377	\$263,151	\$0	\$0	\$0	\$37,774,731
Developer Distributed Assessments	\$960,660	\$275,000	\$1,235,660	\$475,000	\$480,000	\$560,000	\$570,000	\$570,000	\$3,890,660
Repay Cash Advance from Developer	\$4,540	\$0	\$4,540	\$0	\$0	\$0	\$0	\$0	\$4,540
Total Funds Used	\$29,080,958	\$8,077,523	\$37,158,481	\$2,244,818	\$770,092	\$587,441	\$596,941	\$597,441	\$41,955,213
Ending Fund Balance	\$145,093	\$211,295	\$356,387	\$279,433	\$369,229	\$375,843	\$372,957	\$369,572	\$369,572

Rose Hill Public Improvement District
Amount of Special Assessment to be Levied and Collected for 2020

Calculation of Assessment Amount for 2020 (Billed 10/1/2020)

Phase	Total Lots at 12/31/2019	Lots Not Accepted at 12/31/2019	Lots Accepted at 12/31/2019	Lots With Assessment Paid in Full at 12/31/2019	Net Lots to be Billed for 2020	Properties with C/O at 12/31/2019	Lots Billable @ \$100 at 12/31/2019	Homes Billable @ \$465 at 12/31/2019	Total Billable Lots & Homes at 12/31/2019
1	228	0	228	10	218	228	0	218	218
1A	79	0	79	1	78	79	0	78	78
2	115	0	115	0	115	113	2	113	115
3	62	0	62	1	61	62	0	61	61
4	86	0	86	2	84	86	0	84	84
5	89	0	89	0	89	85	4	85	89
6	74	0	74	1	73	74	0	73	73
7	41	0	41	0	41	41	0	41	41
8	73	0	73	0	73	73	0	73	73
N1	93	0	93	0	93	59	34	59	93
N2	0	0	0	0	0	0	0	0	0
N3	102	0	102	0	102	0	102	0	102
Total	1,042	0	1,042	15	1,027	900	142	885	1,027
Rate							100	465	
Assessment for 2020							14,200	411,525	\$425,725

The 2020 Assessment amount for Capital Improvements of the PID remains at \$7,102 per lot with a completed home. Annual installments of \$465 (including interest at 5%) amortize the assessment balance in 30 years.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

Future Plans

Discussion continues concerning the possibility of amending the PID assessment amount to account for the additional lots from N1-N3 This could lower the total assessment and annual assessment installment, amounts to be determined

North 2 lots are expected to be accepted by the City in late March or early April 2019

All or most substantive developpment should complete in learly 2020 with another entry planned after the last section is developed. Beyond that remains environmental protections & maintenance items for the remainder of home construction.

Current Year Activiy

Stonewater North 1, currently with 93 lots, was accepted by the City in 2019

Stonewater North 3, currently with 102 lots, was accepted by the City in 2019

Stonewater North 2, currently with 162 lots, will be acceptrd by the City in 2020

Historical

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

The Parke at Hawk Hollow, L.P. (“Parke”) owned approximately 196.236 acres in the City of Manor’s ETJ and had filed an application with TCEQ for a wastewater discharge permit to provide wastewater service to a mobile home park. The City of Manor (the “City”) and many local property owners were opposed to the construction of the wastewater treatment plant and to the mobile home park.

Richard Jenkins (“Jenkins”) contracted with Parke on February 3, 2003 to purchase the approximately 196.236 acres to develop a subdivision for site built homes.

During the Jenkins feasibility period it was determined that it would not be economically feasible to develop the subdivision for site built homes and connect to the City’s wastewater system if Jenkins did not have a vehicle to reimburse the costs.

Jenkins contracts with Coombs Environmental Engineering, Inc. (“Coombs”) on March 19, 2003, to determine the feasibility of developing the 196.236 acres into a subdivision for site-built homes and connecting these homes to the City’s wastewater system.

After discussions with the City it was determined that the City could support an application of a Public Improvement District (“PID”) that would reimburse costs to Jenkins from the future homeowners purchasing homes in the 196.236 acres and not cause the City to incur additional expense.

A Development Agreement was executed between the City of Manor, Texas and The Parke at Hawk Hollow, effective June 4, 2003 that would restrict the 196.236 acres to site built single family homes, require all the homes to be connected to the City’s wastewater system, require the 196.236 acres to voluntarily request to be included in the City’s ETJ, require the 196.236 acres to request annexation into the City’s City Limits and authorize a public improvement district to be formed.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

Assignment of Development Agreement dated June 4, 2003 between City of Manor and RH-Manor, Ltd. to Continental Homes of Texas, L.P. August 3, 2012.

Jenkins authorized Coombs to proceed with construction plans for Stonewater, Phase 1, Streets Drainage and Utilities and the Tower Road Improvements on June 4, 2003.

Ordinance No. 223 resolving to accept the voluntary ETJ request by Parke for the 196.236 acres to be in the City’s ETJ was passed and approved June 4, 2003.

The Parke at Hawk Hollow, L.P. filed a petition for the creation of the Public Improvement District (“PID”) to be known as Rose Hill PID, on June 4, 2003.

Resolution No. 2003-15 (authorizing the Rose Hill PID) was passed and approved June 25, 2003.

Management Agreement between the City of Manor, Texas and Kevin McCright, effective June 26, 2003, was approved.

Ordinance No.226 (establishing method of assessment for the Rose Hill PID) was passed and approved July 2, 2003.

Ordinance No. 227 (to levy special assessments for the Rose Hill PID) was passed and approved July 16, 2003.

Preliminary Plat for 926 residential lots approved by Travis County on November 25, 2003.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

RH-Manor, Ltd. contracts with Coombs for the design, engineering and construction plans for the Lift Station and Force Main Improvements and the Tower Road Improvements on January 16, 2004.

Parke assigned the Development Agreement to RH-Manor, Ltd on February 12, 2004.

Parke executed Cul de Sac Easements on February 12, 2004 and it was recorded.

Parke executed Public Utility Easement for the construction and maintenance of the lift station and force main on February 12, 2004. and it was recorded

RH-Manor, Ltd. purchased 72.13 acres of the 196.236 acres from Parke on February 12, 2004.

The Contract to purchase 196.236 acres from Parke was assigned by Jenkins to RH-Manor, Ltd. on February 12, 2004.

The rights to reimbursements from the PID were assigned from Parke to RH-Manor, Ltd. on February 12, 2004.

Construction Plans for Stonewater, Phase 1, Streets, Drainage and Utilities approved by Travis County on February 14, 2005 and City of Manor on February 7, 2005.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

Declaration of Covenants, Conditions and Restrictions for all 196.236 acres was executed by RH-Manor, Ltd. and Parke and recorded.

All electrical, gas and common area improvements complete for Stonewater, Phase 1.

All wastewater collection improvements complete for Stonewater, Phase 1, which includes 228 lots plus amenity and landscape lots.

All water distribution improvements complete for Stonewater, Phase 1.

Drainage Improvements complete for Stonewater, Phase 1.

Final Plat Stonewater, Phase 1 for 228 residential lots plus amenity and landscape lots approved by Travis County on December 21, 2004.

Public roadways and related appurtenances (including street lighting and storm water control improvements) complete for Stonewater, Phase 1.

Construction Plans Stonewater Phase 1 - 228 residential lots plus amenity and landscape lots approved by Travis County on February 14, 2005.

The City of Manor City Council on March 2, 2005 approved the construct bid by Cash Construction Company, Ltd. for \$3,530,479.10, which was the low bid.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

Construction Plans for Tower Road Improvements approved by Travis County March 24, 2005.

Developer executed construction contract with Cash Construction Company, Ltd. on April 5, 2005 for the Tower Road Improvements, the Wastewater Lift Station and Force Main and Stonewater, Phase 1, Streets, Drainage & Utilities.

Final Plat Stonewater, Phase 1 – 228 residential lots plus amenity and landscape lots recorded in Travis County September 16, 2005

All drainage within Stonewater, Phase 1, was dedicated to Travis County with the recording of the Final Plat and annexed by the City of Manor on December 21, 2005. Maintenance has been accepted.

All streets within Stonewater, Phase 1, were dedicated to Travis County with the recording of the Final Plat and the City of Manor annexed all of Stonewater, Phase 1 into the City on December 21, 2005. Maintenance of the improvements has been accepted.

All wastewater within Stonewater, Phase 1, was dedicated to City of Manor with the recording of the Final Plat and the City of Manor annexed all of Phase 1 on December 21, 2005. Maintenance has been accepted.

All water within Stonewater, Phase 1, was dedicated to Manville Water Supply Corporation with the recording of the Final Plat. Maintenance been accepted.

Lift Station, force main and gravity wastewater lines were dedicated to the City of Manor with the recording of the Final Plat and by recordation of the public utility easements. Maintenance has been accepted.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249,406 acres)

RH-Manor, LTD purchased 53.17 acres on January 13, 2006 which was added to the 196.236 acres already in the PID.

Construction Plans for the Wastewater Lift Station and Force Main approved by the City of Manor April 12, 2005, approved by Travis County on April 13, 2005, and approved by TxDOT on April 13, 2005.

RH-Manor, LTD purchased 50.07 acres of the 196.236 acres from Parke on August 8, 2006.

Resolution No. 2006-14 (Authorizing the addition of 23.17 acres to the PID) was passed and approved on September 20, 2006.

Developer has submitted a Preliminary Plat for the additional 53 acres that was added to the PID in 2006. The Preliminary Plat consists of 212 residential lots.

As of December 31, 2006 37 Certificates of Occupancy were issued for completed houses in the Stonewater Subdivision.

As of December 31, 2006 62 individual lots were sold to Main Street Homes by RH – Manor.

Main Street Homes started building homes in Stonewater in 2006.

Landscaping and common area improvements were completed by April 30, 2007 for Phase 1

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District ("PID") - Improvements within the District (Currently 249.406 acres)

All Phase One common area fencing, landscaping and amenities have been completed and have been dedicated to the Stonewater Home Owners Association ("HOA") as of December 31, 2007.

As of December 31, 2007 86 Certificates of Occupancy where issued for completed houses in the Stonewater Subdivision.

On December 18, 2008, Senator Jeff Wentworth requested that the Attorney General give an opinion regarding the authority of local taxing units or central appraisal district to collect assessments for Public Improvement Districts

As of December 31, 2008 101 Certificates of Occupancy where issued for completed houses in the Stonewater Subdivision.

As of December 31, 2008, 20 individual lots where sold to Main Street Homes by RH-Manor.

Developer completed Stonewater amenity center which included 30 parking spaces, junior Olympic pool, kiddie pool, splash pad, pavilion with restrooms, full size basketball court & commercial playscape in 2008

On June 29, 2009, the Attorney General issued Opinion N. GA-0724 regarding the authority of local taxing units or central appraisal district to collect assessments for Public Improvement Districts

As of December 31, 2009, 125 Certificates of Occupancy where issued for completed houses in the Stonewater Subdivision.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

As of December 31, 2009, 13 individual lots where sold to Main Street Homes by RH-Manor.

Due to 2009 local and national economic recession, sale of lots to Main Street Homes and sale of homes in Stonewater has been slow in 2009.

Due to 2010 local and national economic recession, sale of lots to Main Street Homes and sale of homes in Stonewater has been slow in 2010.

Main Street Homes discontinued homebuilding activities in Stonewater in 2011 after constructing 140 single family homes.

Assignment of PID and reimbursement rights from RH-Manor, Ltd. to Continental Homes of Texas, L.P. occurred on August 3, 2012 that includes the Stonewater preliminary plat in entirety.

Assignment of PID and reimbursement rights from RH-Manor, Ltd. to Continental Homes of Texas, L.P. occurred on August 3, 2012.

Continental Homes of Texas, L.P. is currently moving forward with amending the currently approved Preliminary Plat and Concept Plan to allow for changes in construction phasing as well as modifications to the previously approved internal street layout. Developer anticipates the overall lot count for Stonewater will have negligible differences from the existing approved preliminary plat after amendment.

Continental Homes of Texas, L.P. purchased 88 finished lots and preliminary platted sections 1A, 2, 4, and 5 from RH-Manor, Ltd. on August 3, 2012.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

DR Horton had 25 homes under construction, 1 model home completed and in use, and 5 homes completed and closed as of 2/19/13.

As of 12/31/2013 - Began construction of Stonewater Section 1A consisting of 79 residential lots, 3 drainage easement lots, 2 landscape lots and 1 open space lot. The drainage easement lots include a detention pond and channel that will accept drainage for this and future development sections.

As of 12/31/2013 Plans for year 2014 – Anticipate completion of Section 1A April 2014. Plan to construct a portion of preliminary platted Section 2 of Stonewater in 2014, consisting of estimated 75 residential lots.

DR Horton currently has 17 homes completed or under construction, 2 available lots remaining to build, 1 model home completed and in use with 6 reserved marketing lots, and 62 homes completed and closed as of 3/03/14 in Section 1 of Stonewater.

Continental Homes of Texas, L.P. is currently under construction with section 1A of Stonewater and anticipate completion of this section by May 2014.

Continental Homes of Texas, L.P began construction of Stonewater Phase 6 in June 2014.

The City of Manor issued Final Acceptance of Phase 1A of Stonewater June 4, 2014.

As of 12/31/14 Continental Homes of Texas, L.P has 31 homes under construction in phase 1A and anticipates starting additional homes in Stonewater Phase 6 during spring 2015.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249,406 acres)

As of 12/31/14 Plans for year 2015 – Plan to construct Phase 2 of Stonewater in 2015. Phase 2 consists of 106 residential lots with estimated costs to construct to be \$3,272,250.

As of 12/31/14 Plans for year 2016 – Plan to construct Phase 3 of Stonewater in 2016. Phase 3 consists of 63 residential lots with estimated costs to construct to be \$1,260,000.

As of 12/31/14 Plans for year 2017 – Plan to construct Phase 4 of Stonewater in 2017. Phase 4 consists of 86 residential lots with estimated costs to construct to be \$1,714,000.

As of 12/31/14 Plans for year 2018 – Plan to construct Phase 5 of Stonewater in 2018. Phase 5 consists of 95 residential lots with estimated costs to construct to be \$1,757,501.

As of 12/31/14 Plans for year 2019 – Plan to construct Phase 7 of Stonewater in 2019. Phase 7 consists of 41 residential lots with estimated costs to construct to be \$841,000.

As of 12/31/14 the construction of improvements for Stonewater Phase 6, containing 74 single family lots, include construction of streets, drainage infrastructure, water, wastewater, and utilities to serve these lots.

As of 12/31/2014 - Stonewater North 1 – 80 residential lots are in acquisition/planning stage and construction is expected to begin in May of 2017 and completed in December 2017.

As of 12/31/2014 - Stonewater North 2 – 57 residential lots are in acquisition/planning stage and construction is expected to begin in May of 2017 and completed in December 2017.

As of 12/31/2014 - Stonewater North 3 – 70 residential lots are in acquisition/planning stage and construction is expected to begin in May of 2018 and completed in December 2018.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

As of 12/31/2014 - Stonewater North 4 – 49 residential lots are in acquisition/planning stage and construction is expected to begin in May of 2018 and completed in December 2018.

As of 12/31/2014 - Stonewater North 5 – 54 residential lots are in acquisition/planning stage and construction is expected to begin in November of 2018 and completed in June 2019.

As of 12/31/2014 - Stonewater Phase 1A – 79 residential lots are completed and accepted by the City. These 79 lots are included in the Assessment roll for 2015.

Continental Homes of Texas, L.P amended the Concept Plan to reflect current construction phasing and street layout within Stonewater in 2014.

Continental Homes of Texas, L.P amended the Preliminary Plat for Stonewater to include a total of 704 residential lots in 2014.

The City of Manor issued Final Acceptance of Phase 6 of Stonewater January 2015.

Continental Homes of Texas, L.P began construction of Stonewater Phase 2 & 4 in June 2015.

As of 12/31/15 Continental Homes of Texas, L.P has 33 homes under construction.

As of 12/31/15 Continental Homes of Texas, L.P has spent \$1,881,226 on construction of improvements for Stonewater Phase 2 and 4. Stonewater Phase 2 consists of 105 single family lots and Phase 4 consists of 86 single family lots. The improvements include construction of streets, drainage infrastructure, water, wastewater, and utilities to serve these 191 residential lots.

Status of Design, Acquisition and Construction of the Rose Hill Public Improvement District (“PID”) - Improvements within the District (Currently 249.406 acres)

As of 12/31/15 Continental Homes of Texas, L.P has 33 homes under construction in phase 6 and anticipates starting additional homes in Stonewater Phase 4 in February 2016, in Phase 2 in June 2016 and Phases 3, 5 and 7 in October 2016.

Stonewater North 4 and Stonewater North 5 have been reconfigured and merged in to Stonewater North 1-3

Stonewater Phase 2 was accepted by the City of Manor on 11/22/2016 and contained 105 lots

Stonewater Phase 3 was accepted by the City of Manor on 12/21/2016 and contained 63 lots

Stonewater Phase 4 was accepted by the City of Manor on 5/25/2016 and contained 86 lots

Stonewater Phase 5 was accepted by the City of Manor on 11/29/2016 and contained 89 lots

Stonewater Phase 7 was accepted by the City of Manor on 11/29/2016 and contained 41 lots

**ROSE HILL PUBLIC IMPROVEMENT DISTRICT
Developer Funding and Distributed Assessments (All Phases)
Life to Date through 12/31/2019**

Developer Net Investment		Cumulative Thru 12/31/2018	Actual 2019	Cumulative Thru 12/31/2019
District Costs Funded by Developer				
Water Distribution		\$2,465,834	\$629,263	\$3,095,097
Wastewater Collection		\$2,739,571	\$639,950	\$3,379,521
Public Roadways		\$6,356,941	\$1,966,868	\$8,323,810
Drainage Improvements		\$2,426,635	\$2,092,245	\$4,518,880
Common Area Improvements		\$5,621,922	\$518,005	\$6,139,927
Other Utilities		\$2,821,580	\$593,258	\$3,414,838
Other		\$5,548,337	\$1,348,792	\$6,897,129
Subtotal		\$27,980,820	\$7,788,382	\$35,769,202
District Costs Recaptured by Developer				
Developer Distributed Assessments		(\$960,660)	(\$275,000)	(\$1,235,660)
Developer Net Investment in District		\$27,020,160	\$7,513,382	\$34,533,542

Rose Hill Public Improvement District Delinquent Assessments at 12/31/2019

The following list is an aging report as of 12/31/2019 for all of the receivables in the District. It does not show those properties that have a zero (0.00) balance. Payment for the current year assessment is not 'due' until January 31 of the following year so only those lots with homes and balances in excess of \$465.00 or those lots without homes and balances in excess of \$100.00 are delinquent.

The District's current policy is to send to our Attorney for collection any account that has a remaining balance due from the prior year immediately after the current year Assessment billings are mailed. Penalty and Interest are charged on delinquent accounts in the same manner as the Travis County Tax Assessor does for ad valorem taxes. Any collection expenses we incur from our attorney are also charged to the owner/property. All of these charges are the responsibility of the current owner whether they have knowledge of them or not. The District Manager does not have the authority to waive any penalty or interest amount on any account.

Balances as of December 31, 2019

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
11601 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11601 CARBROOK RD	365.00	0.00	0.00	0.00	0.00	365.00
11605 CARBROOK RD	466.00	2.00	0.00	0.00	123.00	591.00
11608 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11609 Andesite Rd	365.00	0.00	0.00	0.00	0.00	365.00
11609 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11613 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11613 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11616 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11620 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11621 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11624 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
11624 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11624 CARBROOK RD	466.00	2.00	0.00	0.00	123.00	591.00
11625 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11628 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11628 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11629 CARBROOK RD	466.00	2.00	0.00	0.00	123.00	591.00
11632 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11636 CAMBRIAN RD	466.00	2.00	0.00	0.00	123.00	591.00
11637 CARBROOK RD	365.00	0.00	0.00	0.00	0.00	365.00
11641 CAMBRIAN RD	469.65	9.30	0.00	0.00	571.95	1,050.90
11645 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11648 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11649 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11700 CAMBRIAN RD	466.16	0.00	0.00	0.00	116.25	582.41
11700 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11701 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11701 CAMBRIAN RD	466.16	0.00	0.00	0.00	116.25	582.41
11704 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11704 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11705 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11705 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11709 Andesite Rd	465.84	9.30	0.00	0.00	106.95	582.09
11709 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11712 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11712 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11713 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11716 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11717 CAMBRIAN RD	469.65	9.30	0.00	0.00	571.95	1,050.90
11720 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11720 CARBROOK RD	466.00	2.00	0.00	0.00	123.00	591.00
11721 CARBROOK RD	125.00	0.00	0.00	0.00	0.00	125.00

Rose Hill PID
Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
11724 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11725 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11728 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11729 Andesite Rd	465.00	0.00	0.00	0.00	0.00	465.00
11729 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11733 CAMBRIAN RD	466.16	0.00	0.00	0.00	116.25	582.41
11736 CAMBRIAN RD	465.00	0.00	0.00	0.00	0.00	465.00
11736 CARBROOK RD	465.00	0.00	0.00	0.00	0.00	465.00
11740 CARBROOK RD	466.00	2.00	0.00	0.00	123.00	591.00
11804 Jamie Dr	464.85	0.00	0.00	0.00	0.00	464.85
11808 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11809 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11816 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11817 Jamie Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
11820 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11900 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11901 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11901 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11905 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11905 Riparian Rd	470.65	11.30	0.00	0.00	705.95	1,187.90
11908 Jamie Dr	470.65	11.30	0.00	0.00	705.00	1,186.95
11908 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11909 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11913 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11916 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11916 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11920 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
11924 Jamie Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
11924 Riparian Rd	466.16	0.00	0.00	0.00	116.25	582.41
11925 Riparian Rd	467.52	0.00	0.00	0.00	252.25	719.77
11929 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
11932 Riparian Rd	470.65	11.30	0.00	0.00	705.95	1,187.90
11933 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11936 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
11937 Riparian Rd	464.82	0.00	0.00	0.00	0.00	464.82
12000 Jamie Dr	466.16	0.00	0.00	0.00	116.25	582.41
12000 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12003 Waterford Run Way	468.35	6.69	0.00	0.00	361.53	836.57
12005 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12006 Stoneridge Gap Ln	470.65	11.30	0.00	0.00	705.65	1,187.60
12011 Waterford Run Way	466.16	0.00	0.00	0.00	116.25	582.41
12013 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12013 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12013 Waterford Run Way	469.65	9.30	0.00	0.00	571.95	1,050.90
12014 Riprap Dr	466.00	2.00	0.00	0.00	123.00	591.00
12015 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12017 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
12021 Riparian Rd	0.40	0.00	0.00	0.00	0.00	0.40
12028 Riparian Rd	0.00	-32.50	0.00	0.00	0.00	-32.50
12029 Riparian Rd	368.22	0.00	0.00	0.00	0.00	368.22
12032 Riparian Rd	465.00	0.00	0.00	0.00	0.00	465.00
12100 Greywacke Dr	468.25	0.00	0.00	0.00	325.00	793.25
12100 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12100 Timber Arch Ln	477.41	24.82	0.00	0.00	1,518.39	2,020.62
12100 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12101 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12101 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12101 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12102 Greywacke Dr	466.44	0.00	0.00	0.00	143.85	610.29
12102 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12102 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12102 Waterford Run Way	464.15	0.00	0.00	0.00	0.00	464.15

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12103 Greywacke Dr	470.65	11.30	0.00	0.00	705.95	1,187.90
12103 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12103 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12103 Waterford Run Way	465.19	0.37	0.00	0.00	21.08	486.64
12104 Riprap Dr	466.00	2.00	0.00	0.00	123.00	591.00
12104 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12105 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12105 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12105 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12105 Timber Arch Ln	465.00	9.30	0.00	0.00	106.95	581.25
12105 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12106 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12106 Stoneridge Gap Ln	469.65	9.30	0.00	0.00	571.95	1,050.90
12106 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12107 Greywacke Dr	466.16	0.00	0.00	0.00	116.25	582.41
12107 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12107 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12108 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12108 Riprap Dr	365.00	0.00	0.00	0.00	0.00	365.00
12108 Stoneridge Gap Ln	469.65	9.30	0.00	0.00	571.95	1,050.90
12108 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12108 Walter Vaughn Dr	466.16	0.00	0.00	0.00	116.25	582.41
12108 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12109 Riprap Dr	319.00	0.00	0.00	0.00	0.00	319.00
12109 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12110 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12110 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12110 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12111 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12111 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12111 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12111 Waterford Run Way	125.00	0.00	0.00	0.00	0.00	125.00
12112 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12112 Riprap Dr	466.00	2.00	0.00	0.00	123.00	591.00
12112 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12113 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12113 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12113 Stoneridge Gap Ln	470.65	11.30	0.00	0.00	705.95	1,187.90
12113 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12114 Greywacke Dr	467.33	0.00	0.00	0.00	252.25	719.58
12114 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12115 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12116 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12116 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12116 Timber Arch Ln	465.00	0.00	0.00	0.00	113.20	578.20
12117 Greywacke Dr	465.00	0.00	0.00	0.00	0.00	465.00
12117 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12118 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12120 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12200 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12200 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12200 Walter Vaughn Dr	466.16	0.00	0.00	0.00	116.25	582.41
12200 Waterford Run Way	465.00	0.00	0.00	0.00	116.25	581.25
12201 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12201 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12201 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12202 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12203 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12203 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12203 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12204 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12204 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12205 Stoneridge Gap Ln	466.16	0.00	0.00	0.00	116.25	582.41
12205 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12207 Riprap Dr	466.00	2.00	0.00	0.00	123.00	591.00
12207 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12207 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12207 Walter Vaughn Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
12208 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12208 Riprap Dr	466.00	2.00	0.00	0.00	123.00	591.00
12208 Walter Vaughn Dr	0.00	-38.75	-37.75	0.00	0.00	-76.50
12208 Waterford Run Way	0.00	-465.00	0.00	0.00	0.00	-465.00
12209 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12210 Jamie Dr	470.65	11.30	0.00	0.00	705.95	1,187.90
12211 Timber Arch Ln	466.10	11.50	0.00	0.00	181.95	659.55
12212 Walter Vaughn Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
12213 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12213 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12214 Timber Arch Ln	432.45	0.00	0.00	0.00	0.00	432.45
12215 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12215 Timber Arch Ln	465.00	0.00	0.00	0.00	41.85	506.85
12216 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12216 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12217 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12217 Timber Arch Ln	46.89	0.00	0.00	0.00	0.00	46.89
12219 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12300 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12300 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12300 Waterford Run Way	469.65	9.30	0.00	0.00	571.95	1,050.90
12301 Riprap Dr	365.00	0.00	0.00	0.00	0.00	365.00
12301 Stoneridge Gap Ln	466.16	0.00	0.00	0.00	116.25	582.41
12302 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12302 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12302 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12303 Riprap Dr	365.00	0.00	0.00	0.00	0.00	365.00
12303 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12305 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12305 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12306 Jamie Dr	493.88	67.02	0.00	13.75	3,735.32	4,309.97
12306 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12306 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12307 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12307 Riprap Dr	125.00	0.00	0.00	0.00	0.00	125.00
12307 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12308 Timber Arch Ln	466.16	0.00	0.00	0.00	116.25	582.41
12308 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12309 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12310 Riprap Dr	125.00	0.00	0.00	0.00	0.00	125.00
12310 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12310 Waterford Run Way	0.00	-50.00	0.00	0.00	0.00	-50.00
12311 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12311 Riprap Dr	465.00	0.00	0.00	0.00	0.00	465.00
12311 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12311 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12311 Waterford Run Way	465.00	0.00	0.00	0.00	234.97	699.97
12315 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12315 Waterford Run Way	488.83	47.66	0.00	0.00	2,694.73	3,231.22
12317 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12318 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12319 Jamie Dr	0.00	-79.00	0.00	0.00	0.00	-79.00
12400 Jamie Dr	140.49	0.00	0.00	0.00	0.00	140.49
12400 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12401 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12402 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12403 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12403 Timber Arch Ln	0.00	-465.00	0.00	0.00	0.00	-465.00
12403 Walter Vaughn Dr	102.93	0.00	0.00	0.00	0.00	102.93
12403 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12404 Jamie Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
12404 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12404 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12405 Timber Arch Ln	465.00	0.00	0.00	0.00	0.00	465.00
12405 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12406 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12406 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12406 Timber Arch Ln	0.00	-465.00	0.00	0.00	0.00	-465.00
12406 Waterford Run Way	469.65	9.30	0.00	0.00	571.95	1,050.90
12407 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12408 Walter Vaughn Dr	469.65	9.30	0.00	0.00	571.95	1,050.90
12408 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12409 Jamie Dr	465.00	-465.00	0.00	0.00	0.00	0.00
12409 Stoneridge Gap Ln	472.68	15.36	0.00	0.00	977.97	1,466.01
12410 Walter Vaughn Dr	465.00	0.00	0.00	0.00	0.00	465.00
12410 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12412 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12412 Stoneridge Gap Ln	0.00	0.00	0.00	0.00	0.00	0.00
12412 Timber Arch Ln	465.99	1.98	0.00	0.00	99.67	567.64
12413 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12414 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12414 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12414 Waterford Run Way	469.65	9.30	0.00	0.00	571.95	1,050.90
12415 Jamie Dr	465.00	0.00	0.00	0.00	0.00	465.00
12415 Timber Arch Ln	465.00	-465.00	0.00	0.00	0.00	0.00
12415 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12416 Walter Vaughn Dr	466.16	0.00	0.00	0.00	116.25	582.41

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
12417 Waterford Run Way	465.00	0.00	0.00	0.00	0.00	465.00
12502 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12504 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12506 Stoneridge Gap Ln	0.00	-465.00	0.00	0.00	0.00	-465.00
12508 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
12510 Stoneridge Gap Ln	469.65	9.30	0.00	0.00	571.95	1,050.90
12512 Stoneridge Gap Ln	465.00	0.00	0.00	0.00	0.00	465.00
14300 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14301 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14301 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14302 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14303 Almodine Rd	11.00	0.00	0.00	0.00	0.00	11.00
14304 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14305 Almodine Rd	365.00	0.00	0.00	0.00	0.00	365.00
14305 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14306 Pebble Run Path	466.16	0.00	0.00	0.00	116.25	582.41
14307 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14308 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14309 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14310 Cummins Way	469.65	9.30	0.00	0.00	571.95	1,050.90
14311 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14311 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14312 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14313 Almodine Rd	465.00	0.00	0.00	0.00	0.00	465.00
14313 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14314 Pebble Run Path	466.16	0.00	0.00	0.00	116.25	582.41
14315 Almodine Rd	100.00	0.00	0.00	0.00	0.00	100.00
14315 Cummins Way	465.00	0.00	0.00	0.00	359.28	824.28
14315 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14316 Pebble Run Path	477.41	24.82	0.00	0.00	1,518.09	2,020.32
14317 Almodine Rd	465.00	0.00	0.00	0.00	0.00	465.00

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
14322 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14401 Almodine Rd	465.00	0.00	0.00	0.00	0.00	465.00
14401 Boudin Crt	465.00	0.00	0.00	0.00	0.00	465.00
14401 Cummins Way	465.38	0.74	0.00	0.00	41.78	507.90
14401 ESTUARY RD	465.00	0.00	0.00	0.00	0.00	465.00
14401 Joy Lee Ln	468.66	7.32	0.00	0.00	410.07	886.05
14401 Pebble Run Path	469.65	9.30	0.00	0.00	571.95	1,050.90
14403 Callan Crt	465.00	9.30	0.00	0.00	106.95	581.25
14403 Joy Lee Ln	455.70	0.00	0.00	0.00	0.00	455.70
14403 Pebble Run Path	466.16	0.00	0.00	0.00	116.25	582.41
14404 Almodine Rd	465.00	0.00	0.00	0.00	0.00	465.00
14404 Pebble Run Path	475.96	22.98	0.00	0.00	1,529.63	2,028.57
14404 PERNELLA RD	365.00	0.00	0.00	0.00	0.00	365.00
14405 Almodine Rd	465.00	0.00	0.00	0.00	0.00	465.00
14405 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14405 ESTUARY RD	466.16	0.00	0.00	0.00	116.25	582.41
14405 Joy Lee Ln	0.00	-465.00	0.00	0.00	0.00	-465.00
14406 Callan Crt	465.03	0.06	0.00	0.00	3.17	468.26
14406 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14406 Joy Lee Ln	469.14	0.00	0.00	0.00	414.09	883.23
14407 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14408 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14408 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14408 Pebble Run Path	487.90	55.10	0.00	0.00	2,418.15	2,961.15
14409 Boudin Crt	465.00	0.00	0.00	0.00	0.00	465.00
14409 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14410 Callan Crt	465.00	0.00	0.00	0.00	0.00	465.00
14410 Cummins Way	477.24	24.49	0.00	0.00	1,496.51	1,998.24
14410 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14411 Boudin Crt	465.00	0.00	0.00	0.00	0.00	465.00
14411 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00

Rose Hill PID
Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
14412 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14413 Almodine Rd	465.51	1.02	0.00	0.00	56.25	522.78
14413 Cummins Way	485.17	40.34	0.00	0.00	2,716.01	3,241.52
14413 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14414 Boudin Crt	465.00	0.00	0.00	0.00	0.00	465.00
14414 Callan Crt	465.00	9.30	0.00	0.00	106.95	581.25
14415 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14416 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14417 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14418 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14418 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14419 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14420 Boudin Crt	465.05	0.09	0.00	0.00	6.95	472.09
14420 Siltstone Rd	467.52	0.00	0.00	0.00	252.25	719.77
14421 Boudin Crt	465.00	0.00	0.00	0.00	0.00	465.00
14421 ESTUARY RD	466.00	2.00	0.00	0.00	123.00	591.00
14421 Pebble Run Path	465.00	0.00	0.00	0.00	0.00	465.00
14422 Cummins Way	432.45	0.00	0.00	0.00	0.00	432.45
14424 Cummins Way	477.41	24.82	0.00	0.00	1,518.09	2,020.32
14424 Siltstone Rd	467.52	0.00	0.00	0.00	252.25	719.77
14426 Cummins Way	465.00	0.00	0.00	0.00	0.00	465.00
14433 ESTUARY RD	465.00	0.00	0.00	0.00	0.00	465.00
14437 ESTUARY RD	465.00	0.00	0.00	0.00	0.00	465.00
14500 Almodine Rd	477.47	24.94	0.00	0.00	1,523.93	2,026.34
14500 Strata Rd	465.00	0.00	0.00	0.00	0.00	465.00
14501 Callan Crt	477.41	24.82	0.00	0.00	1,518.09	2,020.32
14502 Callan Crt	465.00	0.00	0.00	0.00	0.00	465.00
14503 Almodine Rd	467.37	14.04	0.00	0.00	267.30	748.71
14503 Callan Crt	469.65	9.30	0.00	0.00	571.95	1,050.90
14504 Almodine Rd	477.41	24.82	0.00	0.00	1,518.09	2,020.32
14504 Strata Rd	467.16	4.32	0.00	0.00	242.07	713.55

Rose Hill PID
Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
14505 Almodine Rd	467.60	5.20	0.00	0.00	260.00	732.80
14507 Almodine Rd	464.60	0.00	0.00	0.00	0.00	464.60
14511 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14513 Callan Crt	465.00	0.00	0.00	0.00	0.00	465.00
14515 Callan Crt	465.00	0.00	0.00	0.00	0.00	465.00
14516 Strata Rd	365.00	0.00	0.00	0.00	0.00	365.00
14520 Strata Rd	365.00	0.00	0.00	0.00	0.00	365.00
14522 Pernella Rd	365.00	0.00	0.00	0.00	0.00	365.00
14526 Pernella Rd	365.00	0.00	0.00	0.00	0.00	365.00
14605 Strata Rd	365.00	0.00	0.00	0.00	0.00	365.00
14607 Joy Lee Ln	469.65	9.30	0.00	0.00	571.95	1,050.90
14608 Strata Rd	465.00	0.00	0.00	0.00	0.00	465.00
14609 Strata Rd	465.00	0.00	0.00	0.00	0.00	465.00
14612 Strata Rd	466.00	2.00	0.00	0.00	123.00	591.00
14613 Strata Rd	365.00	0.00	0.00	0.00	0.00	365.00
14616 Strata Rd	125.00	0.00	0.00	0.00	0.00	125.00
14700 Strata Rd	465.00	0.00	0.00	0.00	0.00	465.00
14701 Joy Lee Ln	469.63	9.25	0.00	0.00	569.00	1,047.88
14706 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14707 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14710 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14711 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
14715 Joy Lee Ln	466.16	0.00	0.00	0.00	116.25	582.41
14721 Joy Lee Ln	465.00	0.00	0.00	0.00	0.00	465.00
	165,252.49	(2,651.68)	(37.75)	13.75	49,888.06	212,464.87

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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Comments Regarding Delinquent Accounts

There were thirty-one (31) collection lawsuits filed in 2019.
 There were thirty-five (35) collection lawsuits settled in 2019.
 There are eight (8) collection lawsuits active as of 2/24/2020. List follows
 There are (51) properties with balances Due > \$1,000 subject to collection action List follows:

Active Collection Lawsuits

Property Address	Balance as of 1/11/2020
1 12306 Jamie Dr	4,309.97
2 12311 Waterford	699.97
3 12315 Waterford	3,699.63
4 14316 Pebble	2,020.32
5 14405 Pebble	2,961.15
6 14410 Cummins	1,998.24
7 14413 Cummins Way	3,241.52
8 14501 Callan	2,020.32
	<u>20,951.12</u>

Balances Due in Excess of \$1,000.00

Property Address	Balance as of 1/11/2020
1 11641 Cambrian Rd	1,050.90
2 11717 Cambrian Rd	1,050.90
3 11817 Jamie Dr	1,050.90
4 11905 Riparian Rd	1,187.90
5 11908 Jamie Dr	1,186.95
6 11924 Jamie Dr	1,050.90
7 11932 Riparian Rd	1,187.90
8 12006 Stoneridge Gap Ln	1,187.60

Delinquent Assessments

Address	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
9 12013 Waterford Run Way	1,050.90					
10 12103 Greywacke Dr	1,187.90					
11 12106 Stoneridge Gap Ln	1,050.90					
12 12108 Stoneridge Gap Ln	1,050.90					
13 12113 Stoneridge Gap Ln	1,187.90					
14 12207 Walter Vaughn Dr	1,050.90					
15 12210 Jamie Dr	1,187.90					
16 12212 Walter Vaughn Dr	1,050.90					
17 12300 Waterford Run Way	1,050.90					
18 12306 Jamie Dr	4,309.97					
19 12315 Waterford Run Way	3,669.63					
20 12404 Jamie Dr	1,050.90					
21 12406 Waterford Run Way	1,050.90					
22 12408 Walter Vaughn Dr	1,050.90					
23 12409 Stoneridge Gap Ln	1,466.01					
24 12414 Waterford Run Way	1,050.90					
25 12510 Stoneridge Gap Ln	1,050.90					
26 14310 Cummins Way	1,050.90					
27 14316 Pebble Run Path	2,020.32					
28 14401 Pebble Run Path	1,050.90					
29 14404 Pebble Run Path	2,028.57					
30 14408 Pebble Run Path	2,961.15					
31 14410 Cummins Way	1,998.24					
32 14413 Cummins Way	3,241.52					
33 14501 Callan Crt	2,020.32					
34 14503 Callan Crt	1,050.90					
35 14607 Joy Lee Ln	1,050.90					
	<u>51,996.88</u>					

Statement of Financial Income and Expenses - Cash Basis								
Actual Life to Date Balances			Five Year Projections					
	2018	Current Period	2019	2020	2021	2022	2023	2024
Income								
Assessment Income								
Home Assessment	1,046,291	471,646	1,517,937					
Lot Assessment	122,000	9,100	131,100					
Total Assessment Income	1,168,291	480,746	1,649,037	425,486	596,736	594,055	594,055	594,055
Collection Income	17,884	(4,616)	13,268	0	0	0	0	0
Penalty & Interest Income	53,847	24,306	78,153	0	0	0	0	0
Total Income	71,731	19,689	91,421	0	0	0	0	0
Cost of Goods Sold								
Attorney Trust	0	0	0	0	0	0	0	0
Total Cost of Goods Sold	0	0	0	0	0	0	0	0
Gross Profit	1,240,023	500,436	1,740,458	425,486	596,736	594,055	594,055	594,055
Expenses								
Accounting Fees	33,356	3,500	36,856	12,040	12,040	12,040	12,040	12,040
Bank Charges	79	728	807	0	0	0	0	0
City Expenses-Public Notice	140	0	140	0	0	0	0	0
Collection Expense	23,473	0	23,473	0	0	0	0	0
Direct Mail	591	1,097	1,689	4,816	4,816	4,816	4,816	4,816
Domain Name	265	0	265	40	40	40	40	40
Legal Fee	20,526	738	21,264	300	300	300	300	300
Management Fee	44,500	8,000	52,500	4,214	4,214	4,214	4,214	4,214
Mileage	602	0	602	600.00	600.00	600.00	600.00	600.00
Office Supplies	3,179	0	3,179	2,408	2,408	2,408	2,408	2,408
P O Box Fees	204	78	282	136.00	136.00	136.00	136.00	136.00
Postage & Delivery	6,551	0	6,551	1,987	1,987	1,987	1,987	1,987
Software	433	0	433	500	0	500	0	500
Web Hosting	1,040	0	1,040	400	400	400	400	400
Other Expenses	0	0	0	0	0	0	0	0
Total Expenses	134,938	14,141	149,079	27,441	26,941	27,441	26,941	27,441
Net Ordinary Income	1,105,085	486,295	1,591,379	398,046	569,795	566,614	567,114	566,614
Other Income/Expense								
Other Income								
Interest Income	669	0	669	0	0	0	0	0
Total Other Income	669	0	669	0	0	0	0	0
Other Expense								
Distributed Assessments	960,660	275,000	1,235,660	475,000	480,000	560,000	570,000	570,000
Total Other Expenses	960,660	275,000	1,235,660	475,000	480,000	560,000	570,000	570,000
Net Other Income	(959,992)	(275,000)	(1,234,992)	(475,000)	(480,000)	(560,000)	(570,000)	(570,000)
Net Income	145,093	211,295	356,387	(76,954)	89,795	6,614	(2,886)	(3,386)

Statement of Financial Position-Cash Basis								
Actual Life to Date Balances			Five Year Projections					
ASSETS	2018	Current Period	2019	2020	2021	2022	2023	2024
Bank Account	151,736	208,145	359,881	279,433	369,229	375,843	372,957	369,572
Accounts Receivable	(5,156)	1,663	(3,493)	0	0	0	0	0
Undeposited Funds	0	0	0	0	0	0	0	0
Other Assets	0	0	0	0	0	0	0	0
TOTAL ASSETS	146,580	209,807	356,387	279,433	369,229	375,843	372,957	369,572
LIABILITIES & EQUITY								
Liabilities								
Accounts Payable	(1,487)	1,487	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total Liabilities	(1,487)	1,487	0	0	0	0	0	0
Equity								
Retained Earnings	126,388	18,705	145,093	356,387	279,433	369,229	375,843	372,957
Net Income	18,705	192,590	211,295	(76,954)	89,795	6,614	(2,886)	(3,386)
Total Equity	145,093	211,295	356,387	279,433	369,229	375,843	372,957	369,572
TOTAL LIABILITIES & EQUITY	143,606	212,782	356,387	279,433	369,229	375,843	372,957	369,572

Accounts Receivable by Category (Excess of Billings Over Collections)								
Accounts Receivable-By Category	2018	Current Period	2019	2020	2021	2022	2023	2024
Home Assessment	267,947	(70,522)	197,425	0	0	0	0	0
Lot Assessment	9,700	(7,500)	2,200	0	0	0	0	0
Collection Income	1,823	4,616	6,439	0	0	0	0	0
Penalty & Interest Income	10,712	(819)	9,894	0	0	0	0	0
Unapplied/Overpaid	0	0	0	0	0	0	0	0
Other	(5,156)	1,663	(3,493)	0	0	0	0	0
Total Accounts Receivable-Detail	285,026	(72,561)	212,465	212,703	127,718	104,003	104,003	57,162

EXHIBIT B
Agreement For Public Improvement District Administration Services
[See attached]

**AGREEMENT FOR PUBLIC IMPROVEMENT DISTRICT
ADMINISTRATION SERVICES**

This Agreement for Public Improvement District Administration Services (“Agreement”) is entered into this 18th day of March, 2020, by and between P3Works, LLC (“P3Works”), and the City of Manor, Texas (“City”).

RECITALS

WHEREAS, the City Council passed Resolution No. 2003-05 on June 25, 2003, approving and authorizing the creation of the Rosehill Public Improvement District ("PID" or "District") to finance the costs of certain public improvements for the benefit of property within the District; and

WHEREAS, the City may consider issuing bonds to fund certain improvements in the PID as authorized by the Public Improvement District Assessment Act, Texas Local Government Code, Chapter 372, as amended; and

WHEREAS, the City requires specialized services related to the revision and updating of the Service and Assessment Plan ("Service and Assessment Plan"), bond issuance, and the administration of the District, as more fully set forth in this Agreement; and

WHEREAS, P3Works has the expertise to properly establish and administer the District and ensure compliance with Texas Local Government Code Chapter 372; and

WHEREAS, the City desires to retain P3Works to provide District administration services;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, P3Works and the City agree as follows:

ARTICLE I

TERM OF AGREEMENT

1.0 The Agreement shall be effective as of its approval by all parties and shall be for a period of three (3) years and shall automatically continue on a year to year basis until terminated pursuant to Article IV of this Agreement.

ARTICLE II

SERVICES TO BE PROVIDED BY P3WORKS

2.0 The scope and timing of services to be performed by P3Works are set forth in Exhibit A, which is attached hereto and incorporated into this Agreement by this reference.

2.1 P3Works agrees that its services pursuant to this Agreement shall at all times be subject to the control and supervision of the City and that nothing in this Agreement shall constitute an assignment of any right or obligation of the City under any applicable contract, agreement, or law. P3Works shall not represent to any property owner or any other person that it or any of its employees are acting as the City or employees of the City.

2.2 No substantial changes in the scope of services shall be made without the prior written approval of P3Works and the City.

2.3 P3Works shall supply all tools and means necessary to perform the services and production of the work product described in Exhibit A.

ARTICLE III

PAYMENT TERMS AND CONDITIONS

3.0 In consideration for the services to be performed by P3Works, the City agrees to pay P3Works the fees for all services and related costs and expenses set forth in Exhibit A, beginning the first day of the month following the execution of this Agreement. Once assessments have been levied the Monthly Collection Fees will begin, and then the February 1 following the levy of assessments, and each February 1 thereafter, the fees shall increase by 2%.

3.1 Monthly invoices shall be submitted to the City for work completed. City agrees to pay the amount due to P3Works upon receipt of each invoice.

3.2 Copies of all invoices to P3Works for expenses, materials, or services provided to P3Works will accompany the invoice to the City. P3Works will pass any third-party cost through to the City without markup and will not incur any expense in excess of \$200 without written consent of the City.

3.3 The only source of payment for P3Works' fees and services shall be the District or funds advanced by the developer. The City general fund shall never be used to pay for any expenses relating to P3Works' administration of the District. In the event there is insufficient District funds in a given year to pay P3Works' fees and expenses, P3Works agrees to defer the fees and expenses until such time as there are sufficient District funds or funds advanced by the developer.

ARTICLE IV

TERMINATION OF THIS AGREEMENT

4.0 Notwithstanding any other provisions of this Agreement, either party may terminate this Agreement at any time by giving sixty (60) days written notice to the other party without penalty and without limitation of its right to seek damages. City shall pay P3Works, within 30 days of such termination, all of P3Works' fees and expenses actually accrued or incurred to and including the date of termination, including any amount incurred or accrued in connection with work in progress.

ARTICLE V

GENERAL PROVISIONS

5.0 This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to rendering of services by P3Works for the City and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party of this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

5.1 This Agreement shall be administered and interpreted under the laws of the State of Texas. This Agreement shall not be construed for or against any party by reason of who drafted the provisions set forth herein. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall remain in full force and effect.

5.2 Neither this Agreement or any duties or obligations under this Agreement may be assigned by P3Works without the prior written consent of the City.

5.3 The waiver by either party of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach thereof.

5.4 All records, reports, and other documents prepared by P3Works for the purposes of providing the services described in this Agreement shall be property of the City. All such documents shall be made available to the City during the course of performance of this Agreement. Any reports, studies, photographs, negatives, or other documents or drawings prepared by P3Works in the performance of its obligations under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by P3Works upon completion, termination, or cancellation of this Agreement.

5.5 The City acknowledges P3Works' ownership of its software, programs, inventions, know-how, trade secrets, confidential knowledge, source code, or other proprietary information relating to products, processes, services, software, formulas, developmental or experimental work, business plans, financial information, or other subject matter ("Confidential Information") pertaining to the business of P3Works. This Agreement shall not in any way give rise to any requirement or obligation for P3Works to disclose or release any Confidential Information.

5.6 The headings and article titles of this Agreement are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part hereof.

5.7 Should either party commence any legal action or proceeding against the other based upon this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs.

5.8 All notices, requests, demands, and other communications which are required to be given under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery by registered or certified mail, return receipt requested, postage prepaid thereon, as follows:

To P3Works:

Mary V. Petty
 Managing Partner
 P3Works, LLC
 9284 Huntington Square
 Suite 100
 North Richland Hills, TX 76182

To City:

Thomas Bolt
 City Manager
 City of Manor
 105 E. Eggleston St
 Manor, Texas 78653

With a copy to:

The Knight Law Firm, LLP
 Attn: Paige Saenz
 223 West Anderson Lane, #A105
 Austin, TX 78752

5.9 The parties hereby warrant that the persons executing this Agreement are authorized to execute this Agreement and are authorized to obligate the respective parties to perform this Agreement. A facsimile signature on this Agreement shall be treated for all purposes as an original signature.

5.10 To the extent this Agreement constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, P3Works represents that neither P3Works nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of P3Works is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.

To the extent this Agreement constitute a contract for goods or services within the meaning of Section 2271.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2271 of the Texas Government Code, and subject to applicable Federal law, the Contractor represents that neither the Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Owner (i) boycotts Israel or (ii) will boycott Israel through the term of this Agreement.

The terms "boycotts Israel" and "boycott Israel" as used in this paragraph have the meanings assigned to the term "boycott Israel" in Section 808.001 of the Texas Government Code, as amended.

Executed on this 18th day of March, 2020:

P3Works, LLC

BY: Mary V. Petty
Mary V. Petty
Managing Partner

City of Manor

BY: Thomas M. Bolt
Thomas M. Bolt, City Manager

Attest:

BY: Lluvia Almaraz
Lluvia Almaraz, City Secretary



**EXHIBIT A
SERVICES TO BE PROVIDED**

**PID FORMATION, SERVICE AND ASSESSMENT PLAN PREPARATION, AND BOND
ISSUANCE SUPPORT SERVICES**

Billed at P3Works' prevailing hourly rates, which are currently as follows:

<i>Title</i>	<i>Hourly Rate</i>
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

**P3Works' hourly rates may be adjusted from time to time to reflect increased costs of labor and/or adding/reclassifying titles. Travel times will be billed at hourly rates.*

District Due Diligence and Preparation of PID Plan of Finance

1. P3Works will review project information and review the plan of finance for the proposed transaction, including
2. Assessed value schedules, value to lien analysis, and overall structuring to achieve City goals and objectives
3. Identify areas of risk with the City's Financial Advisor, and solutions to mitigate the risks,
4. Bond sizing and bond phasing by improvement area,
5. Sources and uses of funds by improvement area,
6. Debt service schedules, and;
7. Assessment allocation and associated estimated annual installment by lot type for each improvement area.

Preparation of Service and Assessment Plan

1. P3Works will prepare a complete and final Service and Assessment Plan to be adopted by City Council and included in the Official Statement for the Bonds based on the Plan of Finance.
2. P3Works will present the Service and Assessment Plan to City Council and request approval of Assessment Roll.

Bond Issuance Support

1. P3Works will ensure bond documents, including the PID financing agreement, bond indenture, and official statement are all consistent with the Service and Assessment Plan.
2. P3Works will provide ad-hoc analysis as requested by the underwriter in preparation of the preliminary official statement.

Participation in Presentations to City Council or other Public Forums

1. P3Works will prepare and present information as requested to the City Council or any other public forum.

BASIC DISTRICT ADMINISTRATION SERVICES

MONTHLY COLLECTION FEES WILL BEGIN ONCE ASSESSMENTS ARE LEVIED

If no bonds are sold:

Monthly Fee = \$1,500 beginning the first of the month following execution of this Agreement for the first improvement area; and \$1,000 per month for each improvement area thereafter. (Proration will occur for any partial month if not begun on the 1st day of the month.)

If bonds are sold:

Monthly Fee amounts will be \$2,500 for the first improvement area beginning the first month following the issuance of bonds; and \$1,250 per month for each improvement area thereafter.

For PIDs that P3Works did not create: Monthly Collection Fees will not begin until the first Annual SAP Update is drafted by P3Works and approved by Council, therefore all work completed to that point will be billed hourly.

See Section below related to "Consulting Services Relating to Future Improvement Areas and related Bond Issuance" for hourly fees if bonds are contemplated.

Prepare Annual Service and Assessment Plan Update

1. If possible, obtain updated construction cost estimates (or actual costs for completed facilities) for District improvements, and update service and assessment plan text and tables.
2. Update service and assessment plan text and tables as necessary to account for any changes in development plan or land uses.
3. Update annual District assessment roll.
4. Identify parcel subdivisions, conveyance to owners' associations, changes in land use, and any other information relevant to the levy of special assessments.
5. Review maps of tax parcels to compile/audit list of parcels that are within the District for the upcoming bond year. Classify each parcel pursuant to the approved service and assessment plan.
6. Identify any parcels dedicated to any property types classified as exempt by the service and assessment plan.
7. Update District database with newly subdivided parcels and property type classifications.
8. Calculate annual special assessment for each parcel. Verify the sum of annual installments for all parcels in the District is sufficient to meet the annual debt service requirement, administration expenses, and any provisions for delinquency or prepayment reserves.
9. Calculate other funds available, such as reserve fund income, capitalized interest, and interest income. Reduce annual assessment based on findings according to approved service and assessment plan.
10. Present preliminary annual assessment roll to City. Upon approval by City, submit final annual assessment roll to County Tax Collector.

Administration of Bond Funds (if bonds are sold)

1. Review and reconcile the account statements for the funds maintained by the trustee. Ensure annual special assessment calculation is compliant with Indenture as it relates to each fund.
2. Provide annual summary of all District accounts maintained by Trustee at the time the annual service and assessment plan update is performed.

Provide Public Information Request Support

1. If requested, P3Works will respond to any calls and or emails relating to the District. P3Works will only provide technical answers relating to the annual assessments or the District generally. P3Works will not provide any commentary on City policy relating to PIDs.
2. If the City receives a notice from a property owner alleging an error in the calculation of any matters related to the annual assessment roll for the District, P3Works will review and provide a written response to the City. If a calculation error occurred, P3Works will take corrective action as required to correct the error.

Delinquency Management

1. After the end of the annual assessment installment collection period, P3Works will prepare a delinquent special assessment report, which details which parcels are delinquent and the amount of delinquency.
2. P3Works will notify the City what action must be taken relating to delinquent parcels, if any, to remain in compliance with the District bond documents.

Website Setup

1. Prepare website database searchable by property tax ID for use by property owners, title companies, mortgage companies, or other interested parties. The search results will provide assessment information, including outstanding principal, annual installment amount, payment information, and a breakdown of the assessment installment by use (principal, interest, reserve fund accounts, administrations, etc.)
2. Prepare "District Information" page for website. Information will include a background of the District formation and bond issuance process, District boundary map, and description of improvements. In additions, P3Works will provide a link to District documents.

DISTRICT ADMINISTRATION SETUP SERVICES (Required for any existing PID not created by P3Works.)

\$7,500 One Time Lump Sum Fee

1. Prepare District Administration Manual
2. P3Works will review the full bond transcript and identify all requirements of the City relating to District administration and/or disclosure requirements.
3. Prepare written summary of all City administration and disclosure requirements.
4. Prepare calendar of all relevant dates and deadlines for District administration and disclosure requirements.
5. Meet with County Assessor's office to establish procedure for obtaining parcel information for assessment roll.
6. Meet with County Tax Office to establish procedure to include District assessment roll on property tax bill.
7. Meet with City representatives to finalize policies and procedures relating to District Administration.

ADDITIONAL DISTRICT SERVICES

Billed at P3Works' prevailing hourly rates, which are currently as follows:

Title	Hourly Rate
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

**P3Works' hourly rates may be adjusted from time to time to reflect increased costs of labor and/or adding/reclassifying titles. Travel will be billed at the hourly rates.*

Continuing Disclosure Services

1. P3Works will prepare the form of the annual report as required by the continuing disclosure agreements and work with the City and the Developer to complete.
2. P3Works will request from developer the reports due pursuant to the developer disclosure agreement and disseminate these reports pursuant to the disclosure agreement; including Seller's Disclosures.
3. Upon notification by any responsible party or if P3Works independently becomes aware of such knowledge, P3Works will prepare notices of material events covering the events enumerated in the disclosure agreements.
4. P3Works will coordinate with the Trustee or the City's dissemination agent to disseminate the annual reports, quarterly reports from the developer, and notice of significant events to the Municipal Securities Rulemaking Board (MSRB) and any other parties required in the continuing disclosure agreement.

Developer Payment Request Administration

1. P3Works will review all developer payment requests to ensure the request complies with the PID Financing Agreement, the District service and assessment plan, and any other relevant provisions contained in the District documents.
2. P3Works will audit the developer payment request to ensure there is proper backup documentation and that the accounting is accurate.
3. P3Works will coordinate with the City's designated representative to ensure the improvements were built to the standards of the accepting governing body.
4. P3Works will ensure improvements to be dedicated are free and clear of all liens and encumbrances.

Consulting Services Relating to Future Improvement Areas and related Bond Issuance (to be paid from Developer funds advanced to City)

1. P3Works will update the Service and Assessment Plan to comply with Bond documents.
2. P3Works will prepare an updated Assessment Roll including the future Improvement Area
3. P3Works will coordinate with City's bond counsel, financial advisor, and the bond underwriter to ensure the Bonds and all related documents are in compliance with State Law.
4. P3Works will prepare any additional reports or analyses as needed to successfully issue the Bonds.

Development Agreement Review Specific to the PID Boundary

1. Participate in meetings or calls at City Manager's, or his/her designee, direction.
2. Review and comment on Development Agreement drafts.
3. Prepare Ad hoc analysis as requested.

EXHIBIT C
Request for Payment
[see attached]

**Request for Payment Under Rose Hill PID Reimbursement Agreement -
Rose Hill Public Improvement District**

City Manor
105 E. Eggleston Street
Manor, Texas 78653
Attn: Lydia Collins
Attn: Director of Finance

City Attorney
The Knight Law Firm, LLP
223 West Anderson Lane, Suite A-105
Austin, Texas 78752
Attn: Paige Saenz

Developer
Continental Homes of Texas, L.P.
[insert contact information]

Developer Attorney
[insert contact information]

As authorized by that certain Rose Hill Public Improvement District Reimbursement Agreement, effective as of [date] by and between Continental Homes of Texas, L.P. a Texas limited partnership (the "**Developer**") and the City of Manor, Texas (the "**Reimbursement Agreement**"), the revenue stream related to the public improvements constructed for the benefit of Rose Hill Public Improvement District (the "**District**") to be paid pursuant to the Reimbursement Agreement.

The undersigned is the Developer and requests payment by the City from the PID Reimbursement Fund in the amount of _____ for (\$____) for costs incurred for the acquisition, installation and/or construction of authorized improvements benefitting Rose Hill Public Improvement District. Payments should be made to Developer at:

Bank Name: _____
Bank Address: _____
ABA No.: _____
Account Name: _____
Account No.: _____
Beneficiary's Name: _____

This is in connection with the assessments relating to Rose Hill Public Improvement District collected for the assessment due date of January 31, 20__.

Executed as of [insert date].

Sincerely,

Continental Homes of Texas, L.P.

By: _____

Name: _____

Title: _____

Enclosures



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Rose Hill Public Improvement District assessments.

BACKGROUND/SUMMARY:

On June 25, 2003, the City Council approved the creation of the Rose Hill Public Improvement District (PID) and the City entered into a Management Agreement with Kevin McCright on June 26, 2003. An ordinance levying assessments on the property located within the Rose Hill PID was approved on July 16, 2003. On September 20, 2006, the City Council approved the addition of land to the Rose Hill PID and recalculated assessments on the property located within the Rose Hill PID. The Management Agreement contained provisions regarding the billing and collection of the assessments and reimbursements to the Developer, among other things. The Management Agreement terminated on March 18, 2020 due to the resignation of Kevin McCright and the City entered into a one-year collection agreement with Assessments of the Southwest. The attached contract is presented to you for consideration to have the assessments collected by Travis County on behalf of the City.

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

- Agreement for Billing and Collection Services Between Travis County and the City of Manor Related to the Rose Hill Public Improvement District.

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the Agreement for Billing and Collection Services Between Travis County and the City of Manor Related to the Rose Hill Public Improvement District.

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

**AGREEMENT FOR BILLING AND COLLECTION SERVICES
BETWEEN TRAVIS COUNTY
AND THE CITY OF MANOR
RELATED TO THE ROSE HILL PUBLIC IMPROVEMENT DISTRICT**

This agreement (the "Agreement") is between Travis County (the "County"), a political subdivision of the State of Texas, and the City of Manor (the "City"), a home rule municipality of the State of Texas, for billing and collection services related to the Rose Hill Public Improvement District (the "District"), a public improvement district created by and authorized by the City.

RECITALS

- A. The City authorized the creation of the District, effective on June 25, 2003, by a majority vote of all members of the City Council adopting a resolution in accordance with the City Council's findings under Section 372.010 of the Texas Public Improvement District Assessment Act (the "PID Act") (Tex. Local Gov't Code Secs. 372.001 to 372.030). The City may, from time to time, amend such resolution or reauthorize the District in the future, and this Agreement will remain in force.
- B. The City adopted an assessment plan that apportions the cost of the planned services and improvements among the parcels of real property in the District and prepared an assessment roll stating the amount of the assessment due from each such parcel and provided that the assessments may be paid in annual installments (the "Assessments") pursuant to Sec. 372.016 of the PID Act.
- C. The City will manage and administer public improvement districts created by the City, including the District. The City has selected a third party administrator (the "Administrator") to assist the City in the management of the District, including the

management of assessment revenue collected from assessable property within the District, and payment of City's bond debt through a depository bank selected by the City ("City Depository Bank"). The City's Public Improvement District Policy requires that the annual installments of the Assessments be billed and collected by the County Tax Assessor-Collector.

D. This Agreement sets out the duties and responsibilities of the County and City related to the billing and collection of the Assessments, as authorized by Sec. 372.0175 of the PID Act and pursuant to the Interlocal Cooperation Act (Tex. Gov't Code Chapter 791).

E. Except as otherwise specifically provided herein, the term "Assessment" as used in this Agreement refers to both the fully-apportioned cost of the planned services and improvements due from each parcel according to the assessment roll and the annual installment due from each such parcel.

AGREEMENT

In consideration of the mutual promises stated herein, the County and City agree as follows:

1. Agreement for Billing and Collection of Installments of Assessments. Beginning on the effective date of this Agreement and continuing until the Agreement is terminated as provided below, City authorizes the County exclusively, acting through the Travis County Tax Assessor-Collector (the "Tax Assessor-Collector") and the Travis County Attorney (the "County Attorney"), to bill and collect the annual installments of the Assessments and to represent City for all purposes related to the billing and collection of such installments, except as stated below. The County, acting through the Tax Assessor-Collector, agrees to perform for City all of the duties of City related to the billing and collection of the installments provided in the assessment plan and Texas law.
2. Exclusions. This Agreement will not include billing or collection of the following:
 - 2.1 Any installments of the Assessments due prior to the effective date of this Agreement,
 - 2.2 Assessments in amounts other than annual installments,
 - 2.3 Any installments of the Assessments that are for years for which a tax lien on the property has been transferred by the County to a transferee at the request of the owner according to Texas Tax Code Sec. 32.06, and
 - 2.4 Any Assessments on property for which the owner has deferred collection of the property taxes as allowed by Texas Tax Code Sec. 33.06 or 33.065.

The billing and collection of such excluded Assessments will remain the responsibility of City and its Administrator. County will notify City and its Administrator of any Assessments that are excluded under paragraph 2.3 or 2.4 above within 60 days after the Tax Assessor-Collector is notified of the tax lien transfer or collection deferral.

3. Term of Agreement. The term of this Agreement will begin on the latest date of execution set out below (“the Effective Date”) and will terminate on December 31, 2022 unless renewed and extended as provided below. The Agreement will be renewed and extended automatically for an additional term of one year unless either party terminates the Agreement by giving written notice of termination to the other party not later than 90 days before the end of the initial term. If the Agreement is renewed and extended after the initial term, thereafter it will be renewed and extended automatically for succeeding one-year terms unless either party terminates the Agreement by giving written notice of termination to the other party not later than 90 days before the end of the current term. If a notice of termination is given, the Agreement will nevertheless remain in effect for the remainder of the term in which the notice is given and will remain in effect thereafter with respect to any Assessment for which a suit to foreclose the assessment lien has been filed prior to such notice, until the suit is dismissed or a sale of the property occurs and the proceeds are disbursed.
4. Assessment Data. Each year during the term of this Agreement, City will provide data to the Tax Assessor-Collector on or before September 1 as to the amount of the annual installment due for that year on the Assessment against each tract of

real property in the District except tracts that are exempt. The data will be provided to the Tax Assessor-Collector electronically in a format that is compatible with the format of the County's property tax records. The Tax Assessor-Collector will provide no less than 90 days' notice to City in the event of any required format change in the electronic file. City will notify the Tax Assessor-Collector of any adjustments of the annual installments and will be responsible for paying any refunds that result from such adjustments. City will not provide the Tax Assessor-Collector with the total amounts of the Assessments, and the County will not be responsible for the billing or collection of the Assessments other than in annual installments. Determining exemptions, calculating the amounts of the annual installments, computing the cumulative balances of the Assessments, and any collection of the Assessments other than in annual installments will remain the responsibility of City. The annual installments will be billed to the property owners named in the current tax appraisal roll of the Travis Central Appraisal District for the year of the installments. If City fails to inform the Tax Assessor-Collector of the amounts of the annual installments by September 15 of the initial or any renewed term of this Agreement, the Agreement may be terminated by the County upon written notice to City according to paragraph 13 below. The initial delivery of data by City to the Tax Assessor-Collector will also include a record of all payments made on the Assessments prior to the Effective Date of this Agreement. The Tax Assessor-Collector will make available to City a continuous on-line disbursement report summarizing the payments collected.

5. Billing of Assessments. The Tax Assessor-Collector will bill the annual installments of the Assessments to the property owners by including the amount of the installment as a line item in the consolidated property tax bill mailed by the Tax Assessor-Collector to each owner of real property in the District. The bills will be mailed about October 1 of each year or as soon thereafter as practicable. Each tax bill that includes a line item for an installment of an Assessment will also include a statement in substantially the following language: "Assessments of public improvement districts are not taxes but are collected by the Travis County Tax Office under an agreement with the City of Manor."
6. Collection of Assessments. The Tax Assessor-Collector will collect the installments of the Assessments and remit the amount collected to City Depository Bank daily by electronic funds transfer, after deducting the amount due to the County as billing and collection fees, as provided in paragraph 10 below. City will provide the Tax Assessor-Collector with the instructions for making such daily remittances to City Depository Bank. The Tax Assessor-Collector and the County Attorney will also collect any delinquent installments of the Assessments, including filing suits for foreclosure of the lien securing the Assessments provided in Sec. 372.018 of the PID Act. All of the terms of Sec. 372.018 of the PID Act and all of the provisions of the Texas Tax Code with respect to payment, refunds, delinquency, penalties and interest, waiver of penalties and interest, costs and expenses of collection, attorney's fees, personal liability, installment payment of delinquent amounts, suits, lien foreclosure, limitation of collection, redemption, and other matters related to the collection of property taxes will also apply to the

collection of the installments of the Assessments, except that the provisions of Texas Tax Code Sec. 32.06 on property tax loans and the transfer of tax liens, and Secs. 33.045, 33.06, and 33.065 on the deferral of collection of property taxes on certain residential homesteads will not apply. Billing and collection of the installments of Assessments on property for which a tax lien has been transferred to a transferee or that is subject to such deferral of collection of taxes will remain the responsibility of City, as provided in paragraphs 2.3 and 2.4 above. Any partial collection of delinquent taxes and delinquent installments of Assessments will be divided pro rata among the entities imposing the taxes and the Assessments without preferring one entity over another. During the term of this Agreement, only the Tax Assessor-Collector will collect the installments of the Assessments. If any payments are received by City or its Administrator for amounts billed by the Tax Assessor-Collector, they will be remitted by City to the Tax Assessor-Collector. City will notify the Tax Assessor-Collector if any Assessment is prepaid to City, in full or in part.

7. Notice to Property Owners. After the effective date of this Agreement and prior to the mailing by the County of the first bills for annual installments of the Assessments, City will notify each owner of property in the District, except for owners of exempt property, by first class mail that the installments of the Assessment on the owner's property will be billed by and paid to the Tax Assessor-Collector until the owner is notified that this Agreement is terminated.
8. Foreclosure Suits. The County Attorney will act as the attorney for City in any suit for collection of the delinquent installment of an Assessment. The maturity of the

subsequent installments will not accelerate following a default in payment. In consultation with City, the County Attorney and the Tax Assessor-Collector will control the filing and conduct of foreclosure suits. Attorney's fees, costs, and expenses of collection that are collected after the filing of a suit for foreclosure will be retained by the County in addition to the billing and collection fees provided in paragraph 10 below. If a suit is filed for a delinquent installment of an Assessment and delinquent taxes on the property and the suit results in an order for foreclosure of the assessment lien and the tax lien, City recognizes that the ad valorem tax lien is superior to the assessment lien, according to Sec. 372.018(b)(2) of the PID Act. However, the assessment lien runs with the land, and the portion of the Assessment that has not yet come due is not eliminated by the foreclosure of an ad valorem tax lien, according to Section 372.018(d) of the PID Act.

9. No Third Party Beneficiaries. Nothing in this Agreement is intended to benefit a third party beneficiary. The County and City will act independently in carrying out their respective obligations under this Agreement, and neither the County nor City assumes any responsibility to a third party in connection with this Agreement.
10. Billing and Collection Fees. As fees for the billing and collection services provided under this Agreement, City agrees to pay the County the following:
 - 10.1 A one-time fee of \$1,000.00, no later than 30 days after the effective date of this Agreement, for software modification, data entry, contract drafting, and other start-up costs, to be paid from the Rose Hill Public Improvement District petitioner's escrow account held by City Depository Bank;

- 10.2 An annual parcel fee for each parcel or tract of land in the District, in an amount to be set annually by the Travis County Commissioner's Court. The parcel fee will be equal to the parcel fee set for the year by the Commissioners Court for the billing and collection by the Tax Assessor-Collector of property taxes for jurisdictions located wholly or partially in Travis County. City agrees that the Tax Assessor-Collector may deduct the pro rata amount of the parcel fee from the first installments collected, prior to the remittance of the collections to City Depository Bank. The parcel fee will be retained by the Tax Assessor-Collector to defray the costs of billing and collection. City will include the parcel fee in each annual budget of administrative expenses for the District; and
- 10.3 Should the County incur any actual additional costs that may subsequently be required to modify software, make other data processing changes, or comply with legal requirements associated with collecting the installments, City agrees to reimburse such costs within 30 days after being billed for them by the County; provided, however, that such reimbursement shall solely be payable from Assessments or the administrative expenses collected as part of the annual installment of assessments pursuant to the service and assessment plan.
11. Administrator. Pursuant to the agreement between the Administrator and City or at the direction of City, the Administrator may perform, on behalf of City, any action to be taken by the City hereunder.

12. Entire Agreement. This Agreement sets out the entire agreement between the County and City with respect to the billing and collection of the Assessments and supersedes all previous negotiations, representations, and agreements, whether written or oral. This Agreement may be amended only by a written instrument executed by the representatives of the County and City authorized by their respective governing bodies.

13. Notices. Any notice that a party is required or permitted to give under this Agreement will be in writing and mailed by first class mail to the address of the other party shown below or to such other address of which the other party may notify the party in writing.

COUNTY: Travis County Tax Assessor-Collector
P.O. Box 149328
Austin, Texas 78714-9328

WITH A COPY TO: Delia Garza (or successor)
Travis County Attorney
P. O. Box 1748
Austin, Texas 78767

CITY: City of Manor
Attn: City Manager
105 E. Eggleston Street
Manor, Texas 78653

WITH A COPY TO: The Knight Law Firm, LLP
Attn: Paige H. Saenz
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

14. Limited Liability. The County will not be liable to City or the bond holders of the District for any failure to collect the installments of the Assessments. The Tax Assessor-Collector will not be liable for any failure to collect the installments of the

Assessments unless such failure is the result of the Tax Assessor-Collector's failure to perform the duties imposed on him or her by law or this Agreement. The Tax Assessor-Collector also will not be liable for any failure to collect the installments if the Tax Assessor-Collector's failure to perform the duties imposed by law or this Agreement was due to circumstances beyond the Tax Assessor-Collector's control. In executing this Agreement, neither the County nor City intends to waive or will be deemed to waive any immunity or defense that would otherwise be available to it against claims arising from the exercise of governmental powers and functions.

15. Applicable Law. This Agreement will be governed, interpreted, and enforced according to the laws of the State of Texas. The terms of the Agreement are severable. If any term or provision is held to be invalid, illegal, or unenforceable, the remainder of the Agreement will remain in effect.
16. Persons Bound. This Agreement is binding on the parties and their respective successors and assigns.
17. Venue. All obligations under this Agreement are performable in Travis County, Texas. The venue for any suit over a dispute based on or arising out of this Agreement will be in Travis County, Texas.
18. Party Representatives. The County designates the Tax Assessor-Collector to represent the County, and City designates the City Manager and/or his or her designee to represent City for all purposes related to this Agreement.

19. Authorization. The undersigned representatives warrant that they are duly authorized by their respective governing bodies to execute this Agreement on behalf of the parties.

EXECUTED ON BEHALF OF –

TRAVIS COUNTY, TEXAS

CITY OF MANOR

By: _____
Andy Brown
County Judge
P.O. Box 1748
Austin, Texas 78767-1748

By: _____
Dr. Larry Wallace, Jr.
Mayor
105 E. Eggleston Street
Manor, Texas 78653

DATE: _____

DATE: _____

Approved:
Delia Garza
Travis County Attorney
P.O. Box 1748
Austin, Texas 78767
Telephone: (512) 854-9513
FAX: (512) 854-4808

By: _____
Elliott Beck
State Bar No. 02008300
Assistant County Attorney



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a contract between Travis County and the City of Manor for the collection of the Manor Heights Public Improvement District assessments.

BACKGROUND/SUMMARY:

On November 7, 2018, the City Council approved the creation of the Manor Heights Public Improvement District (PID) and October 7, 2020, the City Council approved the addition of land to the Manor Heights PID. An ordinance levying assessments on the property located within the Manor Heights PID was approved on May 5, 2021. The attached contract is presented to you for consideration to have the assessments collected by Travis County on behalf of the City.

LEGAL REVIEW: Yes, Completed

FISCAL IMPACT:

PRESENTATION:

ATTACHMENTS: Yes

- Agreement for Billing and Collection Services Between Travis County and the City of Manor Related to the Manor Heights Public Improvement District.

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the Agreement for Billing and Collection Services Between Travis County and the City of Manor Related to the Manor Heights Public Improvement District.

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

**AGREEMENT FOR BILLING AND COLLECTION SERVICES
BETWEEN TRAVIS COUNTY
AND THE CITY OF MANOR
RELATED TO THE MANOR HEIGHTS PUBLIC IMPROVEMENT DISTRICT**

This agreement (the “Agreement”) is between Travis County (the “County”), a political subdivision of the State of Texas, and the City of Manor (the “City”), a home rule municipality of the State of Texas, for billing and collection services related to the Manor Heights Public Improvement District (the “District”), a public improvement district created by and authorized by the City.

RECITALS

- A. The City authorized the creation of the District, effective on November 7, 2018, by a majority vote of all members of the City Council adopting a resolution in accordance with the City Council’s findings under Section 372.010 of the Texas Public Improvement District Assessment Act (the “PID Act”) (Tex. Local Gov’t Code Secs. 372.001 to 372.030). The City may, from time to time, amend such resolution or reauthorize the District in the future, and this Agreement will remain in force.
- B. The City adopted an assessment plan that apportions the cost of the planned services and improvements among the parcels of real property in the District and prepared an assessment roll stating the amount of the assessment due from each such parcel and provided that the assessments may be paid in annual installments (the “Assessments”) pursuant to Sec. 372.016 of the PID Act.
- C. The City will manage and administer public improvement districts created by the City, including the District. The City has selected a third party administrator (the “Administrator”) to assist the City in the management of the District, including the

management of assessment revenue collected from assessable property within the District, and payment of City's bond debt through a depository bank, with trust powers, selected by the City ("City Depository Bank"). The City's Public Improvement District Policy requires that the annual installments of the Assessments be billed and collected by the County Tax Assessor-Collector.

D. This Agreement sets out the duties and responsibilities of the County and City related to the billing and collection of the Assessments, as authorized by Sec. 372.0175 of the PID Act and pursuant to the Interlocal Cooperation Act (Tex. Gov't Code Chapter 791).

E. Except as otherwise specifically provided herein, the term "Assessment" as used in this Agreement refers to both the fully-apportioned cost of the planned services and improvements due from each parcel according to the assessment roll and the annual installment due from each such parcel.

AGREEMENT

In consideration of the mutual promises stated herein, the County and City agree as follows:

1. Agreement for Billing and Collection of Installments of Assessments. Beginning on the effective date of this Agreement and continuing until the Agreement is terminated as provided below, City authorizes the County exclusively, acting through the Travis County Tax Assessor-Collector (the "Tax Assessor-Collector") and the Travis County Attorney (the "County Attorney"), to bill and collect the annual installments of the Assessments and to represent City for all purposes related to the billing and collection of such installments, except as stated below. The County, acting through the Tax Assessor-Collector, agrees to perform for City all of the duties of City related to the billing and collection of the installments provided in the assessment plan and Texas law.
2. Exclusions. This Agreement will not include billing or collection of the following:
 - 2.1 Any installments of the Assessments due prior to the effective date of this Agreement,
 - 2.2 Assessments in amounts other than annual installments,
 - 2.3 Any installments of the Assessments that are for years for which a tax lien on the property has been transferred by the County to a transferee at the request of the owner according to Texas Tax Code Sec. 32.06, and
 - 2.4 Any Assessments on property for which the owner has deferred collection of the property taxes as allowed by Texas Tax Code Sec. 33.06 or 33.065.

The billing and collection of such excluded Assessments will remain the responsibility of City and its Administrator. County will notify City and its Administrator of any Assessments that are excluded under paragraph 2.3 or 2.4 above within 60 days after the Tax Assessor-Collector is notified of the tax lien transfer or collection deferral.

3. Term of Agreement. The term of this Agreement will begin on the latest date of execution set out below (“the Effective Date”) and will terminate on December 31, 2022 unless renewed and extended as provided below. The Agreement will be renewed and extended automatically for an additional term of one year unless either party terminates the Agreement by giving written notice of termination to the other party not later than 90 days before the end of the initial term. If the Agreement is renewed and extended after the initial term, thereafter it will be renewed and extended automatically for succeeding one-year terms unless either party terminates the Agreement by giving written notice of termination to the other party not later than 90 days before the end of the current term. If a notice of termination is given, the Agreement will nevertheless remain in effect for the remainder of the term in which the notice is given and will remain in effect thereafter with respect to any Assessment for which a suit to foreclose the assessment lien has been filed prior to such notice, until the suit is dismissed or a sale of the property occurs and the proceeds are disbursed.
4. Assessment Data. Each year during the term of this Agreement, City will provide data to the Tax Assessor-Collector on or before September 1 as to the amount of the annual installment due for that year on the Assessment against each tract of

real property in the District except tracts that are exempt. The data will be provided to the Tax Assessor-Collector electronically in a format that is compatible with the format of the County's property tax records. The Tax Assessor-Collector will provide no less than 90 days' notice to City in the event of any required format change in the electronic file. City will notify the Tax Assessor-Collector of any adjustments of the annual installments and will be responsible for paying any refunds that result from such adjustments. City will not provide the Tax Assessor-Collector with the total amounts of the Assessments, and the County will not be responsible for the billing or collection of the Assessments other than in annual installments. Determining exemptions, calculating the amounts of the annual installments, computing the cumulative balances of the Assessments, and any collection of the Assessments other than in annual installments will remain the responsibility of City. The annual installments will be billed to the property owners named in the current tax appraisal roll of the Travis Central Appraisal District for the year of the installments. If City fails to inform the Tax Assessor-Collector of the amounts of the annual installments by September 15 of the initial or any renewed term of this Agreement, the Agreement may be terminated by the County upon written notice to City according to paragraph 13 below. The initial delivery of data by City to the Tax Assessor-Collector will also include a record of all payments made on the Assessments prior to the Effective Date of this Agreement. The Tax Assessor-Collector will make available to City a continuous on-line disbursement report summarizing the payments collected.

5. Billing of Assessments. The Tax Assessor-Collector will bill the annual installments of the Assessments to the property owners by including the amount of the installment as a line item in the consolidated property tax bill mailed by the Tax Assessor-Collector to each owner of real property in the District. The bills will be mailed about October 1 of each year or as soon thereafter as practicable. Each tax bill that includes a line item for an installment of an Assessment will also include a statement in substantially the following language: "Assessments of public improvement districts are not taxes but are collected by the Travis County Tax Office under an agreement with the City of Manor."
6. Collection of Assessments. The Tax Assessor-Collector will collect the installments of the Assessments and remit the amount collected to City Depository Bank daily by electronic funds transfer, after deducting the amount due to the County as billing and collection fees, as provided in paragraph 10 below. City will provide the Tax Assessor-Collector with the instructions for making such daily remittances to City Depository Bank. The Tax Assessor-Collector and the County Attorney will also collect any delinquent installments of the Assessments, including filing suits for foreclosure of the lien securing the Assessments provided in Sec. 372.018 of the PID Act. All of the terms of Sec. 372.018 of the PID Act and all of the provisions of the Texas Tax Code with respect to payment, refunds, delinquency, penalties and interest, waiver of penalties and interest, costs and expenses of collection, attorney's fees, personal liability, installment payment of delinquent amounts, suits, lien foreclosure, limitation of collection, redemption, and other matters related to the collection of property taxes will also apply to the

collection of the installments of the Assessments, except that the provisions of Texas Tax Code Sec. 32.06 on property tax loans and the transfer of tax liens, and Secs. 33.045, 33.06, and 33.065 on the deferral of collection of property taxes on certain residential homesteads will not apply. Billing and collection of the installments of Assessments on property for which a tax lien has been transferred to a transferee or that is subject to such deferral of collection of taxes will remain the responsibility of City, as provided in paragraphs 2.3 and 2.4 above. Any partial collection of delinquent taxes and delinquent installments of Assessments will be divided pro rata among the entities imposing the taxes and the Assessments without preferring one entity over another. During the term of this Agreement, only the Tax Assessor-Collector will collect the installments of the Assessments. If any payments are received by City or its Administrator for amounts billed by the Tax Assessor-Collector, they will be remitted by City to the Tax Assessor-Collector. City will notify the Tax Assessor-Collector if any Assessment is prepaid to City, in full or in part.

7. Notice to Property Owners. After the effective date of this Agreement and prior to the mailing by the County of the first bills for annual installments of the Assessments, City will notify each owner of property in the District, except for owners of exempt property, by first class mail that the installments of the Assessment on the owner's property will be billed by and paid to the Tax Assessor-Collector until the owner is notified that this Agreement is terminated.
8. Foreclosure Suits. The County Attorney will act as the attorney for City in any suit for collection of the delinquent installment of an Assessment. The maturity of the

subsequent installments will not accelerate following a default in payment. In consultation with City, the County Attorney and the Tax Assessor-Collector will control the filing and conduct of foreclosure suits. Attorney's fees, costs, and expenses of collection that are collected after the filing of a suit for foreclosure will be retained by the County in addition to the billing and collection fees provided in paragraph 10 below. If a suit is filed for a delinquent installment of an Assessment and delinquent taxes on the property and the suit results in an order for foreclosure of the assessment lien and the tax lien, City recognizes that the ad valorem tax lien is superior to the assessment lien, according to Sec. 372.018(b)(2) of the PID Act. However, the assessment lien runs with the land, and the portion of the Assessment that has not yet come due is not eliminated by the foreclosure of an ad valorem tax lien, according to Section 372.018(d) of the PID Act.

9. No Third Party Beneficiaries. Nothing in this Agreement is intended to benefit a third party beneficiary. The County and City will act independently in carrying out their respective obligations under this Agreement, and neither the County nor City assumes any responsibility to a third party in connection with this Agreement.
10. Billing and Collection Fees. As fees for the billing and collection services provided under this Agreement, City agrees to pay the County the following:
- 10.1 A one-time fee of \$1,000.00, no later than 30 days after the effective date of this Agreement, for software modification, data entry, contract drafting, and other start-up costs, to be paid from the Manor Heights Public Improvement District petitioner's escrow account held by City Depository Bank;

- 10.2 An annual parcel fee for each parcel or tract of land in the District, in an amount to be set annually by the Travis County Commissioner's Court. The parcel fee will be equal to the parcel fee set for the year by the Commissioners Court for the billing and collection by the Tax Assessor-Collector of property taxes for jurisdictions located wholly or partially in Travis County. City agrees that the Tax Assessor-Collector may deduct the pro rata amount of the parcel fee from the first installments collected, prior to the remittance of the collections to City Depository Bank. The parcel fee will be retained by the Tax Assessor-Collector to defray the costs of billing and collection. City will include the parcel fee in each annual budget of administrative expenses for the District; and
- 10.3 Should the County incur any actual additional costs that may subsequently be required to modify software, make other data processing changes, or comply with legal requirements associated with collecting the installments, City agrees to reimburse such costs within 30 days after being billed for them by the County; provided, however, that such reimbursement shall solely be payable from Assessments or the administrative expenses collected as part of the annual installment of assessments pursuant to the service and assessment plan.
11. Administrator. Pursuant to the agreement between the Administrator and City or at the direction of City, the Administrator may perform, on behalf of City, any action to be taken by the City hereunder.

- 12. Entire Agreement. This Agreement sets out the entire agreement between the County and City with respect to the billing and collection of the Assessments and supersedes all previous negotiations, representations, and agreements, whether written or oral. This Agreement may be amended only by a written instrument executed by the representatives of the County and City authorized by their respective governing bodies.

- 13. Notices. Any notice that a party is required or permitted to give under this Agreement will be in writing and mailed by first class mail to the address of the other party shown below or to such other address of which the other party may notify the party in writing.

COUNTY: Travis County Tax Assessor-Collector
P.O. Box 149328
Austin, Texas 78714-9328

WITH A COPY TO: Delia Garza (or successor)
Travis County Attorney
P. O. Box 1748
Austin, Texas 78767

CITY: City of Manor
Attn: City Manager
105 E. Eggleston Street
Manor, Texas 78653

WITH A COPY TO: The Knight Law Firm, LLP
Attn: Paige H. Saenz
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

WITH A COPY TO: City Depository Bank
UMB Bank
Attn: Jose Gaytan
6034 W. Courtyard Drive, Suite 370
Austin, Texas 78730

14. Limited Liability. The County will not be liable to City or the bond holders of the District for any failure to collect the installments of the Assessments. The Tax Assessor-Collector will not be liable for any failure to collect the installments of the Assessments unless such failure is the result of the Tax Assessor-Collector's failure to perform the duties imposed on him or her by law or this Agreement. The Tax Assessor-Collector also will not be liable for any failure to collect the installments if the Tax Assessor-Collector's failure to perform the duties imposed by law or this Agreement was due to circumstances beyond the Tax Assessor-Collector's control. In executing this Agreement, neither the County nor City intends to waive or will be deemed to waive any immunity or defense that would otherwise be available to it against claims arising from the exercise of governmental powers and functions.
15. Applicable Law. This Agreement will be governed, interpreted, and enforced according to the laws of the State of Texas. The terms of the Agreement are severable. If any term or provision is held to be invalid, illegal, or unenforceable, the remainder of the Agreement will remain in effect.
16. Persons Bound. This Agreement is binding on the parties and their respective successors and assigns.
17. Venue. All obligations under this Agreement are performable in Travis County, Texas. The venue for any suit over a dispute based on or arising out of this Agreement will be in Travis County, Texas.

18. Party Representatives. The County designates the Tax Assessor-Collector to represent the County, and City designates the City Manager and/or his or her designee to represent City for all purposes related to this Agreement.

19. Authorization. The undersigned representatives warrant that they are duly authorized by their respective governing bodies to execute this Agreement on behalf of the parties.

EXECUTED ON BEHALF OF –

TRAVIS COUNTY, TEXAS

CITY OF MANOR

By: _____
Andy Brown
County Judge
P.O. Box 1748
Austin, Texas 78767-1748

By: _____
Dr. Larry Wallace, Jr.
Mayor
105 E. Eggleston Street
Manor, Texas 78653

DATE: _____

DATE: _____

Approved:
Delia Garza
Travis County Attorney
P.O. Box 1748
Austin, Texas 78767
Telephone: (512) 854-9513
FAX: (512) 854-4808

By: _____
Elliott Beck
State Bar No. 02008300
Assistant County Attorney



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

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

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

- Wastewater CIP Map with proposed updates
- Wastewater CIP Project Costs with updated costs

STAFF RECOMMENDATION:

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

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

Legend

- LS Lift Station
- Wastewater Treatment Plant
- Force Main
- Gravity Main
- 10 Yr. Wastewater Service Area
- ETJ
- City Limits
- Sewer Main
- Creeks

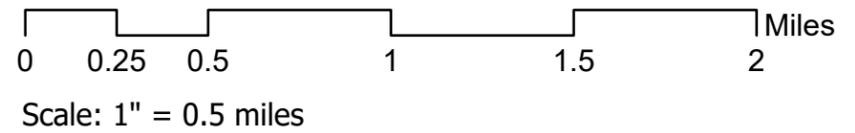
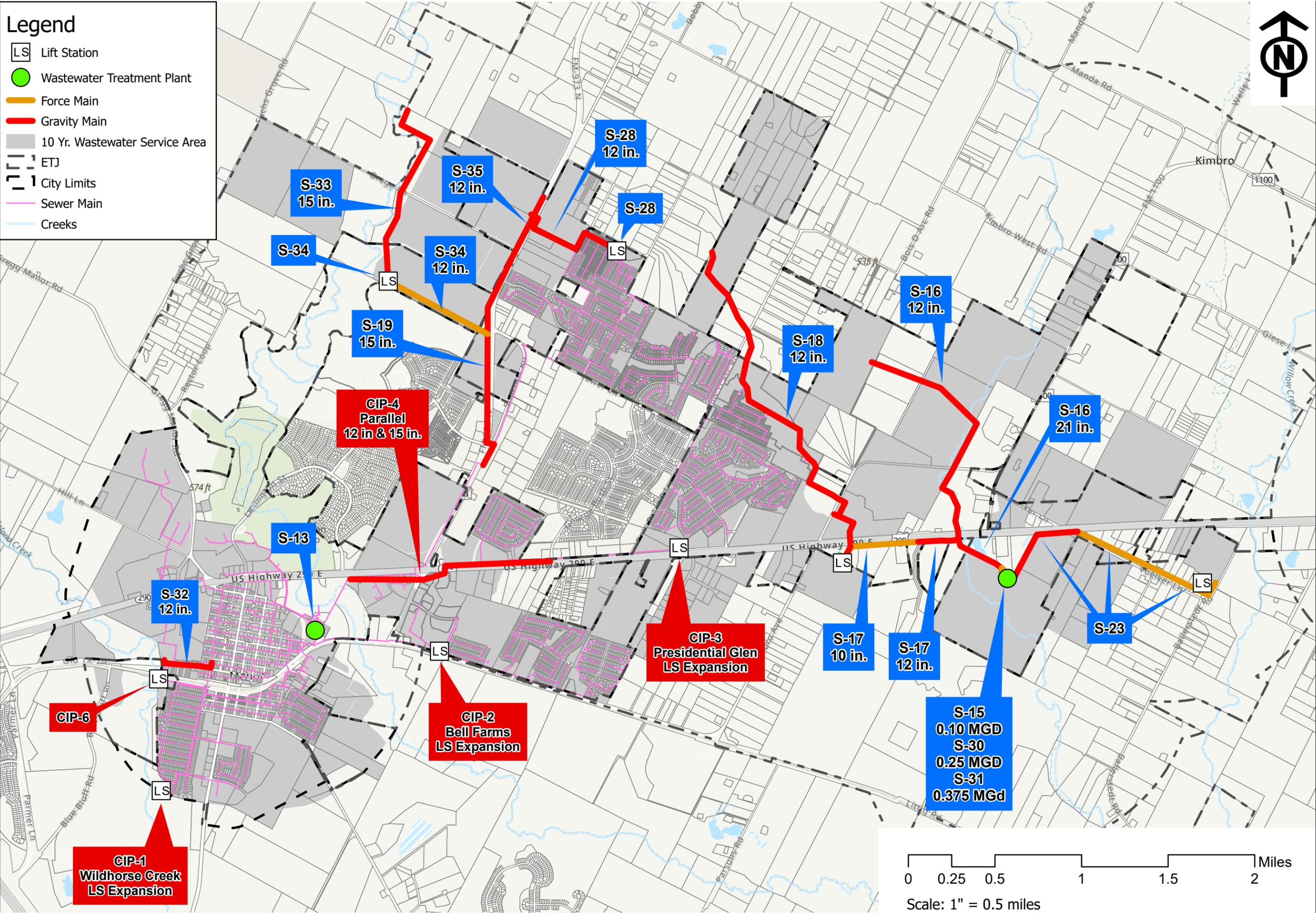


EXHIBIT A-4
CITY OF MANOR WASTEWATER IMPROVEMENTS
10-YEAR CAPITAL IMPROVEMENTS PLAN
DRAFT 2021 UPDATE

The following projects have been identified as required to serve new growth within the service area, in accordance with approved land use assumptions and as part of the 10-year Capital Improvements Plan

Project No.	Year	Description	Construction Cost (2019 Dollars)	Interest	Period (months)	Payment	Total Payment	Size	Length	Construction Cost (adjusted for inflation @ 5% per annum)	Soft Costs	Contingency (10% + 1% per annum)	Financing Cost (5.1% over 20 Years)	Total Project Costs	Detailed Description
S-13	2020	Addl. Wilbarger WWTP Capacity	\$ 16,825,000.00	0.00425	240	\$ 145,667.98	\$ 34,960,314.38	1.33 MGD		\$ 19,348,750.00	\$ 2,140,000.00	\$ 400,000.00	\$ 13,071,564.38	\$ 34,960,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-15	2021	Cottonwood WWTP, Phase 1, 0.20 MGD	\$ 5,119,897.50	0.00425	240	\$ 49,195.04	\$ 11,806,810.71	0.20 MGD		\$ 6,143,877.00	\$ 398,000.00	\$ 850,400.00	\$ 4,414,533.71	\$ 11,807,000.00	Build plant at Regional Site, road and electrical improvements add \$500,000
S-16	2021	East Cottonwood Gravity Line	\$ 1,500,000.00	0.00425	240	\$ 12,777.45	\$ 3,066,589.17	12"	3,200	\$ 1,800,000.00	\$ 51,000.00	\$ 69,000.00	\$ 1,146,589.17	\$ 3,067,000.00	Extend East Cottonwood gravity ww to Regional Site, sized for 10-year capacity
S-17	2021	West Cottonwood LS and FM	\$ 949,000.00	0.00425	240	\$ 8,430.46	\$ 2,023,309.98	6" FM and 350 gpm LS	3,700	\$ 1,138,800.00	\$ 79,000.00	\$ 49,000.00	\$ 756,509.98	\$ 2,023,000.00	Extend 27" and 30" gravity ww from confluence with East Cottonwood to US 290, ultimate capacity
S-18	2022	West Cottonwood Gravity Line, Phase 2	\$ 984,000.00	0.00425	240	\$ 8,917.60	\$ 2,140,223.69	15"	8,200	\$ 1,230,000.00	\$ 64,000.00	\$ 46,000.00	\$ 800,223.69	\$ 2,140,000.00	Serves West Cottonwood Sub-Basin up to Bois D'Arc Ln, 21" and 24" gravity ww sized for ultimate capacity
S-19	2021	FM 973 Gravity Wastewater Line	\$ 684,400.00	0.00425	240	\$ 7,102.67	\$ 1,704,640.25	15"	5,800	\$ 821,280.00	\$ 123,200.00	\$ 122,800.00	\$ 637,360.25	\$ 1,705,000.00	Serves FM 973 Corridor up to Wilbarger Basin divide (approx. Gregg Ln)
S-23	2024	Willow Lift Station and Force Main	\$ 685,000.00	0.00425	240	\$ 8,209.85	\$ 1,970,363.40	200 gpm		\$ 924,750.00	\$ 138,700.00	\$ 170,200.00	\$ 736,713.40	\$ 1,970,000.00	Lift Station and Force Main to serve 220 LUEs in Willow Basin along US 290, 10-Yr ADF approx. 60,000 gpd, PWWF approx 200 gpm
S-28	2018	High School gravity line to Stonewater Lift Station; Stonewater Lift Station Upgrades	\$ 26,271.96	0.00425	240	\$ 202.10	\$ 48,503.92	12"	3,100	\$ 26,271.96	\$ 4,096.48	\$ -	\$ 18,135.48	\$ 49,000.00	Gravity main to serve new high school; upgrades to existing Stonewater Lift Station.
S-30	2022	Expand Cottonwood WWTP to 0.40 MGD Capacity	\$ 2,000,000.00	0.00425	240	\$ 21,811.51	\$ 5,234,763.54	0.40 MGD		\$ 2,500,000.00	\$ 375,000.00	\$ 402,500.00	\$ 1,957,263.54	\$ 5,235,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-31	2025	Expand Cottonwood WWTP to 0.50 MGD Capacity	\$ 2,500,000.00	0.00425	240	\$ 31,340.04	\$ 7,521,608.52	0.50 MGD		\$ 3,500,000.00	\$ 525,000.00	\$ 684,300.00	\$ 2,812,308.52	\$ 7,522,000.00	New Treatment Plant Capacity to Serve Addl Growth
S-32	2021	Bastrop-Parsons WW Improvements	\$ 418,097.00	0.00425	240	\$ 4,339.12	\$ 1,041,388.76	12"		\$ 501,716.40	\$ 75,300.00	\$ 75,000.00	\$ 389,372.36	\$ 1,041,000.00	Replacement of existing wastewater line in Bastrop and Parsons; to correct current capacity issues and serve additional growth
S-33	2022	Wilbarger Basin Gravity Line to Lift Station (off Gregg Lane)	\$ 670,000.00	0.00425	240	\$ 7,306.44	\$ 1,753,545.96	15"	6,200	\$ 837,500.00	\$ 125,600.00	\$ 134,800.00	\$ 655,645.96	\$ 1,754,000.00	New wastewater line to serve growth along Gregg Lane.
S-34	2022	Wilbarger Basin lift station and force main (off Gregg Lane)	\$ 947,500.00	0.00425	240	\$ 10,333.60	\$ 2,480,064.06	12" FM and 225 gpm LS	3,500	\$ 1,184,375.00	\$ 177,700.00	\$ 190,700.00	\$ 927,289.06	\$ 2,480,000.00	New lift station and force main to servie growth along Gregg Lane.
S-35	2023	FM 973 wastewater line (from Gregg Lane to City Limits)	\$ 230,000.00	0.00425	240	\$ 2,632.02	\$ 631,685.42	15"	1,900	\$ 299,000.00	\$ 44,900.00	\$ 51,600.00	\$ 236,185.42	\$ 632,000.00	New gravity wastewater line to extend wastewater service to City Limits for future growth.
CIP-1	2021	Wildhorse Creek Lift Station Expansion	\$ 750,000.00	0.00425	240	\$ 7,520.06	\$ 1,804,815.50	1,075 gpm, 2nd WW		\$ 900,000.00	\$ 135,000.00	\$ 95,000.00	\$ 75,900.00	\$ 1,206,000.00	Change in discharge point increased Phase 1 capacity from 440 to 1026 LUEs, currently at about 706 LUEs. Will need to expand LS when Lagos develops to ultimate 1586 LUE capacity.
CIP-2	2021	Bell Farms Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	1,400 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 730 LUES. Current phase 1 capacity is 1264 LUES. Ultimate Capacity at phase 2 is 2172.
CIP-3	2021	Presidential Glen Lift Station Expansion	\$ 300,000.00	0.00425	240	\$ 2,894.89	\$ 694,774.11	2,275 gpm, 2nd WW		\$ 360,000.00	\$ 45,000.00	\$ 30,000.00	\$ 259,774.11	\$ 695,000.00	Presently at approximately 1281 LUES. Actual phase 1 capacity with current wastewater flows is in excess of 1500 LUES. Ultimate Capacity at phase 2 is 3517.
CIP-4	2022	US 290 WW Line Expansion	\$ 603,378.00	0.00425	240	\$ 6,579.87	\$ 1,579,169.64	12" & 15"	1,566 & 2,760	\$ 754,222.50	\$ 113,100.00	\$ 121,400.00	\$ 590,447.14	\$ 1,579,000.00	Presently at approximately 264 PG+308 SW = 572 LUEs out of 1800 LUE capacity, expansion will double capacity.
CIP-6	2020	Travis County Rural Center Lift Station, force main	\$ 1,931,000.00	0.00425	240	\$ 16,288.93	\$ 3,909,342.17	500 gpm	500	\$ 2,220,650.00	\$ 127,000.00	\$ 100,000.00	\$ 1,461,692.17	\$ 3,909,000.00	Lift Station and Force Main from Rural Center to existing wastewater line
Total:														\$ 84,469,000.00	

Notes:
Wastewater LUEs are defined as producing 275 gallons of wastewater per day per single family residence as determined in the the City of Manor Wastewater Master Plan.





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Frank T. Phelan, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project.

BACKGROUND/SUMMARY:

The project includes the construction of a new lift station and wastewater treatment plant to serve new development within the Cottonwood Creek and Cottonwood Creek Tributary Basins.

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

- Change Order No. 1 with backup

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Change Order No. 1 to the construction contract for the Cottonwood Creek Wastewater Treatment Plant Improvements project with Excel Construction Services, LLC in the amount of \$47,022.00.

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

CHANGE ORDER

ORDER NO.: 1
DATE: May 25, 2021
AGREEMENT DATE: November 18, 2020

NAME OF PROJECT: Cottonwood Creek Wastewater Treatment Plant Improvements

OWNER: City of Manor

CONTRACTOR: Excel Construction Services, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

- Item No. 1 - Add 1 LS Change Order Item C.O.1-1, increased manhole A1 depth and wet well depth and associated work due to modifications to the offsite wastewater collection system @ \$36,778.00/LS
- Item No. 2 - Add 1 LS Change Order Item C.O.1-2, Install interior finish in office building, installation @ \$6,000.00/LS
- Item No. 3 - Add 1 LS Change Order Item C.O. 1-3, Filter pad revisions including increase in slab width and grade beam width @ \$1,028.00/LS
- Item No. 4 - Add 1 LS Change Order Item C.O.1-4, add reinforcing to baffled outfall @ \$3,216.00/LS

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$5,119,897.50
Current CONTRACT PRICE adjusted by previous CHANGE ORDERS \$5,119,897.50
The CONTRACT PRICE due to this CHANGE ORDER will be increased by: \$47,022.00
New CONTRACT PRICE including this CHANGE ORDER will be: \$5,166,919.50

3. Change to CONTRACT TIME:

The CONTRACT TIME will be increased by 5 calendar days for the substantial completion of treatment plant. The date for substantial completion of the treatment plant work will be November 30, 2021.

Approvals Required:

To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Recommended by: Frank T. Phelan, P.E. Signed: _____
Engineer

Ordered by: _____ Signed: _____
Owner

Accepted by: _____ Signed _____
Contractor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance adopting an Amended Annual Budget for the City of Manor for Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

BACKGROUND/SUMMARY:

Budget Committee met on May 19, 2021 to discuss and review Proposed Amended Budget.

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Yes, there was an overall reduction on to the General Fund to being it under budget by \$70,139.00
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 612
- Exhibit "A"

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve Ordinance No. 612 adopting an Amended Annual Budget for the City of Manor for Fiscal Year beginning October 1, 2020 and ending September 30, 2021.

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

ORDINANCE NO. 612

FY 2020-2021 AMENDED ANNUAL BUDGET ORDINANCE

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING AN AMENDED ANNUAL BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; 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 amended 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 2020-2021, and which said proposed amended 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 amended annual budget, a copy of which, along with all supporting schedules, have been filed with the City.

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

Section 1. The proposed amended 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, 2020, and ending September 30, 2021, 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 amended annual budget of all current expenditures/expenses as well as fixed charges against said City for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

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 amended annual budget document for the fiscal year ending September 30, 2021.

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 2nd day of June 2021.

ORDINANCE NO. 612

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THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

ORDINANCE NO. 612

Page 3

EXHIBIT "A"
AMENDED ANNUAL BUDGET
FY 2020-2021

Proposed Amended Annual Budget

Fiscal Year 2020 - 2021



The budget will raise \$ 515,088 (6.65% approx) more property tax revenues than last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$503,853.



**PROPOSED Annual Budget
SUMMARY FOR FISCAL YEAR 2020-21**

Original Budget Adopted: 16-Sep-2020

Ordinance Number: 580

Amended Budget Adopted: 3-Mar-2021

Ordinance Number: 605

Amended Budget Adopted: _____

Ordinance Number: _____

FUND	Existing FY 2019-20 Amended Budget	PROPOSED FY 2020-21 Municipal Budget	PROPOSED BUDGET DIFFERENCE
GENERAL FUND			
ADMINISTRATION			
REVENUES	8,195,331	8,453,634	258,303
EXPENSES	1,219,554	1,427,345	207,791
NET	6,975,777	7,026,289	50,512
FINANCE DEPARTMENT			
REVENUES	-	-	-
EXPENSES	763,189	753,609	(9,580)
NET	(763,189)	(753,609)	9,580
STREET DEPARTMENT			
REVENUES	999,000	1,024,104	25,104
EXPENSES	2,416,219	2,357,459	(58,760)
NET	(1,417,219)	(1,333,355)	83,864
DEVELOPMENT SERVICES			
REVENUES	1,485,067	1,867,062	381,995
EXPENSES	988,209	1,008,777	20,568
NET	496,858	858,285	361,427
PARKS DEPARTMENT			
REVENUES	40,000	40,000	-
EXPENSES	676,989	678,389	(1,400)
NET	716,989	718,389	(1,400)
MUNICIPAL COURT			
REVENUES	630,150	404,756	(225,394)
EXPENSES	681,128	681,128	-
NET	(50,978)	(276,372)	(225,394)
POLICE DEPARTMENT			
REVENUES	269,279	330,391	61,112
EXPENSES	4,213,461	4,188,461	(25,000)
NET	(3,944,182)	(3,858,070)	86,112
IT DEPARTMENT			
REVENUES	-	-	-
EXPENSES	653,570	663,350	9,780
NET	(653,570)	(663,350)	(9,780)
COMMUNITY DEV. DEPARTMENT			
REVENUES	-	400	400
EXPENSES	291,690	291,690	-
NET	(291,690)	(291,290)	400
TRANSFERS			
REVENUES	-	-	-
EXPENSES	-	-	-
NET	-	-	-
GENERAL FUND TOTALS			
REVENUES	11,618,827	12,120,347	501,520
EXPENDITURES	11,904,009	12,050,208	135,019
NET	(285,182)	70,139	366,101

FUND	Existing FY 2019-20 Amended Budget	PROPOSED FY 2020-21 Municipal Budget	PROPOSED BUDGET DIFFERENCE
UTILITY FUND			
PUBLIC WORKS			
REVENUES	-	-	-
EXPENSES	513,873	510,200	(3,673)
NET	(513,873)	(510,200)	3,673
WATER DEPARTMENT			
REVENUES	2,089,796	2,096,821	7,025
EXPENSES	2,303,216	2,548,466	245,250
NET	(213,420)	(451,645)	(238,225)
WASTEWATER DEPARTMENT			
REVENUES	1,741,838	1,660,891	(80,947)
EXPENSES	705,324	1,123,699	418,375
NET	1,036,514	537,192	(499,322)
TRANSFERS			
REVENUES	-	1,302,397	1,302,397
EXPENSES	-	1,302,397	1,302,397
NET	-	-	-
UTILITY FUND TOTALS			
REVENUES	3,831,634	5,060,109	1,228,475
EXPENDITURES	3,522,413	5,484,762	1,962,349
NET	309,221	(424,653)	(733,874)

DEBT SERVICE TOTALS			
REVENUES	2,597,376	2,207,164	(390,212)
EXPENDITURES	2,176,104	2,189,128	13,024
NET	421,272	18,036	(403,236)

MUNICIPAL BUDGET TOTALS (exclusive of debt service)			
REVENUES	15,450,461	17,180,456	1,729,595
EXPENDITURES	15,426,422	17,534,970	2,097,368
NET	24,039	(354,514)	(367,773)



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Lydia Collins, Director of Finance
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Annual Audit Financial Statements of the City of Manor, Texas for the year ending September 30, 2020.

BACKGROUND/SUMMARY:

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

- City of Manor, Texas Annual Financial Report and Independent Auditor’s Report Year Ended September 30, 2020

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve and accept the City of Manor, Texas Annual Financial Report and Independent Auditor’s Report Year Ended September 30, 2020.

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

**CITY OF MANOR, TEXAS
ANNUAL FINANCIAL REPORT
AND
INDEPENDENT AUDITORS' REPORT
YEAR ENDED SEPTEMBER 30, 2020**

CITY OF MANOR, TEXAS

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CITY OF MANOR, TEXAS

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and
Members of the City Council
City of Manor, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3-9, budgetary comparison information on page 51, schedule of changes in the City's net pension asset/liability and related ratios - last ten years on page 54-55, Texas Municipal Retirement System schedule of funding progress on page 56, and Schedule of Changes in the City's Total OPEB Liability and Related Ratios on page 57 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Emphasis of Matter

As discussed in Note P to the financial statements, the 2019 financial statements have been restated to correct a misstatement. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated DATE, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Austin, Texas

DATE

**MANAGEMENT'S DISCUSSION AND ANALYSIS
(UNAUDITED)**

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

This section of the City of Manor's (the City) annual financial report presents management's discussion and analysis of the City's financial performance during the fiscal year ended September 30, 2020. This discussion and analysis should be read in conjunction with the City's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts - management's discussion and analysis (this section), the basic financial statements, and the required supplementary information. The basic financial statements include two types of statements that present different views of the City:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the City's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the government, reporting the City's operations in more detail than the government-wide statements.
- Governmental funds statements tell how general government services were financed in the short term as well as what remains for future spending.
- The financial statements also include notes to the financial statements explaining some of the information in the financial statements and provide more detailed data.
- The report also contains required supplementary information in addition to the basic financial statements themselves. This contains additional information about the City's General Fund budget and information about the City's pension plan.

FIGURE A-1
REQUIRED COMPONENTS OF THE
CITY'S ANNUAL FINANCIAL REPORT

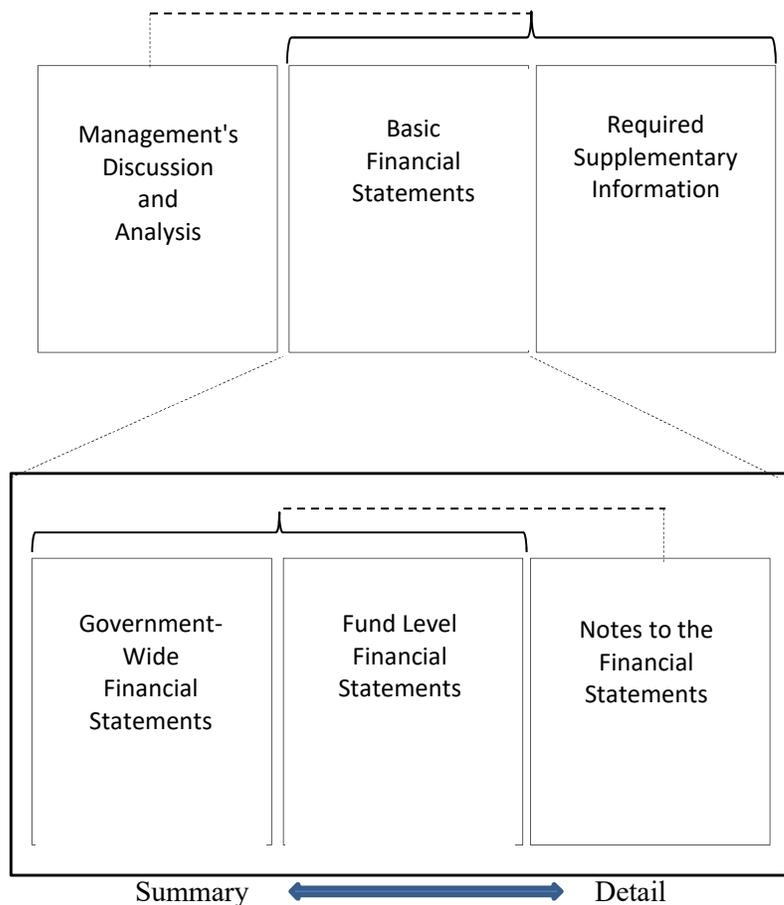


Figure A-1 shows how the parts of this annual report are arranged and related to one another.

The remainder of this overview explains the structure and contents of each of the statements.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

Government-Wide Financial Statements

The government-wide financial statements report information about the City as a whole using accounting methods similar to those used by private-sector businesses. The statement of net position includes all of the government's assets and liabilities. In the statement of activities, all of the current year's revenues and expenses are accounted for regardless of when cash is received or paid, and all of the City's governmental activities and city services are combined and show how they are financed.

Both government-wide statements report the City's net position and how it has changed. Net position, the difference between the City's assets plus deferred outflows and liabilities plus deferred inflows, is one way to measure the City's financial health or position. Over time, increases or decreases in the City's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

Fund Financial Statements

The fund financial statements provide more detailed information about the City's most significant (major) funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific revenue sources and spending for particular purposes.

All cities have at least one major fund:

- Governmental fund – The City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because these funds do not encompass the additional long-term focus of the government-wide statements, additional information is provided following each fund statement that explains the relationship (or difference) between them.

Other common major funds:

- Some common funds are required by State law, such as the debt service fund, special revenues fund and capital projects fund.
- Management may establish other funds to control and manage money for particular purposes or to show that it is properly using certain revenue resources, such as special revenue, capital project, and grant funds.

Figure A-2 summarizes the major features of the City's financial statements, including the portion of the city government they cover, and the types of information they contain.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

Figure A-2 - Major Features of the City's Government-Wide and Fund Financial Statements

<i>Type of Statements</i>	Fund Statements		
	Government-Wide	Governmental Funds	Proprietary Funds
<i>Scope</i>	Entire City's government (except fiduciary funds) and the City's component units.	The activities of the City that are not proprietary or fiduciary.	Activities the City operates similar to private business: utilities
<i>Required financial statements</i>	Statement of Net Position Statement of Activities	Balance Sheet Statement of Revenues, Expenditures & Changes in Fund Balances	Statement of Net Position Statement of Revenues, Expenses & Changes in Net Position Statement of Cash Flows
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term debt included	All assets and liabilities, both financial and capital, and short-term and long-term
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after year end; expenditures when goods or services have been received and payment is made during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid

THE CITY AS A WHOLE (GOVERNMENT-WIDE)

FINANCIAL HIGHLIGHTS

- The City's total combined net position was \$37,556,081 at September 30, 2020 (See Figure A-3).
- Current year activity resulted in an increase in the City's net position by \$7,569,710 (See Figure A-4).

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

Item 10.

Figure A-3
City's Net Position

	Governmental Activities		Business-Type Activities		Total	
	<u>2020</u>	<u>2019 As Restated</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019 As Restated</u>
Assets:						
Current and other assets	\$8,984,784	\$ 5,403,303	\$20,065,460	\$29,019,293	\$29,050,244	\$ 34,422,596
Noncurrent assets	7,254,759	7,559,220	26,745,497	14,774,316	34,000,256	22,333,536
Total assets	16,239,543	12,962,523	46,810,957	43,793,609	63,050,500	56,756,132
Deferred outflows	608,830	702,130	47,713	58,121	656,543	760,251
Liabilities:						
Current liabilities	2,259,064	1,862,477	977,163	942,879	3,236,227	2,805,356
Long-term liabilities	7,160,736	8,469,570	15,464,343	16,152,100	22,625,079	24,621,670
Total liabilities	9,419,800	10,332,047	16,441,506	17,094,979	25,861,306	27,427,026
Deferred inflows	249,958	89,525	39,698	13,461	289,656	102,986
Net position:						
Investment in capital assets	306,600	(369,553)	12,531,966	7,438,707	12,838,566	7,069,154
Restricted	1,084,655	338,669	12,105,988	16,852,254	13,190,643	17,190,923
Unrestricted	5,787,360	3,273,965	5,739,512	2,452,329	11,526,872	5,726,294
Total net position	\$7,178,615	\$ 3,243,081	\$30,377,466	\$26,743,290	\$37,556,081	\$ 29,986,371

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

Item 10.

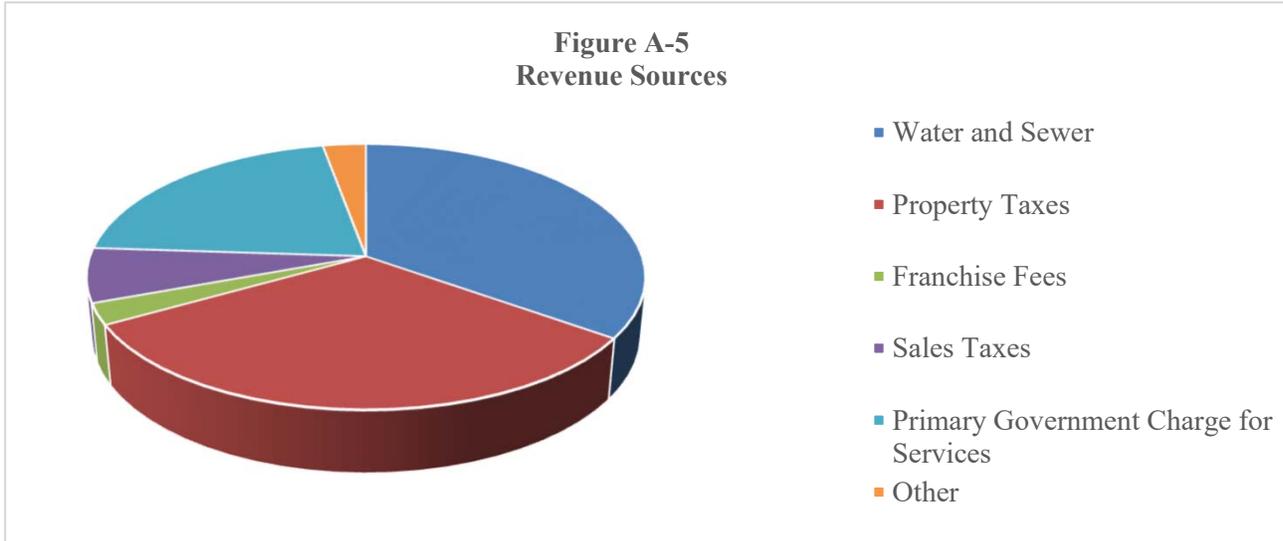
Figure A-4
Changes in City Net Position

	Governmental Activities		Business-Type Activities		Total	
	<u>2020</u>	<u>2019 As Restated</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019 As Restated</u>
Revenues:						
Program revenues:						
Charges for services	\$5,151,248	\$ 4,628,578	\$ 8,499,391	\$ 6,144,084	\$13,650,639	\$ 10,772,662
General revenues:						
Taxes	10,138,602	8,172,022	-	-	10,138,602	8,172,022
Interest income	227,438	206,490	104,276	339,623	331,714	546,113
Other	316,838	236,442	-	-	316,838	236,442
Total revenues	<u>15,834,126</u>	<u>13,243,532</u>	<u>8,603,667</u>	<u>6,483,707</u>	<u>24,437,793</u>	<u>19,727,239</u>
Expenses:						
General government	2,992,245	3,191,025	-	-	2,992,245	3,191,025
Public safety	3,935,964	3,651,080	-	-	3,935,964	3,651,080
Streets	1,138,597	1,130,854	-	-	1,138,597	1,130,854
Municipal court	574,719	662,491	-	-	574,719	662,491
Development services	770,131	640,228	-	-	770,131	640,228
Sanitation	1,119,795	937,134	-	-	1,119,795	937,134
Interest and fiscal charges	189,899	213,213	389,601	404,175	579,500	617,388
Water and sewer	-	-	5,757,132	3,974,893	5,757,132	3,974,893
Total expenses	<u>10,721,350</u>	<u>10,426,025</u>	<u>6,146,733</u>	<u>4,379,068</u>	<u>16,868,083</u>	<u>14,805,093</u>
Revenues over(under) expenses	5,112,776	2,817,507	2,456,934	2,104,639	7,569,710	4,922,146
Capital contributions	-	-	-	-	-	-
Transfers	<u>(1,177,242)</u>	<u>(1,169,201)</u>	<u>1,177,242</u>	<u>1,169,201</u>	-	-
Change in net position	3,935,534	1,648,306	3,634,176	3,273,840	7,569,710	4,922,146
Beginning net position	3,243,081	1,594,775	26,743,290	23,469,450	29,986,371	25,064,225
Ending net position	<u>\$7,178,615</u>	<u>\$ 3,243,081</u>	<u>\$30,377,466</u>	<u>\$26,743,290</u>	<u>\$37,556,081</u>	<u>\$ 29,986,371</u>

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

CITY REVENUES

The majority of the City's revenue is generated from charges for water and sewer services (35%), property taxes (32%), and primary government charges for services (21%). The remaining is obtained from the grants, contributions, sales taxes, franchise fees, court fees and other sources (See Figure A-5).



GROWTH TRENDS

Governmental Activities

The City's property tax rate for maintenance and operations (M&O) increased from \$0.4807 to \$0.5845 in the current fiscal year generating \$5,620,119 in M&O taxes, an increase of \$1,660,195 over the previous fiscal year. While the City's franchise fees decreased \$4,251, or 1%, and sales taxes increased by \$282,620, or 22%. The new M&O tax rate for the year beginning October 1, 2020 is \$0.5845.

Business-Type Activities

Water sales increased by \$510,471, or 21%, while sewer sales increased by \$324,264, or 16%.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

General Fund Budgetary Highlights

General Fund revenues exceeded expenditures and transfers by \$3,276,236 which was \$3,322,025 more than budgeted. See details of budget and actual revenues on page 51.

Capital Assets

During the year ended September 30, 2020, the City invested \$13,662,343 in a broad range of capital assets, including infrastructure, equipment and buildings (See Figure A-6). These additions were funded from bond proceeds, capital impact fees, general budgeted expenditures, and notes payables.

CITY OF MANOR, TEXAS
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
September 30, 2020

Figure A-6
City's Capital Assets

	Governmental Activities		Business-Type Activities		Total	
	<u>2019 As</u>				<u>2019 As</u>	
	<u>2020</u>	<u>Restated</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>Restated</u>
Land	\$ 470,607	\$ 470,607	\$ 406,816	\$ 406,816	\$ 877,423	\$ 877,423
Construction in progress	-	208,810	16,864,577	4,843,659	16,864,577	5,052,469
Buildings and equipment	7,481,897	7,016,216	1,570,349	1,251,464	9,052,246	8,267,680
Sidewalks	244,164	244,164	-	-	244,164	244,164
Streets and improvements	7,018,420	6,482,888	12,992	12,992	7,031,412	6,495,880
Water system	-	-	7,465,930	7,465,930	7,465,930	7,465,930
Sewer system	-	-	5,875,654	5,875,654	5,875,654	5,875,654
Total at historical cost	15,215,088	14,422,685	32,196,318	19,856,515	47,411,406	34,279,200
Accumulated depreciation	(7,960,329)	(6,863,465)	(5,450,821)	(5,082,199)	(13,411,150)	(11,945,664)
Net capital assets	\$ 7,254,759	\$ 7,559,220	\$ 26,745,497	\$ 14,774,316	\$ 34,000,256	\$ 22,333,536

Debt Administration

The City's property tax rate for debt services decreased from \$0.2715 to \$0.2316 in the current fiscal year generating \$2,220,138 in debt service taxes, an increase of \$4,625 over the previous fiscal year. More detailed information about the City's debt is presented in the Notes to the Financial Statements. The new debt service tax rate for the year beginning October 1, 2020 is \$0.2316.

Figure A-7
City's Long-Term Debt

	Governmental Activities		Business-Type Activities		Total	
	<u>2019 As</u>				<u>2019 As</u>	
	<u>2020</u>	<u>Restated</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>Restated</u>
Notes payable	\$ 1,030,984	\$ 1,170,423	\$ 171,243	\$ -	\$ 1,202,227	\$ 1,170,423
Bonds payable	5,917,175	6,999,553	15,247,825	16,051,650	21,165,000	23,051,203
Total	\$ 6,948,159	\$ 8,169,976	\$ 15,419,068	\$ 16,051,650	\$ 22,367,227	\$ 24,221,626

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Next year's proposed General Fund budget is projected to remain consistent with this year's actual revenues.

General fund proposed expenditures are expected to increase by \$1,482,328, resulting in an overall operating deficit of approximately \$157,519.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. Any questions about this report or need for additional financial information should be addressed to the City of Manor, Attn: City Manager, P.O. Box 387, Manor, TX 78653.

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BASIC FINANCIAL STATEMENTS

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
September 30, 2020

Item 10.

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 7,230,549	\$ 7,419,088	\$ 14,649,637
Receivables, net	669,580	540,384	1,209,964
Restricted assets:			
Cash and cash equivalents	406,830	11,636,897	12,043,727
Investments	677,825	469,091	1,146,916
Non-current assets:			
Capital assets:			
Non-depreciable	470,607	17,271,393	17,742,000
Depreciable, net	6,784,152	9,474,104	16,258,256
Total assets	16,239,543	46,810,957	63,050,500
DEFERRED OUTFLOWS			
Deferred outflows related to refunding	211,546	-	211,546
Deferred outflows related to OPEB	15,955	2,607	18,562
Deferred outflows related to pensions	381,329	45,106	426,435
Total deferred outflows	608,830	47,713	656,543
LIABILITIES			
Current liabilities:			
Payable from unrestricted assets:			
Accounts payable	132,067	18,028	150,095
Passthrough liabilities	528,264	-	528,264
Unearned revenue	351,160	-	351,160
Payable from restricted assets:			
Interest payable	22,232	44,217	66,449
Notes payable, due within one year	354,016	40,825	394,841
Bonds payable, due within one year	871,325	743,675	1,615,000
Non-current liabilities:			
Payable from unrestricted assets:			
Compensated absences	241,398	66,111	307,509
Payable from restricted assets:			
Customer deposits	-	690,753	690,753
Notes payable, due more than one year	676,968	130,418	807,386
Bonds payable, due more than one year	5,045,850	14,504,150	19,550,000
Net OPEB liability	65,647	10,639	76,286
Net pension liability	1,130,873	192,690	1,323,563
Total liabilities	9,419,800	16,441,506	25,861,306

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
September 30, 2020

Item 10.

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
DEFERRED INFLOWS			
Deferred inflows related to OPEB	6,659	1,009	7,668
Deferred inflows related to pensions	243,299	38,689	281,988
Total deferred inflows	249,958	39,698	289,656
NET POSITION			
Net investment in capital assets	306,600	12,531,966	12,838,566
Restricted	1,084,655	12,105,988	13,190,643
Unrestricted	5,787,360	5,739,512	11,526,872
Total net position	\$ 7,178,615	\$ 30,377,466	\$ 37,556,081

The accompanying notes are an integral part of this financial statement.

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CITY OF MANOR, TEXAS
STATEMENT OF ACTIVITIES
Year Ended September 30, 2020

	Expenses	Charges for Services
Function/program activities		
Primary government:		
Government activities:		
General government	\$ 2,992,245	\$ 379
Public safety	3,935,964	128,416
Streets	1,138,597	-
Municipal court	574,719	664,576
Development services	770,131	3,206,805
Sanitation	1,119,795	1,151,072
Interest on long-term debt	189,899	-
Total government activities	10,721,350	5,151,248
Business-type activities:		
Water	4,043,356	3,513,580
Sewer	1,713,776	4,985,811
Interest on long-term debt	389,601	-
Total business-type activities	6,146,733	8,499,391
Total primary government	16,868,083	13,650,639

General revenues:

Taxes:

Property

Sales

Franchise

Other

Interest income

Miscellaneous

Transfers

Total general revenues and transfers

Changes in net assets

Net position - beginning of year

As previously stated

Restatement

Net position - end of year after restatement

<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Assets</u>		
<u>Operating Grants & Contributions</u>	<u>Capital Grants & Contributions</u>	<u>Primary Government</u>		
		<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
\$ -	\$ -	\$ (2,991,866)	\$ -	\$ (2,991,866)
-	-	(3,807,548)	-	(3,807,548)
-	-	(1,138,597)	-	(1,138,597)
-	-	89,857	-	89,857
-	-	2,436,674	-	2,436,674
-	-	31,277	-	31,277
-	-	(189,899)	-	(189,899)
-	-	(5,570,102)	-	(5,570,102)
-	-	-	(529,776)	(529,776)
-	-	-	3,272,035	3,272,035
-	-	-	(389,601)	(389,601)
-	-	-	2,352,658	2,352,658
-	-	(5,570,102)	2,352,658	(3,217,444)
		7,840,257	-	7,840,257
		1,612,580	-	1,612,580
		627,876	-	627,876
		57,889	-	57,889
		227,438	104,276	331,714
		316,838	-	316,838
		(1,177,242)	1,177,242	-
		9,505,636	1,281,518	10,787,154
		3,935,534	3,634,176	7,569,710
		2,936,430	26,743,290	29,679,720
		306,651	-	306,651
		\$ 7,178,615	\$ 30,377,466	\$ 37,556,081

The accompanying notes are an integral part of this financial statement.

**CITY OF MANOR, TEXAS
BALANCE SHEET
GOVERNMENTAL FUNDS
September 30, 2020**

Item 10.

	General Fund	Special Revenues Fund
ASSETS		
Unrestricted		
Cash and cash equivalents	\$ 7,230,547	\$ -
Receivables, net	628,463	-
Restricted assets:		
Cash and cash equivalents	325,050	669,778
Investments	8,930	383,414
Total assets	8,192,990	1,053,192
 LIABILITIES AND FUND BALANCES		
LIABILITIES		
Accounts payable	132,067	-
Passthrough liabilities	65,668	452,669
Unearned revenue	346,770	-
Total liabilities	544,505	452,669
 FUND BALANCES		
Restricted	333,980	600,523
Committed	-	-
Unassigned	7,314,505	-
Total fund balances	7,648,485	600,523
Total liabilities and fund balances	\$ 8,192,990	\$ 1,053,192

The accompanying notes are an integral part of this financial statement.

Debt Service Fund	Capital Projects Fund	Total Governmental Funds
\$ -	\$ 2	\$ 7,230,549
41,117	-	669,580
(587,998)	-	406,830
285,481	-	677,825
<u>(261,400)</u>	<u>2</u>	<u>8,984,784</u>
-	-	132,067
-	9,927	528,264
18,476	-	365,246
<u>18,476</u>	<u>9,927</u>	<u>1,025,577</u>
(279,876)	-	654,627
-	(9,925)	(9,925)
-	-	7,314,505
<u>(279,876)</u>	<u>(9,925)</u>	<u>7,959,207</u>
<u>\$ (261,400)</u>	<u>\$ 2</u>	<u>\$ 8,984,784</u>

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CITY OF MANOR, TEXAS
RECONCILIATION OF THE BALANCE SHEET OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
September 30, 2020

Item 10.

TOTAL FUND BALANCE - TOTAL GOVERNMENTAL FUNDS	\$	7,959,207
<p>Amounts reported for governmental activities in the statement of net position are different due to the following:</p>		
Capital assets, net of accumulated depreciation are not financial resources and, therefore, are not reported in the funds.		7,254,759
Certain receivables are not available to pay current-period expenditures and, therefore, are deferred in the funds. This amount includes deferred property taxes.		14,086
Deferred outflows and inflows represent the consumption of net position that is applicable to a future reporting period and are not reported in the funds.		358,872
Certain liabilities related to long-term debt are not reported in the funds, such as accrued interest payable.		(22,232)
Certain long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		<u>(8,386,077)</u>
NET POSITION - GOVERNMENTAL ACTIVITIES	\$	<u><u>7,178,615</u></u>

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended September 30, 2020

Item 10.

	General Fund	Special Revenues Fund
REVENUES		
Property taxes	\$ 5,620,119	\$ -
Sales tax	1,612,580	-
Franchise taxes	627,876	-
Other taxes	20,195	37,694
Licenses and permits	3,206,805	-
Charge for services	1,151,072	-
Court and police	664,576	-
Public safety	128,416	-
Interest income	221,389	3,462
Interest income - restricted	9	-
Other	317,217	-
Total revenues	13,570,254	41,156
EXPENDITURES		
Current:		
General government	2,856,444	11,345
Public safety	3,811,647	-
Streets	929,511	-
Municipal court	574,719	-
Development services	761,029	-
Sanitation	1,119,795	-
Capital outlay	240,873	-
Debt service:		
Principal	-	-
Interest	-	-
Total expenditures	10,294,018	11,345
Excess (deficiency) of revenues over expenditures	3,276,236	29,811
OTHER FINANCING SOURCES (USES)		
Transfers in	-	-
Transfers out	-	-
Total other financing sources (uses)	-	-
Net change in fund balances	3,276,236	29,811
Fund balances - beginning of year	4,372,249	570,712
Fund balances - end of year	\$ 7,648,485	\$ 600,523

The accompanying notes are an integral part of this financial statement.

Debt Services Fund	Capital Projects Fund	Total Governmental Funds
\$ 2,220,138	\$ -	\$ 7,840,257
-	-	1,612,580
-	-	627,876
-	-	57,889
-	-	3,206,805
-	-	1,151,072
-	-	664,576
-	-	128,416
2,578	-	227,429
-	-	9
-	-	317,217
<u>2,222,716</u>	<u>-</u>	<u>15,834,126</u>
1,200	-	2,868,989
-	-	3,811,647
-	-	929,511
-	-	574,719
-	-	761,029
-	-	1,119,795
-	-	240,873
841,175	-	841,175
161,198	-	161,198
<u>1,003,573</u>	<u>-</u>	<u>11,308,936</u>
<u>1,219,143</u>	<u>-</u>	<u>4,525,190</u>
-	-	-
<u>(1,177,242)</u>	<u>-</u>	<u>(1,177,242)</u>
<u>(1,177,242)</u>	<u>-</u>	<u>(1,177,242)</u>
41,901	-	3,347,948
<u>(321,777)</u>	<u>(9,925)</u>	<u>4,611,259</u>
<u>\$ (279,876)</u>	<u>\$ (9,925)</u>	<u>\$ 7,959,207</u>

The accompanying notes are an integral part of this financial statement.

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CITY OF MANOR, TEXAS
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
Year Ended September 30, 2020

Item 10.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS \$ 3,347,948

Amounts reported for governmental activities in the statement of activities are different due to the following:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay expenses in the current period. (304,461)

The proceeds of debt issuances provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of debt principal is an expenditure in the governmental funds, but the long-term liabilities in the statement of net assets. This is the amount by which debt payments exceeded proceeds and changes in accrued interest and amortization of deferred outflows from refunding. 951,913

Some expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in the governmental funds. These expenditures include changes in accrued compensation and changes in pension and OPEB benefits and related inflows and outflows. (59,866)

CHANGE IN NET ASSETS - GOVERNMENTAL ACTIVITIES \$ 3,935,534

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
PROPRIETARY FUND
September 30, 2020

Item 10.

	<u>Water and Sewer System</u>	<u>Capital Impact Fees</u>	<u>Total</u>
ASSETS			
Current assets:			
Unrestricted assets:			
Cash and cash equivalents	\$ 7,419,088	\$ -	\$ 7,419,088
Accounts receivable, net	540,384	-	540,384
Restricted assets:			
Cash and cash equivalents	1,725,047	9,911,850	11,636,897
Investments	-	469,091	469,091
Total current assets	<u>9,684,519</u>	<u>10,380,941</u>	<u>20,065,460</u>
Non-current assets:			
Non-depreciable assets, net	17,271,393	-	17,271,393
Depreciable assets, net	9,474,104	-	9,474,104
Total non-current assets	<u>26,745,497</u>	<u>-</u>	<u>26,745,497</u>
Total assets	<u>36,430,016</u>	<u>10,380,941</u>	<u>46,810,957</u>
DEFERRED OUTFLOWS			
Deferred outflow related to OPEB	2,607	-	2,607
Deferred outflow related to pension	45,106	-	45,106
Total deferred outflows	<u>47,713</u>	<u>-</u>	<u>47,713</u>
LIABILITIES			
Current liabilities:			
Accounts payable	18,028	-	18,028
Interest payable	44,217	-	44,217
Notes payable, due within one year	40,825	-	40,825
Bonds payable, due within one year	743,675	-	743,675
Total current liabilities	<u>846,745</u>	<u>-</u>	<u>846,745</u>
Non-current liabilities:			
Compensated absences	66,111	-	66,111
Customer deposits	690,753	-	690,753
Notes payable, due after one year	130,418	-	130,418
Bonds payable, due after one year	14,504,150	-	14,504,150
Net OPEB liability	10,639	-	10,639
Net pension liability	192,690	-	192,690
Total non-current liabilities	<u>15,594,761</u>	<u>-</u>	<u>15,594,761</u>
Total liabilities	16,441,506	-	16,441,506

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF NET POSITION
PROPRIETARY FUND
September 30, 2020

Item 10.

	<u>Water and Sewer System</u>	<u>Capital Impact Fees</u>	<u>Total</u>
DEFERRED INFLOWS			
Deferred inflow related to OPEB	1,009	-	1,009
Deferred inflow related to pensions	38,689	-	38,689
Total deferred inflows	<u>39,698</u>	<u>-</u>	<u>39,698</u>
NET POSITION			
Investment in capital assets	12,531,966	-	12,531,966
Restricted	1,725,047	10,380,941	12,105,988
Unrestricted	5,739,512	-	5,739,512
Total net assets	<u>\$ 19,996,525</u>	<u>\$ 10,380,941</u>	<u>\$ 30,377,466</u>

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN NET POSITION
PROPRIETARY FUND
Year Ended September 30, 2020

Item 10.

	Water and Sewer System	Capital Impact Fees	Total
OPERATING REVENUES			
Water service	\$ 2,911,830	\$ -	\$ 2,911,830
Sewer service	2,318,132	-	2,318,132
Penalties	76,937	-	76,937
Miscellaneous	210	-	210
Capital impact fees	-	3,192,282	3,192,282
Total operating revenues	<u>5,307,109</u>	<u>3,192,282</u>	<u>8,499,391</u>
OPERATING EXPENSES			
Personnel services	875,913	-	875,913
Operations	78,778	336,031	414,809
Utilities	171,748	-	171,748
Insurance	39,075	-	39,075
Materials and supplies	1,135,851	-	1,135,851
Maintenance	121,779	-	121,779
Water fees	1,863,155	-	1,863,155
Wastewater fees	766,180	-	766,180
Depreciation	368,622	-	368,622
Total operating expenses	<u>5,421,101</u>	<u>336,031</u>	<u>5,757,132</u>
OPERATING INCOME	<u>(113,992)</u>	<u>2,856,251</u>	<u>2,742,259</u>
NON-OPERATING REVENUES (EXPENSES)			
Interest income	100,040	4,236	104,276
Interest expense	(388,775)	(826)	(389,601)
Total non-operating revenues (expenses)	<u>(288,735)</u>	<u>3,410</u>	<u>(285,325)</u>
INCOME (LOSS) BEFORE CONTRIBUTIONS & TRANSFERS	<u>(402,727)</u>	<u>2,859,661</u>	<u>2,456,934</u>
CONTRIBUTIONS AND TRANSFERS			
Transfers in (out)	-	-	-
Transfers from (to) primary government	1,177,242	-	1,177,242
CHANGE IN NET POSITION	<u>774,515</u>	<u>2,859,661</u>	<u>3,634,176</u>
NET POSITION - BEGINNING OF YEAR	<u>19,222,010</u>	<u>7,521,280</u>	<u>26,743,290</u>
NET POSITION - END OF YEAR	<u>\$ 19,996,525</u>	<u>\$ 10,380,941</u>	<u>\$ 30,377,466</u>

The accompanying notes are an integral part of this financial statement.

CITY OF MANOR, TEXAS
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
Year Ended September 30, 2020

Item 10.

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 8,422,921
Payments to suppliers	(4,587,613)
Payments to employees and contractors	(859,170)
Net cash flows from operating activities	<u>2,976,138</u>
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES	
Increase in customer deposits	75,820
Increase in restricted assets	9,812,321
Net cash flows from non-capital financing activities	<u>9,888,141</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Transfers from primary government	1,177,242
Additions to capital assets	(12,339,803)
Issuances of notes payable	210,812
Principal payments on debt	(843,394)
Interest payments on debt	(391,394)
Net cash flows from capital and related financing activities	<u>(12,186,537)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	104,276
Net cash flows from investing activities	<u>104,276</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	782,018
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>6,637,070</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u><u>\$ 7,419,088</u></u>
RECONCILIATION OF OPERATING INCOME TO NET	
CASH FROM OPERATING ACTIVITIES	
Operating income	\$ 2,742,259
Adjustments not affecting cash:	
Depreciation	368,622
(Increase) decrease in assets and increase (decrease) in liabilities:	
Accounts receivable	(76,470)
Accounts payable	(75,016)
Compensated absences	12,812
Deferred outflows	10,408
Deferred inflows	26,237
Net OPEB liability	3,233
Net pension liability	(35,947)
Net cash flows from operating activities	<u><u>\$ 2,976,138</u></u>

The accompanying notes are an integral part of this financial statement.

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CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

Item 10.

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Manor, Texas (City) is a Home Rule city in which citizens elect the mayor and six council members at large by place. The City operates under the Council-Manager form of government and provides such services as are authorized by its charter to advance the welfare, health, comfort, safety, and convenience of the City and its inhabitants.

The financial statements of the City are prepared in accordance with generally accepted accounting principles (GAAP) in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted primary standard-setting body for establishing governmental accounting and financial reporting principles. GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards, which along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The more significant accounting and reporting policies and practices used by the City are described below.

Reporting Entity

The City's basic financial statements include all activities, organizations, and functions for which the City is considered to be financially accountable. The criteria considered in determining activities to be reported within the City's basic financial statements include whether:

- the organization is legally separate (can sue and be sued in its own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is a fiscal dependency by the organization of the City

The above criteria were applied to potential organizations to determine if the entity should be reported as part of the City. It was determined that the City has no component units or related organizations that should be reported within the City's basic financial statements.

Implementation of New Standards

In fiscal year 2020, the City implemented:

GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This statement provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later. The City has postponed the implementation dates of the GASB's affected by this standard with the exception of GASB Statement 83, *Certain Asset Retirement Obligations*, and GASB Statement 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, which were implemented in fiscal year 2019.

Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus and accrual basis of accounting. Government-wide financial statements do not provide information by individual fund or fund types, but distinguish between the City's governmental activities and business-type activities on the Statement of Net Position and Statement of Activities. The statements report information on all of the non-fiduciary activities of the primary government and its component units. The City's Statement of Net Position includes both non-current assets and non-current liabilities of the City. Accrual accounting reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter. Additionally, the government-wide Statement of Activities reflects depreciation expense on the City's capital assets, including infrastructure.

Statement of Net Position

The Statement of Net Position is designed to display the financial position of the primary government (government and business-type activities). The City reports all capital assets, including infrastructure, in the government-wide Statement of Net Position and reports depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of the City is broken down into three categories: 1) invested in capital assets, net of related debt; 2) restricted; and 3) unrestricted. Long-term liabilities are reported in two categories: 1) the amount due within one year; and 2) the amount due in more than one year.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Statement of Activities

The government-wide Statement of Activities reports net revenue (expense) in a format that focuses on the cost of each of the City's governmental activities and for each of the City's business-type activities. The expense of individual functions is compared to revenues generated directly by the function (for instance, through user charges or intergovernmental grants). General revenues (including all taxes), investment earnings, special and extraordinary items, and transfers between governmental and business-type activities are reported separately after the total net expenses of the government's functions, ultimately arriving at the change in net position of the period. Program revenues are segregated into three categories: 1) charges for services; 2) program-specific operating grants and contributions; and 3) program-specific capital grants and contributions. Indirect costs are allocated amount functions based on use.

Fund Level Financial Statements

In addition to the government-wide financial statements, the City prepares fund financial statements, which continue to use the modified accrual basis of accounting and the current financial resources measurement focus. The focus on the fund financial statements is on the major individual funds of the governmental and business-type activities, as well as any fiduciary funds (by category) and any component units. Fund financial accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

The City reports the following major governmental funds:

General Fund

Reports as the primary fund of the City. This fund is used to account for all financial resources not reported in any other funds.

Special Revenue Fund

Established to account for revenues assessed and collected for specific purposes.

Debt Service Fund

Established to account for the accumulation of financial resources for the payment of principal and interest of the City's general obligation debt. The City annually levies *ad valorem* taxes restricted for the retirement of general obligation bonds and interest. This fund reports *ad valorem* taxes collected for debt purposes only.

Capital Projects Fund

Bond Management - Established to account for the capital expenditures of general obligation bond proceeds.

Grants Management - Established to account for the City's capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses.

The City reports the following major enterprise funds:

Water and Sewer Fund

Accounts for the operating activities of the City's water and sewer services.

Measurement Focus/Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, generally including the reclassification or elimination of internal activity (between or within fund). Proprietary fund level financial statements also report using the same focus and basis of accounting although internal activity is not eliminated in these statements. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year in which they are levied while grants are recognized when grantor eligibility requirements are met.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Governmental fund level financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City considers revenues to be available if they are collected within sixty days of the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for debt principal and interest which are reported expenditures in the year due.

Major revenue sources susceptible to accrual include sales and property taxes. In general, other revenues are recognized when cash is received.

Operating income reported in the proprietary fund financial statements includes revenues and expenses related to the primary, continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and included administrative expenses and depreciation of capital assets.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed. See Note E for information describing the City's restricted assets.

Assets, Liabilities, and Net Position or Equity

Cash and Cash Equivalents

For purposes of the statement of cash flows, highly liquid investments are considered to be cash equivalents if they have a maturity of three months or less when purchased.

Inventories and Prepaid Items

The City records purchases of supplies as expenditures, utilizing the purchase method of accounting for inventory. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

Capital Assets

The City's capital assets and infrastructure with useful lives of more than one year are stated at historical cost and comprehensively reported in the government-wide financial statements. The City maintains infrastructure asset records consistent with all other capital assets. Proprietary capital assets are also reported in their respective funds. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with a cost of \$5,000 or more as purchases and outlays occur. The cost of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations. For information describing capital assets. (see Note F)

Estimated useful lives, in years, for depreciable assets are as follows:

Vehicles	5
Software	5
Machinery and equipment	5-7
Buildings and improvements	10-20
Infrastructure	20-50

Deferred Inflows/Outflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until that time. Deferred outflows, found on the government-wide statement of net position, consist of deferred losses on refundings and deferred outflows related to pensions. A deferred loss on refunding occurs when there is a difference in the carrying value of the refunded debt and its reacquisition price. The amount is deferred and amortized over the shorter of the life of the refunded debt or refunding debt. Deferred outflows related to pensions consist of amounts paid into the retirement system after the prescribed measurement date plus the net difference between projected and actual earnings.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

Item 10.

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows, found on the government-wide statement of net position, consist of deferred inflows related to pensions and deferred professional prosecutor revenue. On the governmental funds balance sheet, deferred inflows consist of deferred property tax revenue, deferred special assessment revenue, and deferred professional prosecutor revenue. All amounts are deferred and recognized as inflows of resources in the period that the amounts become available.

Long-Term Debt

In the government-wide and proprietary fund level financial statements, outstanding debt is reported as liabilities. Outstanding debt is reported within governmental activities and business-type activities based on use of proceeds. Bond issue costs are expensed when incurred.

Fund Balance/Net Position

Fund balances/net position are divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Non-spendable

The non-spendable fund balance category includes amounts that cannot be spent because they are not in spendable form, or legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash. It also includes the long-term amount of interfund loans.

Restricted

Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the City to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that the City can be compelled by an external party-such as citizens, public interest groups, or the judiciary to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed

The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action (ordinance or resolution) of the City Council. Those committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed to previously commit those amounts. In contrast to fund balance that is restricted by enabling legislation, committed fund balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the City Council, separate from the authorization to raise the underlying revenue; therefore, compliance with these constraints are not considered to be legally enforceable. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned

Amounts in the assigned fund balance classification are intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the City Council or a city official delegated that authority by City Charter or ordinance.

Unassigned

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

The City applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Revenues and Expenditures/Expenses

Inter-Fund Activity

Inter-fund activity results from loans, services provided, reimbursements or transfers between funds. Loans are reported as inter-fund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures or expenses. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other inter-fund transactions are treated as transfers. Transfers-in and transfers-out are netted and presented as a single "Transfers" line on the government-wide statement of activities. Similarly, inter-fund receivables and payables, if applicable, are netted and presented as a single "Internal Balances" line of the government-wide statement of net assets.

Compensated Absences

Compensated absences are reported as accrued in the government-wide financial statements. In the fund level financial statements, only matured compensated absences payable to currently terminating employees are reported.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported periods. Final amounts could differ from those estimates.

B. DEPOSITS AND INVESTMENTS

The City's funds are required to be deposited and invested under the terms of a depository contract. The depository bank deposits for safekeeping and trust with the City's agent bank approved pledged securities in an amount sufficient to protect City funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the depository bank's dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

Cash Deposits

At September 30, 2020, carrying amounts of the City's cash deposits were \$26,693,364 and bank balances were \$27,838,756. The City's cash deposits at September 30, 2020, were in excess of FDIC insurance and bank pledges securities by \$1,651,568.

Investments

The City is required by Government Code Chapter 2256, The Public Funds Investment Act (Act), to adopt, implement, and publicize an investment policy. That policy must be written; primarily emphasize safety of principal and liquidity; address investment diversification, yield, and maturity and the quality and capability of investment management; and include a list of the types of authorized investments in which the investing entity's funds may be invested and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as a part of the audit of the general purpose financial statements disclosed that in the areas of investment practices, management reports and establishment of appropriate policies, the City adhered to the requirements of the Act. Additionally, investment practices of the City were in accordance with local policies.

The Act determines the types of investments which are allowable for the City. These include, with certain restrictions, (1) obligations of the U.S. Treasury, certain U.S. agencies, and the State of Texas, (2) certificates of deposit, (3) certain municipal securities, (4) money market savings accounts, (5) repurchase agreements, (6) bankers' acceptances, (7) mutual funds, (8) investment pools, (9) guaranteed investment contracts, and (10) common trust funds.

Fair Value Hierarchy

The three levels of the fair value hierarchy under GASB 72 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the entity has the ability to access.
- Level 2 Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability; and
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

B. DEPOSITS AND INVESTMENTS - CONTINUED

Level 3 Inputs to the valuation methodology are unobservable and significant and use the best information available under the circumstances.

The City's investments at September 30, 2020, are shown below. These investments are not classified in a level hierarchy as they are recorded at net asset value.

Investment or Investment Type	Maturity	Fair Value
TexPool Investment	N/A	\$ 1,146,916

GASB Statement No. 79, *Certain External Investment Pools and Pool Participants* (GASB 79). This statement establishes how certain state and local government external investment pools may measure and report their investments. An external investment pool may elect to measure, for reporting purposes, all of its investments at amortized cost if it meets certain criteria. In addition, this statement also establishes additional note disclosures for external investment pools and their participants.

TexPool operates in a manner consistent with the criteria set forth in GASB 79 and therefore uses amortized cost to report net assets to compute share prices. The State Comptroller of Public Accounts exercises oversight responsibility over TexPool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of both participants in TexPool and other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. TexPool does not have any restrictions or limitations on withdrawals.

TexPool is rated AAAM by Standard & Poor's. As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard & Poor's for review. TexPool is also required to send portfolio information to the office of the State Comptroller of Public Accounts.

Analysis of Specific Deposit and Investment Risks

Professional standards require a determination as to whether the City was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At year end, the City was not exposed to a significant amount of credit risk.

Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the City's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the City's name. At September 30, 2020, the City's investment deposits were entirely covered by depository insurance or collateralized with securities held by the pledging financial institution in the City's name.

Concentration of Credit Risk

This is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the City was not exposed to concentration of credit risk.

Interest Rate Risk

This is the risk that changes in interest rates will adversely affect the fair value of an investment. At year end, the City was not exposed to interest rate risk.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

B. DEPOSITS AND INVESTMENTS - CONTINUED

Foreign Currency Risk

This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the City was not exposed to foreign currency risk.

C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of differences between the Governmental Fund Balance Sheet and the Government-wide Statement of Net Position:

The governmental fund balance sheet includes a reconciliation between the governmental fund balance on the fund financial statements and total net position of governmental activities on the government-wide financial statements.

Governmental fund balance		\$ 7,959,207
 <u>Difference due to capital assets</u>		
Capital assets	15,215,088	
Accumulated depreciation	<u>(7,960,329)</u>	7,254,759
 <u>Difference due to unearned revenue</u>		
Unearned Revenues		14,086
 <u>Difference due to deferred outflows</u>		
Deferred outflows related to pensions	381,329	
Deferred outflows related to OPEB	15,955	
Deferred loss on refunding	<u>211,546</u>	608,830
 <u>Difference due to current liabilities</u>		
Interest payable		(22,232)
 <u>Difference due to non-current liabilities</u>		
Compensated absences	(241,398)	
Net pension liability	(1,130,873)	
Net OPEB liability	(65,647)	
Notes payable	(1,030,984)	
Bonds payable	<u>(5,917,175)</u>	<u>(8,386,077)</u>
 <u>Difference due to deferred inflows</u>		
Deferred inflows related to pensions	(243,299)	
Deferred inflows related to OPEB	<u>(6,659)</u>	<u>(249,958)</u>
 Government-wide net position		 \$ <u>7,178,615</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

C. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS - CONTINUED

Explanation of differences between the Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances and the Government-wide Statement of Activities:

The governmental fund statement of revenues, expenditures, and changes in fund balances includes a reconciliation between the change in governmental fund balance on the fund financial statements and change in total net position of governmental activities on the government-wide financial statements.

Change in governmental fund balance		\$ 3,347,948
 <u>Amount by which depreciation exceeds capital outlay expense and other capital related transactions</u>		
Capital outlay	792,403	
Depreciation expense	<u>(1,096,864)</u>	(304,461)
 <u>Long-term debt and related items</u>		
Debt payments	1,196,554	
Debt issuances	(215,940)	
Accrued interest adjustment	956	
Amortization of loss on refunding	<u>(29,657)</u>	951,913
 <u>Expenses that do not require the use of current financial resources or have not matured</u>		
Changes in pension expense and deferred outflows and inflows	143,997	
Changes in pension expense and deferred outflows and inflows	(168,034)	
Compensated absence adjustment	<u>(35,829)</u>	<u>(59,866)</u>
Change in government-wide net position		\$ <u>3,935,534</u>

D. RECEIVABLES, UNCOLLECTIBLE ACCOUNTS, AND DEFERRED REVENUE

Sales Tax Receivable

Sales taxes are collected and remitted to the City by the State Comptroller's Office. All sales taxes are collected within sixty days of year end. At fiscal year end, the receivables represent taxes collected but not yet received by the City and are recorded as revenue.

Property Taxes Receivable and Deferred Revenue

Property taxes are assessed and remitted to the City by the Travis County Tax Assessor's Office. Taxes, levied annually on October 1, are due by January 31. The majority of tax payments are received December through March. Lien dates for real property are July.

Allowances for uncollectible tax receivables reported in the General Fund are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and written off when deemed uncollectible; however, state statutes prohibit writing off real property taxes without specific authority from the Texas Legislation.

In the governmental fund level financial statements, property taxes receivable are recorded in the General Fund when assessed (October 1). At fiscal year end, property taxes receivables represent delinquent taxes. If delinquent taxes are not paid within sixty days of fiscal year end, they are recorded as deferred revenue.

In the government-wide financial statements, property tax receivables and related revenues include all amounts due to the City regardless of when cash is received.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

D. RECEIVABLES, UNCOLLECTIBLE ACCOUNTS, AND DEFERRED REVENUE - CONTINUED

At September 30, 2020, receivables for governmental activities are summarized in the government-wide financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Sales tax receivable	\$ 125,287	\$ -	\$ 125,287
Property tax receivable	184,704	(88,858)	95,846
Employee receivable	1,961	-	1,961
Court fines receivable	1,054,545	(1,022,909)	31,636
Other	414,850	-	414,850
Total receivables	\$ 1,781,347	\$ (1,111,767)	\$ 669,580

Business-Type Activities Receivables

Business-type activities receivables represent amounts due from customers for water, wastewater, and sanitation services. These receivables are due within one month. Receivables are reported net of an allowance for uncollectible accounts and revenues net of what is estimated to be uncollectible. The allowance is estimated using accounts receivable past due more than ninety days.

At September 30, 2020, Business-type activities receivables are summarized in the financial statements as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
Customer receivables	\$ 551,188	\$ (12,004)	\$ 539,184
NSF checks	1,200	-	1,200
Total receivables	\$ 552,388	\$ (12,004)	\$ 540,384

E. RESTRICTED ASSETS

At September 30, 2020, restricted assets consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Cash and cash equivalents:			
Debt service (deficit)	\$ (587,998)	\$ -	\$ (587,998)
Other	217,035	-	217,035
Parkland project	325,050	-	325,050
Rose Hill Public Improvement District	452,743	-	452,743
Customer deposits	-	690,753	690,753
Capital improvements - water system	-	3,077,821	3,077,821
Capital improvements - sewer system	-	7,868,323	7,868,323
Total cash and cash equivalents	\$ 406,830	\$ 11,636,897	\$ 12,043,727

	Governmental Activities	Business-Type Activities	Total
Investments:			
Parks	\$ 8,930	\$ -	\$ 8,930
Debt service	285,481	-	285,481
Tourism	383,414	-	383,414
Capital improvements - sewer system	-	469,091	469,091
Total investments	\$ 677,825	\$ 469,091	\$ 1,146,916

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

Item 10.

F. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2020, was as follows:

	Beginning Balance	Additions	Deletions/ Reclass	Ending Balance
Governmental Activities:				
Non-depreciable assets:				
Land	\$ 470,607	\$ -	\$ -	\$ 470,607
Construction in progress	208,810	321,327	(530,137)	-
Total non-depreciable assets	<u>\$ 679,417</u>	<u>\$ 321,327</u>	<u>\$ (530,137)</u>	<u>\$ 470,607</u>
Depreciable assets:				
Buildings	\$ 2,419,785	\$ -	\$ -	\$ 2,419,785
Equipment	4,596,431	465,681	-	5,062,112
Sidewalks	244,164	-	-	244,164
Streets and improvements	6,482,888	535,532	-	7,018,420
Total depreciable assets	13,743,268	1,001,213	-	14,744,481
Accumulated depreciation	(6,863,465)	(1,096,864)	-	(7,960,329)
Depreciable assets, net	<u>\$ 6,879,803</u>	<u>\$ (95,651)</u>	<u>\$ -</u>	<u>\$ 6,784,152</u>
Business-Type Activities:				
Non-depreciable assets:				
Land	\$ 406,816	\$ -	\$ -	\$ 406,816
Construction in progress	4,843,659	12,020,918	-	16,864,577
Total non-depreciable assets	<u>\$ 5,250,475</u>	<u>\$ 12,020,918</u>	<u>\$ -</u>	<u>\$ 17,271,393</u>
Depreciable assets:				
Machinery and equipment	\$ 1,251,464	\$ 318,885	\$ -	\$ 1,570,349
Culverts	12,992	-	-	12,992
Infrastructure - water system	7,465,930	-	-	7,465,930
Infrastructure - sewer system	5,875,654	-	-	5,875,654
Total depreciable assets	14,606,040	318,885	-	14,924,925
Accumulated depreciation	(5,082,199)	(368,622)	-	(5,450,821)
Depreciable assets, net	<u>\$ 9,523,841</u>	<u>\$ (49,737)</u>	<u>\$ -</u>	<u>\$ 9,474,104</u>

Depreciation expense was charged to the functions as follows:

Function:	Governmental Activities	Business-Type Activities	Total
General government	\$ 183,650	\$ -	\$ 183,650
Public safety	337,214	-	337,214
Streets	566,898	-	566,898
Development services	9,102	-	9,102
Water	-	233,242	233,242
Sewer	-	135,380	135,380
Total depreciation expense	<u>\$ 1,096,864</u>	<u>\$ 368,622</u>	<u>\$ 1,465,486</u>

G. INTER-FUND BALANCES AND ACTIVITY

Transfers (To)From Other Funds

Purpose	General Fund	Debt Service Fund	Proprietary Fund	Capital Projects Fund
Property taxes collected for debt payments	\$ -	\$ 1,177,242	\$ (1,177,242)	\$ -
Transfer of expenses	(1,834,925)	-	1,834,925	-
Reimbursement of expenses	1,834,925	-	(1,834,925)	-

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

H. LONG-TERM DEBT

Long-Term Debt Activity

Changes in long-term debt obligations for the year ended September 30, 2020, are as follows:

	Beginning Balances	Increases	Decreases	Ending Balances	Amounts Due Within One Year
Governmental Activities:					
Notes payable	\$ 1,170,423	\$ 215,940	\$ (355,379)	\$ 1,030,984	\$ 354,016
Bonds payable	6,758,350	-	(841,175)	5,917,175	871,325
Loss on refunding	241,203	-	(29,657)	211,546	29,657
Total governmental activities	<u>\$ 8,169,976</u>	<u>\$ 215,940</u>	<u>\$ (1,226,211)</u>	<u>\$ 7,159,705</u>	<u>\$ 1,254,998</u>
Business-Type Activities:					
Notes payable	\$ -	\$ 210,812	\$ (39,569)	\$ 171,243	\$ 40,825
Bonds payable	16,051,650	-	(803,825)	15,247,825	743,675
Total business-type activities	<u>\$ 16,051,650</u>	<u>\$ 210,812</u>	<u>\$ (843,394)</u>	<u>\$ 15,419,068</u>	<u>\$ 784,500</u>

Debt Service Requirements

Notes Payable

On March 15, 2017, the City entered into financing agreements for vehicles totaling \$222,087 at 2.67% fixed interest rate with yearly payments of \$47,660 due in November. The City's balance remaining on the note payable at September 30, 2020, is \$91,633.

On April 26, 2017, the City entered into financing agreements for equipment totaling \$20,750 with annual payments of \$3,960 due in April. The City's balance remaining on the note payable at September 30, 2020, is \$1,287.

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$277,570 at 2.67% fixed interest rate with yearly payments of \$58,477 due in November. The City's balance remaining on the note payable at September 30, 2020, is \$112,432.

On November 15, 2017, the City entered into financing agreements for vehicles totaling \$441,289 at 2.56% fixed interest rate with yearly payments of \$95,053 due in November. The City's balance remaining on the note payable at September 30, 2020, is \$271,112.

On November 30, 2018, the City entered into financing agreements for vehicles totaling \$582,414 at 3.57% fixed interest rate with yearly payments of \$135,919 due in December. The City's balance remaining on the note payable at September 30, 2020, is \$380,288.

On July 26, 2019, the City entered into financing agreements for vehicles and equipment totaling \$376,450 at 3.175% fixed interest rate with yearly payments of \$82,611 due in July. The City's balance remaining on the note payable at September 30, 2020, is \$305,791.

On September 17, 2020, the City entered into financing agreements for vehicles totaling \$50,302 at 2.77% fixed interest rate with yearly payments of \$10,618 due in October. The City's balance remaining on the note payable at September 30, 2020, is \$39,684.

Debt service requirements on long-term notes payable at September 30, 2020, were as follows:

For the years ending September 30,	Governmental Activities		
	Principal	Interest	Total
2021	\$ 394,841	\$ 36,782	\$ 431,623
2022	405,447	24,890	430,337
2023	311,540	12,631	324,171
2024	90,399	2,828	93,227
	<u>\$ 1,202,227</u>	<u>\$ 77,131</u>	<u>\$ 1,279,358</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

H. LONG-TERM DEBT - CONTINUED

Bonds Payable

General Obligation Refunding Bonds, Series 2010

On May 15, 2011, the City issued \$935,000 in general obligation bonds, proceeds to be used to refund Series 2009 revenue bonds. Bond interest rates range from 2.83% to 4.70% with semi-annual payments due on March 1 and September 1 of each year until maturity in 2024 or prior redemption.

General Obligation Refunding Bonds, Series 2012

On April 1, 2012, the City issued \$3,510,000 in general obligation bonds, proceeds to be used to refund Series 2001 and 2004 revenue bonds. The bond interest rate of 2.55% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

Certificate of Obligation Bonds, Series 2012

On September 1, 2012, the City issued \$1,835,000 in certificate of obligation bonds, proceeds to be used for city construction. Bond interest rate of 2.49% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2027 or prior redemption.

General Obligation Refunding Bonds, Series 2015

On February 15, 2015, the City issued \$4,750,000 in general obligation bonds, proceeds to be used to partially refund Series 2007 revenue bonds. Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2026 or prior redemption.

Combination Tax and Revenue Certificate of Obligation Bonds, Series 2016

On August 18, 2016, the City issued \$18,000,000 in certificate of obligation bonds, proceeds to be used for city street and drainage improvements (\$270,000) and water and waste water improvements (\$17,730,000). Bond interest rate of 2.29% with semi-annual payments due on February 15 and August 15 of each year until maturity in 2031 or prior redemption.

Debt service requirements on long-term bond debt at September 30, 2020, were as follows:

		Series 2010 - \$935,000		
		Principal	Interest	Total
For the years ending September 30,				
	2021	\$ -	\$ 15,510	\$ 15,510
	2022	-	15,510	15,510
	2023	-	15,510	15,510
	2024	330,000	15,510	345,510
	Total	\$ 330,000	\$ 62,040	\$ 392,040
		Series 2012 - \$3,510,000		
		Principal	Interest	Total
For the years ending September 30,				
	2021	\$ 300,000	\$ 34,808	\$ 334,808
	2022	310,000	27,158	337,158
	2023	315,000	19,253	334,253
	2024	315,000	11,220	326,220
	2025	60,000	3,188	63,188
	2026	65,000	1,718	66,718
	Total	\$ 1,365,000	\$ 97,345	\$ 1,462,345

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

Item 10.

H. LONG-TERM DEBT - CONTINUED

Bonds Payable - Continued

		Series 2012 - \$1,835,000		
		Principal	Interest	Total
For the years ending September 30,				
	2021	\$ 125,000	\$ 23,531	\$ 148,531
	2022	130,000	20,418	150,418
	2023	130,000	17,181	147,181
	2024	135,000	13,944	148,944
	2025	140,000	10,583	150,583
	2026-2027	285,000	10,708	295,708
	Total	\$ 945,000	\$ 96,365	\$ 1,041,365

		Series 2015 - \$4,750,000		
		Principal	Interest	Total
For the years ending September 30,				
	2021	\$ 435,000	\$ 77,402	\$ 512,402
	2022	450,000	67,441	517,441
	2023	465,000	57,136	522,136
	2024	485,000	46,487	531,487
	2025	500,000	35,381	535,381
	2026-2027	1,045,000	36,068	1,081,068
	Total	\$ 3,380,000	\$ 319,915	\$ 3,699,915

		Series 2016 - \$18,000,000		
		Principal	Interest	Total
For the years ending September 30,				
	2021	\$ 755,000	\$ 346,821	\$ 1,101,821
	2022	760,000	329,531	1,089,531
	2023	780,000	312,127	1,092,127
	2024	800,000	294,265	1,094,265
	2025	1,170,000	275,945	1,445,945
	2026-2030	8,700,000	907,527	9,607,527
	2031	2,180,000	49,922	2,229,922
	Total	\$ 15,145,000	\$ 2,516,138	\$ 17,661,138

Deferred Outflow on Refunding

The City has deferred outflow of \$373,180 related to the Series 2015 refunding. This outflow represents the amount of the new bond principal, less issuance costs, that was greater than the current principal balance of the bonds refunded and will be amortized, straight-line, over the life of the Series 2015 Bond. The deferred outflow remaining balance at September 30, 2020, was \$211,546.

Continuing Disclosure

The City has entered into a continuing disclosure undertaking to provide Annual Reports and Material Event Notices to the State Information Disclosure Depository of Texas, which is the Municipal Advisory Council. This information is required under SEC Rule 15c2-12 to enable investors to analyze the financial condition and operation of the City.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

I. RESTRICTED NET ASSETS

At September 30, 2020, net assets restricted by enabling legislation consisted of the following:

	Governmental Activities	Business-Type Activities	Total
Rose Hill Public Improvement District	\$ 452,743	\$ -	\$ 452,743
Parkland project	325,050	-	325,050
Tourism	383,414	-	383,414
Debt service	(302,517)	-	(302,517)
Other	225,965	-	225,965
Capital improvements	-	12,105,988	12,105,988
Total restricted net assets	\$ 1,084,655	\$ 12,105,988	\$ 13,190,643

J. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts, thefts, damage or destruction of assets, error and omissions, injuries to employees, and natural disasters. During fiscal year 2015, the City obtained general liability coverage at a cost that is considered to be economically justifiable by joining together with other governmental entities in the State as a member of the Texas Municipal League Intergovernmental Risk Pool (TML). TML is a self-funded pool operating as a common risk management and insurance program. The City pays an annual premium to TML for its above insurance coverage. The agreement for the formation of TML provides that TML will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of acceptable risk levels; however, each category of coverage has its own level of reinsurance. The City continues to carry commercial insurance for other risks of loss. There were no significant reductions in commercial insurance coverage in the past fiscal year and settled claims resulting from these risks have not exceeded coverage in any of the past three fiscal years.

K. PENSION PLAN

Plan Description

The City provides pension benefits for all of its eligible employees through a non-traditional, joint contributory, hybrid defined benefit plan in the state-wide Texas Municipal Retirement System (TMRS), an agent multiple-employer public employee retirement system. The plan provisions that have been adopted by the City are within the options available in the governing state statutes of TMRS.

TMRS issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information (RSI) for TMRS. This report also provides detailed explanations of the contributions, benefits, and actuarial methods and assumptions used by TMRS. This report may be obtained by writing to TMRS, P.O. Box 149153, Austin, TX 78714-9153, or by calling 800-924-8677; in addition, the report is available on TMRS's website at www.TMRS.com.

The plan provisions are adopted by the governing body of the City, within the options available in the state statutes governing TMRS. Plan provisions for the City are as follows:

	Plan Year 2018	Plan Year 2019
Employee deposit rate	7.0%	7.0%
Matching ratio (city to employee)	2 to 1	2 to 1
Years required for vesting	5	5
Service retirement eligibility (expressed as age/years of service)	60/5, 0/20	60/5, 0/20
Updated service credit	0%	0%
Annuity increase (to retirees)	0% of CPI	0% of CPI

At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	9
Inactive employees entitled to but not yet receiving benefits	37
Active employees	79
	125

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

K. PENSION PLAN - CONTINUED

Contributions

Under the state law governing TMRS, the contribution rate for each city is determined annually by the actuary, using the Projected Unit Credit actuarial cost method. This rate consists of the normal cost contribution rate and the prior service cost contribution rate, which is calculated to be a level percent of payroll from year to year. The normal cost contribution rate finances the portion of an active member's projected benefit allocated annually; the prior service contribution rate amortizes the unfunded (overfunded) actuarial liability (asset) over the applicable period for that city. Both the normal cost and prior service contribution rates include recognition of the projected impact of annually repeating benefits, such as Updated Service Credits and Annuity Increases.

The City contributes to the TMRS Plan at an actuarially determined rate. Both the employees and the City make contributions monthly. Since the City needs to know its contribution rate in advance for budgetary purposes, there is a one-year delay between the actuarial valuation that serves as the basis for the rate and the calendar year when the rate goes into effect. The actuarially determined required employer contribution rate for calendar years 2019, 2018, and 2017 were 4.35%, 4.38%, and 4.36%, respectively. The required contribution rate payable by the employee members for calendar years 2017 was 5% and 2019 and 2018 the rate was 7%.

Net Pension Asset

The City's net pension asset was measured as of December 31, 2018, and the total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date.

Actuarial Assumptions

The total pension liability in the December 31, 2019, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2019
Actuarial cost method	Entry Age Normal
Amortization method	Level Percentage of Payroll, Closed
Remaining amortization period	25 years
Asset valuation method	10 Year smoothed market; 15.00% soft corridor
Inflation	2.50%
Salary increases	3.50% to 11.50% including inflation
Investment rate of return	6.75%
Retirement age	Experience-based table of rates that are specific to the City's plan of benefits. Last updated for the 2019 valuation pursuant to an experience study of the period 2014 - 2018
Mortality	Post-retirement: 2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP. Pre-retirement: PUB(10) mortality tables, with the Public Safety table used for males and the General Employee table used for females. The rates are projected on a fully generational basis with scale UMP.
Other Information:	
Notes	1) There were no benefit changes during the year.

The actuarial assumptions used in the December 31, 2018, valuation were based on the results of an actuarial experience study for the period December 31, 2010 – December 31, 2014.

Discount Rate

The discount rate used to measure the total pension asset was 6.75%. System-wide Investment Return Assumption: 6.75% per year, compounded annually, composed of an assumed 2.50% inflation rate and a 4.25% net real rate of return. This rate represents the assumed return, net of all investment expenses.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

K. PENSION PLAN - CONTINUED

Change in Net Pension Asset

	Increase (Decrease)		
	Total Pension Liability / (Asset)	Fiduciary Net Position	Net Pension Liability / (Asset)
	(a)	(b)	(a-b)
Balances as of December 31, 2018	\$ 4,607,130	\$ 3,027,809	\$ 1,579,321
Changes for the year:			
Service cost	550,557	-	550,557
Interest on total pension liability	327,129	-	327,129
Change in benefit terms including substantively automatic status	-	-	-
Difference between expected and actual experience	28,739	-	28,739
Effect of assumptions changes or inputs	(7,557)	-	(7,557)
Benefit payments	(72,110)	-	(72,110)
Administrative expenses	-	(2,645)	2,645
Contributions - employer	-	384,826	(384,826)
Contributions - employee	-	303,696	(303,696)
Net investment income	-	468,829	(468,829)
Benefit payments	-	(72,110)	72,110
Other	-	(79)	79
Net changes	826,758	1,082,517	(255,759)
Balances as of December 31, 2019	\$ 5,433,888	\$ 4,110,326	\$ 1,323,562

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 6.75%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate.

	1% Decrease 5.75%	Current Discount Rate 6.75%	1% Increase 7.75%
Net pension liability / (asset)	\$ 2,276,728	\$ 1,323,563	\$ 556,687

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended September 30, 2020, the City recognized pension expense of \$436,017. At September 30, 2020, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual earnings	\$ -	\$ 65,419
Differences between projected and actual earnings	275,567	165,131
Changes in assumptions	6,421	6,599
Contributions made subsequent to measurement date	-	189,286
	\$ 281,988	\$ 426,435

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

K. PENSION PLAN - CONTINUED

The \$195,541 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,	
2020	\$ 182,120
2021	(15,860)
2022	14,790
2023	(44,671)
2024	6,002
Thereafter	2,066
	\$ 144,447

Funded Status and Funding Process

The fund status as of December 31, 2019, is presented as follows:

Actuarial Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability (AAL)	(c) Funded Ratio (a)/(b)	(d) Unfunded AAL (UAAL) (b) - (a)	(e) Covered Payroll	(f) UAAL as of % of Covered Payroll (d)/(e)
12/31/2017	\$ 2,823,706	\$ 2,842,347	99.3%	\$ 18,641	\$ 3,437,829	0.5%
12/31/2018	3,027,809	4,607,130	65.7%	1,579,321	3,752,058	42.1%
12/31/2019	4,110,326	5,433,888	75.6%	1,323,562	4,338,512	30.5%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual amounts are compared to past expectations and new estimates are made about the future.

Actuarial calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each valuation, and reflect a long-term perspective. Consistent with that perspective, actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility actuarial in accrued liabilities and the actuarial value of assets. The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability of benefits.

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF)

Plan Description

The City also participates in the cost sharing multiple-employer defined benefit group-term insurance plan operated by the Texas Municipal Retirement System (TMRS) known as Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The City may terminate coverage under and discontinue participation in the SDBF by adopting an ordinance before November 1 of any year to be effective the following January 1.

The death benefit for active employees provides a lump-sum payment approximately equal to the employee's annual salary (calculated based on the employee's actual earnings, for the 12-month period preceding the month of death); retired employees are insured for \$7,500; this coverage is an "other postemployment benefit," or OPEB.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED

At December 31, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	6
Inactive employees entitled to but not yet receiving benefits	5
Active employees	79
	90

Contributions

Due to the SDBF being considered an unfunded OPEB plan, benefit payments are treated as being equal to the employer’s yearly contributions for retirees. During the year ended September 30, 2020, the City has not made any contributions to the SDBF.

Actuarial Assumptions

The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions:

Actuarial valuation date	December 31, 2019
Inflation	2.50%
Salary increases	3.50% to 11.50% including inflation
Discount rate*	2.75%
Retirees' share of benefit-related costs	\$0
Administrative expenses	All administrative expenses are paid through the Pension Trust and accounted for under reporting requirements under GASB Statement No. 68.
Mortality rates - service retirees	2019 Municipal Retirees of Texas Mortality Tables. The rates are projected on a fully generational basis with scale UMP.
Mortality rates - disabled retirees	2019 Municipal Retirees of Texas Mortality Tables with a 4 year setforward for males and a 3 year set-forward for females. In addition, a 3.5% and 3% minimum mortality rate will be applied to reflect the impairment for younger members who become disabled for males and females, respectively. The rates are projected on a fully generational basis by Scale UMP to account for future mortality improvements subject to the floor.
Other Information:	
Notes	No benefit changes during the year.

*The discount rate was based on the Fidelity Index’s “20-Year Municipal GO AA Index” rate as of December 31, 2019.

Note: The actuarial assumptions used in the December 31, 2019 valuation were based on the results of an actuarial experience study for the period December 31, 2014 to December 31, 2018.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED

	<u>Change in Net Pension Asset</u>		
	Increase (Decrease)		
	Total Pension Liability / (Asset) (a)	Fiduciary Net Position (b)	Net Pension Liability / (Asset) (a-b)
Balances as of December 31, 2017	\$ 53,281	\$ -	\$ 53,281
Changes for the year:			
Service cost	6,508	-	6,508
Interest on total pension liability	2,089	-	2,089
Difference between expected and actual experience	(437)	-	(437)
Effect of assumptions changes or inputs	1,807	-	1,807
Benefit payments	-	-	-
Administrative expenses	-	-	-
Contributions - employer	-	-	-
Contributions - employee	-	-	-
Benefit payments	-	-	-
Other	-	-	-
Net changes	<u>9,967</u>	<u>-</u>	<u>9,967</u>
Balances as of December 31, 2018	<u>\$ 63,248</u>	<u>\$ -</u>	<u>\$ 63,248</u>

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate

The following presents the net pension liability of the City, calculated using the discount rate of 2.75%, as well as what the City's net pension asset would be if it were calculated using a discount rate that is one percentage point lower (1.75%) or one percentage point higher (3.75%) than the current rate.

	1% Decrease 1.75%	Current Discount Rate 2.75%	1% Increase 3.75%
Net pension liability / (asset)	<u>\$ 98,034</u>	<u>\$ 76,286</u>	<u>\$ 60,210</u>

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued TMRS's comprehensive annual financial report.

Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended September 30, 2020, the City recognized pension expense of \$436,017. At September 30, 2020, deferred outflows and inflows of resources related to pensions were reported from the following sources:

	Deferred Inflows of Resources	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 3,469	\$ -
Changes in assumptions and other inputs	4,199	18,562
Contributions made subsequent to measurement date	-	-
	<u>\$ 7,668</u>	<u>\$ 18,562</u>

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

L. OTHER POSTEMPLOYMENT BENEFITS (OPEB) - SUPPLEMENTAL DEATH BENEFITS FUND (SDBF) - CONTINUED

Amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized as pension expense as follows:

Years Ending September 30,		
2020	\$	1,370
2021		1,370
2022		1,370
2023		1,370
2024		1,370
Thereafter		4,044
	<u>\$</u>	<u>10,894</u>

M. HEALTH CARE COVERAGE

During the year ended September 30, 2020, employees of the City were covered by a health insurance plan (the Plan). The City paid premiums of \$484,775 to the Plan. Employees, at their option, authorized payroll withholdings to pay premiums for dependents. All premiums were paid to a licensed insurer. The Plan was authorized by Article 3.51-2, Texas Insurance Code and was documented by contractual agreement.

The contract between the City and the licensed insurer is renewable October 1, and terms of coverage and premium costs are included in the contractual provisions.

N. COMMITMENTS AND CONTINGENCIES

Construction Commitments

On April 3, 2019, the City approved a contract with Excel Construction Services LLC for \$16,722,300 for Wilbarger Creek wastewater treatment and collection system. This project is still on-going.

On February 5, 2020, the City entered into a contract for the construction of 2 lift stations. This contract has an estimated cost of \$1,931,100 and construction will start later in 2020. This project has not been completed and is on going and expected to be completed by the end of 2021.

Grant Contingencies

The City participates in grant programs which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the City has not complied with the rules and regulations governing the grants, refunds of any money received may be required, and the collectability of any related receivable may be impaired. In the opinion of the City, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying basic financial statements for such contingencies.

Litigation

The City is subject to certain legal proceedings in the normal course of operations. In the opinion of management, the aggregate liability, if any, with respect to potential legal actions will not materially adversely affect the City's financial position, results of operations, or cash flows.

Arbitrage Rebates

The City invests portions of bond proceeds during construction of related projects and as reserves for debt retirement after construction is complete. Any interest earned on invested bond proceeds over interest paid on bonds must be paid back to the federal government every five years. As of September 30, 2020, the City's arbitrage liability was \$0.

O. SUBSEQUENT EVENTS

On November 18, 2020, the City entered into financing agreements for the public works vehicles and equipment totaling \$435,599 at 1.942% fixed interest rate with yearly payments of \$92,259. Payments begin on December 10, 2021, and matures on December 10, 2025.

CITY OF MANOR, TEXAS
NOTES TO THE FINANCIAL STATEMENTS
Year Ended September 30, 2020

P. PRIOR PERIOD ADJUSTMENT

At September 30, 2020, the prior period adjustments consisted of the following:

The Government-Wide net position was adjusted to account for the cost basis of property and equipment and note payable taken out in a prior year that was not previously recorded.

Government-Wide Financial Statements

Prior year ending Net Position - Investment in Capital Assets	
As Previously Stated	\$ (676,204)
After Restatement	<u>(369,553)</u>
Change in Net Position - Investment in Capital Assets	<u>\$ 306,651</u>

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MANOR, TEXAS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS) - GENERAL FUND
Year Ended September 30, 2020

Item 10.

	Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES				
Property taxes	\$ 5,589,099	\$ 5,627,424	\$ 5,620,119	\$ (7,305)
Sales taxes	1,046,388	1,046,388	1,612,580	566,192
Franchise taxes	520,000	578,000	627,876	49,876
Other taxes	17,988	19,188	20,195	1,007
Licenses and permits	1,226,289	1,397,717	3,206,805	1,809,088
Charge for services	923,908	923,908	1,151,072	227,164
Court and police	757,100	757,950	664,576	(93,374)
Public safety	150,447	154,842	128,416	(26,426)
Interest	204,000	204,000	221,398	17,398
Other	336,452	339,541	317,217	(22,324)
Total revenues	<u>10,771,671</u>	<u>11,048,958</u>	<u>13,570,254</u>	<u>2,521,296</u>
EXPENDITURES				
General government	3,138,794	3,218,917	2,856,444	362,473
Public safety	3,921,463	4,082,080	3,811,647	270,433
Streets	949,148	1,073,982	929,511	144,471
Municipal court	624,572	657,265	574,719	82,546
Development services	754,082	835,726	761,029	74,697
Sanitation	1,075,000	1,075,000	1,119,795	(44,795)
Capital outlay	150,470	151,777	240,873	(89,096)
Debt payments	-	-	-	-
Interest	-	-	-	-
Total expenditures	<u>10,613,529</u>	<u>11,094,747</u>	<u>10,294,018</u>	<u>800,729</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES				
	<u>158,142</u>	<u>(45,789)</u>	<u>3,276,236</u>	<u>3,322,025</u>
OTHER FINANCING SOURCES (USES)				
Capital grants and contributions	-	-	-	-
Transfers (to) from other funds:				
Water and sewer fund	-	-	-	-
Capital projects fund	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	158,142	(45,789)	3,276,236	3,322,025
FUND BALANCE - BEGINNING OF YEAR	4,372,249	4,372,249	4,372,249	-
FUND BALANCE - END OF YEAR	<u>\$ 4,530,391</u>	<u>\$ 4,326,460</u>	<u>\$ 7,648,485</u>	<u>\$ 3,322,025</u>

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CITY OF MANOR, TEXAS
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
Year Ended September 30, 2020

Item 10.

A. GENERAL FUND BUDGETARY ANALYSIS

Budgetary Information

The City Council adopts an annual budget prepared on a non-GAAP cash basis. City management may transfer part or all of any unencumbered appropriation balance within specific categories (i.e., personnel, operations, supplies, or capital outlay) within programs; however, any revisions that alter the total expenditures of the categories must be approved by the City Council. The City, for management purposes, adopts budgets for all funds. Legal budgets are also adopted for all funds, and the legal level of control is the fund level.

Capital projects are funded through capital grants or general obligation debt authorized for specific purposes.

All unused appropriations, except appropriations for capital expenditures, lapse at the close of the fiscal year to the extent they have not been expended or encumbered. An appropriation for capital expenditures shall continue in force until the purpose for which it was made is accomplished or abandoned. No supplemental budgetary appropriations occurred in the debt service fund or in the general fund. Revised budgets, if any, are used for budget versus actual comparisons.

B. BUDGET VERSUS ACTUAL RESULTS

Operating revenues in the general fund were greater than budgeted by \$2,521,296, and operating expenditures were less than budgeted by \$800,729, resulting in an overall operating variance favorable of \$3,322,025. Due to favorable operating results, there was an overall increase in fund balance of \$3,276,236 for the City's general fund.

CITY OF MANOR, TEXAS
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE OF CHANGES IN THE CITY'S NET PENSION ASSET/LIABILITY
AND RELATED RATIOS
LAST TEN YEARS*
(Unaudited)

Item 10.

	2020	2019
Total Pension Liability (Asset)		
Service cost	\$ 550,557	\$ 473,885
Interest on total pension liability	327,129	276,744
Change in benefit terms including substantively automatic status	-	1,049,303
Effect of plan changes	-	-
Difference between expected and actual experience	28,739	22,226
Effect of assumptions changes or inputs	(7,557)	-
Benefit payments, including refunds of employee contributions	(72,110)	(57,375)
Net change in total pension liability (asset)	826,758	1,764,783
Total pension liability (asset), beginning	4,607,130	2,842,347
Total pension liability (asset), ending (a)	\$ 5,433,888	\$ 4,607,130
Fiduciary Net Position		
Employer contributions	\$ 384,826	\$ 160,213
Employee contributions	303,696	187,603
Net investment income	468,829	(84,618)
Benefit payments, including refunds of employee contributions	(72,110)	(57,375)
Administrative expenses	(2,645)	(1,635)
Other	(79)	(85)
Net change in fiduciary net position	1,082,517	204,103
Fiduciary net position, beginning	3,027,809	2,823,706
Fiduciary net position, ending (b)	\$ 4,110,326	\$ 3,027,809
Net pension liability (asset), ending = (a) - (b)	\$ 1,323,562	\$ 1,579,321
Fiduciary net position as a % of total pension liability (asset)	75.64%	65.72%
Covered employee payroll	\$ 4,338,512	\$ 3,752,058
Net pension liability (asset) as a % of covered employee payroll	30.51%	42.09%

* Fiscal year 2015 was the first year of implementation, therefore only six years are shown.

<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
\$ 312,499	\$ 263,418	\$ 217,127	\$ 131,462
169,207	144,524	122,699	103,455
-	-	-	-
-	-	-	25,647
39,102	11,751	14,209	26,291
-	-	68,829	-
(57,953)	(99,189)	(16,304)	(41,958)
462,855	320,504	406,560	244,897
2,379,492	2,058,988	1,652,428	1,407,531
\$ 2,842,347	\$ 2,379,492	\$ 2,058,988	\$ 1,652,428
\$ 145,755	\$ 96,836	\$ 81,392	\$ 42,366
171,891	144,102	126,237	100,392
312,128	133,631	2,638	91,356
(57,953)	(99,189)	(16,304)	(41,958)
(1,619)	(1,511)	(1,607)	(953)
(82)	(81)	(79)	(78)
570,120	273,788	192,277	191,125
2,253,586	1,979,798	1,787,521	1,596,396
\$ 2,823,706	\$ 2,253,586	\$ 1,979,798	\$ 1,787,521
\$ 18,641	\$ 125,906	\$ 79,190	\$ (135,093)
99.34%	94.71%	96.15%	108.18%
\$ 3,437,829	\$ 2,882,032	\$ 2,524,736	\$ 2,007,847
0.54%	4.37%	3.14%	-6.73%

**CITY OF MANOR, TEXAS
TEXAS MUNICIPAL RETIREMENT SYSTEM
SCHEDULE OF FUNDING PROGRESS
(Unaudited)**

Item 10.

Actuarial Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability (AAL)	(c) Funded Ratio (a)/(b)	(d) Unfunded AAL (UAAL) (b) - (a)	(e) Covered Payroll	(f) UAAL as a Percentage of Covered Payroll (d)/(e)
12/31/2017	\$ 2,823,706	\$ 2,842,347	99.3%	\$ 18,641	\$ 3,437,829	0.5%
12/31/2018	3,027,809	4,607,130	65.7%	1,579,321	3,752,058	42.1%
12/31/2019	4,110,326	5,433,888	75.6%	1,323,562	4,338,512	30.5%

CITY OF MANOR, TEXAS
REQUIRED SUPPLEMENTAL INFORMATION
SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB ASSET/LIABILITY
AND RELATED RATIOS
LAST TEN YEARS*
(Unaudited)

Item 10.

	2020	2019	2018
Total OPEB Liability (Asset)			
Service cost	\$ 6,508	\$ 6,003	\$ 4,813
Interest on total OPEB liability	2,089	1,860	1,648
Effect of plan changes	-	-	-
Difference between expected and actual experience	(437)	(2,490)	-
Effect of assumptions changes or inputs	1,807	(5,293)	5,549
Benefit payments	-	-	-
Net change in total OPEB liability (asset)	9,967	80	12,010
Total OPEB liability (asset), beginning	53,281	53,201	41,191
Total OPEB liability (asset), ending (a)	<u>\$ 63,248</u>	<u>\$ 53,281</u>	<u>\$ 53,201</u>
Covered payroll	\$ 4,338,512	\$ 3,752,058	\$ 3,437,829
Net OPEB liability (asset) as a % of covered payroll	1.46%	1.42%	1.55%

* Fiscal year 2018 was the first year of implementation, therefore only three years are shown.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and
Members of the City Council
City of Manor, Texas

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Manor, Texas (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated DATE.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Austin, Texas

DATE

CITY OF MANOR, TEXAS
SCHEDULE OF FINDINGS AND RESPONSES
Year Ended September 30, 2020

Item 10.

Financial Statement Findings

None

CITY OF MANOR, TEXAS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended September 30, 2020

Item 10.

Prior Audit Findings

None



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Scott Dunlop, Development Services Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Planning and Zoning Commissioner Jake Hammersmith, Place No. 2 and declare a vacancy.

BACKGROUND/SUMMARY:

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

- Resignation email

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council acknowledge the resignation of Planning and Zoning Commissioner Jacob Hammersmith, Place No. 2 and declare a vacancy.

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

From: Scott Dunlop
Sent: Wednesday, May 19, 2021 10:04 AM
To: Lluvia Almaraz
Subject: FW: P&Z Committee

From: Jake Hammersmith
Sent: Wednesday, May 19, 2021 5:41 AM
To: Scott Dunlop <sdunlop@cityofmanor.org>
Subject: P&Z Committee

Scott,

I wanted to let you know that I have decided to accept an opportunity in the State of Montana and will be moving/listing my home for sale within the next month or so. Due to relocating, I will need to resign my seat on the Planning and Zoning Commission. Please let me know if you have any questions.

Thanks,

Jacob Hammersmith



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Mayor Wallace
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on City Attorney Legal Services for the City of Manor (The Knight Law Firm, LLP).

BACKGROUND/SUMMARY:

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

- Barney Knight Services – July 1999
- Knight & Partners Service Letter Agreement – Feb. 2011 (current fees)
- The Knight Law Firm Transition Letter – Oct. 2016

STAFF RECOMMENDATION:

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

**Barney L. Knight
& Associates
Attorneys at Law**

Executive Office Terrace
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

Tel: (512) 323-5778
FAX: (512) 323-5773
BarneyKn@aol.com

Sheila I. Jalufka
Attorney At Law

July 2, 1999

Jose Sanchez, Jr., Mayor
City of Manor
201 E. Parsons
P. O. Box 387
Manor, Texas 78653-0387

Reference: Municipal Legal Services

Dear Mayor Sanchez and Councilmembers:

This letter will confirm an agreement that Barney L. Knight & Associates, Attorneys at Law, will provide legal services to the City of Manor, as requested by the Mayor and City Council in connection with contracts and proposals for a wastewater treatment plant and facilities, and related issues. My fee for legal services for this particular service is \$175 per hour. The time, if any, of my Associate will be billed at \$125.00 per hour. In addition, major costs may be sent to you for direct payment and all out-of-pocket expenses incurred for the City will be billed for reimbursement as will our standard charges for xerox, fax and similar items.

Our billing period begins on the 1st of the month and ends on the last day of that month. We try to have a statement in the mail before the 10th of each month. Our bills are due upon receipt, and we anticipate that the bill will be paid within 30 days. Failure to pay the amounts billed will relieve us of the responsibility to continue to work on your case.

If this arrangement is acceptable to you and the City Council, please sign the duplicate original provided herein and return it in the enclosed envelope for our records. I look forward to working with you and the City Council.

Very truly yours,

Barney L. Knight

Jose Sanchez, Jr., Mayor
City of Manor

**Barney L. Knight
& Associates
Attorneys at Law**

Executive Office Terrace
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

Tel: (512) 323-5778
FAX: (512) 323-5773
BarneyKn@aol.com

April 12, 2000

Sheila I. Jalufka
Attorney At Law

Jose Sanchez, Jr., Mayor
City of Manor
201 E. Parsons
P. O. Box 387
Manor, Texas 78653-0387

Reference: Service as City Attorney

Dear Mayor Sanchez and Councilmembers:

This letter will confirm an agreement that Barney Knight, and Barney L. Knight & Associates, Attorneys at Law, will serve as the City Attorney of the City Manor. The services to be provided and the fees to be charged pursuant to this agreement will be as follows: (1) the fees for all general counsel work, contracts, ordinances, advice, etc. will be billed at the rate of \$125.00 per hour; (2) the time of paralegals and briefing clerks, if any, will be billed at \$50.00 per hour; and (3) the general trial and administrative work performed by me or my firm will be at the rate of \$135.00/hour; and (4) we will prosecute cases in municipal court for a fee of \$100.00/hour. In addition all out-of-pocket expenses incurred on your behalf will be submitted for reimbursement.

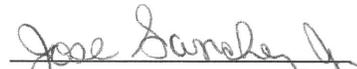
Further, as and when needed, I will provide or assist the City to obtain necessary legal services from attorneys who concentrate their practice in the area of law at issue. For example, subject to the Council's discretion, when the City issues bonds I will work with appropriate bond counsel to obtain assistance and services on a comparative cost beneficial basis.

If this arrangement is acceptable to the City Council, please sign the duplicate original provided herein and return it in the enclosed envelope for our records. I look forward to working with you and the City Council.

Very truly yours,



Barney L. Knight



Jose Sanchez, Jr., Mayor
City of Manor

**Barney Knight
& Associates**
Attorneys at Law

Tel: (512) 323-5778
Fax: (512) 323-5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

Executive Office Terrace
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

Attorneys
Barney L. Knight
Sheila I. Limon
Paige H. Sáenz
Charles K. Eldred

April 15, 2005

Jeff Turner, Mayor
City of Manor
201 E. Parsons
Manor, Texas 78653-0387

Re: Service as City Attorney

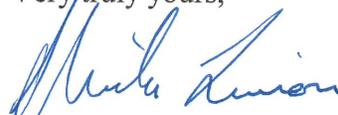
Dear Mr. Turner:

This letter confirms an agreement that Barney Knight & Associates will serve as the City Attorney of the City of Manor. Under this agreement, I, Sheila I. Limon would specifically be identified as the City Attorney with Paige H. Saenz, Charles K. Eldred and Barney L. Knight serving Manor in the capacity of Assistant City Attorney. The services to be provided and the fees to be charged pursuant to this agreement will be as follows: (1) the fees for Sheila, Paige, Charles and Barney's time on general counsel work, contracts, ordinances, advice, litigation, etc. will be billed at the rate of \$125.00 per hour; (2) municipal court prosecution (if any) will be billed at the rate of \$100.00 per hour; and (3) the time of paralegals and briefing clerks (if any) will be billed at \$60.00 per hour. In addition, my standard charges and fees for mileage, facsimile, copying and out-of-pocket expenses will be submitted for reimbursement.

Further, if, as and when, needed, we will provide or assist the City to obtain necessary legal services from attorneys who concentrate their practice in the area of law at issue. As examples, subject to the Council's discretion, when the City issues bonds I will work with appropriate bond counsel to obtain assistance and services on a comparative cost beneficial basis; and if needed identify appropriate trial lawyers, and lawyers concentrating their practice at the TCEQ, PUC, etc. at appropriate rates, as and when needed.

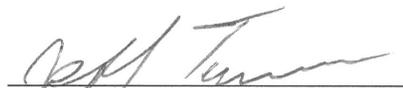
If this is acceptable to the City Council, please sign the duplicate original provided and return it to me in the enclosed envelope. I look forward to working with you and the City.

Very truly yours,



Sheila I. Limon

Accepted and Approved:



Jeff Turner, Mayor

Knight & Partners Attorneys at Law

Tel: (512) 323-5778
Fax: (512) 323-5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

Executive Office Terrace
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

Attorneys
Barney L. Knight
Paige H. Saenz
Kenneth W. Mills
Jeffrey T. Ulmann
James D. Parker

February 17, 2011

Joe Sanchez, Mayor
City of Manor
P.O. Box 387
Manor, Texas 78653-0387

Re: Service as City Attorney

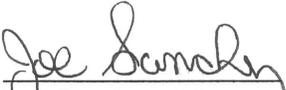
Dear Mayor and Councilmembers:

This letter will confirm an agreement that Knight & Partners, Attorneys at Law, will provide legal services for the City of Manor, as the City Attorney. If this arrangement and agreement is accepted by the City Council, the Council should specifically designate Paige Saenz as the City Attorney. The Council may, thereafter at anytime, designate any other member of our firm to serve as the City Attorney. The other current members of the firm are James Parker, Jeff Ulmann, Ken Mills, and as with several other of our clients, Barney Knight will continue to be available as needed and as requested. Those of us who are not designated as city attorney will serve as assistant city attorneys. All service will be provided as and when requested by the Mayor, City Secretary, or other authorized officers of the City.

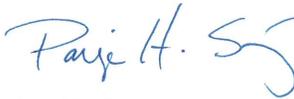
Our fee for legal services as city attorney will be \$140.00 per hour. This fee will be inclusive of all general legal services (including litigation handled by us, TCEQ proceedings, etc.). The only exception to the \$140/hour is the time of paralegals and briefing clerks, if any, will be billed at \$60.00 per hour. Out of pocket expenses, e.g. court costs, filing fees, copying, facsimile and mileage will be billed for reimbursement. Further, if and as needed and requested, we will recommend or assist the City to obtain necessary legal services from attorneys who concentrate their practice in the area in a specific area of law, e.g. bond counsel, litigation, etc.

No retainer is required, and this agreement may be terminated by the City Council at anytime. If this arrangement is acceptable to you and the City Council, please sign the duplicate original provided and return it in the enclosed envelope for our records. We look forward to working with you, the City Council and the entire city staff.

Approved:


Joe Sanchez, Mayor

Very truly yours,


Paige H. Saenz

CITY OF MANOR TX

MAR 07 2014

RECEIVED

Partners
Barney L. Knight
Paige Harbison Sáenz
Bradford E. Bullock
Barbara Boulware-Wells
Jeffrey T. Ulmann

Knight & Partners
Attorneys at Law

Executive Office Terrace
223 West Anderson Lane, Suite A-105
Austin, Texas 78752

Tel: (512) 323-5778
Fax: (512) 323-5773
www.cityattorneytexas.com
attorneys@cityattorneytexas.com

March 3, 2014

Steven Shank, City Manger
City of Manor
P. O. Box 387
Manor, TX 78653-0387

Dear Steve:

On May 1, 2012, in an effort to limit the time that I had to personally spend on firm business and management issues, and to reasonably limit my then long work hours, Knight & Partners became a part of the law firm of McKamie, Krueger & Knight, L.L.C. However, in so doing, Knight & Partners remained a separate legal entity and I retained the right to terminate that merger for any one or more of several reasons. Because I believe that it is in the best interest of our clients, I have exercised that option and effective February 1, 2014, Knight & Partners again became a separate stand-alone law firm.

This decision is consistent with my long-term efforts to make certain that, when I do stop practicing law (if ever), our clients will continue to have in place qualified attorneys who are experienced and familiar with each client's organization and business. Knight & Partners' goal is to have the opportunity to continue to serve our clients with the best possible legal representation. Although clients will always have options, we do not intend to ever compromise on the quality of our service.

You will notice the results of our again becoming a stand-alone law firm. The finest legal representation at reasonable rates will always be our first priority. Neither will we compromise on ethics.

Clients will not be charged for unnecessary time and expense, and we will always be receptive to discussions and adjustments when it does appear that a bill requires more attention. In addition, we will continue to give close attention to all client matters, with a very qualified group of attorneys—the best that I have had since opening my office in 1995. Their bios are attached.

We hope to be permitted to continue working with you and being a part of your team well into the future. If there are any questions, please feel free to call me, Paige, Barbara, Jeff or Bradford. For the next three to four months, I will be available to you in the evenings by telephone and the internet, as the City of Corpus Christi has recently retained Knight & Partners, and I have accepted a position as Interim City Attorney. I am confident that you will continue to receive a high level of legal services during this temporary assignment.

Very Truly Yours,



Barney Knight

Paige Saenz, Partner. Paige has practiced law for thirteen (13) years (11 of which have been with this law firm exclusively practicing municipal law). Paige's concentrated study of municipal law, together with her practical and logical approach, her ability to work with people to accomplish desired results in stressful situations and a penchant for prompt service, has resulted in very solid support from our clients. By client preference, Paige serves as the city attorney of several cities, e.g. Leander, Meadowlakes, and Manor, and as General Counsel of the City of Austin Employee Retirement System. On a daily basis, Paige advises both general law and home rule cities on a wide range of topics, including, but not limited to elections, civil service, zoning, subdivision, contracts (including development agreements), ordinance drafting, code enforcement, personnel, open meetings, open records, ethics and conflicts of interest, economic development, and utility matters. Major projects that she has handled for cities include negotiating development agreements, wholesale utility agreements, MUD consent agreements, and applications to obtain or amend certificates of convenience and necessity (CCN's).

Barbara Boulware-Wells, Partner. Barbara has served as City Attorney for Bandera, Balch Springs, Castroville, Combine and Wortham, Texas, Assistant City Attorney for Cedar Park, Round Rock, and Elgin, as well as numerous other cities throughout Texas in her over fourteen (14) years of municipal and local government practice. Barbara's early career was spent as corporate counsel for an international environmental and engineering firm and then as staff attorney for the Texas Natural Resource Conservation Commission (now the Texas Commission on Environmental Quality) and the Texas Railroad Commission. She has provided legal representation in the areas of zoning, annexations, and land use, water and utility matters, and employment and labor law. Barbara has litigated in the areas of EEOC and other personnel claims and suits, eminent domain and other land use matters, and administrative actions involving water, wastewater and environmental challenges. She has additional extensive experience in municipal court having served as prosecutor to over 25 different cities. Barbara currently serves as President of the Civil Service Commission of Cedar Park and has served on the Charter Review Commission and the 4(B) Economic Development Board. She has presented legal papers and has spoken at various state and local conferences and training seminars. She has testified during State Legislative sessions concerning land use matters and assisted in drafting legislation regarding zoning, vesting and land use. In 2009, Barbara also received the Certificate of Merit in Municipal Law from the Texas City Attorneys Association.

Jeff Ulmann, Partner. Jeff has eight (8) years of experience exclusively with this law firm practicing municipal law. Jeff serves as a city attorney and assistant city attorney for several of our municipal clients. As do all our attorneys, Jeff serves as the primary contact for a number of clients. Jeff handles nearly all aspects of the municipal law practice with an emphasis on land development, economic development, annexations, redistricting, right-of-way acquisition, contract review, ordinance drafting, personnel matters, open records and municipal court prosecution. Prior to joining the firm, Jeff worked as a staff attorney for a senator in the Texas legislature. Jeff's pre-law work includes experience as a personnel specialist for Dell Computers in Europe, appraising real estate and working as a realtor in Austin.

Bradford E. Bullock, Partner. Practicing law since 1995, Bradford's municipal practice focuses on trial and appellate civil litigation, where he defends local governments in complex state and federal claims related to the First Amendment, RLUIPA, the Fair Housing Act, Section 1983, the Voting Rights Act, the Texas Tort Claims Act, governmental immunity, and discrimination and

employment claims, among others. He has argued high-profile cases to the Fifth Circuit on behalf of cities, including *Merced v. City of Euless* and *NAACP et al. v. City of Kyle*, and has several published cases on behalf of cities in state appellate courts. He has also served as an Assistant City Attorney for the cities of San Antonio, Euless, Boerne, Liberty Hill and Patton Village, where he drafted ordinances regulating sexually oriented business, signs, zoning and subdivisions, and “dark skies,” among others. Bradford is a regular lecturer and author on matters ranging from the regulation of sexually oriented businesses and the First Amendment to the Fair Housing Act and governmental immunity. He is a member of the Texas City Attorneys Association and the International Municipal Lawyers Association and is admitted to practice in all courts of the State of Texas, the United States District Courts for the Northern, Western and Southern Districts of Texas, the Fifth Circuit and United States Supreme Court.

The Knight Law Firm, LLP

Attorneys at Law

Paige Harbison Saenz
Barbara Boulware-Wells
Bradford E. Bullock
Jeffrey T. Ulmann
Barney L. Knight, Of Counsel

October 3, 2016

Mayor Jonse and City Councilmembers
Thomas Bolt, City Manager
City of Manor
P.O. Box 387
Manor, Texas 78653-0387

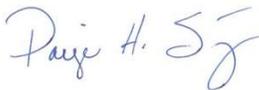
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www.cityattorneytexas.com
attorneys@cityattorneytexas.com

Dear Ladies and Gentlemen:

We would like to share some exciting news with you! The law firm has been restructured to allow Barbara and Paige to step into equity positions with the firm, in recognition of the management roles they have been functioning in for some time now. We are operating under the name The Knight Law Firm, LLP, but the full team of attorneys that have served you remains the same. Barney is Of Counsel to the firm and continues to be available to clients in the same capacity as before. All of us may be reached by email, cell phone, and through the office as always. We look forward to continuing to serve you as you start your new fiscal year.

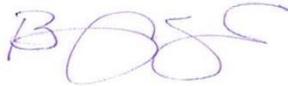
Very Truly Yours,



Paige H. Saenz



Barbara Boulware-Wells



Barney Knight



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Mayor Wallace
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Acknowledge and acceptance of retirement announcement of City Manager, Thomas Bolt.

BACKGROUND/SUMMARY:

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

- Retirement letter

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council acknowledge and accept the retirement announcement of City Manager, Thomas Bolt.

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



May 19, 2021

Mayor: Dr. Larry Wallace
Mayor Pro-Tem: Dr. Christopher Harvey
Councilmember Place 1: Emily Hill
Councilmember Place 2: Anne Weir
Councilmember Place 4: Sonia Wallace
Councilmember Place 5: Deja Hill
Councilmember Place 6: Gene Kruppa

Re: Announcement of Retirement

Dear Mayor & Councilmembers,

It is with excitement and anticipation that I announce my retirement from the City of Manor. My last day will be August 28, 2021. While my contract requires a 30 day notice, I feel this would be a disadvantage to the City of Manor and I would want to remain as City Manager long enough for you to post and advertise for the position in addition to conducting interviews prior to appointing a successful candidate. I realize this time of year is dedicated to the annual budget and I will endeavor to have as much of that done as possible.

It has been an enjoyable experience working for the City of Manor and the opportunities afforded me might not have been found elsewhere. I was given the opportunity to create the City of Manor's first Development Services Department just ahead of the astonishing growth of the City. Subsequent appointments to Assistant City Manager and now City Manager is a testament to the advancement opportunities presented to City of Manor employees. Recently, I led staff financial experts to create 300 Million in Economic Development for the City with one more project nearing overall value determination.

We are in a time of great change and I will continue to work for the good of the City through August 28th and beyond helping in any way possible with the change of leadership.

Respectfully,

Thomas M. Bolt

Cc; Paige Saenz
Veronica Rivera
Barbara Boulware-Wells
Tracey Vasquez
Scott Dunlop
Ryan Phipps
Lydia Collins
Debbie Charbonneau
Mike Tuley
Lluvia Almaraz
Frank Phelan



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Tracey Vasquez, HR Manager
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

The City of Manor will be recruiting a talented and accomplished candidate with a highly successful track record for the City Manager’s position.

LEGAL REVIEW: No
FISCAL IMPACT: Yes, not budgeted
PRESENTATION: No
ATTACHMENTS: Yes

- Affion Public Consulting
- SGR Proposal
- Chris Hartung Proposal and Sample
- Ralph Andersen Proposal (declined)
- City Manager Searches Report
- Executive Search Firm Summary

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve a Consulting Firm for the City Manager’s position.

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



Delivering Leaders



We deliver leaders. Our executive recruiting specialists have national contacts within the public sector and professional organizations – allowing us to find a broad range of talent. We rigorously qualify and investigate each candidate. We won't just pull names out of a database. When we are finished, you will have candidates that meet or exceed your expectations.



Corporate Address:
PO Box 794
Hershey, PA 17033

www.affionpublic.com
888.321.4922 toll free
717.214.4922 local



05/24/2021

Tracey DuBois-Vasquez
Human Resources Manager
105 E Eggleston St
Manor, TX 78653

Dear Tracey,

Thank you for the opportunity to submit our offer of executive search services for the City Manager position.

Affion Public is an executive search firm that specializes in identifying and placing exceptional executive level candidates within the public sector. We have built a successful practice on placing public sector executives and have a reputation for developing excellent working relationships with the clients we serve.

Our partnership approach and high quality of work fosters the level of comfort our clients' value and deserve. With our high touch style, we'll be able to provide you with the attention that you warrant and deserve for this very important search. Our search process and collaborative approach has enabled Affion Public to conduct multiple searches for the majority of the clients we serve.

We differentiate ourselves from our competition by seeking out passive, as well as, active candidates that will best meet the needs of our clients. By conducting searches in this manner, we are able to provide a tailored pool of candidates rather than recycling the same candidates search after search. Our commitment to diversity and success at targeting minority candidates has also helped to set us apart from other firms.

On behalf of Affion Public, we will be thrilled to be your firm of choice! Please feel free to contact me directly at 717-576-9847 or via email at reilly@affionpublic.com. I look forward to speaking with you in the near future.

Best Regards,

Scott Reilly
CEO, Affion Public

Delivering Leaders.



**City of Manor, TX
City Manager
05/24/2021**

Corporate Mailing Address:

**P.O. Box 794
Hershey, PA 17033
888-321-4922
www.affionpublic.com**



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Affion Disclaimer

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Company Profile

Affion Public is deeply rooted in the public sector, providing executive search services for state and local government, education and non-profit organizations since 2000.

Our executive search division specializes in identifying the nation's best and brightest executives and delivering those individuals to our public sector clients. Our partners are typically state, county, city, and government organizations as well as non-profits. Recognized as a leader in public sector executive searches, Affion has attained "preferred" vendor status or an exclusive relationship with a majority of its client partners.

Affion's corporate address is P.O. Box 794, Hershey, PA 17033.

Why Affion?

We are different. As a company, our strengths lie in our people, our passion, and our commitment. Affion employs an extremely talented group of professionals that bring a diverse set of skills and an average of over 10 years of experience in government and private sector venues. Extraordinary, trusted client partnerships have separated us from others in the industry. Embracing a small business approach has enabled the entrepreneurial spirit of Affion, while also ensuring a personalized approach and customized solution for our partners.

It is our unique understanding of the complexities of the public sector that gives us an edge. We know what to challenge potential candidates on, and we know how to discern and qualify the very specific set of skills an executive needs in order to succeed within the public realm. Our particular expertise lies in our ability to reach out to and ultimately attract the best and the brightest into the public executive domain. Short and long term, Affion is looking for valued, long lasting partnerships, where we can have a real and positive effect for our client.

Our public sector team provides a full range of customized executive recruiting and management consulting services. Particular areas of expertise lie within strategy, human resources, process and solutions. We have served in an advisory capacity to state, city, and municipal governments across the country.

Historically, our specialized executive recruitment services have been client driven. By building strong client partnerships, and practicing due diligence, we gain an invaluable understanding of the mission, motivation and culture of our client. This has allowed us to successfully recruit across all departmental disciplines and ultimately to provide top executives to an array of governmental agencies and authorities (e.g. Information Systems, Public Safety, Engineering, Health and Human Services, Water Utilities, Economic Development, Assistant City Managers, City Managers, etc.).



What We Do Differently

Our executive search goal is to specify, identify, qualify and deliver candidates that meet or exceed your expectations. After consulting with client executives and stakeholders, we utilize a systematic search methodology to customize and tailor the ideal candidate and position profile to meet the specified need.

Targeting organizations that are similar to our client, we set out to find individuals that meet and exceed the background, education, experience, and personal characteristics required. This is done in a highly confidential manner and in compliance with applicable legal standards. Once a potential candidate has been identified, they will enter into a rigorous qualifying process to further establish the “fit”. A comprehensive confidential report on each of the selected candidates is prepared to include pertinent information relative to the candidates work history and background. A professional appraisal of the candidates’ competencies compared to the specific requirements will be provided as a continuum to the report. In the form of a portfolio presentation, we meet with the stakeholders to make our recommendations. We deliver individuals that are competent, qualified, and capable. We deliver solutions.



Relevant Search Experience

City of Ann Arbor, MI

- City Administrator (2011; 2016)

City of Aurora, CO

- City Manager (2018)

City of Austin, TX

- City Manager (2008)

City of Broken Arrow, OK

- City Manager (2012; 2015)

City of College Station, TX

- City Manager (2018)

City of Columbia, MO

- City Manager (2011)

City of Commerce City, CO

- City Manager (2021)

City of Dallas, TX

- City Manager (2016)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)

City of Galveston, TX

- City Manager (2012)

City of Hollywood, FL

- City Manager (2012)

City of Huntsville, TX

- City Manager (2008)

City of Irving, TX

- City Manager (2006)

City of Kirkwood, MO

- Chief Administrative Officer (2014)

City of Leander, TX

- City Manager (2011)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)

City of Plano, TX

- City Manager (2011)

City of Round Rock, TX

- City Manager (2011)

City of San Antonio, TX

- City Manager (2006)

City of San Marcos, TX

- City Manager (2008)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Taylor, TX

- City Manager (2019)

City of Thornton, CO

- City Manager (2015)

Delaware County, PA

- Executive Director (2020)

Village of Garden City, NY

- Village Administrator (2014)



Objectives and Approach

1. **Establishing the Timeline** – we will work closely with you to determine your ideal start date for your executive and then work to make sure that we agree on all target dates and activities.
2. **Input from Key Decision Makers** – we will meet with all parties who will be impacted by this executive to seek input, which will also help us understand the company, the people and the working environment. This can include setting up public forums to engage the community in assisting in the process.
3. **Developing the Candidate Profile** – through extensive interviews we will gain a complete understanding of the mission and goals of the company and begin to create the profile of the executive you are seeking.
4. **Candidate Pool and Search Techniques** – we will use our own extensive internal database, our personal and professional connections, competitor intelligence, targeted recruiting, industry specific sourcing and other recruiting tools to begin to identify the perfect candidate.
5. **Screening Process** – we will conduct interviews to qualify each candidate, whether it is an internal candidate or an external one, prior to presentation to you, and will conduct an extensive background check on each potential candidate.
6. **Selecting Candidates for Client Review** – we will present the key decision makers with a portfolio of candidates for consideration and will discuss each candidate's skills and qualifications in detail.
7. **Choosing the Finalists and the Interview** – once the client has reviewed the candidates and has selected the finalists, interviews with the key decision makers or the selection committee will begin.
8. **Hiring** – all candidates will have been pre-qualified on the salary range; benefits and we will assist in all final employment matters.

Developing the Candidate Profile

Affion's approach to executive searches is a very personal and systematic one. Our success is dependent on the access and information granted to us by the client organization, so that we can gather all the information possible to have a true understanding of the client's needs. Only if we know the organization intimately and develop a very thorough and detailed profile of the ideal candidate, can we be assured of the right match for the organization and the individual who is ultimately selected.

We pride ourselves in the value we bring to the table by working with the client to develop the profile of the ideal candidate from which to conduct our search. We do this by spending a great deal of time with the chief decision makers, elected officials, etc. at the very beginning, learning the history of the position, the mission and goals of the organization, the past successes and failures of the position, staff, budget and virtually everything the selected candidate would need to have experience and success addressing. In order for us to locate the ideal leader for an organization, we must know where that organization wants to go and what it will take to get it there.

Each search is different, and we invest as much time in getting to know the style and organizational culture of our client as we do getting to know each candidate under consideration. We develop a strong relationship with the decision makers and people with whom the potential candidates would be working to ensure the right match. We spend time with the decision maker(s) to understand their idea of the "ideal" candidate, their own management style, and what the position means to them and to the organization. We learn and adopt the organization's vision, so that we are able to recruit candidates who will embrace those goals and lead a strategy that will support that vision.

We prefer to interview other successful executives at the peer level of the vacant position to get an understanding of the kind of leaders who are successful in the organization. We also find it valuable to interview some subordinate level staff, if possible, to assess some of the challenges or strengths within the current resources that the incoming executive would find.

These early stages of the search are, in our mind, the most important. Our entire search team, including our assigned recruiter(s), is involved in this information gathering/ relationship process from the beginning so we all know exactly what our client is seeking in applicants and are qualifying candidates on the client's organizational culture.

For national searches, our team also investigates the community in which the position resides. We investigate the public and private school options, and even spend time with a realtor to get a feel of the local housing market for relocation. All of this helps us when we screen and sell candidates on the position.

From the interviews and fact gathering, we will prepare a comprehensive candidate recruitment profile for the position, with the desired qualifications and characteristics, for approval by the client's designee(s). It is from this customized profile that we conduct our systematic search.

Input from Stakeholders

The first steps in any search begin with our onsite stakeholder meetings. The purpose of the stakeholder interviews is to allow Affion an intimate understanding of the organization, the people and the environment. These interviews are how we develop the two key profiles in which the search is built around. The first profile is the position profile. The position profile includes not only the requirements the successful individual will possess but also what they will be doing on a daily, weekly and monthly basis. This profile is critical in analyzing the potential candidate's previous experience. The second profile is the candidate profile in which we spoke previously about. This profile allows Affion to define the type of individuals that will be successful in your organization.

The stakeholder meetings begin with developing the list of individuals that will be working directly with this person. This list should include whomever the individual is responsible for reporting to and anyone who may be directly involved with the hiring and interview process. Affion is committed to spending as much time as necessary on the stakeholder meeting to ensure a successful placement.

The stakeholder meetings are approximately one-hour interview session in which our team will ask probing questions to what will make the candidate successful. These are generally done on an individual basis.

Additional stakeholder meetings including public input will be scheduled at the discretion of the selection team. We have a long history of being very inclusive with our stakeholder process and often meet with community leaders, business leaders, civic and religious leaders as well as neighborhood associations.

Candidate Pool

Affion is a relationship driven, select targeting firm. We use our own internal database to draw upon potential candidates with whom we have built relationships and/or referrals. We use the telephone to reach out to referrals and candidates initially. We use the Internet as well as select research firms to investigate credit, criminal and other background checks and to obtain any written publications authored by, or regarding, the candidates. Beyond this limited use of technology, our efforts are all carried out in person. We post the job on the Internet or advertise in print as required by the client organization. Even our utilization of networks of professional or trade associations, is done in person. This personal approach is how we have been most successful in targeting and attracting the best and most diverse selection of candidates.

Each Affion recruitment effort is customized specifically to the client organization's needs and preferences. One of the additional values achieved from the time we spend in the beginning is getting to know the client organization and its culture and obtaining mutual agreement on a process that works for both of us. While we have a very strict and systematic internal qualifying/screening process, it is only visible to the client in the result it produces. Any processes external to our qualifying/screening process may be modified to accommodate the client's organizational needs.

Affion Process in Screening

While the general steps outlined herein are the basis of the Affion search, flexibility is built into our model to accommodate a particular client's preferences. Our search is customized to best meet the needs of our client and as long as we are not asked to forego steps to ensure quality, modifications or additions can be made.



Sourcing/Recruiting Candidates

Our senior executive recruiters (100% dedicated to this search) will identify candidates who have been successful in like organizations in similar positions. We search from a variety of sources to ensure development of a broad representative pool in terms of affirmative action efforts and experience; including our own network of contacts and files; public or private entities, professional and other associations and organizations related to the position and referrals. We do targeted advertising in publications specific to the position.

Targeted Recruiting

Affion maintains a national database through extensive networks in industry specific business groups, trade and professional organizations. To further ensure a diverse candidate pool, we also source candidates from professional organizations and networks that are ethnic and gender specific. We reach out to a variety of sources to collectively find the best talent available.

As a result of our previous and ongoing recruiting efforts within government and quasi-government organizations, (local, city, county, and state) Affion has, and continues to build, an expansive network of candidates that includes the best and the brightest in the public sector. That network of candidates exemplifies our professional commitment to building valued relationships, knowing the individuals' experience and leadership styles, and understanding their needs and career goals. By operating within these guidelines, our deliverable to our client results in being a known and trusted entity.

Screening/Qualifying Candidates

Our senior executive recruiter conducts preliminary screening interviews of all candidates and the most promising candidates to determine their qualifications, pertinent accomplishments, experience, ability to meet special needs of the position and their interest in being considered. Preliminary screening will be based on a resume rating developed from criteria contained in the customized Candidate Recruitment Profile, information contained in the resumes submitted to Affion, and Affion's knowledge of the people and organizations with whom and in which we work. At this point in the search, our recruiter is also securing preliminary, confidential reference information on the most promising candidates (as available and appropriate) to verify experience and qualifications; i.e., to ensure that it is worthwhile proceeding with them.

After qualifying the best candidates into our process, those individuals are subjected to further rounds of interviews by additional Affion executive staff. The same criteria are used, but the emphasis here, is on organizational and cultural fit, and political acumen. This process assures the quality we demand of the short list of semi-finalists that are selected.

All candidates are met face-to-face when possible. If the face-to-face interviews cannot be arranged, then video conferencing is arranged to ensure that the recruiters and executives within Affion are comfortable with the candidates they are presenting for consideration.

Background Investigation

When all members of the Affion qualifying team have agreed that the candidate fits the desired profile we begin extensive background checks to include criminal, education, and financial investigations. Reference calls are completed. Internet and media searches are conducted. This entire procedure is intended to further eliminate unqualified candidates, and to validate the credentials of the final candidates in process.

Selecting Finalists for Promotion to Client

From our rigorous qualifying process and investigation, Affion typically narrows the field of qualified candidates to the top 6-8. We present all of the client's designated representatives with a comprehensive book of material on each of the selected individuals. These books contain summary profiles, resumes, applications, articles by or regarding the candidate, pertinent work product, and photographs of those candidates whose qualifications, work experience, achievements, and/or other special qualities qualify them for the position. This comprehensive confidential report on each candidate covers not only the candidate's working career and those personal aspects that are relevant to the position, but also our appraisal of how the candidate's competencies compare to your specific needs and environment. Affion and the client's representatives will meet to review the detailed contents of the book.

Internal Candidates

Affion always screens and evaluates those applications and resumes received by the client from in-house or outside applicants to insure, on the client's behalf, that the process is considered fair to all applicants and to determine if any of these individuals are qualified, viable candidates. Often, at the client's preference we keep all in-house applicants in process until the final qualifying phases of the search process, unless it is clearly established that certain individuals are not qualified.

We review, evaluate and acknowledge in writing all applications and resumes received. Additionally, we ask that all solicitations for consideration made directly to the client be forwarded to Affion immediately to avoid duplication of efforts and take work off the client's shoulders.

Client Selection of Candidates for Interview

Affion would work closely with the hiring team for selecting the finalist. Affion will make a portfolio presentation to the key stakeholders which will include; the resume, a brief bio written by the candidate, a description of the candidate's strengths and weaknesses, and an answer to the questions "Why Should I be the Next..." Upon our face-to-face presentation of the finalists, with our recommendations and comprehensive background information, we require that the client select the number and names of the candidates it wishes to interview in person.

Upon the client's direction, Affion personnel will coordinate with client personnel to arrange interviews with the top candidates selected for consideration. Affion will work with the client to coordinate any travel or accommodation details that may be needed for each outside candidate.

Client Interviews and Final Selection

The finalist interviews would be conducted in conjunction with the wishes of the hiring team. Affion typically suggests that the hiring team utilize panel interviews and also perhaps a candidate presentation. The candidate presentation would be an oral presentation accompanied by a visual presentation. We typically ask all candidates to prepare a twenty-minute presentation in a power-point format. This presentation can be on a topic agreed upon by Affion and the client. The purpose of this presentation is to allow the selection committee to see how the candidates communicate their thought process and the candidate's ability to effectively express those thoughts to their audience.

The formal interview would involve the same set questions asked to each candidate by the same panel member. This allows the selection committee to evaluate each candidate on a fair and equal field. These questions are agreed upon in advance with Affion and the selection committee. Affion will be involved throughout the entire interview process to facilitate the interviews.

Hiring

Once it is time for a hiring decision, Affion will provide assistance on final employment matters, such as the negotiation process with successful candidates and notification to unsuccessful candidates.

Any candidate that is presented for consideration will have been pre-qualified on the salary range, benefits and relocation package. Once the finalist has been selected it is our standard practice that the client sends a formal offer letter to Affion on behalf of the successful candidate. Affion will facilitate the signature and closing of the process.



Statement of Diversity

Diversity is one of our core values, as well as part of our heritage. It acknowledges and celebrates the richness and value created by the differences among our employees, our customers, our service offerings, and our businesses. It is about people, backgrounds, lifestyles, ideas and balance between our work and personal lives. It is about maximizing the contributions from all members of our team so that we deliver greater value to our customers. It is about valuing differences. It is not a code word for affirmative action. It is much larger than that. It is about valuing differences. It is about inclusion. It relies on standards of performance and behavior, which lead to mutual respect. Diversity is about effectively using our collective talent to create a competitive advantage that leads to success – both for our internal support staff and contract workforce. Affion is truly committed to effectively recruiting and maintaining a diverse workforce.

Affion maintains an Affirmative Action Program and policy to afford equal employment opportunity to all without regards to race, color, religion, sex, national origin, sexual orientation, handicap or disability or status as a disabled veteran or a veteran of the Vietnam War era. We take affirmative action to ensure applicants for employment and employees are treated without regard to these characteristics. The sole basis for decisions regarding employment status has been, and will continue to be, an individual's qualifications, and based only on valid, non-biased job requirements in positions being filled. To carry out our policy, the commitment includes, but is not limited to recruitment, hiring, promotions, transfers, compensation, benefits, layoffs, terminations, educational tuition assistance and company sponsored training and recreational programs.

Affion employs responsible reporting and monitoring procedures to ensure that all personnel actions are in strict compliance with the Equal Opportunity Policy and our Affirmative Action program. We are further committed to be an Equal Opportunity Employer by various federal, state and city laws on fair employment practices. All of Affion's advertising reflects these same important standards.

We are proud of our success in ensuring a diverse candidate pool and thrilled to have placed multiple women and minority candidates in executive level municipal positions, nationwide.



Individuals Assigned to Search:

Scott Reilly
CEO, Affion Public
reilly@affionpublic.com
 717-576-9847

Scott will be the lead on this search and responsible for quality assurance during the length of your project. During the engagement, he will be responsible for ensuring the success of the process.

Scott, previously the Vice President of Arcus Public, has more than 20 years' experience in Sales, Executive Recruiting and Technology. His depth of knowledge and experience placing top executives and technology professionals enables him to lead the talented group of professionals at Affion Public. Throughout his tenure in the public sector, he has been responsible for leading the engagement process and successfully placing more than 100 professionals in key roles. He's worked in the trenches performing the searches, as well as in leadership roles guiding his team and building relationships with clients while at the helm. He truly understands and appreciates the intricacies of the market, and as CEO for Affion Public, he is responsible for the strategic direction and approach of each of the firm's key service areas.

Scott has been a speaker/presenter on various topics nationally working with leading government officials; to help identify opportunities for technology research and share best practices as well as executive search forums. He was named a founding Honorary Alumni to the Harrisburg University of Science and Technology first graduating class. He currently serves as the vice-chairman of the Derry Township Municipal Authority and has been an active member on the Hershey Country Club Board of Governors. Scott was also recognized by the Central Penn Business Journal as one of the region's Top 40 Under 40. He holds a Bachelor of Science degree in Marketing from Rider University.

Scott has been directly involved with all executive level searches through Arcus Public and Affion Public since 2003.

Gina Sprowls
Recruiting Manager
sprowls@affionpublic.com
 717-763-1987

Gina will manage the recruitment efforts of your executive search. During the engagement, she will provide the direction and coordination for the recruitment to ensure the profile of the ideal candidate is adhered to, so the best candidate is hired for the job.

Gina will be responsible for identifying, profiling, and screening the candidates. Her role will include qualifying potential candidates and conducting interviews of candidates. Additionally, she will assist in coordinating interviews, soliciting feedback, and conducting professional reference checks. She may be involved in the presentation of the final candidates to the stakeholders for consideration.

Gina brings over ten years of diverse experience in recruitment, sales and management. She offers a strong background in Human Resources with an emphasis on executive level recruitment and training. Her recruitment career has crossed over several industries including Public Sector, Technology, Finance, Healthcare, Sales and Education. She has worked on multiple executive level searches for clients across the nation and is known for building and maintaining excellent relationships with our clients and candidates. She holds a Bachelor of Science degree in Business Administration from Capella University and an Associate of Arts degree in Human Resources.

Gina has been directly involved with all executive level searches through Arcus Public and Affion Public since January 2008.



Proposed Project Timeline:

Timeframe	Activity
Upon Selection	<ul style="list-style-type: none"> • Affion to negotiate and finalize contract
Day 1	<ul style="list-style-type: none"> • Facilitate a meeting to discuss timelines, recruitment process and plan for completing the Position and Candidate Profiles • Affion to meet with identified stakeholders to begin the due diligence process • Conduct Public Forums if needed • Simultaneous industry research taking place
Day 10	<ul style="list-style-type: none"> • Affion presents draft of Profile
Day 15	<ul style="list-style-type: none"> • Finalize Profile
Day 16	<ul style="list-style-type: none"> • Search Firm conducts recruitment to include: <ul style="list-style-type: none"> ○ Journals, personal contacts, Websites, etc. ○ Place advertisements ○ Review resumes
Conducted on a weekly basis	<ul style="list-style-type: none"> • Progress Report—check for quality and diversity of applicants. Determine need to target any specific group or area. • Review and qualify all potential candidates
Day 46	<ul style="list-style-type: none"> • Affion concludes the recruitment campaign
Day 65	<ul style="list-style-type: none"> • Review and finalize candidate selection to be presented • References for finalists are contacted • Background checks completed • Internet and media searches conducted on finalists
Day 75	<ul style="list-style-type: none"> • Binder Presentation of 6-8 candidates to the Selection Panel • Affion will facilitate a review of the final candidates
Day 85	<ul style="list-style-type: none"> • Conduct first round of candidate interviews with the Search Committee and key stakeholders • Finalize decision on the candidate of choice and negotiate employment agreement with the candidate
Day 90	<ul style="list-style-type: none"> • Successful Candidate accepts offer of employment



Cost

Full Executive Search:

Affion executive searches are full-service searches conducted by senior executives within our firm. The fee we have outlined herein is all inclusive of all phases of the search including stakeholder meetings, profile development, job postings, sourcing, recruitment, interviewing, reference checking, background checks, media checks, and candidate offer negotiation.

Fee for the City Manager position: \$28,000 (all inclusive)

Additional expenses, which are not included in the overall fee but are expected to be reimbursed by the City of Manor include all candidate travel expenses for the purpose of interviews with the City of Manor. This will vary depending on the location of the finalist selected.

While invoice procedures can be adjusted, our typical billing practice is to spread the fee payment over three equal installments. (One-third to be billed when the contract is signed, one-third to be billed upon presentation of the Final Candidates, and the last one-third to be billed upon the hiring of the desired Candidate.) Adjustments to our payment and billing processes are negotiable in order to best accommodate our clients' needs.

Guarantee:

As with all of our executive searches, we are prepared to offer our standard professional service guarantee. If the hired candidate is asked to leave for reasons of non-performance or leaves of his/her own volition in the first 24 months of employment, we will re-launch a search for a new candidate, under the original position specifications. In such a case, we will do so for no additional professional fee, though charging expenses that may incur to include all Affion travel, hotel, and re-posting of job advertisements. It is our commitment to partner with you from the initial signing of the contract until the candidate accepts and offer and begins employment.



Reference List

City of Aurora, CO

Jim Twombly

City Manager
15151 E. Alameda Parkway, Third Floor
Aurora, CO 80012
303-739-7010
jtwombly@auroragov.org

Dianna M. Giordano

Human Resources Director
15151 E. Alameda Parkway, Third Floor
Aurora, CO 80012
303-739-7225
dgiordan@auroragov.org

Affion had the pleasure of working with the City of Aurora on their City Manager search in 2018. We worked closely with Dianna throughout the bulk of this search. Jim was the successful candidate for this search, and we worked with him on previous searches with the City of Broken Arrow, OK.

City of College Station, TX

Alison Pond

Director of Human Resources and Risk Management
1101 Texas Ave.
College Station, TX 77840
979-764-3518
apond@cstx.gov

Affion has completed several searches with the City of College Station to include their Assistant Director of Planning & Development (2008), Fire Chief (2016), Chief Information Officer (2017), Director of Water Services search (2018), and their Director of Planning and Development Services (2018). We recently worked with them on their City Manager search (2018). We have worked closely with Alison on the majority of the searches.

City of Taylor, TX

Brandt Rydel

Mayor
400 Porter Street
Taylor, TX 76574
512-818-7304 cell
Brandt.rydell@taylortx.gov

Kim Peterson

Director, Human Resources & Civil Service
400 Porter Street
Taylor, TX 76574
512-352-5993
Kim.peterson@taylortx.gov

Affion had the pleasure of working with the City of Taylor on their City Manager search in 2019. We worked closely with Kim throughout the search.



Client List

Cities:

Borough of State College, PA

- Director of Public Works (2016; 2021 – present)

City of Ann Arbor, MI

- Parks and Recreation Services Manager (2008)
- Parks and Recreation Services Deputy Manager (2008)
- City Administrator (2011)
- Fire Chief (2014)
- Police Chief (2015)
- City Administrator (2016)

City of Arlington, TX

- City Auditor (2014)
- Director of Community Development and Planning (2015)

City of Asheville, NC

- Urban Planning and Design Director (2014)
- Police Chief (2015)

City of Austin, TX

- City Manager (2008)
- Fire Chief (2008)
- Chief Information Officer (2008)
- Director of Solid Waste Services (2009)
- Chief Sustainability Officer (2010)
- Director of Code Compliance (2011)
- Chief Financial Officer (2012)
- Austin Water Utility (AWU) Assistant Director, Engineering Services (2013)
- Austin Water Utility (AWU) Assistant Director, Pipeline Operations and Maintenance (2013)
- Assistant City Manager (2013)
- Purchasing Officer (2014)
- Deputy Director, Economic Development (2015)
- Redevelopment Division Manager (2015)
- Assistant Director of Water Res Planning & Analysis (2015)
- Austin Energy – CTO (2016)
- Austin Energy – Chief of Staff (2017)
- Fire Chief (2018)
- Director of Economic Development (2019)
- Director of Development Services (2019)
- Chief Information Security Officer (2020)
- Assistant Director of Economic Development (2020)
- Director of Austin Code (2020)
- Homeless Strategy Officer (2020)
- Assistant Director of Housing and Planning (2021 – present)

City of Atlanta, GA

- Chief Information Officer (2003)

City of Aurora, CO

- City Manager (2018)

City of Bellevue, WA

- Director of Planning and Community Development (2010)
- Chief Communications Officer (2012)
- Chief Economic Development Officer (2014)
- Chief Communications Officer (2016)
- Director of Planning and Community Development (2016)

City of Boulder, CO

- Director of Public Works for Utilities (2011)
- Deputy Director of Community Planning and Sustainability (2011)
- Comprehensive Planning Manager (2012)
- Human Resources Director (2013)

City of Bozeman, MT

- Human Resources Director (2021)

City of Broken Arrow, OK

- Fire Chief (2010)
- Police Chief (2011)
- City Manager (2012)
- Assistant City Manager (2013)
- Director of Engineering/Construction (2014)
- Fire Chief (2014)
- City Manager (2015)

City of Burbank, CA

- Director of Finance (2009)
- Director of Parks and Recreation (2007)

City of Chandler, AZ

- Chief Information Officer (2007)
- Director of Economic Development (2008)
- Director of Planning and Development (2008)
- Municipal Utilities Director (2015)

City of Cedar Park, TX

- Director of Information Services (2018)
- Police Chief (2021)

City of College Station, TX

- Assistant Director of Planning & Development (2008)
- Fire Chief (2016)
- Chief Information Officer (2017)
- Director of Water Services (2018)
- City Manager (2018)
- Director of Planning and Development Services (2018)

City of Columbia, MO

- City Manager (2011)
- CIO (2015)

City of Commerce City, CO

- City Manager (2021)

City of Corpus Christi, TX

- City Manager (2008)

City and County of Denver, CO

- Manager of Community Planning and Development (2012)

City of Dallas, TX

- Deputy Director CIS (2005)
- Public Information Officer (2005)
- Assistant Director Dallas Water Utilities (2005)
- Assistant Director CIS (2005)
- Director and Chief Information Officer (2005)
- Director of Housing (2014)
- Assistant City Manager (2014)
- Director of the Department of Trinity Watershed Management (2015)
- Fire Chief (2016)
- City Manager (2016)

City of Denton, TX

- Director of Environmental Services and Sustainability (2020 - present)

City of Dublin, OH

- CIO (2015)
- Planning Director (2015)

City of Durango, CO

- Director of Public Works (2021)

City of East Lansing, MI

- City Manager (2012)

City of El Paso, TX

- City Manager (2014)
- Director of Museums and Cultural Arts (2014)
- Managing Director of Public Works (2015)
- Director of Planning and Inspections (2018)

City of Eugene, OR

- Executive Director of Planning and Development (2010)

City of Fort Collins, CO

- Chief Sustainability Officer (2014)
- Light & Power Operations Manager (2015)
- Chief Human Resources Officer (2016)
- Cultural Services Director (2016)
- Transport & Parking Services General Manager (2018)
- Director of Cultural Services (2018)
- Director of Planning, Development and Transportation (2019)

City of Galveston, TX

- City Manager (2011)

City of Gardner, KS

- Business and Economic Development Director (2015)
- Utility Director (2015)

City of Greeley, CO

- Director of Human Resources (2020)
- City Clerk (2020)
- Finance Director (2020)
- Fire Chief (2021)
- Director of Public Works (2021)
- Human Resources Deputy Director (2021 – present)

City of Hollywood, FL

- City Manager (2011)

City of Huntsville, TX

- City Manager (2008)

City of Irving, TX

- City Manager (2006)
- Assistant City Manager (2008)
- Internal Auditor (2008)
- Director of Human Resources (2007)
- Assistant Director of Human Resources (2007)
- City Attorney (2007)
- Fire Chief (2006)
- City Secretary (2010)
- Capital Improvement Program Director (2019)

City of Kirkwood, MO

- Chief Administrative Officer (2014)
- Police Chief (2017)

City of Leander, TX

City Manager (2011)

City of Los Angeles, CA

- CIO-Los Angeles World Airport (2007)
- General Manager, ITA (2002)
- Information Systems Manager (2002)
- General Manager Department of Aging (2003)
- Director, Bureau of Sanitation (2004)
- Los Angeles Zoo: General Manager (2003)
- City Engineer (2003)

City of Lynwood, CA

- Assistant City Manager (2007)
- Director of Human Resources (2007)
- Assistant Director of Public Works (2007)
- Deputy Director of Development (2007)

City of Marshall, TX

- City Manager (2014)

City of McKinney, TX

- City Manager (2008)
- Assistant City Manager (2009)
- Director of Finance (2011)
- Director of Water Utilities and Infrastructure (2013)
- Assistant City Manager (2014)
- Director of Public Works (2016)

City of Mesa, AZ

- Deputy City Manager (2007)
- Director of Human Resources (2007)

City of Missouri, City, TX

- Director of Finance (2016)
- Director of Development Services (2016)
- Director of Economic Development (2021)

City of Morgantown, WV

- City Manager (2010)

City of North Richland Hills, TX

- City Manager (2009)
- General Manager: NRH2O, Water Park (2014)

City of Phoenix, AZ

- Human Resources Director (2015, 2017)

City of Plano, TX

- City Manager (2010)
- City Attorney (2013)

City of Port Arthur, TX

- Assistant City Manager (2016)
- Public Works Director (2016)

City of Round Rock, TX

- City Manager (2010)
- Director of Human Resources (2012)
- Police Chief (2013)
- Assistant Finance Director (2021 – present)

City of San Antonio, TX

- City Manager (2006)
- Assistant City Manager (2006)
- Director for the Office of Management and Budget (2020)
- Transportation Director (2020)
- Director of Government and Public Affairs (2021 – present)

City of San José, CA

- Deputy Director of Administration (2006)
- Deputy Director of Integrated Waste Management (2006)

City of San Marcos, TX

- City Manager (2008)
- Human Resources Director (2011)
- Chief Building Official (2011)

City of Savannah, GA

- City Manager (2010)

City of Scottsdale, AZ

- Police Technology Director (2009)

City of Shawnee, OK

- City Manager (2015)

City of Springfield, MO

- City Manager (2008)

City of Tacoma, WA

- Assistant City Manager (2006)
- Director of Finance (2007)
- Director of Information Technology (2008)
- Assistant Director of Finance (2009)

City of Tamarac, FL

- Fire Chief (2009)
- Director of Community Development (2013)
- Assistant City Manager (2017)

City of Taylor, TX

- City Manager (2019)

City of Thornton, CO

- City Manager (2017)

Incorporated Village of Garden City, NY

- Village Administrator (2014)

The Township of Derry, Hershey, PA

- Township Manager (2018)

Counties:**County of Los Angeles, CA**

- Information Systems Manager (2007)
- CIO-Los Angeles World Airport (2007)

City and County of Philadelphia, PA

- Chief Information Officer (2000)
- CIO-Philadelphia Free Library (2001)
- CIO- Philadelphia Police Department (2006)

Delaware County, PA

- Executive Director (2020)

Laramie County, WY

- Public Works Director (2014)

Milwaukee County, WI

- Director of Parks, Recreation & Culture (2013)

Washtenaw County, MI

- Community Development Director (2007)

States:**Commonwealth of Pennsylvania-Office of Administration**

- Chief Information Officer (2008)
- Chief Technology Officer (2008)
- Deputy Chief Information Officer (2008)

Commonwealth of Pennsylvania-Department of Health

- Deputy Secretary of Quality Assurance (2008)
- Deputy Secretary of Health Promotion (2008)
- Bureau Chief of Drug and Alcohol (2008)

State of Texas, Austin, TX

- Director of Benefits - Employee Retirement System of Texas (2006)
- CTO - Employee Retirement System of Texas (2005)
- Chief Information Officer of DIR (2006)

Education:**Harrisburg University, Harrisburg, PA**

- Director of Learning Assessment (2009)
- E-Business Program Director / Faculty (2008)
- Learning Technologies Program Director / Faculty (2008)
- CIS Program Director / Faculty (2007)
- Biotechnology Professor (2008)
- VP for Development (2005)
- Director of Development (2007)
- Controller (2006)
- Network Administrator (2006)

Other:**Central Texas Regional Mobility Authority (CTRMD)**

- Executive Director (2020)

Clarksville-Montgomery County EDC

- President/CEO (2021)

E-470 Public Highway Authority, Aurora, CO

- Executive Director (2015)

Housing Authority of the City of El Paso, TX

- Chief Operating Officer (2010)

International City/County Management Association (ICMA)

- Chief Information Officer (2021 - present)

Minneapolis Parks and Recreation Board, MN

- Assistant Superintendent of Planning (2011)
- Assistant Superintendent of Recreation (2012)
- Deputy Superintendent (2012)
- Assistant Superintendent of Environmental Stewardship (2012)
- Director of Park Safety and Security (2013)
- Human Resources Manager (2013)

Roanoke Redevelopment and Housing Authority

- Executive Director (2006)

Round Rock Chamber of Commerce, TX

- President/Chief Executive Officer (2014)

San Antonio Water System (SAWS)

- Chief Information Officer (2016)

Williamson-Burnet County Opportunities, Inc. (WBCO)

- Executive Director (2013)

North Texas Municipal Water District (NTMWD)

- Water System Manager (2018)



**Thank you for the opportunity to submit this proposal.
We look forward to assisting you with your
executive search needs!**

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

CITY MANAGER
CITY OF MANOR, TEXAS

May 2021

(This proposal is valid for 90 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

Jennifer Fadden, President of Executive Recruitment
JenniferFadden@GovernmentResource.com



May 20, 2021

Hon. Mayor Wallace and City Council
City of Manor, Texas

Dear Mayor Wallace and City Council Members:

Thank you for the opportunity to submit this proposal to assist the City of Manor in your recruitment for a new City Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and Best Management Practices.
- SGR's Servant Leadership e-newsletter, where all recruitments conducted by SGR are announced, reaches over 50,000 subscribers in all 50 states.
- SGR will send targeted emails to our opt-in Job Alert subscriber database of over 6,200 city management professionals. We also provide a comprehensive social media marketing campaign that includes distribution on Facebook, LinkedIn, Instagram, and Twitter.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in a myriad of ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent the City desires, during this uncertain time.

We are excited about the prospect of conducting this recruitment for the City of Manor, and we are available to visit with you at your convenience.

Respectfully submitted,

Ron Holifield, Chief Executive Officer

Ron@GovernmentResource.com

Cell: 214-676-1691

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 22 full-time employees, 2 part-time employees, 17 recruiters, and a number of consultants who function as subject matter experts on a variety of projects.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, Oregon, and Pennsylvania.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, President, Chief Operating Officer
- Melissa Valentine, Managing Director, Recruitment & Human Resources

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of prospects by utilizing our unequaled network of prospects.

- SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 50,000 subscribers in all 50 states.
- We will send targeted emails to over 6,200 opt-in subscribers to SGR's City Manager Job Alerts.
- Your position will be posted on SGR's Website, GovernmentResource.com, which has more than 36,000 visitors per month.
- Your position will be posted on SGR's Job Board, SGRjobs.com, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all of the relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should or will be demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR obviously cannot, and would not, guarantee the makeup of the semifinalist or finalist groups, SGR does have relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes a significant amount of time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is often able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes. Candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a candidate screening process that prevents surprises and ensures in-depth understanding. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain different insights than typically available on a resume
- Online pre-recorded video interviews that allow search committee members, at their convenience, to view candidates in an interview setting prior to the finalist stage of the recruitment process
- Comprehensive media reports that go far beyond automated Google/LexisNexis searches and are customized to each candidate based on where they have lived and worked
- Comprehensive automated and anonymous reference checks that provide deep insights on candidates' soft skills from a well-rounded group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise, customized to the organization, for finalist candidates

Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Develop Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Development of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine the Terms of an Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Develop Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. Individual interviews may include members of the Search Committee, key staff members, peers in other organizations, and/or community leaders to find out more about the position, special considerations, and the political environment. These interviews last approximately 30-60 minutes each and identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 50,000 subscribers in all 50 states. We will also send targeted emails to over 6,200 opt-in subscribers to SGR's City Manager Job Alerts. Your position will be posted on SGR's Website, GovernmentResource.com, and on SGR's Job Board, SGRjobs.com. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization's needs.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: \$24,900

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- There may be an additional charge for changes made to the Position Profile Brochure after the brochure has been approved by the organization and the position has been posted online.

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

City of Hutto, Texas

Population: 30,000

Peter Gordon, City Council Member

peter.gordon@huttotx.gov

Stacy Schmitt, Assistant to the City Manager and Public Information Officer

stacy.schmitt@huttotx.gov

512-759-4929

City of Pflugerville, Texas

Population: 60,000

Victor Gonzales, Mayor

victor.gonzales@pflugervilletx.gov

512-990-6101

Recruitment: City Manager, 2018

City of Saginaw, Texas

Population: 21,000

Todd Flippo, Mayor

tflippo@saginawtx.org

817-232-4640

Recruitment: City Manager, 2017

City of Santa Fe, Texas

Population: 13,000

Jason Tabor, Mayor

mayor@ci.santa-fe.tx.us

409-925-6412

City Manager Recruitment, 2020

City of Mineral Wells, Texas

Population: 15,000

Tammy Underwood, Council Member

councilward2@mineralwellstx.gov

940-325-2727

City Manager Recruitment, 2019

City of Freeport, Texas

Population: 12,000

Troy Brimage, Mayor

tbrimage@freeport.tx.us

979-233-3526

Recruitment: City Manager, 2018

Municipal and County Manager/CEO Recruitments, 2016-Present

In Progress

- Breckenridge, Texas (pop. 5,000) - City Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Grove, Oklahoma (pop. 7,000) - City Manager
- Johnson City, Tennessee (pop. 66,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Pecos City, Texas (pop. 10,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, OR (pop. 20,000) - City Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager

- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator

- Clallam County, Washington (pop. 75,000) - County Administrator
- Clark County, Washington (pop. 471,000) - County Manager
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator

- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager
- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager

2016

- Angleton, Texas (pop. 20,000) - City Manager
- Beavercreek, Ohio (pop. 45,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Canadian, Texas (pop. 2,600) - City Manager
- Carrollton, Texas (pop. 130,000) - City Manager
- Clarksville, Indiana (pop. 20,000) - Town Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Davenport, Iowa (pop. 100,000) - City Administrator
- Des Moines, Washington (pop. 30,000) - City Manager
- Elgin, Texas (pop. 10,000) - City Manager
- Gunnison, Colorado (pop. 6,000) - City Manager
- Hot Springs, Arkansas (35,000) - City Manager
- Lake Dallas, Texas (pop. 7,000) - City Manager
- Lake Worth, Texas (pop. 4,500) - City Manager
- Muskegon Heights, Michigan (pop. 11,000) - City Manager
- Northglenn, Colorado (pop. 37,000) - City Manager
- Palestine, Texas (pop. 19,000) - City Manager
- Piney Point Village, Texas (pop. 3,000) - City Administrator
- Port Lavaca, Texas (pop. 12,000) - City Manager
- Spokane Valley, Washington (pop. 95,000) - City Manager
- St. Charles, Missouri (pop. 67,000) - Director of Administration
- Stillwater, Oklahoma (pop. 50,000) - City Manager
- Sweetwater, Texas (pop. 11,000) - City Manager
- Valley Center, Kansas (pop. 7,000) - City Administrator
- Williston, North Dakota (pop. 27,000) - City Administrator

Population number is approximate population at the time the recruitment took place.

SGR Executive Recruitment Clients Include:

Arizona

- Chandler

Arkansas

- Fort Smith
- Hot Springs

Colorado

- Arvada
- Aurora
- Brighton
- Combined Regional Communications Authority (Fremont County)
- Commerce City
- Craig
- Durango
- Englewood
- Erie
- Golden
- Gunnison
- Lamar
- Mountain View Fire Protection District
- Northglenn
- Vail
- Wheat Ridge

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- Clermont
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- Tamarac
- Winter Haven

Georgia

- Albany
- Alpharetta
- Covington
- Johns Creek

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lenexa
- Mission Hills
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City, Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port and Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nevada Housing Authority
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman
- Great Falls

Nevada

- Clark County
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County

New York

- Port Chester

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Glenpool
- Grove
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Eugene-Springfield Fire and EMS
- Lane Regional Air Protection Agency
- Sherwood
- Springfield
- Tigard

Pennsylvania

- Kennett Square

Tennessee

- Johnson City
- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Alice
- Allen
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Atlanta
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard
- Burkburnett
- Burleson
- Canadian

Texas, continued

- Canton
- Canyon
- Capital Area of Texas Regional Advisory Council (CATRAC)
- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- Clute
- College Station
- Colleyville
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Dallas County Park Cities M.U.D.
- Del Rio
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District 1-A
- Denton County Transportation Authority (DCTA)
- DeSoto
- Dickinson
- Duncanville
- El Paso
- El Paso Metropolitan Planning Organization
- Elgin
- Ennis
- Euless
- Fairview
- Farmers Branch

Texas, continued

- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving
- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Katy
- Kaufman
- Kilgore
- Killeen
- Kingsville
- Kyle
- Lago Vista
- Lake Dallas
- Lake Worth

Texas, continued

- Lakeway
- Lamesa
- Lancaster
- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Liberty Hill
- Lindale
- Little Elm
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lubbock
- Lubbock Power & Light
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Mesquite
- Messer Rockefeller & Fort
- Midland
- Mineral Wells
- Missouri City
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland
- New Braunfels
- North Central Texas Council of Governments (NCTCOG)

Texas, continued

- North East Texas Regional Mobility Authority
- North Hays County Emergency Services District No. 1
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pecos City
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Riverbend Water District
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD
- Rowlett
- Royse City Community Development Corp.
- Saginaw
- San Angelo
- San Marcos
- San Marcos/Hays County EMS

Texas, continued

- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville
- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Venus
- Victoria
- Waco
- Waxahachie
- Weatherford
- Webster
- West Lake Hills
- West University Place
- Westworth Village
- Wichita Falls
- Willow Park
- Wills Point

Texas, continued

- Wilmer

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Blaine
- Burien
- Des Moines
- Richland
- Shoreline
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper



CITY MANAGER

CITY OF HUTTO, TEXAS



GROWING A QUALITY COMMUNITY

THE COMMUNITY

Hutto, Texas, is ideally situated along the SH-130 corridor, just 30 minutes from downtown Austin, in Williamson County. Located only 10 miles from Round Rock’s high-tech manufacturing and assembly center, Hutto is a vibrant business hub that boasts great connectivity and convenient access to the amenities of a large metropolitan area, with a friendly, small-town ambiance.

While the population in 2000 was just 1,250, roughly 30,000 people now call the growing community home. It is not only one of Austin’s fastest growing suburbs, it is also one of the fastest growing cities in the nation, and it’s easy to see why—the people make the difference. People choose Hutto for the active neighborhoods, a strong sense of community, for the dedicated teachers and administrators at the high-performing Hutto Independent School District, and the ability to enjoy small town living while still being a short drive from the heart of the Texas State Capitol.

Hutto’s astronomical level of growth is expected to continue, with its population projected to reach 45,000 by the year 2040. Residents enjoy a high quality of life in a friendly, welcoming atmosphere, and, although the City has grown quickly, neighbors know one another and are actively engaged in the community. Nearly 85% of the community rated Hutto as either “Excellent” or “Good” for the overall quality of life in a recent citizen survey.

Hutto has received several honors, including being named one of the “Top 100 Places in Major Markets to Locate Your Business” by Southern Business and Development magazine. The City was recently recognized as the “Top Place in Texas to Raise a Family,” the “#1 Local City (in the Austin area) For Young Couples,” “One of the Top 100

Places in Major Markets to Locate a Business,” and is consistently ranked one of the fastest growing and safest cities in the country.

Hutto offers a wide array of unmatched community, recreational, and cultural amenities. The City of Hutto has several parks and walking trails where families can relax and enjoy a day outdoors. The Golf Club at Star Ranch features a 15,000 square foot clubhouse, pro shop, and tournament pavilion. Just five minutes from the heart of Hutto is the Dell Diamond, home stadium of the Round Rock Express, the AAA minor league baseball affiliate of the Texas Rangers major league baseball team. The City is currently working on a proposed transformative baseball and retail development project in partnership with Perfect Game (the world’s largest and most comprehensive baseball scouting organization) as part of its relocation of their headquarters and tournament operations from Cedar Rapids, Iowa, to Hutto.

A variety of local businesses, shops, restaurants, and other attractions are located in historic Downtown Hutto, providing a unique shopping experience for residents and visitors from throughout the region. The district is listed on the National Register of Historic Places and is characterized by charming structures dating back to the 1800s.

Adjacent to Downtown Hutto with direct access to US Highway 79, the new 35-acre, \$100 million master planned mixed-use lifestyle Co-Op District development will soon become the area’s unique entertainment destination. When completed, it will comprise 700,000 square feet of development, anchored by the 40,000 square foot City Hall and Library Complex, and includes open piazzas, event space, a retention pond and water features. The renovated cotton gin building and original cotton silos add to the historic aesthetic of the site. The City’s Bushy Creek Amphitheater, with its live performances, spectacular sunsets and some of the best food and drinks in the area, also serves as a family-friendly, affordable entertainment destination for Hutto and the surrounding communities.

Hutto ISD offers quality education to more than 6,600 students across 10 campuses, and enrollment continues to grow by nearly 300 students each year. This innovative school district provides a wide range of educational opportunities, including Early College and a Career and Technical education program. Hutto students also enjoy being part of the award-winning art, band, music, and athletic programs, as well as a nationally recognized Family Career and Community Leaders of America (FCCLA) program. The district recently became the first school district in the area to offer a full-day Head Start program. Each of the six elementary schools, two middle schools, and Hutto High School are all rated either “Recognized” or “Exemplary,” and the high school mascot, the Hippo, is proudly displayed throughout town.

One of Hutto’s greatest assets is the East Williamson County Higher Education Center. This innovative multi-institutional teaching center is located on 57 acres adjacent to SH-130. It houses Texas State Technical College, Temple College, and Texas A&M University – Central Texas, bringing a distinct blend of academic and technical training opportunities to the region. Additional higher education opportunities within easy commuting distance include the University of Texas at Austin, the University of Mary Hardin-Baylor, Southwestern University, St. Edwards University, and Austin Community College.

Major community employers include the Hutto Independent School District (HISD), Home Depot, Lowe’s Home Improvement, and the City of Hutto. The estimated average age of Hutto’s citizens is 31.3 years. The City has a median home value of \$167,622 and an average household income of \$93,000.



VISION

Hutto is a family-friendly community that provides superior public safety, outstanding fiscal responsibility, diversified economy, and an exceptional quality of life.

VALUES

RESPONSIBLE:

We expect those acting on behalf of the organization to consistently show responsibility. Being responsible entails being trustworthy to do what is in the best interest of the community and the City organization and being accountable for our own individual actions.

SAFE:

We expect those acting on behalf of the organization to consistently have a high regard for the safety of all involved, including our residents, visitors, volunteers, employees, and their property. The value of safety includes actions taken to promote the safety of the public (i.e., police services, fire services, emergency medical services and the like) as well as design of our infrastructure, operational policies, and the working conditions provided to our employees. Recognizing that some elements of the work of the City of Hutto come with a level of inherent danger, our goal is to mitigate that danger to the extent reasonable.

AUTHENTIC:

We expect those acting on behalf of the organization to act with authenticity. Hutto is a unique community with a particular history, culture and character, and being authentic entails being genuine in both words and deeds to both the individual character and the character of the community as a whole.

PROGRESSIVE:

We expect those acting on behalf of the City of Hutto to seek creative solutions to problems. Being progressive entails making use of new or different methods, opportunities, and ideas with the intention of advancing the practice or outcome farther and faster than it would under the status quo.



STRATEGIC FOCUS AREAS

- Well Balanced & Diversified Economy
- Public Safety
- Fiscal Responsibility
- Quality of Life & Services
- Infrastructure & Growth



GOVERNANCE AND ORGANIZATION

Hutto is a home rule city operating under the council-manager form of government. The City Council consists of the Mayor and six Council members, elected at-large, and serving three-year terms for a maximum of two consecutive terms. Two Council seats will be up for election in the upcoming November election. The City Council appoints both the City Attorney and a professional City Manager.

Under administrative direction of the Mayor and City Council, the City Manager leads the operations and day-to-day administration of the City. The City Manager performs the duties of Chief Administrative Officer in the administration of all services, affairs, and program of the City. The City Manager provides administrative direction and guidance to all departments, develops and administers the annual City budget, establishes and monitors internal controls and coordination of City programs, and prepares long- and short-term strategic plans to meet the organizational and development needs of the City.

The organization is comprised of approximately 135 employees who provide a full complement of municipal services. Positions reporting directly to the City Manager include the Assistant City Manager, Assistant to the City Manager, Chief Financial Officer, Human Resources Director, and Chief Development Officer. Departments within the City include: City Manager, City Secretary, City Attorney, Municipal Judge, Finance, Information Technology, Communications & Marketing, Human Resources, Development Services (including a Type-B Economic Development Corporation), Convention & Tourism, Public Works (including Water & Wastewater Treatment), and Parks, Recreation & Community Services. Fire Services is provided by the Hutto Emergency Service District.

The current 2020 Budget (excluding the EDC) totals \$27.8 million in operating expenses, approximately \$43.9 million for new capital projects, (of which more than \$39.9 million are paid for by bond proceeds), and approximately \$11.5 million for debt services associated with past and ongoing capital projects.

The City's current total ad valorem tax rate is \$ \$0.631351 per \$100 of valuation including an O&M rate of \$0.397768 and a Debt rate of \$0.233583. Standard & Poors issued Hutto an AA- rating in 2018 for \$125 million of voter-approved bonds for various streets and drainage, public safety, and parks and recreation improvements.

CHALLENGES & OPPORTUNITIES

- ▶ **Growth Management:** In 2010, Hutto's population was 14,698 and it subsequently grew more than 50% from 2010-2018, with a current population of roughly 30,000, making it one of the fastest growing cities in the nation. A candidate that has experience in managing fast-growing communities and recognizing the impact it has on community expectations and associated municipal operations is strongly desired.
- ▶ **Council Dynamics & Political Environment:** The current City Council is not politically aligned, resulting in policy disagreements and split votes on a regular basis. The City Council recognizes the impact that this environment has on the Administration, and the governing body looks to achieve consensus on the desired skills, experience and management style of the successor City Manager, and that the appointment can serve as a catalyst for improved municipal governance. As such, a candidate that is comfortable in successfully navigating day-to-day operations and helping the Council achieve consensus on highly visible policies and direction in a charged environment is strongly desired.
- ▶ **Financial Acumen:** Due to higher-than-projected spending coupled with optimistic revenue projections and the financial impact of the COVID-19 pandemic, the City laid off 48 employees in multiple departments in late March. The City Council, Interim City Manager, and Senior Staff are working through the ensuing financial challenges; however, the successor City Manager is expected to continue to develop and implement a financial response strategy to restore organizational financial stability.
- ▶ **Economic Development:** In support of the City's strategic goal to seek a well-balanced and diversified economy, the next City Manager should possess demonstrated experience in economic development, negotiations, cost-benefit analysis and leveraging public assets and desired community outcomes with private investment opportunities in industrial, commercial, retail/restaurant and residential development.



IDEAL CANDIDATE

Item 14.

The City of Hutto seeks an experienced municipal leader who is highly motivated, energetic, and a skilled strategic thinker to serve as its next City Manager. The ideal candidate will be of strong character and exhibit a commitment to professionalism and best management practices in municipal government.

The successful candidate will be politically astute and have demonstrated experience in communicating effectively with the City Council, and assisting the governing body in finding consensus on key issues and working effectively as a team. It will be important for the new City Manager to place a strong emphasis on promoting unity within the City Council, organization, and the community.



The organization seeks a candidate that possesses highly advanced interpersonal skills and can thrive in an environment involving a high level of citizen and business engagement in municipal matters. The selected individual will be accessible to the public, promote public outreach, and have a desire to become part of the fabric of the community. The individual should be an effective public speaker and be comfortable when communicating with individuals at all socio-economic and educational levels.

It will be important for the next City Manager to develop strategic partnerships with local, state, and federal intergovernmental agencies. The chosen candidate will be pragmatic, flexible, and adaptable while dealing with the complexities of managing city operations. The Manager will be committed to promoting interdepartmental communication and coordination, and providing outstanding customer service, both internally and externally. The chosen candidate should possess strong financial acumen and experience in long-term capital planning and budgeting skills.

The organization seeks an individual with a high level of emotional intelligence and a proactive, transparent, and collaborative management style. The ideal candidate will promote team building and model the highest level of integrity and ethics. A skilled delegator who is comfortable in managing the big picture, the selected candidate will empower and not micromanage employees. The individual should have the ability to motivate staff and build a high-performance and results-driven team. He or she will be supportive of professional development for employees and serve as a coach and mentor to staff.

The chosen candidate will have strong management and leadership skills and the ability to build a culture of trust across the organization. The individual will be approachable, even tempered and maintain a calm demeanor, even while simultaneously juggling multiple tasks and numerous high-profile initiatives. An advocate for City services and the employees who provide such services, the new City Manager should espouse servant leadership principles. The ideal candidate will have a passion for public service but maintain a work-life balance and encourage employees to do the same.

The next City Manager will be a skilled problem solver with excellent negotiation skills and a demonstrated track record of creative and entrepreneurial solutions. They will be open minded and willing to consider “outside the box” strategies to resolve community issues and challenges. The selected individual should also be an advocate for technology and understand deployment of new systems.

EDUCATION AND EXPERIENCE

A master's degree in Public Administration, Business Administration, or a related field from an accredited institution and a minimum of 10 years of municipal administration experience, including five years in a managerial or supervisory role, are required. Preference will be given to applicants who have served as City Manager or Assistant City manager in a comparable sized or larger community with similar complexities to those in the Hutto municipal organization.

An equivalent combination of education and experience that provides the required knowledge and skills may be considered. The selected candidate will be required to establish residency within the City limits or its extraterritorial jurisdiction (ETJ) within six months following appointment.



COMPENSATION AND BENEFITS

The City of Hutto offers a competitive salary commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at the seven percent employee deposit rate with a municipal matching ratio of 2:1 and offers a full range of insurance, leave, and other benefits.



APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Doug Thomas, Senior Vice President
Strategic Government Resources
DouglasThomas@GovernmentResource.com
863-860-9314



To view the status of this position, please visit: <http://bit.ly/SGROpenRecruitments>

The City of Hutto is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. The selected candidate must be bondable, pass a pre-employment drug screening and/or post-offer physical exam, and secure a valid State of Texas Driver's License within a reasonable period of time following appointment.

RESOURCES

City of Hutto
www.huttotx.gov

City of Hutto Organization Chart

Hutto Chamber of Commerce
www.huttochamber.com

Hutto Economic Development Corporation
www.huttoedc.com

Hutto Convention & Visitor's Bureau
www.visithutto.com

FOLLOW US





CITY MANAGER

CITY OF LAGO VISTA, TEXAS





MISSION, VISION, AND GUIDING PRINCIPLES

Lago Vista's mission is to provide and maintain a healthy, safe, vibrant community ensuring quality of life. Its vision is to be a diverse City of Choice for businesses and residents alike as a result of our location, natural resources, and business, cultural, and educational opportunities.

Lago Vista's Core Values and Guiding Principles include:

- Ensure a secure and safe community with focus on police, fire, utilities, transportation, EMS, and medical care.
- Have a vibrant community.
- Promote a healthy, fiscally responsible, financially stable community.
- Have an attractive community, with a clean appearance.
- Ensure a well-planned community with value on managing growth and amenities.
- Be energetic.
- Be caring.
- Be proactive and responsive.

THE COMMUNITY

Ideally situated on the north shore of Lake Travis, the City of Lago Vista is home to over 8,000 residents who enjoy the unparalleled natural beauty of a lake resort combined with the world-class amenities of a major urban center. Lago Vista, just 30 miles northwest of Austin, covers 15.2 square miles and is accessible via FM 1431 off I-35. The City is part of Travis County, population of 1.3 million, and the greater Austin metropolitan area, population of 2.2 million.

Lago Vista offers an exceptional quality of life with unlimited recreational and cultural offerings. Enjoy the outdoors with plenty of boating, fishing, golfing, and hiking opportunities available at Lake Travis, Lago Vista Golf Course, Green Deer Golf Course, Lago Vista Sunset Park, Veterans Memorial Park, Bowden Point Park, or the nearby Arkansas Bend Park, or visit the beautiful Flat Creek Winery.

The City is also known for its burgeoning arts scene, complete with large-scale Broadway productions presented by the Lake Travis Music Theatre; performances by Live in Lago Concert Series, and the Hill Country Singers; and arts, music, and food festivals. LAGO FEST, Balcones Canyonland, La Primavera Bike Race, and the Fourth of July Celebration are all can't-miss events!

Lago Vista is a fast-growing community having experienced a 17 percent increase in population between 2017 and 2020 as well as sales tax growth of more than 35 percent (2019 to 2020.) The median income in the city is \$80,658, with an average home value of \$309,516. Major employers in the area include Lago Vista ISD, Lantz's Plumbing, Specialty Machine, Lowe's Market, Vistago Print, and Anodamine. Medical facilities in the area include Scott & White Clinic and Cedar Park Physician Associates, as well as Lago Dental Center and Lago Vista Family Dentistry.

Lago Vista ISD (LVISD) is one of the top-rated school districts in all of Central Texas, with an "A" Accountability Rating from the Texas Education Agency (TEA). (Ratings are based on standardized test performance; graduation rates; and college, career and military readiness outcomes.) Serving students in Pre-K through grade 12, the district has four campuses with a total enrollment of 1,597. Higher education institutions in the area include the University of Texas at Austin, St. Edwards University, Huston-Tillotson University, Concordia University, and Austin Community College.

Lago Vista has won many prestigious awards. These include the 2017 Blue Legacy Award, the 2017 Texas Environmental Excellence for Innovative Water Supply Award, and a 2019 Gold Certified Scenic City recognition, given for its commitment to high-quality scenic standards for public roadways and spaces. The City was awarded the Governor's Community Achievement Award (GCAA) in April 2020. This is one of the most coveted annual environmental and community improvement honors in Texas. Keep Texas Beautiful, in partnership with the Texas Department of Transportation, also recognized Lago Vista as one of 10 winners of the 2020 GCAA for outstanding community improvement and awarded Lago Vista with \$130,000 for a landscaping project.

Lago Vista actively pursues and receives many grants. The City was recently awarded a \$17,632 grant from the Lower Colorado River Authority (LCRA) for improvement to its water supply system. The City previously received a \$43,479 grant from the LCRA in 2018, which was used to modify an existing treated effluent line to allow accumulated re-use water to be saved for future beneficial use. This project is expected to save about 52 acre-feet of water from the Highland Lakes, approximately 17 million gallons annually. The Lago Vista Library was also awarded several grants over the last 18 months, including \$250 from the Texas Commission of the Arts to fund a portion of the Magik Theatre performance for the Children's Summer Reading Program; \$10,309 Ladd and Katherine Hancher Grant to purchase three AWE Learning Workstations for children; and \$1,500 Lago Vista Women's Club Grant to pay subscription fees to Ancestry Library Edition Database.



Incorporated in 1984, the City of Lago Vista operates with a council-manager form of government under a home rule charter. The City Council is comprised of the Mayor and six Council Members elected at-large, on a staggered schedule and serving two-year terms with no term limit.

Lago Vista is a full-service City with a workforce of 110 employees organized into departments and functional areas including Administration, Aviation, Police, Municipal Court, Development Services, Finance, Economic Development, Parks & Recreation, Library, Information Technology, Public Works, Utility Administration, Human Resources, and the Lago Vista Golf Course.

Lago Vista operates two water treatment plants and one wastewater treatment plant. Solid waste services are provided to the City through a private contractor. Fire services are provided by Travis County Emergency Services District #1 and Emergency Medical Services are contracted through Travis County Emergency Services District #7, and Austin Travis County EMS.

The City's operating budget is \$38.4 million with a CIP fund of \$10.4 million. Major revenue sources include an ad valorem tax rate of \$0.6475 per \$100 valuation, a 1% local sales tax and fees for providing water, wastewater and development services.

Major projects and programs in the current fiscal year include Phase 2 of the new Sports Complex at Lago Vista Sunset Park, a \$3.9 million investment in Water and Wastewater utilities, a \$2.8 million repavement project for city streets, Art in Public Spaces, development of Town Square, and expansion of City Hall and the Lago Vista Municipal Library.



ABOUT THE POSITION

Appointed by and reporting to the Mayor and City Council, the City Manager serves as the chief administrative and executive officer for the City. This position is responsible for overseeing day-to-day operations, ensuring policy and priorities set by the Council are carried out, and ensuring City services are effectively, efficiently, and equitably provided. Direct reports include 14 department heads. Residence within the city limits is required within six months of appointment.

Key responsibilities of the City Manager include:

- Executing Council directives, priorities, and policies to support the advancement of the City's mission, vision, values, and goals.
- Preparing accurate, timely information and appropriate recommendations on policy matters to aid the City Council in the decision-making process.
- Planning, coordinating, and directing the operation of City departments, programs, and services, including ongoing evaluation to ensure maximum efficiency and effectiveness.
- Overseeing the development and implementation of strategies and performance metrics to expand and improve service to residents, visitors, and business owners.
- Ensuring financial integrity and accountability through resource management, cost efficiencies, and other strategies.
- Developing strategies to enhance community engagement and communication among a variety of stakeholders.
- Fostering a culture of learning, empowerment, accountability, and growth for all members of the Lago Vista team.



LEADERSHIP & INNOVATION

Key priorities for the incoming City Manager include:

- › **Responsible Growth Management** – Lead the development and implementation of a coordinated growth management program that integrates long-term financial planning with land use, transportation, and infrastructure policies to balance quality of life with responsible development.
- › **Strategic Planning** – Work with the Mayor, City Council, members of the community, City staff, and consulting partner to complete the strategic planning process initiated before the pandemic. Once completed, link the goals and strategies to operations throughout the City, ensuring effective implementation of identified priorities and projects.
- › **Economic Vitality** – Partner with internal and external stakeholders to build a supportive economic ecosystem that creates reliable pathways for entrepreneurs to successfully start and grow their businesses in Lago Vista.
- › **Focus on Communication** – Collaborate within and outside the organization to inform, educate, and facilitate discussions among competing interests while fostering a culture that advances the mission of Lago Vista and values the contributions of all.

IDEAL CANDIDATE

The ideal candidate for this position will bring proven expertise in municipal operations, fiscal accountability, strategic planning, and project management. He/She will be highly ethical, confident, and approachable with a people-focused leadership style.

Candidates considered most suitable for this role will:

- › Understand the changing needs and dynamics of a growing community; and have demonstrated success engaging in productive conversation to build consensus, and execute on the Council's vision.
- › Communicate in a proactive, open, and transparent manner employing multiple methods of communication to routinely update the Council, City team, and community regarding the status of goals, projects, and initiatives.
- › Exhibit an inclusive leadership style, empowering employees and supporting continuous growth and professional development.
- › Be a positive and highly visible presence in the community, genuinely excited about serving the citizens of Lago Vista!

EDUCATION & EXPERIENCE

The selected candidate should hold a bachelor’s or higher degree in public administration, business administration, or a related field. A master’s degree, ICMA-CM, and/or CPM is highly desirable. At least seven years of experience as a City Manager, Deputy City Manager, or Assistant City Manager in a full-service city of similar or larger size and complexity to Lago Vista is required, or a combination within local government senior leadership positions.

COMPENSATION & BENEFITS

The salary range for this position is \$140,000-\$160,000, dependent on qualifications and experience. Current benefits include medical, dental, and vision coverage; generous paid leave; and enrollment in the Texas Municipal Retirement System (TMRS) at a 6% employee deposit rate with a municipal matching ratio of 2:1 and five-year vesting.





APPLICATION PROCESS

Please apply online: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Lynn Barboza, Senior Vice President
SGR
LynnBarboza@GovernmentResource.com
702-423-2905



The City of Lago Vista is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Lago Vista
www.lagovistatexas.org

North Lake Travis Chamber of Commerce
northlaketravischamber.org

FOLLOW US





May 24, 2021

CITY OF MANOR, TEXAS

Recruitment for City Manager

STATEMENT OF QUALIFICATIONS

May 24, 2021

Dr. Larry Wallace, Jr., Mayor and City Council Members
City of Manor
105 E. Eggleston St.
Manor, TX 78653

Dear Mayor Wallace and Council Members:

It is a pleasure for Chris Hartung Consulting, LLC to submit to you this proposed work plan and supporting information outlining our approach to assisting the City of Manor in the recruitment and selection of a new City Manager. We are excited about the opportunity to be a part of the process of finding a truly outstanding professional who can participate as a member of the City's leadership team in partnership with the City Council. This work plan has been prepared based upon our conversation with the City Manager, our understanding of the search process specifically involving city executives, our experience in similar searches and Chris Hartung's over twenty years of experience in city management. We fully understand the importance of this decision to the City of Manor.

Chris Hartung has over twenty-five years' experience as the owner of a firm or lead consultant engaged in a wide variety of public sector executive search assignments for cities in Texas and the Southwest. Chris Hartung Consulting, LLC was founded in July 2009 as a sole proprietorship owned by G. Chris Hartung. The firm is a successor to Hartung and Associates, a firm which Chris Hartung operated from January 1988 until October 1997. From 1997 until July of 2009, Chris Hartung was a lead consultant for a national executive search firm. Chris Hartung Consulting was transitioned to an LLC in December 2012. The purpose of Chris Hartung Consulting, LLC is to strengthen local government through the provision of effective training, organizational development, executive recruitment and selection, and cost-effective consulting services.

This work plan involves a partnership between the consultant and the City Council in an effort to take advantage of the skills and abilities of both, while keeping the cost as low as possible. Chris Hartung has experience recruiting for a wide variety of positions in local governments. A list of client references for similar City Manager recruitments is attached to this proposal.

Chris Hartung is the authorized representative of the firm and will be the lead consultant for this project. He will handle all the client contact, candidate solicitation and reference calls involved in completing the recruitment. We have sufficient resources in personnel, equipment and time to conduct this project and are prepared to begin the recruitment immediately after notification to begin. Since August of 2009, Chris Hartung Consulting, LLC has established a record of successful completion of similar projects for a variety of clients. We welcome the City to contact any of the clients listed in this proposal.

City of Manor, Texas
City Manager
Recruitment Proposal
Page 2

The philosophy of Chris Hartung Consulting, LLC regarding filling key executive positions in local government is based upon the belief that the best (and maybe only) predictor of success in a position is past success in the same or a similar position. With this principle in mind, our approach to an executive search assignment is to begin the process by developing a current and accurate description of the background, qualifications, personal characteristics and initial priorities for the position. The balance of the assignment is focused on developing a pool of candidates meeting the profile through an aggressive solicitation and screening process that is intended to result in a final group of highly qualified candidates meeting the profile for the client to interview. During the engagement, Chris Hartung Consulting, LLC will guide the City Council with advice at key decision points and by providing logistical support through the handling of applicant communications.

Chris Hartung Consulting, LLC is dedicated to conducting executive search assignments in accordance with the spirit and the intent of equal opportunity laws and regulations. We are proud of the record we have established in being able to recruit and refer candidates from protected classes including women and minority applicants.

I will be happy to discuss this work plan and answer any questions at your convenience. Please call me at 469-321-2180 or e-mail at chris@chcpublicsectorsolutions.com.

Sincerely,

G. Chris Hartung
Owner/President

PROPOSED WORK PLAN

Recruitment and Selection of a New City Manager for the City of Manor, Texas

SCOPE OF THE PROJECT

The City of Manor is situated approximately 12 miles east of Austin on U.S. Highway 290, which links much of Central Texas to Houston. Over the next decade, Manor is poised to see explosive growth as its proximity to Austin, its affordable land, and its location at an interchange of the SH130 toll-road set the stage for this growth. The City is governed by a City Council composed of a Mayor and six City Councilmembers. The Mayor and the Council Members are elected at-large, by Place. The City Council operates under a Home Rule Charter which established the Council/Manager form of government. The Council appoints a City Manager to be the Chief Executive Officer for the City. The City Council is currently considering contracting with an executive recruiting firm to assist the City in the recruitment and section of the next City Manager. We understand the City will be seeking an experienced public management professional who can assist the City Council achieve the City's vision for the community. This work plan has been developed to utilize the expertise and background of the consultant in partnership with the City Council. The goal of Chris Hartung Consulting, LLC is a search engagement which will give the City Council 'Peace of Mind' throughout the process.

TASK ONE: DEVELOPMENT OF THE PROFILE AND ADVERTISING STRATEGY

Chris Hartung Consulting, LLC conducts executive search assignments based upon the belief that the best predictor of success in a position is past success in the same or a similar position. Therefore, the process that follows is intended to describe the requirements of the position accurately and then to generate a pool of candidates who have accomplishments and experiences in areas of interest to the City Council.

When authorized to begin this project, the Consultant will coordinate with the City Council to schedule meetings with the Council Members and others as directed by the City Council, to discuss the background, qualifications and personal characteristics which would make someone a truly outstanding candidate for this position. The Consultant will gather information about immediate issues that will confront the new City Manager during the first twelve to twenty-four months of employment. If desired by the City Council, the Consultant will interview other key stakeholders including city personnel and/or members of the community to gather additional perspectives on the position. During the initial discussions regarding this engagement, the Consultant will also gather information from the City staff to be used in the development of a community profile to be included with the advertising piece to be developed for this recruitment.

We realize that often the decision to apply for a municipal executive position is a family decision as much as it is a career decision. For that reason, we will promote the Manor position as not only a good career opportunity, but also promote the area as a great place to live. Because of our previous experience with the City of Manor, we believe we are in a good position to be a strong advocate for this position.

The Consultant will ask the City to designate one person to be the Project Coordinator and the primary contact for this recruitment. In addition, the Consultant will present an updated schedule for this assignment and will get concurrence from the City Council for the schedule.

Following the initial stakeholder interviews, the Consultant will develop a profile describing the ideal candidate background as well as the priority issues which will face the new executive during the first twelve to twenty-four months of employment. This profile will be submitted to the Mayor and City Council for review and approval before its use in Task Two. Once the City has approved a profile, the Consultant will prepare a brochure based upon the profile to be used as an advertising piece during Task Two. The completed brochure will include instructions to interested parties indicating that they should forward their resume and other information directly to the Consultant. A sample brochure from the Bastrop recruitment is attached to this proposal.

As part of Task One, the consultant will also advise the City Council regarding the placement of ads in various professional organization job posting web sites and/or journals as mutually agreed to by the Consultant and the City. This assistance will include the development and placement of ad copy for this position. Typical ad placements for the position of City Manager include the job boards of various professional organizations such as the Texas Municipal League and the International City/County Management Association.

TASK TWO: RECRUITMENT OF OUTSTANDING CANDIDATES FOR THE POSITION

Following completion of Task One and placement of the advertising, the Consultant will undertake a process of contacting, directly by telephone and electronically, individuals in city management as well as local government officials, consultants, and others with knowledge of local government to identify potential candidates for the position. Our experience in similar searches of this kind has shown us that often the best qualified candidates are not in the active job market and may not respond to traditional advertising approaches or to spam e-mails. The Consultant will focus his efforts on personal outreach and extensively circulating the brochure developed during Task One. Throughout this effort, the Consultant will actively promote this position as a good career and family opportunity.

The Consultant will acknowledge receipt of all resumes to the applicants and will prepare a master list of applicants for this position. It is recommended that the position be posted by the City as “Open until filled”, so that resumes which come in after the first review date can be considered.

TASK THREE: INITIAL SCREENING OF THE APPLICANT POOL

Following the first review date, the Consultant will begin the screening process. Initially, applicant information will be reviewed to allow the Consultant to eliminate candidates whose information does not indicate the background and qualifications desired by the City as described in the profile developed in Task One. The Consultant will identify candidates who appear to meet the minimum qualifications and experience desired by the City. A questionnaire will be submitted to these candidates seeking additional information about the applicant's background and accomplishments in several specific areas of importance to the City of Manor as described in the profile developed in Task One.

Once the questionnaires have been completed and returned to CHC, it is anticipated that the Consultant will meet with the City Council to discuss the pool of candidates for the position. The objective of this discussion will be to identify a group of six to ten candidates for the Consultant to invite to participate in a video interview and a telephone interview with the Consultant. Chris Hartung Consulting, LLC is proud to be able to make available video interviewing through Interviewstream. (See information on page 3.) The video interviews will be designed to provide the Consultant and the Client with additional information about these applicants' experiences and accomplishments as well as provide an opportunity to see and hear their responses to the questions. The City Council will be provided with a link to the Interviewstream website which will provide access to the video interviews at the convenience of the reviewer.

The Consultant telephone interviews are intended to provide the Consultant with additional information about the candidates to allow the development of a recommendation to the City Council for a group of four to six candidates to be designated as finalists who will be scheduled for interviews with the City Council in Manor. During this Task, the Consultant will conduct an Internet search for information published about any of the potential finalists.

As a final step in this Task, the Consultant will meet with the City Council to discuss the results of the initial screening of the candidates and the video interviews. The objectives of this meeting will be to identify the finalists to be interviewed by the City Council and to develop a schedule for the final interview process. With concurrence of the City, the Consultant will move forward to Task Four, Gathering of Reference Information.

Chris Hartung Consulting - InterviewStream Partnership

Client Situation

The City of Manor recognizes the importance of recruiting high-caliber professionals who are committed to quality work and ethical values. The Chris Hartung Consulting/InterviewStream proposed solutions will help you in your recruitment efforts while providing significant cost savings.

Overview

InterviewStream, Inc. is the original provider of pre-recorded and live video interviewing solutions. The firm's product suite of proprietary online technology provides video interview solutions to hundreds of businesses, colleges and universities, executive search firms, staffing firms, and the world's leading global career transition firm.

InterviewStream offers a range of 100% web-based solutions that can help your organization be more efficient in saving time and resources while quickly realizing a return on investment. Organizations can realize significant value in using pre-recorded, live and the internal mobility video interviewing platform. Use of these tools can assist organizations currently exploring opportunities to increase efficiencies and effectiveness within their hiring and related recruiting functions.

Partner with the Best

InterviewStream offers unmatched flexibility with pre-recorded and live video interviewing suite of tools and a proven track record with over 5,000,000 accessible users in 120 countries and eight (8) languages. An adaptable mobile app strategy truly affords InterviewStream clients with flexibility to react quickly and interview select candidates anytime, anywhere.

The bottom line? There is no competing provider that can match the flexibility, simplicity, and level of scalability that our system can offer. InterviewStream is the only provider to cover the entire interview cycle – from practice to employment.

Interview Anytime, Anywhere

No matter where your applicants are in the world or what browser or operating system you or they use - InterviewStream's expansive product suite will work for you! Our systems function independently or with other applicant tracking, recruiting, and career management systems. Above all, it's 100% web-based and can be accessed from any internet-connected computer and tablet.

TASK FOUR: GATHERING OF REFERENCE INFORMATION

Upon completion of Task Three, the Consultant will obtain a release from this group of finalists, allowing him to contact references and to gather information about his/her background including education verification in accordance with the federal Fair Credit Reporting Act (FCRA). The candidates will also be given information about the schedule for interviews in Manor. The main effort in Task Four will be to contact named and unnamed references to gather information about what others think about the work experience and accomplishments of the potential finalists. The Consultant will request at least ten named references from the candidates and will contact at least seven of them. We will also contact other individuals familiar with the candidates' work experience but not named as references as well. Because we consider the reference calls a vital part of the screening process, Chris Hartung will personally contact these individuals. This task will not be delegated to support personnel.

In addition, if authorized by the City, the Consultant will investigate social media, court records, driver license, and educational clearinghouses to determine if there are any problems in these areas of a candidate's background that the City Council should be aware of. If negative information is discovered during this Task, the City Council will be informed as soon as possible.

TASK FIVE: FINAL INTERVIEW PROCESS AND COMPLETION OF SEARCH

As part of the base fee, the Consultant will be available to assist the City Council as needed in the preparation and conduct of the final interviews for this position in Manor. The Consultant will notify finalists about the schedule and other details of the interview process. Candidate travel expenses are the responsibility of the City.

The Consultant will prepare a binder containing information on the finalists for this position for the City Councilmembers. This information will be sent to the City several days prior to the interviews. The information included in the Final Book will include the resumes and other information provided by the candidates, the questionnaire completed by the finalists, the interview notes from the Consultant's interview with the finalists as well as the written reference notes. (Reference notes are typically only provided to the hiring authority and those in the hiring chain, but not to potential peers, subordinates or outside panel members.) The Final Books will also include a set of suggested interview questions for the City Council. The Consultant will be available to attend the final interviews, not to participate in the questioning of candidates, but to assist the City Council and facilitate discussion if desired.

Following completion of the interviews for a position, the Consultant will also be available to assist in negotiations of a salary and benefit offer and/or employment agreement with the selected candidate.

GUARANTEE

CHC is offering a three-way guarantee to the City of Manor if selected to conduct the search as outlined in this work plan. (1) If for some reason, the City is not able to appoint a candidate following the initial group of interviews for a position, the Consultant will work to develop an additional group of finalists for the position for the City Council to consider. CHC will stay with the process until an appointment is made for the basic fee outlined in the proposal dated May 24, 2021. (2) CHC also commits to not solicit any selected candidate for other search assignments during his/her tenure with the City of Manor. (3) If the candidate selected as a result of this contract is terminated or resigns within twelve months of appointment, CHC will conduct a new search to fill the position for no additional fee, but only with the reimbursement of out-of pocket expenses.

PROPOSED FEE AND EXPENSES

The fee for professional services to conduct the recruitment engagement as described in this proposal is \$18,000, plus reimbursement for out-of-pocket expenses. Reimbursement for out-of-pocket expenses typically includes the direct cost for advertising, printing, postage/shipping, consultant mileage and travel expenses, and third-party background research, but does not include costs for candidate travel which are handled directly by the City. The fee includes up to six trips to Manor during the search process including the final interview sessions. If additional trips or additional services beyond the scope of this proposal are requested by the City, an additional fee may be requested. The fee for professional services is due and payable according to the following schedule: \$4000 due at completion of Task One, \$3000 at completion of Task Two, \$2000 at completion of questionnaires in Task Three, \$2000 at completion of Task Three, \$3000 at Completion of Task Four, \$2000 at submission of the finalist binders prior to the interviews in Task Five, and \$2000 when the search is finalized, and the appointment is made. Expenses will be billed as incurred. Payments should be sent to Chris Hartung Consulting, LLC, P.O. Box 434, Bedford, Texas 76095. We will be happy to contract for a total cost of fees and expenses not to exceed \$22,000.00 for the scope outlined in this proposal.

G. CHRIS HARTUNG

Owner/President of Chris Hartung Consulting, LLC

Chris Hartung is the Owner and President of Chris Hartung Consulting, LLC. Chris has over twenty-five years of public sector consulting experience in the areas of executive search, compensation, classification and other management consulting projects. He also has 20 years of experience as a manager in city government, including service as Director of Finance, Assistant City Manager, and City Manager in full-service municipalities with populations ranging from 15,000 to 160,000. He served for eight (8) years as City Manager of Denton, TX and for seven (7) years as Assistant City Manager for the City of Garland, Texas. Chris is proud of the fact that both Garland and Denton developed reputations for being able to recruit and maintain highly qualified professional staff members.

Chris has conducted management-consulting assignments in a number of areas including compensation planning and implementation, strategic planning, organizational staffing, total quality management, and executive recruitment. His executive recruitment assignments have included chief executive officer, city manager, city attorney, assistant city manager, fire chief, director of parks and recreation, director of public works, and other key executive positions. He has written and presented training in a number of subject areas including recruitment and selection of key employees, effective performance evaluation, leadership and management skills, and customer relations in a public-sector environment. Chris authored an article on local government budgeting in hard times which was published by the Texas Municipal League in the May 2010 issue of its magazine *Texas Town & City* and an article on the job interview which was published in the November 2011 issue of *Public Management*, the magazine of the International City/County Management Association. In 2013, he authored an article on the history of Zero-Base Budgeting in Garland, Texas which was published by the Government Finance Officers Association.

PROFESSIONAL ACCOMPLISHMENTS AND EDUCATION

Chris received his bachelor's degree in government from Southern Methodist University in Dallas and his master's degree in public administration from the University of North Texas in Denton. He has conducted lectures and seminars for Texas A&M University, the University of Texas at Austin, the University of Texas at Arlington, and the University of North Texas. Chris is on the faculties of the Bill Blackwood Law Enforcement Management Institute of Texas (LEMIT) hosted by Texas Woman's University and the Certified Public Manager Program (CPM) sponsored by Texas State University. He has also served as a graduate adjunct in Public Administration at the University of North Texas.

CLIENT REFERENCES

Client and Contact

Search Engagements

City of Hillsboro, Texas
Andrew Smith, Mayor
(254) 205-0800

City Manager

City of Woodway, Texas
Bob Howard, Mayor
(254) 717-3069

City Manager

City of Del Rio, Texas
Bruno “Ralphy” Lozano, Mayor
(830) 765-6880

City Manager

City of Bastrop, Texas
Connie Schroeder, Mayor
(512) 718-7843

City Manager

Chris Hartung Partial List Recruitments-City Manager/Administrators (Proprietary and Confidential)

(* indicates current incumbent resulted from CH recruitment)

Abilene, TX	City Manager
Aransas Pass, TX	City Manager (2) *
Athens, TX	City Administrator *
Bastrop, TX	City Manager *
Bee Cave, TX	City Manager
Bridgeport, TX	City Administrator (2)
Brownsville, TX	City Manager
Brownwood, TX	City Manager
Canton, TX	City Manager
Chickasha, OK	City Manager (2) *
Corinth, TX	City Manager
Dodge City, KS	City Manager
Ennis, TX	City Manager (2)
Fair Oaks Ranch, TX	City Administrator *
Fate, TX	City Manager
Flower Mound, TX	City Manager
Friendswood, TX	City Manager (3)
Gatesville, TX	City Manager
Highland Park, TX	Town Administrator *
Hillsboro, TX	City Manager (3) *
Hobbs, NM	City Manager
Ingleside, TX	City Manager

Jasper, TX	City Manager
Juneau, AK	Borough Manager
Keene, TX	City Manager
Kerrville, TX	City Manager (5) *
Kilgore, TX	City Manager
La Porte, TX	City Manager
Lago Vista, TX	City Manager
Madisonville, TX	City Manager
Midlothian, TX	City Manager
Missouri City, TX	City Manager (2)
Mount Pleasant, TX	City Manager (3)
Paris, TX	City Manager
Pearland, TX	City Manager
Prosper, TX	Town Manager *
Richwood, TX	City Manager *
Sachse, TX	City Manager
San Angelo, TX	City Manager
Sanger, TX	City Manager (2)
Sealy, TX	City Manager
Seguin, TX	City Manager
Taylor, TX	City Manager
Vernon, TX	City Manager *
Weatherford, TX	City Manager
Wimberley, TX	City Administrator
Woodway, TX	City Manager *

City of Manor, Texas Tentative Project Schedule

City Manager

The following tentative schedule for the completion of the City Manager search is based on the estimated start date in early June. The schedule allows for an orderly recruitment conducted during the Summer/Fall holiday period. While this represents a reasonable time frame for the project, CHC will work with the City Council to develop a schedule which meets the City’s needs. This schedule would allow for the new City Manager to commence work in a October/November 2021 timeframe.

<u>Activity</u>	<u>Due Date</u>
• Preliminary Interviews with Manor City Council and other Stakeholders	Week of June 7, 2021
• Draft of Profile to Manor	June 14, 2021
• Consensus on profile	June 18, 2021
• Commencement of Recruitment Activities/Materials Published	June 21, 2021
• First Review of Resumes by CHC	July 23, 2021
• Semi-Final Candidates Questionnaire complete and Discussions with the City Council	Week of August 2, 2021
• Semi-Final Candidate Video Interviews Completed by CHC	August 13, 2021
• Recommendations of Finalists to the City Council	Week of August 16, 2021
• Completion of Background Investigation by CHC	September 3, 2021
• Candidate Interview Materials to the City	September 3, 2021 (Tentative)
• Final Interviews in Manor	Week of September 13, 2021 (Tentative)
• Offer Extended to Finalist	September 18, 2021
• New City Manager Appointed and Reports to work *	October/November 2021??

This schedule considers holidays taking place during the recruitment schedule (e.g., July 4th, Labor Day etc.), which potentially could affect various tasks. Discussions with the City Council during this project are requested to be in private sessions due to confidentiality concerns.

*Date of employment may vary depending upon separation negotiations with Candidate’s current employer and desires of the City Council.



*The City Council of Bastrop Texas is seeking an
experienced local government manager*

to be the next.....

City Manager

Welcome to Bastrop, Texas - an original Texas town with a fresh approach to life. A genuine destination where all-inclusive means everyone's invited. From the moment you cross our iconic Old Iron Bridge and step foot on our charming downtown streets, you'll feel welcomed - welcome to it all! It all starts with a stroll down Main Street, followed by an epic outdoor adventure, then mix in some live music and top it off with a mouthwatering meal. And that's just the half of it. We welcome you to make yourself at home, create your next story and enjoy our special brand of Texas hospitality.



The City of Bastrop, the county seat of Bastrop County, is strategically and centrally located at the crossroads of State Highway 71, SH 95, & SH 21 in close proximity to three major metropolitan areas of Texas. Austin is 30 miles west, Houston is two hours southeast and San Antonio is just one-and-a-half hours south. And with the Austin-Bergstrom International Airport (ABIA) less than 30 minutes away, Bastrop is in a premier position for cultural and economic development

Bastrop's historical roots run deep with the number of buildings listed in the National Register of Historic Places earning Bastrop the title "Most Historic Small Town in Texas." A rich harvest of classic Texas folklore and architecture exists today. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians before providing a vital Colorado River crossing on the El Camino Real de los Tejas (The King's Highway) the crucial path of commerce between the United States and Mexico at the time.

The City of Bastrop is among the oldest towns in Texas. First settled in 1804 and officially established on June 8, 1832, Bastrop founder Stephen F. Austin named the city for his longtime friend and collaborator, Felipe Enrique Neri, the Baron de Bastrop. The Town played an integral part in the Texas Revolution with three Bastropians signing the Texas Declaration of Independence, several losing their lives at the Alamo, and the town evacuated and was destroyed during the 'Runaway Scrape', when the army of Mexican dictator, Santa Anna, swept through Bastrop.

Nestled on the tranquil banks of the Colorado River, Bastrop's extensive river frontage creates abundant recreational opportunities, perfect for kayaking and canoeing (and a great place to fish!). The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Kayaks, canoes, paddle boards, and tubes can be rented at several local businesses. The Colorado River is host to several events throughout the year, including the Colorado River 100 and the SUP Cup.

One of the State's most beautiful parks, Bastrop State Park, is set among the "Lost Pines", and is great for camping, fishing, biking, hiking, and wildlife viewing. The Park has RV and primitive camping sites and is home to a cluster of rental cabins, built by the Civilian Conservation Corps during the Great Depression and recognized by the U. S. Department of the Interior for their tremendous architectural significance. Canoes and barbeque pits can also be rented. Bastrop's YMCA operates the Park's swimming pool, open from May through September.

There are three golf courses in the Bastrop area: ColoVista Golf Club, Pine Forest Golf Club and the Wolfdancer Golf Club at the Hyatt Lost Pines Resort & Spa. McKinney Roughs Nature Preserve and the Cotton Bowl Speedway are all in the Bastrop area. Circuit of the Americas, a world-class motorsport and entertainment facility that hosts racing, action sports and music, is only a 20-minute drive from Bastrop. The Lower Colorado River Authority (LCRA) owns Lake Bastrop, perfect for swimming, fishing, and boating.



In the two sections of the lake park, North Shore and South Shore, cabins, tent and RV camping sites are available. Bastrop's proximity to Austin makes it easy to take advantage of the abundant recreational and leisure activities offered there, including the new NLand Surf Park -- North America's first surf and wave park -- Formula 1 racing, Austin City Limits, and SXSW.

The Texas Education Agency shows the Bastrop Independent School District (BISD) as Accredited, Met Standard. The Bastrop ISD is rated as average by both Niche and Great Schools. Colorado River Collegiate Academy (CRCA) in Bastrop ISD was one of only 400 that earned all possible Academic Distinctions in 2016. Bastrop High School earned distinctions in social studies and post-secondary readiness while Cedar Creek High

School earned distinctions in science and postsecondary readiness. Bluebonnet Elementary earned distinctions in math and postsecondary readiness, and Cedar Creek Elementary earned distinctions in math and top 25% student progress.

Private schools in the area include Calvary Episcopal School, Lost Pines Renaissance, and Bastrop Montessori. Higher education is available to residents through a number of institutions including Austin Community College (Austin, Round Rock, and Elgin Campuses), The University of Texas-Austin, St. Edward's University, Concordia University, and Huston-Tillotson University in Austin and Texas State University-San Marcos. In addition, Bastrop will soon be home to the Art Institute, opening in late summer, providing a quality, collaborative academic environment for individuals seeking creative careers through higher education. Brought to the "table" by Bastrop's Economic Development Corporation, the Institute provides educational opportunities without increased property taxes.

Medical facilities available to residents include Ascension Seton Hospital, a 40,000 square foot medical facility containing an emergency room, imaging services, eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services; St. David's Emergency Center; Lone Star Circle of Care; Lost Pines Center for Cancer Care; Seton-Smithville Regional Hospital; and Urgent Care.



Today, this dynamic city is growing. Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous census in 2000. It is estimated the City will have grown an additional 30% since 2010 with the projected population for 2020 at 9,383. Austin was named the Number 1 place to live in 2017 by the U.S. News and World Report, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

Bastrop’s economic picture is bright and continues to be a priority for the City. In this regard, Bastrop’s hard-working EDC is vital to the City’s future by actively promoting and supporting development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services. Recognizing that travel and tourism are one of the fastest-growing economic sectors on the globe, in 2017 the City created Visit Bastrop, a destination marketing organization, to capture some of that business by formulating campaigns to attract conventions, meetings, and events. Visit Bastrop works closely with Hyatt’s award-winning Lost Pines Resort toward this goal.



Construction continues on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. Additionally, The Preserve at Hunters Crossing, with 140 units of multi-family development and The Villages at Hunters Crossing, 182 units of multi-family development, have recently opened.

City is proud to be award winning. Bastrop won a Texas Downtown Award in 2018 in recognition of its *Small Business Revolution* campaign where it came in second in the nation. In 2019, Bastrop received a design award for the “Best New Construction” for a project in a city under 50,000 population and an achievement award for “Best Promotional Event” for the *Pop-Up Street Project* which provided a pre-construction opportunity to experience the “new” Main Street after its renovation is completed.



GOVERNANCE:

The City of Bastrop operates under a Home Rule Charter adopted by the citizens in 2001 and last amended in 2016, which establishes a Council/Manager form of government. The City is governed by a City Council composed of a Mayor and five Council Members elected at large. The Mayor and Council Members serve three (3) year terms and are limited to six (6) consecutive years. The City Council appoints the City Manager, Municipal Court Judge and City Attorney. The current City Council Members are:

Mayor - Connie Schroeder is serving in the third year of her first term and will begin her second term in May.

Council Member Place 1 - Willie Lewis "Bill" Peterson is currently serving in his first year of his second term. He previously served on the Council in the past

Council Member Place 2 - Drusilla Rogers is serving the second year of her first term on the Council.

Council Member Place 3 and Mayor Pro-Tem - Lyle Nelson is serving in the third year of his first term and will begin his second term in May.

Council Member Place 4 - Bill Ennis has served on the Council for three years, having completed a year of a vacated unexpired term and two years of his second term.

Council Member Place 5-Dock Jackson is currently serving in the first year of his first term on the City Council after previously serving on the Council in the past.

Council members are active in the Texas Municipal League, actively pursuing the League’s educational opportunities with the intention of increasing their value to the City as its leaders. Currently the Mayor and Mayor Pro-Tem have achieved the annual Certified Municipal Official designation. The Mayor and Councilman Jackson (through his past TML presidency) serve on the TML Board of Directors.

City of Bastrop Vision Statement

"The Vision of the City of Bastrop is to be a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment."

City of Bastrop Mission Statement

"The Mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision."

GOVERNANCE: (Cont'd.)

The City Council of Bastrop has made a major commitment to preparing the City for anticipated growth through the adoption of a new Comprehensive Plan, the Building Bastrop Initiative and the adoption of a Five-Year Operational Plan.

In 2016, the Bastrop City Council adopted a Comprehensive Plan that outlines a strategic blueprint for addressing the physical and economic needs of the community. It provides a framework for a managed growth approach to development, while protecting the historic character and natural features unique to Bastrop. The Building Bastrop Initiative is based on the vision set forth in this Comprehensive Plan and was initiated by the most recent Council to prepare the City for future growth. A complete plan document can be found on the City's website at www.cityofbastrop.org.

The City Council from the start of this process was committed to complete transparency and provided a variety of means for the community to be involved in the Building Bastrop Initiative. These efforts have won awards from the Texas Chapter of the American Planning Association. It is important to note that the new development code is based upon form-based code principles.

The Five Year Operational Workplan is organized around nine focus areas which are as follows:

Authentic Bastrop-Maintain and enhance our historic community feel by leveraging the combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.

Communication-Support and enhance open two-way communication between the City and its residents and businesses.

Community Safety-Keep citizens, businesses, and visitors safe.

Economic Vitality-Create sustainability by leveraging infrastructure renewals and investment, enhancing public/private partnerships, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.

Fiscal Responsibility-Prepare and manage budget; fiduciary responsibility.

Manage Growth-Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.

Multi-Modal Mobility-Improved mobility for all modes of transit to integrate the community through connectivity.

Organized Excellence-Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.

Unique Environment-Continue beautification of natural areas, parks, river, and landscape.

The City Council is very committed to these focus areas which have been designated to help prepare the City for the anticipated growth and will be seeking a City Manager who is able to learn the community and manage this effort successfully.





THE POSITION:

Under the administrative direction of the City Council, the City Manager performs the duties of Chief Administrative Officer in the administration of all services, affairs and programs of the City. He/She provides administrative direction and guidance to City departments; ensures the financial integrity of the City; establishes and monitors internal controls and coordination of City programs; prepares long and short-term strategic plans to meet organizational and developmental needs of the City; and performs duties specified in the City Charter and/or required by City Council.

The City Manager oversees the operations of an organization with a Fiscal 2019-2020 Operating Budget of \$54,781,078. The Hotel-Motel Tax Fund, which accounts for revenues generated by the hotel occupancy tax, has \$3,236,312 in annual revenues which meets the designated expenditures plus debt payments on the Convention and Event Center and related facilities. The City has 150 full time employees, organized into several departments: General Government including Legislative, Organizational, City Manager, City Secretary, Finance, Human Resource, Information Technology, Public Works and Building Maintenance; Public Safety including Police, Fire and Court; Development Services including Planning, Engineering/Building Inspection and Building Inspection; Community Services including Parks and Library; Bastrop Power & Light; Water; and Wastewater. Aqua Water Supply

Corporation supplies drinking water to the unincorporated areas around Bastrop and the City has recently reached an agreement with Aqua for reciprocal emergency connections. Solid waste collection and disposal is provided by a contractor. The City has adopted a 1/2 cent Type B economic development sales tax.

The City of Bastrop is in a very strong financial position, with a bond rating for GO Bonds at AA. The bond rating for Revenue bonds is AA-. For the past seven years the City has prepared a Comprehensive Annual Financial Report (CAFR) meeting Governmental Accounting Standards Board (GASB) requirements. The City has also received the Distinguished Budget Award from GFOA and a Transparency Star from the Texas State Comptroller. Bastrop is an active partner with Elgin and Smithville in the BEST regional organization.

PERSONAL QUALITIES:

In discussing their desired qualities for the next City Manager, City Council Members indicate an interest in a person with strong leadership and interpersonal skills who can assist the Council in maintaining the quality services the City's residents have grown accustomed to, as well as preparing the City for the anticipated growth in the area. He or she should have the ability to build coalitions to accomplish the vision of the City Council, taking care to encourage a consensus that is derived by consideration of all input. The next City Manager should also have the following additional knowledge, skills or abilities:

- An ability to recruit, select, develop, and motivate the City staff to achieve high performance while encouraging and creating a "customer friendly" environment.
- A record of evaluating the effectiveness of municipal operations and personnel while demonstrating effective delegation skills and holding people accountable for results.
- A proven record as a team player who applies personal ethics that reflect honesty and integrity in all relationships to establish an example to staff and citizens.
- A history of being fiscally conservative, with a working knowledge of municipal financial management and experience in preparing a budget of similar size and complexity to the City of Bastrop.
- Knowledge of recent legislative changes that provide challenges to circumstances surrounding municipal budgeting. A proven ability to manage the complexities brought on through issues like Senate Bill 2 is preferable.
- A demonstrated ability to implement ideas by recognizing and involving stakeholders in decision-making.



PERSONAL QUALITIES: (Cont'd.)

- Familiarity with successful economic developmental practices, particularly familiarity with economic development tools authorized for Texas cities including the Type B economic development sales tax. The ability and willingness to develop a solid, collaborative working relationship with the director of the EDC.
- A reputation for being a good listener who is approachable and has an ability to communicate successfully with employees at all levels of the organization.
- An “out of the box” thinker who looks for creative solutions to challenges with collaborative coordination.
- The ability to see the “big picture” and anticipate the future impact of decisions.
- Knowledge of and/or experience with form-based codes is a big plus.

The City Council is seeking candidates who would see the City of Bastrop City Manager position as a great long-term career opportunity and the City as an exceptional place to live, someone who would look forward to becoming an active member of the community.

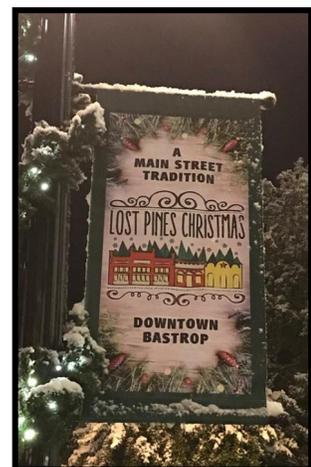
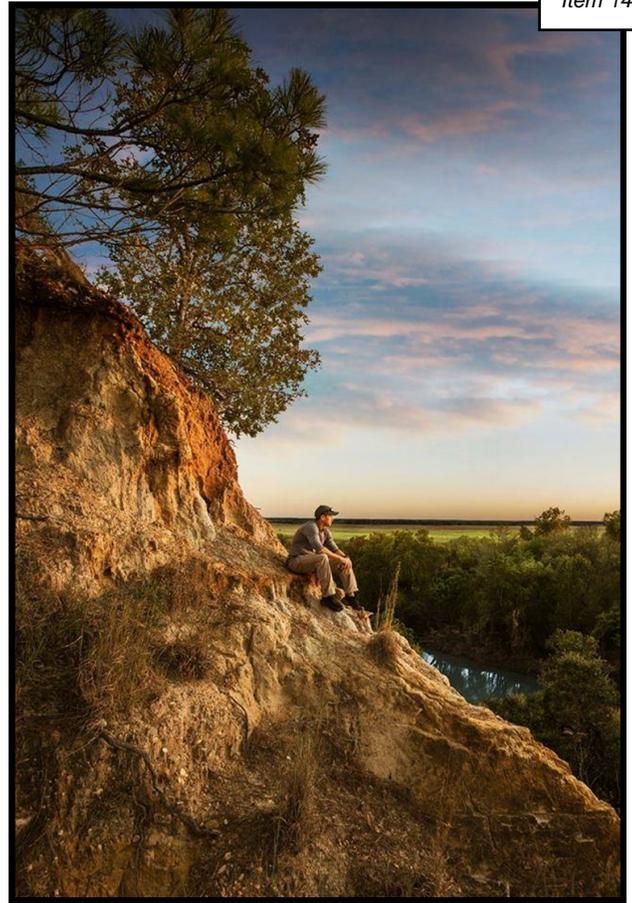
Council Priorities:

The City Council will expect the new City Manager to give priority to the following issues:

Focus Areas - The City Council’s Five Year Operational Workplan is organized around nine focus areas as described above. Their recent evaluation indicated much progress had been made in six of the focus areas - Managed Growth, Community Safety, Economic Vitality, Multi-Modal Mobility, Uniquely Bastrop and Unique Environment. The City Council will expect that the new City Manager become familiar with the Building Bastrop process and the Operational Workplan. They will want the new City Manager to give priority attention to the Communication, Fiscal Responsibility and Organizational Excellence areas. The City Manager should develop a strategy for addressing these areas as well as for continuing the City staff efforts in the other six areas and for reporting progress to the Council through quarterly meetings.

Water and Wastewater System Capital Improvement Program - The City has embarked on a major capital program to bring its water and wastewater systems up to date. This \$60 million capital program will add four new wells and new water treatment and wastewater treatment plants to meet the City’s current and future needs. The City Council will expect the new City Manager to become familiar with this program and ensure the projects are completed on time and within budget.

Main Street Improvements - The Main Street Rehabilitation Project is the first Capital Improvement Project to be built under the Building Bastrop name. This project encompasses sidewalk improvements or additions from Farm to Water Street, along with roadway resurfacing from Spring to Water Street. The upgrades will include the installation of street trees, widening of the walkways, installing new streetlights, and providing a planting strip. The project is underway with project completion set for late summer with landscaping installation occurring in the early fall. Again, the City Council will expect the new City Manager to become familiar with this project and ensure its completion on schedule and budget.



MINIMUM QUALIFICATIONS:

Bachelor’s degree from an accredited college or university with major coursework in Government, Public Administration, Business, or related field. Ten years of progressively responsible management and administrative experience in a municipal government. Five years of the required experience must have been at a senior executive management level in a full-service city. Master’s degree in public administration, business administration or a related field, preferred.

Possession of a valid Class C Texas Driver License with a satisfactory driving record.

Certified Public Manager preferred.

The City Charter requires the City Manager to reside in the City during his/her term in office. If the successful applicant is not a resident of Bastrop at the time of appointment, he/she will need to relocate within a reasonable time.

COMPENSATION:

The competitive compensation package is negotiable depending upon the background and qualifications of the person selected. The City has a generous benefits program including Texas Municipal Retirement System (6% 2:1 match), health and life insurance, paid vacation, education pay, sick leave and holidays.

TO APPLY:

Send an electronic version of your current resume, salary history and a list of ten work-related references with phone numbers to G. Chris Hartung at jobsearch@chcpublicsectorsolutions.com. The first review of candidates will be May 1, 2020. It is anticipated that finalists will be referred to the City Council in late June for interviews in Bastrop.

Applicants for this position selected as finalists will be subject to a background review prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.



May 20, 2021

Ms. Tracey A. Vasquez
Human Resources Coordinator
City of Manor
105 E. Eggleston Street
P.O. box 387
Manor, Texas 78653

Via Email: tvasquez@cityofmanor.org

Dear Ms. Vasquez:

Thank you for the opportunity to respond to the City's request to provide executive search services for the position of City Manager. We regret to advise you that, due to our current client commitments and recent contract awards for executive search, we will not submit a proposal at this time.

Ralph Andersen & Associates is pleased to have received your request and look forward to receiving others in the future.

Sincerely,



Heather Renschler
President/CEO

City Manager Searches (Central Texas) 2018-2021

City Manager Searches	Search Firm	Cost <i>(fees + expenses)</i>	Time
Austin	Russell Reynolds Associates	\$ 153,365	12 months
Bee Caves	In-house	N/A	2 months
Georgetown	SGR	\$ 27,000 not to exceed	5 months
Lockhart	SGR	N/A	8 months
Marble Falls	In house	N/A	2 months
Hutto	SGR	N/A	10 months
Pflugerville	SGR	N/A	7 months
Round Rock	Promoted within	N/A	N/A
Lakeway	Promoted within	N/A	N/A
Taylor Executive Searches			
Taylor Public Works Director	Hartung & Assoc	\$ 14,883	9 months
Taylor Parks & Rec Director	SGR	\$ 11,034	4 months
Taylor Assistant City Manager	SGR	\$ 19,169	3 months

City Manager Executive Search Firms - Summary

Item 14.

CRITERIA	Affion Public	Chris Hartung Consulting	Strategic Government Resources	In House
Qualifications of firm	Since 2000, has provided executive search services for government. Experience in Texas includes City Manager/ ACM searches for Austin, Corpus Christi, Dallas, El Paso, Galveston, Leander, Round Rock, etc.	Since 2009, has provided executive search. Experience in Texas City Manager / ACM searches includes: Taylor, Bee Cave, Lago Vista, Seguin, etc. Several Director searches in Taylor.	Since 1999 has provided executive searches. Experience with Texas City Manager/ ACM searches: Taylor, Leander, Lockhart, Pflugerville, Bastrop, Hutto, etc. Several Director searches for Taylor.	Employed with the City of Manor since 2013
Qualifications of assigned personnel	Mr. Reilly, CEO: 20+ years' experience in Sales, Executive Recruiting and Technology; BA, Marketing. Ms. Sprowls, Recruiting Manager: 10+ years experience, BS, Business Administration.	Mr. Hartung, owner: 25+ years experience with executive searches including for Taylor and 8 years as City Manager. MA, Public Administration.	Mr. Tanner, Senior VP: 31 years, Texas city manager; MA, Public Administration, Ms. Barker, Senior VP: 5+ years corporate recruiter; BS, Biomedical Science. Conducted searches for Taylor.	23 years human resources experience and finance.
Estimated timeline	90 days	14 weeks (98 days)	15 weeks (105 days)	30-90 days
Cost	\$28,000		Not to exceed \$24,900	Budgeted
Contact	Scott Reilly & Gina Sprowls	Chris Hartung	Mike Tanner & Lissa Barker	Tracey Vasquez
Approach to the search process				
Develop Profile and Advertising Strategy	One hour individual interviews to develop position and candidate profile. Get to know organization style and culture.	Meet with Council and others, as requested. Develop profile and brochure for recruiting.	Individual interviews with Council and others to develop position profile.	Meet with Council to establish job profile and description for recruiting purposes.

City Manager Executive Search Firms - Summary

Item 14.

Recruit Candidates	Use "extensive" internal database, personal / professional connections, targeted recruiting and other tools.	Advertising with TML, ICMA & outreach by phone to identify potential candidates.	Ad placements, social media, email position profile to key leaders and prospects, phone calls, email, Linked In, etc.	Advertise with TML, ICMA, LinkedIn, City's website, local newspaper, and City's social media resources.
Screen Applicants	Conduct interviews, extensive background check. Conducts internet searches, conduct interviews with candidates. Present a field of 6-8 qualified candidates to client with comprehensive book of information.	Screen based on resumes, questionnaires. Meet with Council, identify 6-10 candidates for review (video and Consultant phone interview). Meet Council to identify 4-6 candidates for interviews.	Screen/ rank candidates, present to Council to select 8-12 semi-finalists. Screen semi-finalists with written questionnaires, online video interviews, media search. Briefing book for Council on semi-finalists to decide on candidates for interviews.	Screen/rank candidates present to Council to select qualified finalists. Conduct Law enforcement background investigation.
References	Screen for organizational fit, background checks (criminal, education, financial), and media search. References completed prior to selecting final candidates for interview.	Contact named & unnamed references to gather information. On request, conduct social media check. Pinkerton Investigations (court, driving, education).	Comprehensive media search, comprehensive background checks (Credit, crime, driving, education, etc.). Conduct reference checks, up to 20 contacts for a candidate.	
Interview and complete search	Consultant involved in interview process to facilitate interviews. Consultant will assist on final employment matters such as negotiation process and notification of unsuccessful candidates.	Available for interviews, prepares binder with suggested interview questions. Available to assist with salary / benefits negotiations. Commits to no soliciting of candidates for other current searches.	Schedule interviews, provide interview questions, assist in process. Can provide data on employment agreements, assist in negotiations. Additional post-hire support, as requested.	Schedule interviews, provide interview questions prepared by current City Manager, complete previous employment and referral investigation
Guarantee:	24 month guarantee	24 month guarantee + continue search if no one hired from initial pool.	18 months guarantee	



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 2, 2021
PREPARED BY: Tracey Vasquez, HR Manager
DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the transition plan for City Manager’s position.

BACKGROUND/SUMMARY:

A transitional management plan is a necessary component of a change management plan and presumes that the underlying is being well managed. Obvious goals need to be aligned to achieve the ultimate success of the success of the City of Manor.

Suggested interview questions/responses will be provided by City Manager to City Council.

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

- Left/Right Transition Plan

STAFF RECOMMENDATION:

It is the City staff’s recommendation that the City Council approve the transition plan for the City Manager’s position.

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



Left/Right Replacement Transitional Plan

Purpose:

Transitional management plans are a necessary component of a change management plan and presume the underlying is being well managed. The goals of a transitional plan need to be aligned to achieve the ultimate success for the City of Manor. This plan outlines the “hand-off” process that instills the goals, priorities, and strategies in one place for a successful “shift”, while ensuring that all tasks and duties are documented and passed on.

This transitional plan’s goal is to familiarize the new City Manager with City of Manor operations. The four (4) key components of the left/right replacement plan are: Introduction, Communication, Hand-Off, and Goal/Expectations these will assist in a smooth conversion for the City staff, City Council, Mayor, new City Manager as well as the current City Manager.

Transition Details:

Understanding the value of the role as City Manager is the first step in making a successful transition.

- Current City Manager
- Successor
- Start Date
- Mayor/Council

1) Introduction-

Throughout the first week (Days 1-5) the newly selected City Manager will “shadow” the current City Manager in all day-to-day activities.

(Day 1-5)

The incoming City Manager will schedule a time frame to meet with each department director/manager individually. They will discuss current obligations, projects, goals, and limitations within each specified department. Meetings with the Mayor and Council will be done individually as well for introduction purposes only, expectations and goals are set at another time regarding the evaluation process.

He/she will be attending all schedule City Manager’s meetings including but not limited to staff, PID’s, MUD’s, ManorISD, parks committee, Chamber luncheons and board meetings, CIVStart, WW Treatment

Plant, as well as meeting with local businesses to establish a partnership within the community. Outside contacts shall be established at this time as well to integrate the succeeding City Manager as quickly and effectively as possible.

The current City Manager shall establish a measurable on-the-job checklist that offers guidelines for key activities that must be completed by certain dates to facilitate the progress. Knowledge of both explicit skills as well as implicit knowledge during the changeover is paramount for the left/right transition plan to prevail.

(Day 1-10)

2) Communication-

Both the successor and current City Manager will share the leadership qualities and skills of the department directors/managers for future expectations and goals. The current City Manager will assist with feedback, ideas, and processes to further assist the succeeding City Manager in establishing effective communication with staff.

The successor will meet with local, state, and other government agencies such as CAPCO, the Empowerment Academy, ManorISD, Texas Economic Development Council, etc., to ensure open communication and establish prosperous business associations.

(Day 6-10)

3) Hand Off-

Throughout the second week (days 6-10) the current City Manager will now “hand-off” leadership to the incoming City Manager. The new City Manager will lead the City on day-to-day operations, at the guidance of the current City Manager.

Feedback and consultation will occur between both Managers to assess the successors knowledge and capabilities. Both Managers will meet with the Mayor and City Council to update the progress on the left/right transition.

(Day 11-15)

4) Goals and Expectations-

By assessing management skills through evaluating their capabilities, propensities, and potential, the City Manager will meet with each director/manager on current and new goals for the City of Manor.

The successor will have in place a set of goals, expectations, and/or projects for his/herself to be attained within the next 60 days that will be presented to the Mayor and Council.

Completion of the transitional plan checklist will be signed by the current Manager, successor, and the Mayor.