

Dr. Larry Wallace Jr., Mayor Deja Hill, Mayor Pro Tem, Place 5 Emily Hill, Place 1 Maria Amezcua, Place 2 Dr. Christopher Harvey, Place 3 Danny Scarbrough, Place 4 Vacant, Place 6

City Council Regular Meeting

Wednesday, September 16, 2020 at 7:00 PM Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live streamed on Manor Facebook Live
You can access the meeting at https://www.facebook.com/cityofmanor/

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

- A. Declaring Thursday, September 17, 2020, as "Constitution Day and Citizens Day"
- B. Declaring Tuesday, September 22, 2020, as "Emancipation Day"

PUBLIC COMMENTS

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

REPORTS

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

- A. Ascension Seton Screen & Go Submitted by: Tracey Vasquez, HR Manager
- **B.** Small Business & Startup Entrepreneurship Certification Program Submitted by: Mayor Wallace Jr.
- C. CivStart
 Submitted by: Mayor Wallace Jr.

PUBLIC HEARINGS

1. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.

Submitted by: Thomas Bolt, City Manager

2. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.

Submitted by: Thomas Bolt, City Manager

3. Conduct a public hearing upon a rezoning request for twenty (20) acres, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

Owner: Curt Johnson

Applicant: Mahoney Engineering

Submitted by: Scott Dunlop, Assistant Development Services Director

4. Conduct a public hearing upon a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Owner: Eric Davis Applicant: Eric Davis

Submitted by: Scott Dunlop, Assistant Development Services Director

5. Conduct a public hearing upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

Owner: Las Entradas Development Corp.

Applicant: Carlson Brigance & Doering, Inc.

Submitted by: Scott Dunlop, Assistant Development Services Director

6. Conduct a public hearing upon a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

Owner: Geraldine & Edward Wolf

Applicant: BGE, Inc.

Submitted by: Scott Dunlop, Assistant Development Services Director

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.

7. Consideration, discussion, and possible action to approve the City Council Minutes of the September 2, 2020, Regular Meeting.

Submitted by: Lluvia T. Almaraz, City Secretary

8. Consideration, discussion, and possible action on the acceptance of the August 2020 Departmental Reports.

Submitted by: Thomas Bolt, City Manager

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

REGULAR AGENDA

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

Submitted by: Thomas Bolt, City Manager

10. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

Submitted by: Thomas Bolt, City Manager

11. Consideration, discussion, and possible action on an ordinance rezoning twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

Owner: Curt Johnson

Applicant: Mahoney Engineering

Submitted by: Scott Dunlop, Assistant Development Services Director

12. Consideration, discussion, and possible action on an ordinance rezoning 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

Owner: Eric Davis Applicant: Eric Davis

Submitted by: Scott Dunlop, Assistant Development Services Director

13. Consideration, discussion, and possible action on an ordinance rezoning 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

Owner: Las Entradas Development Corp.

Applicant: Carlson Brigance & Doering, Inc.

Submitted by: Scott Dunlop, Assistant Development Services Director

14. Consideration, discussion, and possible action on an ordinance rezoning 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

Owner: Geraldine & Edward Wolf

Applicant: BGE, Inc.

Submitted by: Scott Dunlop, Assistant Development Services Director

Consideration, discussion, and possible action on a Resolution accepting the petition for the addition of land to the Manor Heights Public Improvement District (PID).

Submitted by: Thomas Bolt, City Manager

16. Consideration, discussion, and possible action on a Resolution to conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the Advisory Committee.

Submitted by: Pauline Gray, City Engineer

17. Consideration, discussion, and possible action on an agreement between TML Health and the City of Manor regarding the Flex Spending Account.

Submitted by: Tracey Vasquez, HR Manager

- 18. Consideration, discussion, and possible action on renewing a plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.

 Submitted by: Tracey Vasquez, HR Manager
- 19. Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2020 2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.

Submitted by: Tracey Vasquez, HR Manager

20. Consideration, discussion, and possible action on renewing the FY 2020 - 2021 contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP).

Submitted by: Tracey Vasquez, HR Manager

21. Consideration, discussion, and possible action on an agreement between AED 123 and the City of Manor regarding AED Devices and Services.

Submitted by: Tracey Vasquez, HR Manager

22. Consideration, discussion, and possible action on an appointment (s) to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.

Submitted by: Thomas Bolt, City Manager

23. Consideration, discussion, and possible action on a Resolution in support of the Paris Agreement.

Submitted by: Mayor Wallace Jr.

24. Consideration, discussion, and possible action to appoint two (2) Planning and Zoning Commission Members and two (2) City Council Members to serve on the Comprehensive Plan Request for Proposals (RFP) Review Committee.

Submitted by: Scott Dunlop, Assistant Development Services Director

EXECUTIVE SESSION

The City Council will now convene into executive session pursuant to Section 551.071, Texas Government Code and Section 1.05, Texas Disciplinary Rules of Professional Conduct, for consultation with legal counsel regarding litigation matters.

OPEN SESSION

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

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: <u>Friday, September 11, 2020, by 5:00 PM</u> and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

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





PROCLAMATION

WHEREAS, On Constitution Day and Citizenship Day, an event which falls during Constitution Week, many people in the United States recognize the anniversary of the nation's constitution and the efforts and responsibilities of all citizens; and

WHEREAS, in the summer of 1787 delegates convened in Philadelphia to create "a more perfect union" and to craft the country's constitution. They worked to develop a framework that would provide balance and freedom, taking into account federal and state interests, as well as individual human rights. The delegates signed the Constitution of the United States on September 17 that year. By June 21, 1788, the constitution was effective, having been approved by nine of the 13 states; and

WHEREAS, with regard to recognizing citizens, newspaper magnate William Randolph Hearst advocated a day to celebrate US Citizenship in 1939. In 1940 the Congress created "I Am an American Day" to be celebrated in the third Sunday in May; and

WHEREAS, on February 29, 1952, President Harry Truman signed into law "Citizenship Day". It was established to replace I am an American Day. On August 2, 1956, the Congress requested that the president proclaim the week beginning September 17 and ending September 23 of each year as "Constitution Week". One more change was made to the event when a federal law enacted in December 2004 designated September 17 as "Constitution Day and Citizenship Day".

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 Thursday, September 17, 2020, as:

"Constitution Day and Citizens Day"

in the City of Manor, Texas.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 16th day of September 2020.

Dr. Larry Wallace Jr., Mayor City of Manor





PROCLAMATION

WHEREAS, On September 22, 1862, Abraham Lincoln issued a preliminary proclamation, which required all states to abandon slavery within 100 days. It declared all slaves "thenceforth and forever more free". The Emancipation Proclamation went into effect on January 1, 1863; and

WHEREAS, the abolishment of slavery in the United States is celebrated on different dates in other parts of the country. For example, Texas commemorates the liberation of the last remaining slaves on Juneteenth, while residents of Washington DC celebrate Emancipation Day on April 16 each year, remembering the signing of the Compensated Emancipation Act on April 16, 1862; and

WHEREAS, although the Emancipation Proclamation did not end slavery in the nation, it captured the hearts and imagination of millions of Americans and fundamentally transformed the character of the war; and

WHEREAS, from the first days of the Civil War, slaves had acted to secure their own liberty. The Emancipation Proclamation confirmed their insistence that the war for the Union must become a war for freedom. It added moral force to the Union cause and strengthened the Union both militarily and politically. As a milestone along the road to slavery's final destruction, the Emancipation Proclamation has assumed a place among the great documents of human freedom.

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 Tuesday, September 22, 2020 as:

"Emancipation Day"

in the City of Manor and urge all citizens to become more aware of the significance of this celebration in the heritage of our Nation and City.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Manor to be affixed this 16th day of September 2020.

Dr. Larry Wallace Jr., Mayor City of Manor



Screen & Go

Implementation Guide

Getting started

Screen & Go is designed to provide you with a simple way to let your employees report when they have health symptoms that may result in a need to stay away from the workplace. Screen & Go is used daily by Ascension's own caregivers and we are honored to share it with you.

Customized URL for your organization

Screen & Go will be located at a URL that is unique to your company. This URL will be provided to you by your account manager and can be used by your employees to access Screen & Go. The URL can be distributed to your organization in a few ways, including by email, text message and printed materials. A QR code that can be scanned by a smartphone camera will also be provided.

How to use Screen & Go

Screen & Go is simple to use for your employees. To begin, an employee enters your company's URL on their computer or mobile device. Employees go through a one-time signup process, during which they identify themselves with some basic demographic information.

The employee is then asked to answer a few questions about how they are feeling. Based on their responses to the questions, they will either arrive at an "all clear" or an "at risk" result. Employees with an "all clear" result will see a

confirmation screen they can show upon entry to the workplace. Confirmation screens will appear in alternating colors each day of the week for easy identification upon entry. Employees with an "at risk" result will receive next steps to take which include instructions on not going into the workplace and following up with their healthcare provider.

Tips for implementation

While the Screen & Go app will be simple and easy to use for most employees, there can be challenges when implementing a new process. Below are a few situations that may arise and solutions to help make the implementation as seamless as possible for your organization.

Employee can't remember how to access Screen & Go on their phone

At employee entrances, post signs reminding employees to use the Screen & Go app before coming to work each day. These signs should contain the URL and/or a QR code that can be used to remind them of how to access Screen & Go.

Employee does not own a smartphone

Screen & Go can be accessed via home computer. Employees can print out the confirmation screen and present it upon arrival.

Employee arrives at work without their smartphone

In this situation, please prepare an alternative method for the employee to complete the health screening process. Consider asking the employee to have a conversation with a company representative.

Employee does not receive the verification text message

In some geographic areas and/or building types, low signal strength can cause limited cellular connectivity and potentially interfere with delivery of the initial verification text message. In this situation, please prepare an alternative method for the employee to complete the health screening process. Consider asking the employee to have a conversation with a company representative.

Employee has questions about the terms of use (eg. where is their data stored and who can access)

Ascension securely stores employee data in our cloud environment, where it can only be accessed by people directly supporting the Screen & Go application. Further details are available within our Terms of Use document, which can be accessed from within the Screen & Go application as well as the Ascension Employer Solutions website,

http://employersolutions.ascension.org/ourservices/screen-and-go/terms.

Employer Support Options

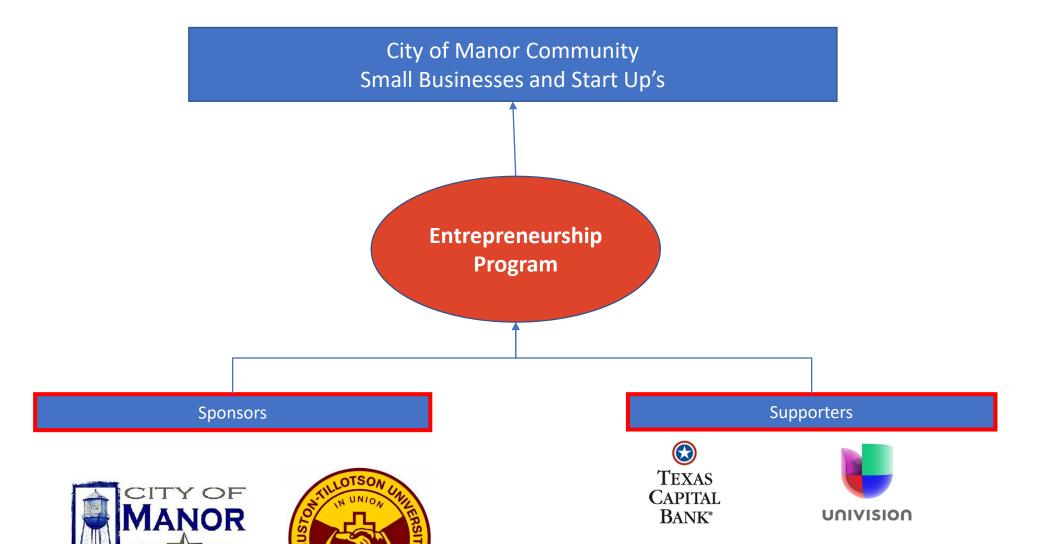
Please note that Ascension does not provide technical support for individual employees who have trouble using the product. Please let your employees know what to do if they are having technical issues accessing Screen & Go.

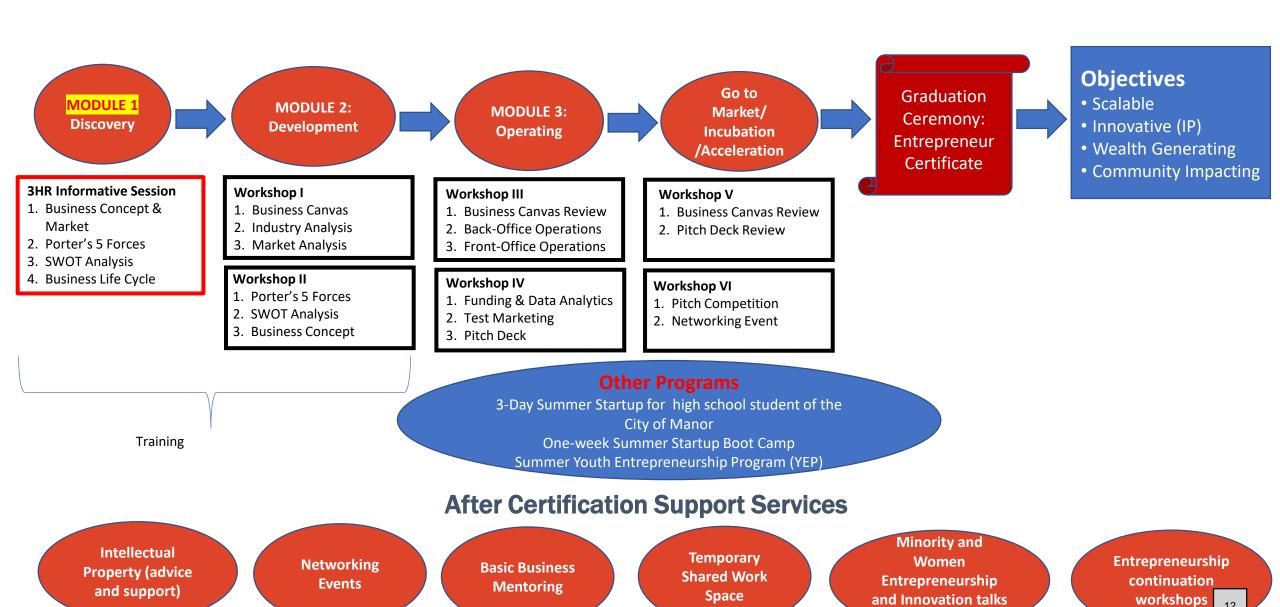
Authorized representatives of your company may submit questions and other support requests to Ascension at http://employersolutions.ascension.org/support. We do our best to reply in a timely manner.





HTU's CEI Entrepreneurship Training Program





/Conference

Entrepreneurship Program (in English and Spanish)

General information for each workshop

- Date: TBD (After July 2020)
- Duration:
 - 4-6 hours for workshops in module 1,
 - 6-8 hours for remaining workshops (includes 10 mins break for each class hour)
- Location: Manor City Hall
- Format: main theoretical concepts (first workshop) and hands on exercises for remaining workshops
- Prerequisite(s):
 - Informative Session: None
 - Workshop 1: Informative Session
 - Workshop 2, 3, 4, 5, 6, and Graduation: Previous Workshop
 - Pitch Competition: Completed Business Canvas and Pitch Deck
 - Access to temporary /part-time space support in CEI: Graduate from the training program and submit an application for it, which will evaluated by the CEI committee.
- Target Market: Underserved & Underprivileged Populations in the Eastern Crescent
- Maximum Capacity: 25 persons per workshop
- Cyclicity: Monthly
- Registration: Online (CEI Website registration)

Informative Session: FREE

Workshops: TBD

Item 2.

Entrepreneurship Program (in English and Spanish)

Partnership responsibilities

- CEI's and CoM's main responsibilities:
 - Dates and Public Relations strategy definition, and
 - Organization of the pitch competition and graduation ceremony.
- CoM's main responsibility:
 - Provide Public Relations Efforts to attract the community (email, press, TV, social media, etc.)
 - Take calls of potential participants providing general info and redirect them to CEI/CoM website for registration
- CEI's main responsibility:
 - Provide and coordinate Instructors for the training program
 - Support with Public Relations



CivStart

CivStart is a nonprofit accelerator for government technology startups dedicated to creating an honest and inclusive ecosystem for innovative solutions to the most pressing problems faced by state and local governments.

NLC CIE Commitment

The National League of Cities (NLC) City Innovation Ecosystems (CIE) Program is a partnership with <u>Schmidt Futures</u> and the <u>Ewing Marion Kauffman Foundation</u> that asks city leaders to commit to creating the right policies, program, and practices to ensure their communities can thrive in the global, innovation-driven economy.

By committing to work with CivStart, the NLC CIE program will cover the costs associated with CivStart's regular one-on-one work to help a city 1) Identify core challenges with internal city processes or facing the city's communities; 2) Identify and vet potential innovative, cost-effective startups solutions to meet those challenges; and 3) Deploy and help project manage free or low-cost pilot programs to meet those challenges, as proof-of-concepts toward fuller-scale procurement.

City of Manor

The City of Manor, Texas is located 12 miles northeast of Austin and is part of the Austin-Round Rock metropolitan area. The population is 10,000 residents in 10 square miles. Manor is one of the faster-growing suburbs of Austin. The City has numerous parks, outdoor activities, community events, and a small walkable downtown on the city's main street, Parsons St..

Challenge Statement

A challenge statement is a clear definition of the problem or challenge your government or communities are facing that doesn't specify a particular approach or solution, but allows for a number of ways the challenge can be met.

1. **Downtown Revitalization** - The current downtown in Manor includes numerous brick and mortar stores, old residences, but with the rapidly-growing city and a coming light-rail, it is a challenge finding a shared a vision of a growing downtown where the history and character of the town can be preserved while allowing for new construction, adaptation to changing residents' preferences, and growth. Another challenge is facing

- businesses who might consider building, since many of the existing lots nearby are too smal individually.
- 2. **Parking/Transportation** With the coming light rail, and an already-walkable and bikable city, there will be increasing public transportation options. However, with the rapid growth of the city, the main street will lose a lot of its parking to road-widening, making parking a real challenge for getting residents and visitors between downtown and their homes or public-transportation options.

Statement on Real or Perceived Conflict of Interest

In the interest of transparency, we want to ensure clarity about any real or potential conflicts of interest that may exist. CivStart is a startup accelerator that is also providing advisory services directly to local governments and we recognize this can create the appearance or reality of conflict. In order to avoid any appearance of impropriety:

- our project lead on the NLC-Kauffman CIE program (Sarah) will be different than the project lead who works directly with our startups (Anthony) on pursuing local government opportunities;
- any non-public information shared by our government partners with CivStart will be treated as confidential from startups in our accelerator unless our government partners explicitly waive this due to the need for greater speed and flexibility during a pilot program, or it is made available publicly;
- ☐ CivStart may help in the formulation of problem statements for the pilot programs, but will not be involved in the later drafting of any RFPs or formal procurement bidding processes, should they emerge from the pilot projects; and
- ☐ CivStart will, at all other times, act as a trusted partner for our government partners' interests first, making known anytime we are discussing a startup that we have financial or reputational interest in promoting.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.

BACKGROUND/SUMMARY:

The first public hearing was conducted at the September 2, 2020, regular council meeting.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No PRESENTATION: No ATTACHMENTS: Yes

• FY2020-2021 Proposed Annual Budget

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the second public hearing on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.

PLANNING & ZONING COMMISSION:

Recommend Approval

Disapproval

None

PROPOSED 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 Fiscal Year 2020-21

Original Budget Adopted:	
Ordinance Number:	
Amended Budget Adopted:	
Ordinance Number:	

	FY 2019-2020			31-Aug-20				FY 2020-21		FUND BALA	NCES
BUDGETED REVENUES	BUDGETED EXPENSES	NET	FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET		BUDGET REVENUES	BUDGET Expenses	NET	ESTIMATED 30-Sep-20	PROJECTED 30-Sep-21
						GENERAL FUND					_
7,543,304	1,124,261	6,419,043	7,790,235	898,151	6,892,084	ADMINISTRATION	8,195,331	1,219,554	6,975,777		
0	714,517	(714,517)	0	614,144	(614,144)	FINANCE DEPT.	-	763,189	(763,189)		
1,061,408	2,173,982	(1,112,574)	948,464	1,822,816	(874,352)	STREET DEPT.	999,000	2,416,219	(1,417,219)		
1,417,017	835,726	581,291	2,750,877	656,366	2,094,511	DEVELOPMENT SERVICES	1,485,067	988,209	496,858		
40,000	614,240	(574,240)	40,000	335,820	(295,820)	PARKS	40,000	676,989	(636,989)		
717,950	670,572	47,378	660,496	577,083	83,414	MUNICIPAL COURT	630,150	681,128	(50,978)		
269,279	4,200,550	(3,931,271)	210,954	3,557,628	(3,346,674)	POLICE DEPT.	269,279	4,213,461	(3,944,182)		
-	598,072	(598,072)	-	472,068	(472,068)	IT DEPT.	-	653,570	(653,570)		
-	162,827	(162,827)	-	96,686	(96,686)	COMMUNITY DEV	-	164,027	(164,027)		
_	-	-	-	-	-	TRANSFERS	_	-	-		
11,048,958	11,094,747	(45,789)	12,401,027	9,030,762	3,370,264	GENERAL FUND TOTALS	11,618,827	11,776,346	(157,519)		
						UTILITY FUND					
0	430,164	(430,164)	0	389,325	(389,325)	PUBLIC WORKS	0	513,873	(513,873)		
2,090,321	2,390,535	(300,214)	2,441,864	2,210,167	231,698	WATER	2,089,796	2,303,216	(213,420)		
1,741,838	1,186,889	554,949	2,082,875	1,002,830	1,080,045	WASTEWATER	1,741,838	705,324	1,036,514		
-		-	-		-	TRANSFERS	-	-	-		
3,832,159	4,007,588	(175,429)	4,524,739	3,602,322	922,417	UTILITY FUND TOTALS	3,831,634	3,522,413	309,221		
14,881,117	15,102,335	(221,218)	16,925,766	12,633,084	4,292,681	TOTAL POOLED FUNDS	15,450,461	15,298,759	151,702	975,727	1,127,429
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2,597,376	2,176,104	421,272	2,172,371	2,181,442	(9,071)	TOTAL DEBT SERVICE	2,207,164	2,189,128	18,036	91,186	109,222
						RESTRICTED FUNDS					
12,000	40,000	(28,000)	13,877	27,086	(13,209)	COURT TECH FUND	9,500	9,500	-	46,674	46,674
8,600	24,620	(16,020)	10,408	342	10,066	COURT BLDG SEC FUND	8,400	500	7,900	12,518	20,418
31,025	9,000	22,025	40,286	31,048	9,238	HOTEL OCCUPANCY	33,200	30,000	3,200	457,267	460,467
392,006	-	392,006	388,310	4,254	384,056	CAPT IMPACT-WATER	864,500	-	864,500	734,293	1,598,793
755,977	20,000	735,977	1,287,785	373,382	914,403	CAPT IMPACT-WW	392,006	-	392,006	2,208,728	2,600,734
-	-	-	-	-	-	PARK FUNDS	-	-	-	8,450	8,450
3,893,250	-	3,893,250	3,893,250	2,599,289	1,293,961	BOND FUNDS	3,856,948	3,856,948	-		-
5,376,897	128,620	5,248,277	6,060,738	3,371,753	2,688,984	RESTRICTED FUND TOTALS	5,164,554	3,896,948	1,267,606	3,514,901	4,782,507
22,855,390	17,407,059	5,448,331	25,158,874	18,186,280	6,972,595	GRAND TOTALS	22,822,179	21,384,835	1,437,344	4,581,814	6,019,158

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

PROPOSED Annual Budet SUMMARY FOR FISCAL YEAR 2020-21



Original Budget Adopted:	
Ordinance Number:	
Amended Budget Adopted:	
Ordinance Number:	

	Exisiting	PROPOSED	PROPOSED
FUND	FY 2019-20	FY 2020-21	BUDGET
	Amended Budget	Municipal Budget	DIFFERENCE
GENERAL FUND			
ADMINISTRATION			
REVENUES	7,543,304	8,195,331	652,027
EXPENSES	1,124,261	1,219,554	95,293
NET	6,419,043	6,975,777	556,734
FINANCE DEPARTMENT			
REVENUES	-	-	-
EXPENSES	714,517	763,189	48,672
NET	(714,517)	(763,189)	(48,672)
STREET DEPARTMENT			
REVENUES	1,061,408	999,000	(62,408)
EXPENSES	2,173,982	2,416,219	242,237
NET	(1,112,574)	(1,417,219)	(304,645)
	(1,112,011)	(1,111,210)	(001,010)
DEVELOPMENT SERVICES	<u> </u>		
REVENUES	1,417,017	1,485,067	68,050
EXPENSES	835,726	988,209	152,483
NET	581,291	496,858	(84,433)
PARKS DEPARTMENT			
REVENUES	40,000	40,000	-
EXPENSES	614,240	676,989	(62,749)
NET	654,240	716,989	(62,749)
MUNICIPAL COURT			
REVENUES	717,950	630,150	(87,800)
EXPENSES	670,572	681,128	10,556
NET	47,378	(50,978)	(98,356)
	,	(23,513)	(==,===,
POLICE DEPARTMENT			
REVENUES	269,279	269,279	÷
EXPENSES	4,200,550	4,213,461	12,911
NET	(3,931,271)	(3,944,182)	(12,911)
IT DEPARTMENT			
REVENUES	-	-	-
EXPENSES	598,072	653,570	55,498
NET	(598,072)	(653,570)	(55,498)
COMMUNITY DEV. DEPARTMENT			
REVENUES	-	-	-
EXPENSES	162,827	164,027	1,200
NET	(162,827)	(164,027)	(1,200)
TRANSFERS			
REVENUES	-	-	
EXPENSES	-	-	-
NET	-	-	-
OFNEDAL FUND TOTAL			
GENERAL FUND TOTALS		,	
REVENUES	11,048,958	11,618,827	569,869
EXPENDITURES NET	11,094,747 (45,789)	11,776,346 (157,519)	562,152 7,717
NET	(40,789)	(101,101)	1,717

-	Exisiting	PROPOSED	PROPOSED
FUND	FY 2019-20	FY 2020-21	BUDGET
	Amended Budget	Municipal Budget	DIFFERENCE
UTILITY FUND			
PUBLIC WORKS			
REVENUES	-	-	-
EXPENSES	430,164	513,873	83,709
NET	(430,164)	(513,873)	(83,70
WATER DEPARTMENT			
REVENUES	2,090,321	2,089,796	(52)
EXPENSES	2,390,535	2,303,216	(87,319
NET	(300,214)	(213,420)	86,79
WASTEWATER DEPARTMENT			
REVENUES	1,741,838	1,741,838	-
EXPENSES	1,186,889	705,324	(481,56
NET	554,949	1,036,514	481,56
TRANSFERS			
REVENUES	-	-	-
EXPENSES	-	-	-
NET	-	-	-
UTILITY FUND TOTALS			
REVENUES	3,832,159	3,831,634	(52
EXPENDITURES	4,007,588	3,522,413	(485,17
LAFENDITORES	4,007,300	3,322,413	(403,17

DEI	BT 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 BUDG	SET TOTALS (exclusive of debt	service)
REVENUES	14,881,117	15,450,461	569,344
EXPENDITURES	15,102,335	15,298,759	76,977
NET	(221,218)	151,702	492,367

Item 1.

10 -GENERAL FUND
FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2020-21

				83.33 % OF Y	EAR COMP	PLETE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ADMINISTRATION									
TAXES	7,176,300	7,176,300	7,276,885	7,372,791	101.3	(95,906)	10,445,033	7,975,912	699,027
MISCELLANEOUS	56,000	56,000	56,000	35,179	62.8	20,821	49,838	9,000	(47,000)
PERMITS/LICENSES	5,590	5,590	6,290	775	12.3	5,515	1,098	6,290	0
OTHER	204,100	204,100	204,129	193,241	94.7	10,889	273,764	204,129	0
TOTAL ADMINISTRATION	7,441,990	7,441,990	7,543,304	7,601,985	100.8	(58,681)	10,769,733	8,195,331	652,027
<u>STREET</u>									
MISCELLANEOUS	137,500	137,500	137,500	351	0.3	137,149	497	84,500	(53,000)
SANITATION CHARGES	923,908	923,908	923,908	847,551	91.7	76,357	1,200,726	914,500	(9,408)
TOTAL STREET	1,061,408	1,061,408	1,061,408	847,902	79.9	213,506	1,201,223	999,000	(62,408)
DEVELOPMENT SERVICES									
MISCELLANEOUS	25,000	25,000	25,000	30,481	121.9	(5,481)	38,881	27,500	2,500
PERMITS/LICENSES	1,261,288	1,261,288	1,392,017	2,390,257	171.7	(998,240)	3,386,276	1,457,567	65,550
TOTAL DEVELOPMENT SERVICE	CES 1,286,288	1,286,288	1,417,017	2,420,738	170.8	(1,003,721)	3,425,158	1,485,067	68,050
PARKS/RECREATION									
MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
COURT									
MISCELLANEOUS	6,500	6,500	6,500	4,302	66.2	2,198	6,095	6,500	0
COURT FEES	710,600	710,600	711,450	621,584	87.4	89,866	875,540	623,650	(87,800)
TOTAL COURT	717,100	717,100	717,950	625,886	87.2	92,064	881,635	630,150	(87,800)
POLICE									
MISCELLANEOUS	208,524	208,524	211,644	145,853	68.9	65,791	206,630	211,644	0
POLICE CHARGES/FEES	56,360	56,360	57,635	52,770	91.6	4,866	74,759	57,635	0
TOTAL POLICE	264,884	264,884	269,279	198,623	73.8	70,656	281,389	269,279	0
	TOTAL REVENUES 10,811,670	10,811,670	11,048,958	11,735,134	106.2	(686,176)	16,559,138	11,618,827	569,869

10 -GENERAL FUND FINANCIAL SUMMARY PROPOSED BUDGET WORKSHEETS

FY 2020-21

83.33 % OF YEAR COMPLETE

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ADMINISTRATION									
PERSONNEL	521,553	521,553	545,144	353,844	64.9	191,300	501,291	547,474	2,330
OPERATING	157,514	157,514	183,694	85,923	46.8	97,771	121,727	168,282	(15,412)
REPAIRS & MAINTENANCE	44,000	44,000	44,000	7,737	17.6	36,263	10,962	44,000	0
CONTRACTED SERVICES	406,175	406,175	414,423	382,984	92.4	31,439	542,574	459,798	45,375
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0		0
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0		0
TOTAL ADMINISTRATION	1,129,242	1,129,242	1,187,261	830,488	69.9	356,773	1,176,553	1,219,554	32,293
FINANCE									
PERSONNEL	542,663	542,663	542,063	383,468	70.7	158,595	543,259	554,944	12,881
OPERATING	115,964	115,964	116,104	138,533	119.3	(22,429)	196,260	148,965	32,861
REPAIRS & MAINTENANCE	850	850	2,050	1,781	86.9	269	2,523	2,000	(50)
CONTRACTED SERVICES	54,300	54,300	54,300	39,407	72.6	14,893	55,828	57,280	2,980
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	-	0
TOTAL FINANCE	713,777	713,777	714,517	563,189	78.8	151,328	797,870	763,189	48,672
STREET									
PERSONNEL	397,446	397,446	320,790	222,012	69.2	98,778	314,524	335,055	14,265
OPERATING	192,605	192,605	193,195	113,905	59.0	79,290	161,186	163,595	(29,600)
REPAIRS & MAINTENANCE	51,500	51,500	53,400	32,607	61.1	20,793	46,195	168,400	115,000
CONTRACTED SERVICES	1,310,000	1,310,000	1,509,000	1,047,291	69.4	461,709	1,483,697	1,462,000	(47,000)
DEBT PAYMENTS	61,597	61,597	61,597	36,349	59.0	25,248	51,495	36,359	(25,238)
GRANT EXPENDITURES	(2)	(1)	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	11,000	11,000	11,000	2,536	23.1	8,465	3,592	10,000	(1,000)
CAPITAL OUTLAY > \$5K	25,000	25,000	25,000	6,546	26.2	18,454	9,273	240,810	215,810
TOTAL STREET	2,049,146	2,049,147	2,173,982	1,461,245	67.2	712,737	2,069,963	2,416,219	242,237
DEVELOPMENT SERVICES									
PERSONNEL	386,651	386,651	417,115	318,001	76.2	99,114	13,619	393,588	(23,527)
OPERATING	81,231	81,231	94,611	60,539	64.0	34,072	0	91,621	(2,990)
REPAIRS & MAINTENANCE	3,000	3,000	3,000	2,734	91.1	266	3,990	3,000	0
CONTRACTED SERVICES	283,200	283,200	321,000	203,254	63.3	117,746	0	500,000	179,000
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
TOTAL DEVELOPMENT SERVICES	754,082	754,082	835,726	584,528	69.9	251,198	17,609	988,209	152,483

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<u>PARKS</u>									
PERSONNEL	395,889	395,889	401,090	237,070	59.1	164,020	335,857	421,771	20,681
OPERATING	34,600	34,600	34,850	9,676	27.8	25,174	13,619	20,850	0
REPAIRS & MAINTENANCE	129,000	129,000	129,000	36,755	28.5	92,245	52,071	157,500	0
CONTRACTED SERVICES				1,238				_	
DEBT PAYMENTS	28,200	28,200	28,200	24,517	86.9	3,683	34,733	24,518	0
GRANT EXPENDITURES	0	0	0	0	0.0	0	0		0
CAPITAL OUTLAY < \$5K	9,600	9,600	9,100	2,816	30.9	6,284	3,990	5,750	0
CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0.0	12,000	0	46,600	0
TOTAL PARKS	609,289	609,289	614,240	312,072	233.3	303,405	440,271	676,989	20,681
COURT									
PERSONNEL	297,207	297,207	312,700	222,643	71.2	90,057	315,419	323,456	10,756
OPERATING	48,245	48,245	51,445	41,348	80.4	10,097	58,576	51,245	(200)
CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101.0	(2,985)	417,197	291,500	0
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620	0
CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0.0	13,307	0	13,307	0
TOTAL COURT	670,572	670,572	670,572	558,476	83.3	112,096	791,191	681,128	10,556
<u>POLICE</u>									
PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78.4	657,616	3,390,925	3,067,434	16,280
OPERATING	311,583	311,583	308,584	208,283	67.5	100,301	295,074	310,094	1,510
REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91.0	15,407	221,882	96,500	(75,526)
CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94.4	12,543	300,018	268,463	44,147
DEBT PAYMENTS	279,000	279,000	355,000	277,089	78.1	77,911	392,552	398,500	43,500
CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57.1	2,573	4,855	6,000	0
CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18.3	37,133	8,044	66,470	21,000
TOTAL POLICE	3,970,933	3,970,933	4,162,550	3,259,066	78.3	903,484	4,613,351	4,213,461	50,911
INFORMATION TECHNOLOGY (I.T.)									
PERSONNEL	142,085	142,085	142,085	114,607	80.7	27,478	162,364	147,985	5,900
OPERATING	149,852	149,852	149,852	108,299	72.3	41,553	0	169,500	19,648
REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	37.5	3,802	0	6,085	0
CONTRACTED SERVICES	155,000	155,000	205,050	184,411	89.9	20,640	0	160,000	(45,050)
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	14,191	21.8	50,809	368	65,000	0
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	5,034	105,000	75,000
TOTAL I.T	548,022	548,022	598,072	423,790	70.9	174,282	14,754	653,570	55,498

COMMUNITY DEV.

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PERSONNEL	101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200
OPERATING	66,850	66,850	66,850	16,731	0	0	0	67,850	1,000
TOTAL COMMUNITY DEV	168,464	168,464	162,827	87,077	53.5	25,632	99,658	164,027	1,200
TOTAL EXPENDITURI	ES 10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599
TOTAL EXPENDITURE	ES 10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599
TOTAL EXPENDITURI	ES 10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599

10 -GENERAL FUND REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

83.3	33 9	% O	F Y	EAR	CC	M	PL	ETE
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			83.33 % UF 11	EAR COIVIPL				
FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
5,516,349	5,516,349	5,516,349	5,476,094	99	40,255	7,757,982	5,909,577	393,228
15,000	15,000	53,325	67,053	126	-13,728	94,994	15,000	-38,325
0	0	0	0	0	0	0	0	0
5,788	5,788	5,788	4,920	85	868	6,970	5,000	-788
57,750	57,750	57,750	67,704	117	-9,954	95,916	57,750	0
1,046,388	1,046,388	1,046,388	1,284,866	123	-238,478	1,820,270	1,381,300	334,912
250,000	250,000	250,000	159,413	64	90,587	225,840	250,000	0
64,000	64,000	64,000	40,001	63	23,999	56,669	64,000	0
20,000	20,000	20,000	7,187	36	12,813	10,182	9,000	-11,000
30,000	30,000	30,000	23,338	78	6,662	33,063	25,000	-5,000
74,000	74,000	74,000	104,636	141	-30,636	148,238	100,000	26,000
82,000	82,000	140,000	118,290	84	21,710	167,581	140,000	0
2,825	2,825	5,885	4,200	71	1,685	5,950	5,885	0
12,200	12,200	12,200	13,592	111	-1,392	19,255	12,200	0
0	0	1,200	1,498	125	-298	2,122	1,200	0
7,176,300	7,176,300	7,276,885	7,372,791	101	-95,906	10,445,033	7,975,912	699,027
56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
440	440	440	190	43	250	269	440	0
0	0	0	0	0	0	0	0	0
150	150	150	0	0	150	0	150	0
5,000	5,000	5,700	585	10	5,115	829	5,700	0
5,590	5,590	6,290	775	12	5,515	1,098	6,290	0
100	100	129	129	100	0	183	129	0
0	0	0	0	0	0	0	0	0
204,000	204,000	204,000	193,112	95	10,889	273,581	204,000	0
204,100	204,100	204,129	193,241	95	10,889	273,764	204,129	0
7,441,990	7,441,990	7,543,304	7,601,985	101	-58,681	10,769,733	8,195,331	652,027
	ACTUAL 5,516,349 15,000 0 5,788 57,750 1,046,388 250,000 64,000 20,000 30,000 74,000 82,000 2,825 12,200 0 7,176,300 56,000 0 56,000 440 0 150 5,000 5,590 100 0 204,000 204,100	ACTUAL ORIG. BUDGET 5,516,349 5,516,349 15,000 0 5,788 5,788 57,750 57,750 1,046,388 1,046,388 250,000 250,000 64,000 64,000 20,000 30,000 30,000 30,000 74,000 74,000 82,000 82,000 2,825 2,825 12,200 0 0 0 7,176,300 7,176,300 56,000 56,000 0 0 0 0 0 0 0 0 56,000 56,000 440 440 0 0 55,000 5,000 5,590 5,590 100 100 0 0 204,000 204,000 204,100 204,100	ACTUAL ORIG. BUDGET CURR. BUDGET 5,516,349 5,516,349 5,516,349 15,000 15,000 53,325 0 0 0 5,788 5,788 5,788 57,750 57,750 57,750 1,046,388 1,046,388 1,046,388 250,000 250,000 250,000 64,000 64,000 64,000 20,000 20,000 20,000 30,000 30,000 30,000 30,000 30,000 74,000 74,000 74,000 74,000 82,000 140,000 2,825 5,885 12,200 12,200 12,200 0 0 0 1,200 7,176,300 7,176,300 7,276,885 56,000 56,000 56,000 56,000 56,000 56,000 440 440 440 0 0 0 150 150 150 <td< td=""><td>FY 2019-20 ACTUAL ACTUAL ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 5,516,349 15,000 15,000 53,325 0 0 0 0 0 0 0 0 5,516,349 5,788 5,788 4,920 5,788 5,788 5,788 5,788 4,920 1,046,388 1,046,388 1,046,388 1,046,388 1,284,866 250,000 250,000 250,000 250,000 159,413 64,000 64,000 64,000 64,000 64,000 64,000 20,000 7,187 30,000 30,000 30,000 30,000 23,338 74,000 74,000 74,000 74,000 104,636 82,000 82,000 140,000 118,290 2,825 2,825 5,885 4,200 12,200 12,200 12,200 13,592 0 0 0 1,200 13,592 0 0 0 0 1,200 1,498 7,176,300 7,276,885 7,372,791 56,000 56,000 56,000 56,000 56,000 56,000 56,000 56,000 56,000 55,00</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 WDEET 5,516,349 15,000 15,000 15,000 15,000 15,000 15,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>ACTUAL ORIG. BUDGET CURR. BUDGET AS OF 07/24/2020 BUDGET BALANCE 5,516,349 5,516,349 5,516,349 5,476,094 99 40,255 15,000 15,000 53,325 67,053 126 -13,728 0 0 0 0 0 0 0 5,788 5,788 5,788 4,920 85 868 57,750 57,750 67,704 117 -9,954 1,046,388 1,046,388 1,284,866 123 -238,478 250,000 250,000 159,413 64 90,587 64,000 64,000 64,000 40,001 63 23,999 20,000 20,000 20,000 7,187 36 12,813 30,000 30,000 30,000 23,338 78 6,622 74,000 74,000 74,000 104,636 141 -30,636 82,000 82,000 140,000 118,290 84 21,710</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END 5,516,349 S,516,349 D, 15,000 S,3325 S,325 S,76,033 S,76,094 D, 15,000 S,788 S,789 S,750 S,7750 S,775</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET CURR. BUDGET CURR. BUDGET V-T-D ACTUAL AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END REQUESTED 2020-21 BUDGET 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 1,476,094 99 40,255 7,757,982 5,909,577 1,5000 15,000 53,325 67,053 126 -13,728 94,994 15,000 5,788 5,788 5,788 4,920 85 868 6,970 5,000 5,7750 57,750 67,704 117 -9,954 95,16 57,750 1,046,388 1,046,388 1,284,866 123 -238,478 1,820,270 1,381,300 250,000 250,000 250,000 159,413 64 90,587 225,840 250,000 20,000 20,000 7,187 36 12,813 101,82 9,000 30,000 30,000 30,000 30,000 140,636 141 -30,636 148,238 100,000</td></td<>	FY 2019-20 ACTUAL ACTUAL ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 5,516,349 15,000 15,000 53,325 0 0 0 0 0 0 0 0 5,516,349 5,788 5,788 4,920 5,788 5,788 5,788 5,788 4,920 1,046,388 1,046,388 1,046,388 1,046,388 1,284,866 250,000 250,000 250,000 250,000 159,413 64,000 64,000 64,000 64,000 64,000 64,000 20,000 7,187 30,000 30,000 30,000 30,000 23,338 74,000 74,000 74,000 74,000 104,636 82,000 82,000 140,000 118,290 2,825 2,825 5,885 4,200 12,200 12,200 12,200 13,592 0 0 0 1,200 13,592 0 0 0 0 1,200 1,498 7,176,300 7,276,885 7,372,791 56,000 56,000 56,000 56,000 56,000 56,000 56,000 56,000 56,000 55,00	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 WDEET 5,516,349 15,000 15,000 15,000 15,000 15,000 15,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ACTUAL ORIG. BUDGET CURR. BUDGET AS OF 07/24/2020 BUDGET BALANCE 5,516,349 5,516,349 5,516,349 5,476,094 99 40,255 15,000 15,000 53,325 67,053 126 -13,728 0 0 0 0 0 0 0 5,788 5,788 5,788 4,920 85 868 57,750 57,750 67,704 117 -9,954 1,046,388 1,046,388 1,284,866 123 -238,478 250,000 250,000 159,413 64 90,587 64,000 64,000 64,000 40,001 63 23,999 20,000 20,000 20,000 7,187 36 12,813 30,000 30,000 30,000 23,338 78 6,622 74,000 74,000 74,000 104,636 141 -30,636 82,000 82,000 140,000 118,290 84 21,710	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END 5,516,349 S,516,349 D, 15,000 S,3325 S,325 S,76,033 S,76,094 D, 15,000 S,788 S,789 S,750 S,7750 S,775	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET CURR. BUDGET CURR. BUDGET V-T-D ACTUAL AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END REQUESTED 2020-21 BUDGET 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 1,476,094 99 40,255 7,757,982 5,909,577 1,5000 15,000 53,325 67,053 126 -13,728 94,994 15,000 5,788 5,788 5,788 4,920 85 868 6,970 5,000 5,7750 57,750 67,704 117 -9,954 95,16 57,750 1,046,388 1,046,388 1,284,866 123 -238,478 1,820,270 1,381,300 250,000 250,000 250,000 159,413 64 90,587 225,840 250,000 20,000 20,000 7,187 36 12,813 101,82 9,000 30,000 30,000 30,000 30,000 140,636 141 -30,636 148,238 100,000

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	F
STREET REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANICOLIS									
MISCELLANEOUS 10-4225-42-42098 CAP METRO BCT	137,500	127 500	127 500	0	0	127 500	0	94 500	E2 000
	137,500	137,500	137,500			137,500	0	84,500 0	-53,000
10-4225-42-42099 MISCELLANEOUS		127.500	127.500	351	0	-351	497		53,000
TOTAL MISCELLANEOUS	137,500	137,500	137,500	351	U	137,149	497	84,500	-53,000
SANITATION CHARGES									
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	835,110	92	68,890	1,183,101	904,000	0
10-4225-44-44025 LATE FEES TRASH	19,908	19,908	19,908	12,441	62	7,467	17,625	10,500	-9,408
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	923,908	923,908	923,908	847,551	92	76,357	1,200,726	914,500	-9,408
TO THE STATE OF MINISTRAL STATE OF THE STATE	323,300	323,300	323,300	017,331	3 -	70,557	1,200,720	31 1,300	3,100
TOTAL STREET REVENUES	1,061,408	1,061,408	1,061,408	847,902	80	213,506	1,201,223	999,000	-62,408
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
DEVELOPMENT SERVICES REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS									
10-4300-42-42090 TECHNOLOGY FEES	23,000	23,000	23,000	27,445	119	-4,445	38,881	25,000	2,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,000	2,000	2,000	3,036	152	-1,036	4,301	2,500	500
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	25,000	25,000	25,000	30,481	122	-5,481	38,881	27,500	2,500
DEDNAITS ALCENICES									
PERMITS/LICENSES	1 000	1 000	11 000	11 000	100	0	15 504	0	11 000
10-4300-45-42040 PERMITS-CITY MISC.	1,000	1,000	11,000	11,000	100	0	15,584	0	-11,000
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	2,052	134	-526	2,907	1,526	0
10-4300-45-44096 SITE PLAN	8,271	8,271	9,000	12,905	143	-3,905 1,135	18,283	9,000	0
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	4,135	138	-1,135	5,858	3,000	0
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	77.003	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	55,045	103	-1,476	77,982	53,569	0
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100	0
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	588,289	294	-388,289	833,429	200,000	0
10-4300-45-45077 ZONING	3,072	3,072	3,072	2,839	92	233	4,022	3,072	0
10-4300-45-45100 BUILDING PERMITS	788,150	788,150	788,150	1,116,803	142	-328,653	1,582,175	821,700	33,550
10-4300-45-45101 R.O.W. PEMITS	900	900	900	1,400	156	-500	1,983	900	0
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	1,600	100	0	2,267	1,600	0
10-4300-45-45200 BUILDINGS INSPECTION FEES	200,000	200,000	320,000	588,579	184	-268,579	833,840	363,000	43,000
10-4300-45-45201 SUBDIV CONSTRUCTION	100	0	0	0	0	0 5 500	7.046	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	5,609	5,609	-5,509	7,946	100	0
TOTAL PERMITS/LICENSES	1,261,288	1,261,288	1,392,017	2,390,257	172	-998,240	3,386,276	1,457,567	65,550
TOTAL DEVELOPMENT SERVICES REVENUES	1,286,288	1,286,288	1 /17 017	2 420 720	171	-1,003,721	2 /25 150	1 405 067	69.050
IOTAL DEVELOPIVIENT SERVICES REVENUES	1,200,288	1,280,288	1,417,017	2,420,738	1/1	-1,003,721	3,425,158	1,485,067	68,050

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PARKS/RECREATION	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS									
PARKS MISCELLANEOUS									
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
	,	10,000	10,000	,			55,555	,	_
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
COURT REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
10-4500-42-42099 TCDC REVENUES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
COURT FEES									
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	9,432	79	2,568	13,362	12,000	0
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	8,404	98	2,308 196	11,906	8,600	0
10-4500-46-46300 COURT COSTS EARNED	690,000	690,000	690,000	600,178	87	89,822	850,272	600,000	-90,000
10-4500-46-46301 JUVENILLE CASE MGR FUND	050,000	030,000	800	3,500	438	-2,700	4,958	3,000	2,200
10-4500-46-46302 JURY FUND	0	0	50	70	140	-20	99	50	0
TOTAL COURT FEES	710,600	710,600	711,450	621,584	87	89,866	875,540	623,650	-87,800
TOTAL COURT DEVICE!	717,100	717,100	717,950	625,886	87	92,064	881,635	630,150	-87,800
TOTAL COURT REVENUES	717,100	717,100		•					
TOTAL COURT REVENUES	717,100	717,100							
TOTAL COURT REVENUES				Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
POLICE REVENUES				Y-T-D ACTUAL AS OF 07/24/2020		BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
POLICE REVENUES MISCELLANEOUS	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC	FY 2019-20 ACTUAL 22,513	FY 2019-20 ORIG. BUDGET 22,513	FY 2019-20 CURR. BUDGET 22,513	AS OF 07/24/2020 0	BUDGET 0	22,513	YEAR END 0	2020-21 BUDGET 22,513	BUDGET DIFF.
POLICE REVENUES MISCELLANEOUS	FY 2019-20 ACTUAL 22,513 57,207	FY 2019-20 ORIG. BUDGET 22,513 57,207	FY 2019-20 CURR. BUDGET 22,513 57,207	AS OF 07/24/2020 0 15,415	BUDGET	22,513 41,792	YEAR END 0 21,838	2020-21 BUDGET 22,513 57,207	BUDGET DIFF.
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024	FY 2019-20 ACTUAL 22,513 57,207 91,924	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924	AS OF 07/24/2020 0 15,415 87,805	BUDGET 0 27	22,513 41,792 4,119	YEAR END 0 21,838 124,393	2020-21 BUDGET 22,513 57,207 91,924	BUDGET DIFF. 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT	FY 2019-20 ACTUAL 22,513 57,207	FY 2019-20 ORIG. BUDGET 22,513 57,207	FY 2019-20 CURR. BUDGET 22,513 57,207	AS OF 07/24/2020 0 15,415	0 27 96	22,513 41,792	YEAR END 0 21,838	2020-21 BUDGET 22,513 57,207	BUDGET DIFF. 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000	AS OF 07/24/2020 0 15,415 87,805 42,634	0 27 96 107	22,513 41,792 4,119 -2,634	YEAR END 0 21,838 124,393 60,399	2020-21 BUDGET 22,513 57,207 91,924 40,000	0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853	0 27 96 107 69	22,513 41,792 4,119 -2,634	YEAR END 0 21,838 124,393 60,399 206,630	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644	0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250	96 107 100	22,513 41,792 4,119 -2,634 65,791	YEAR END 0 21,838 124,393 60,399 206,630	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644	0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47009 ALARM PERMIT	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865	96 107 69	22,513 41,792 4,119 -2,634 65,791 0 1,135	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000	0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47009 ALARM PERMIT 10-4600-47-47010 POLICE REPORTS	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865 0	96 107 69 100 84 0	22,513 41,792 4,119 -2,634 65,791 0 1,135 1,350	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309 0	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350	0 0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47009 ALARM PERMIT	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865 0 100	96 107 69 100 84 0 100	22,513 41,792 4,119 -2,634 65,791 0 1,135 1,350 0	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309 0 142	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100	0 0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47009 ALARM PERMIT 10-4600-47-47010 POLICE REPORTS 10-4600-47-47011 FINGER PRINTING	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100 4,500	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100 4,500	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100 4,500	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865 0	0 27 96 107 69 100 84 0 100 102	22,513 41,792 4,119 -2,634 65,791 0 1,135 1,350 0 -96	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309 0	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350	0 0 0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47010 POLICE REPORTS 10-4600-47-47011 FINGER PRINTING 10-4600-47-47110 MOTOR VEHICLE DISB	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100 4,500 2,410	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100 4,500 2,410	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865 0 100 4,596 79	96 107 69 100 84 0 100	22,513 41,792 4,119 -2,634 65,791 0 1,135 1,350 0 -96 2,331	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309 0 142 6,511 112	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100 4,500	0 0 0 0 0 0 0
POLICE REVENUES MISCELLANEOUS 10-4600-42-41015 GRANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024 10-4600-42-41017 VOCA GRANT 10-4600-42-42099 MISCELLANEOUS TOTAL MISCELLANEOUS POLICE CHARGES/FEES 10-4600-47-47000 ASSET SEIZURES 10-4600-47-47010 POLICE REPORTS 10-4600-47-47011 FINGER PRINTING 10-4600-47-47110 MOTOR VEHICLE DISB 10-4600-47-47200 WARRANT AND FTA FEES	FY 2019-20 ACTUAL 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100 4,500 2,410	FY 2019-20 ORIG. BUDGET 22,513 57,207 91,924 36,880 208,524 1,000 7,000 1,350 100 4,500	FY 2019-20 CURR. BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100 4,500	AS OF 07/24/2020 0 15,415 87,805 42,634 145,853 1,250 5,865 0 100 4,596	BUDGET 0 27 96 107 69 100 84 0 100 102 3	22,513 41,792 4,119 -2,634 65,791 0 1,135 1,350 0 -96	YEAR END 0 21,838 124,393 60,399 206,630 1,771 8,309 0 142 6,511	2020-21 BUDGET 22,513 57,207 91,924 40,000 211,644 1,250 7,000 1,350 100 4,500 2,410	0 0 0 0 0 0 0

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10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	26,480	88	3,521	37,514	30,000	Item 10
TOTAL POLICE CHARGES/FEES	56,360	56,360	57,635	52,770	92	4,866	74,759	57,635	0
TOTAL POLICE REVENUES	264,884	264,884	269,279	198,623	74	70,656	281,389	269,279	0
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
NON-DEPARTMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
OTHER FINANCING SOURCES									
10-4999-41-41050 LOAN PROCEEDS	0	0	0	0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0
TRANSFERS_									
10-4999-49-50005 TRANSFERS IN	0	0	0	0	0	0	0	0	0
10-4999-49-50010 TRANSFERS FROM CPF	0	0	0	0	0	0	0	0	0
10-4999-49-59000 TRANSFERS FROM UF	0	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0	0	0	0	0
TOTAL NON-DEPARTMENTAL REVENUES	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	10,771,670	10,771,670	11,048,958	11,735,134	106	-686.176	16,559,138	11,618,827	569,869
	20,772,070	10,1,00	11/0 10/330	11,700,10		000,270		,	
10 -GENERAL FUND						PROPO	OSED BUDGET W		
DEPARTMENTAL EXPENDITURES				83.33 % OF YE	EAR COMBI	CTC		FY 2020-21	
	FY 2019-20	EV 2010 20	EV 2010 20				DROJECTED	DECHICATED	DEOLIECTED
ADMINISTRATION EXPENDITURES	ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
ADMINISTRATION DATE ENDITORIES	TICTOTIL	OMG. BODGET	COMM. DODGET	713 01 07/24/2020	DODGET	D/ (L/ (IVCL	TEXIC END	2020 21 00001	BODGET BILL.
PERSONNEL									
10-5100-50-50010 SALARIES	394,447	394,447	419,640	285,151	68	134,489	402.072	415,747	-3,893
10-5100-50-50075 LONGEVITY	2,500	2,500				134,403	403,973	.==,,	0,000
10-5100-50-50200 EMPLOYER PAID TAXES		2,300	2,500	1,000	40	1,500	403,973 1,417	3,100	
	30,366	30,366	2,500 32,248	·	40 58	•		•	600
	30,366 1,300			1,000		1,500	1,417	3,100	600 -4,072
10-5100-50-50255 WORKERS' COMPENSATION	•	30,366	32,248 1,300	1,000 18,614	58	1,500 13,634	1,417 26,370	3,100 28,176	600 -4,072 679
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE	1,300	30,366 1,300	32,248 1,300 20,516	1,000 18,614 512	58 39	1,500 13,634 788	1,417 26,370 725	3,100 28,176 1,979 29,745	600 -4,072 679 9,229
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE	1,300 20,516	30,366 1,300 20,516 260	32,248 1,300 20,516 260	1,000 18,614 512 10,757 221	58 39 52	1,500 13,634 788 9,759 39	1,417 26,370 725 15,239 313	3,100 28,176 1,979 29,745 260	600 -4,072 679 9,229
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO	1,300 20,516 260	30,366 1,300 20,516	32,248 1,300 20,516	1,000 18,614 512 10,757	58 39 52 85	1,500 13,634 788 9,759	1,417 26,370 725 15,239 313 34,573	3,100 28,176 1,979 29,745	600 -4,072 679 9,229 0
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION	1,300 20,516 260 37,078 7,500	30,366 1,300 20,516 260 37,078 7,500	32,248 1,300 20,516 260 33,594 7,500	1,000 18,614 512 10,757 221 24,404 4,010	58 39 52 85 73 53	1,500 13,634 788 9,759 39 9,190 3,490	1,417 26,370 725 15,239 313 34,573 5,681	3,100 28,176 1,979 29,745 260 33,381 7,500	600 -4,072 679 9,229 (-213
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION	1,300 20,516 260 37,078 7,500 12,886	30,366 1,300 20,516 260 37,078 7,500 12,886	32,248 1,300 20,516 260 33,594 7,500 12,886	1,000 18,614 512 10,757 221 24,404 4,010 2,322	58 39 52 85 73 53	1,500 13,634 788 9,759 39 9,190 3,490 10,564	1,417 26,370 725 15,239 313 34,573 5,681 3,289	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886	600 -4,072 679 9,229 (-213
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE	1,300 20,516 260 37,078 7,500 12,886 7,500	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092	58 39 52 85 73 53 18 81	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500	600 -4,072 679 9,229 (-213
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE	1,300 20,516 260 37,078 7,500 12,886 7,500 1,200	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	58 39 52 85 73 53 18 81 63	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200	600 -4,072 679 9,229 C -213 C
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM	1,300 20,516 260 37,078 7,500 12,886 7,500	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092	58 39 52 85 73 53 18 81	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500	600 -4,072 679 9,229 0 -213 0 0
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM TOTAL PERSONNEL	1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	600 -4,072 679 9,229 C -213 C C
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM TOTAL PERSONNEL	1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762 0	58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000 191,300	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079 0 501,291	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	600 -4,072 679 9,229 0 -213 0 0 0 0 2,330
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-505050 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM TOTAL PERSONNEL OPERATING 10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HEARING 10-5100-51-51011 PRE-EMPLO SCREENING	1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	600 -4,072 679 9,229 0 -213 0 0 0 2,330

10-5100-51-51012 ADMIN RENT	0	0	0	50	0	-50	71	50	Item 1
10-5100-51-51041 EMPLOYEE APPRECIATION	10,000	10,000	10,000	7,077	71	2,923	10,025	10,000	0
10-5100-51-51043 CITY EVENTS	10,000	10,000	0	0	0	0	0	0	0
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500	0
10-5100-51-51335 INSURANCE-PROPERTY, CA	1,700	1,700	3,720	1,766	47	1,954	2,502	3,720	0
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	801	80	199	1,134	1,000	0
10-5100-51-51485 MISCELLANEOUS	25,000	25,000	21,200	12,265	58	8,935	17,376	21,200	0
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150	0
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	92	14	558	130	650	0
10-5100-51-51625 POSTAGE/DELIVERY	550	550	2,000	1,767	88	233	2,503	2,000	0
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000	0
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	5,867	78	1,633	8,312	7,500	0
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	5,863	68	2,699	8,306	8,562	0
10-5100-51-51747 COVID 19 SUPPLIES		0	20,000	25,929	130	-5,929	36,734	20,000	0
10-5100-51-51748 GRANTS FOR SIX PATHWAYS			25,000					0	-25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	1,732	23	5,768	2,454	7,500	0
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,531	79	1,969	10,669	9,500	0
10-5100-51-51817 UTILITIES-NATURAL GAS	1,352	1,352	1,352	612	45	740	867	1,000	-352
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,000	4,000	4,000	3,692	92	308	5,230	4,400	400
TOTAL OPERATING	157,514	157,514	183,694	85,923	47	97,771	121,727	168,282	-15,412
REPAIRS & MAINTENANCE									
10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	4,705	16	25,295	6,666	30,000	0
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,032	22	10,968	4,295	14,000	0
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	7,737	18	36,263	10,962	44,000	0
CONTRACTED SERVICES									
10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	51,830	61	33,170	73,428	85,000	0
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	47,061	72	17,939	66,671	65,000	0
10-5100-54-51441 JUSTFOIA	2,875	2,875	2,875	0	0	2,875	0	3,250	375
10-5100-54-51442 MEETING/AGENDA MANAGEMENT	.=	0	3,800	3,800	100	0	5,383	3,800	0
10-5100-54-51502 SALES TAX REBATE GREENVIEW	170,000	170,000	170,000	186,777	110	-16,777	264,607	200,000	30,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	63,000	63,000	67,448	67,448	100	0	95,554	67,448	0
10-5100-54-51504 MUNICODE	4 000	4 000	4 000	457	25	4 2 4 2	647	15,000	15,000
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCTION	1,800	1,800	1,800	457	25	1,343	647	1,800	0
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,610	138 92	-7,110	36,282	18,500	0
TOTAL CONTRACTED SERVICES	406,175	406,175	414,423	382,984	92	31,439	542,574	459,798	45,375
TOTAL ADMINISTRATION EXPENDITURES	1,129,242	1,129,242	1,187,261	830,488	70	356,773	1,176,553	1,219,554	32,293
TOTAL ADMINISTRATION EXICINOTICS	1,123,242	1,123,242	1,107,201	030,400	70	330,773	1,170,333	1,213,334	32,233
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
FINANCE EXPENDITURES	ACTUAL	ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5150-50-50010 SALARIES	419,454	419,454	419,454	300,346	72	119,108	425,500	420,262	808
10-5150-50-50050 OVERTIME	2,452	2,452	2,452	1,262	51	1,190	1,788	3,443	991
10-5150-50-50075 LONGEVITY	3,000	3,000	3,000	1,700	57	1,300	2,408	3,900	0
40 CF DEV 9 EVD			0/27/2020 0 == :						29
10-GF REV & EXP			8/27/2020 9:55 A	AIVI				10-GF	REV & EL § 38

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10-5150-50-50200 EMPLOYER PAID TAXES	27,088	27,088	27,088	22,767	84	4,321	32,254	32,681	. Item 18
10-5150-50-50255 WORKERS' COMPENSATION	2,500	2,500	1,900	853	45	1,047	1,208	1,900	0
10-5150-50-50325 HEALTH INSURANCE	46,460	46,460	46,460	30,230	65	16,230	42,827	52,054	5,594
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5150-50-50410 EMPLOYER RETIREMENT CO	38,951	38,951	38,951	25,417	65	13,534	36,008	37,946	-1,005
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	672	27	1,828	952	2,500	0
TOTAL PERSONNEL	542,663	542,663	542,063	383,468	71	158,595	543,259	554,944	12,881
OPERATING	4.500	4.500	4.500	406	0	4.005	F74	4 500	0
10-5150-51-51010 ADVER/POSTING/PUBLIC HEARING	4,500	4,500	4,500	406	9	4,095	574	4,500	0
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100	0
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	39,600	39,600	39,600	46,118	116	-6,518	65,335	65,000	25,400
10-5150-51-51080 CASH SHORT & OVER	500	500	500	36,093	7,219	-35,593	51,133	500	0
10-5150-51-51335 INSURANCE-PROPERTY, CA	2,650	2,650	2,650	2,754	104	-104	3,902	3,305	655
10-5150-51-51338 INSURANCE LIABILITY	3,404	3,404	3,404	92	3	3,312	130	110	-3,294
10-5150-51-51480 MEETING EXPENSES	500	500	500	15	3	485	21	500	0
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	0	0	1,250	0	1,250	0
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600	0
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100	0
10-5150-51-51625 POSTAGE/DELIVERY	48,000	48,000	48,000	44,228	92	3,772	62,658	58,100	10,100
10-5150-51-51635 PROFESSIONAL & MEMBERS	100	100	240	240	100	0	340	240	0
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	2,952	98	48	4,182	3,000	0
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	1,756	35	3,244	2,488	5,000	0
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,062	59	1,413	2,921	3,475	0
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,818	57	1,367	2,576	3,185	0
TOTAL OPERATING	115,964	115,964	116,104	138,533	119	-22,429	196,260	148,965	32,861
REPAIRS & MAINTENANCE									
10-5150-52-52000 OFFICE EQUIPMENT REPAI	250	250	250	0	0	250	0	0	-250
10-5150-52-52320 VEHICLE REPAIRS & MAINT	600	600	1,800	1,781	99	19	2,523	2,000	200
TOTAL REPAIRS & MAINTENANCE	850	850	2,050	1,781	87	269	2,523	2,000	-50
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CONTRACTED SERVICES		_							
10-5150-54-51000 ACCOUNTING & AUDITING	52,000	52,000	52,000	37,942	73	14,058	53,752	45,000	-7,000
10-5150-54-5xxxx PAYROLL APPLICATION								9,780	9,780
10-5150-54-51440 LEGAL FEES	1,000	1,000	1,000	1,095	110	-95	1,551	1,200	200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	370	28	930	524	1,300	0
TOTAL CONTRACTED SERVICES	54,300	54,300	54,300	39,407	73	14,893	55,828	57,280	2,980
DEBT PAYMENTS									
10-5150-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	7,634	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	7,634	0	0	0
TOTAL FINANCE EXPENDITURES	713,777	713,777	714,517	563,189	79	151,328	797,870	763,189	48,672
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	f
STREET EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5225-50-50010 SALARIES	263,892	263,892	216,451	159,252	74	57,199	225,612	· · · · · · · · · · · · · · · · · · ·	5,760
10-5225-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5225-50-50050 OVERTIME	7,917	7,917	7,917	1,472	19	6,445	2,085	6,666	-1,251
10-5225-50-50051 COVID 19 OVERTIME				0	0	0	0	0	
10-5225-50-50075 LONGEVITY	1,800	1,800	2,000	1,900	95	100	2,692	2,200	200
10-5225-50-50200 EMPLOYER PAID TAXES	20,931	20,931	17,193	12,296	72	4,897	17,420	17,677	484
10-5225-50-50255 WORKERS' COMPENSATION	20,126	20,126	8,500	8,706	102	-206	12,334	9,830	1,330
10-5225-50-50325 HEALTH INSURANCE	47,870	47,870	41,031	23,992	58	17,039	33,989	44,618	3,587
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5225-50-50410 EMPLOYER RETIREMENT CO	25,083	25,083	17,597	13,399	76	4,198	18,982	20,525	2,928
10-5225-50-50520 EMPLOYEE EDUCATION	500	500	774	774	100	0	1,097	2,000	1,226
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069	0
TOTAL PERSONNEL	397,446	397,446	320,790	222,012	69	98,778	314,524	335,055	14,265
<u>OPERATING</u>									
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	100	100	200	129	65	71	183	200	0
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,400	1,400	1,820	1,509	83	311	2,138	1,820	0
10-5225-51-51338 INSURANCE LIABILITY	2,220	2,220	2,290	1,905	83	385	2,699	2,290	0
10-5225-51-51610 LICENSES	250	250	250	100	40	150	142	250	0
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5225-51-51640 DUES & SUBSCRIPTIONS	100	100	100	0	0	100	0	0	-100
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	74,000	74,000	74,000	22,380	30	51,620	31,706	45,000	-29,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	500	4	1	496	5	500	0
10-5225-51-51780 TRAVEL	200	200	200	45	22	155	63	200	0
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	2,708	86	427	3,837	3,135	0
10-5225-51-51813 UTILITIES-ELECTRIC BLU	75,000	75,000	75,000	55,843	74	19,157	79,113	68,000	-7,000
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	10,000	8,104	81	1,896	11,481	10,000	0
10-5225-51-52340 FUEL & OIL	16,500	16,500	16,500	15,703	95	797	22,246	20,000	3,500
10-5225-51-52440 EQUIPMENT RENTAL	2,000	2,000	2,000	0	0	2,000	0	5,000	3,000
10-5225-51-54020 STREET SIGNS	7,000	7,000	7,000	5,475	78	1,525	7,756	7,000	0
TOTAL OPERATING	192,605	192,605	193,195	113,905	59	79,290	161,186	163,595	-29,600
REPAIRS & MAINTENANCE									
10-5225-52-52010 BUILDING REPAIRS & MAI	1,500	1,500	3,400	3,378	99	22	4,786	3,400	0
10-5225-52-52320 VEH REPAIRS & MAINTENA	7,000	7,000	7,000	2,381	34	4,619	3,373	5,000	-2,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	13,000	13,000	13,000	5,218	40	7,782	7,392	10,000	-3,000
10-5225-52-54010 STREET REPAIRS & MAINT	30,000	30,000	30,000	21,630	72	8,370	30,643	-	120,000
TOTAL REPAIRS & MAINTENANCE	51,500	51,500		32,607	61	20,793	46,195		115,000
CONTRACTED SERVICES									
10-5225-54-51165 ENGINEERING/PLANNING S	10,000	10,000	22,000	30,663	139	-8,663	43,440	-	0
10-5225-54-51166 STREET CONTRACTED REPAIRS	225,000	225,000	412,000	161,257	39	250,743	228,452	420,000	0
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10-5225-54-54100 TRASH COLLECTION FEES	1,075,000	1,075,000	1,075,000	855,371	80	219,629	1,211,804	1,020,000	0
TOTAL CONTRACTED SERVICES	1,310,000	1,310,000	1,509,000	1,047,291	69	461,709	1,483,697	1,462,000	-47,000
DEBT PAYMENTS									
10-5225-55-52310 VEHICLE LEASE EXPENSE	31,797	31,797	31,797	6,609	21	25,188	9,363	6,609	-25,188
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,800	29,800	29,800	29,740	100	60	42,132	29,750	-50
TOTAL DEBT PAYMENTS	61,597	61,597	61,597	36,349	59	25,248	51,495	36,359	-25,238
CAPITAL OUTLAY < \$5K									
10-5225-57-52400 MACHINERY EQUIPMENT-PU	6,000	6,000	6,000	364	6	5,636	516	5,000	-1,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	2,172	43	2,829	3,076	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	11,000	11,000	11,000	2,536	23	8,465	3,592	10,000	-1,000
CAPITAL OUTLAY > \$5K									
10-5225-58-52400 MACHINERY EQUIPMENT-PU	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810
TOTAL CAPITAL OUTLAY > \$5K	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810
TOTAL STREET EXPENDITURES	2,049,148	2,049,148	2,173,982	1,461,245	67	712,737	2,069,963	2,416,219	242,237
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
DEVELOPMENT SERVICES EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
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PERSONNEL									
10-5300-50-50010 SALARIES	293,952	293,952	323,315	250,281	77	73,034	354,573	293,952	-29,363
10-5300-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5300-50-50050 OVERTIME	200	200	200	0	0	200	0	1,845	1,645
10-5300-50-50075 LONGEVITY	2,600	2,600	2,600	2,000	77	600	2,833	3,100	500
10-5300-50-50200 EMPLOYER PAID TAXES	22,827	22,827	25,070	18,483	74	6,587	26,185	25,070	-2,205
10-5300-50-50255 WORKERS' COMPENSATION	165	165	720	583	81	137	826	720	0
10-5300-50-50325 HEALTH INSURANCE	34,193	34,193	34,193	25,078	73	9,115	35,528	37,182	2,989
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5300-50-50410 EMPLOYER RETIREMENT CO	27,356	27,356	25,659	20,985	82	4,674	29,729	26,362	1,219
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	370	8	4,230	524	4,600	0
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	386,651	386,651	417,115	318,001	76	99,114	450,512	393,588	-23,527
<u>OPERATING</u>									
10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20	0
10-5300-51-51042 CREDIT CARD MERCHANT	29,400	29,400	32,100	27,758	86	4,342	39,325	32,100	0
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	7,000	0
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000	0
10-5300-51-51332 OVERPAYMENT/REFUNDS	5,000	5,000	10,500	11,264	107	-764	15,957	10,500	0
10-5300-51-51335 INSURANCE-PROPERTY, CA	200	200	200	207	104	-7	293	210	10
10-5300-51-51338 INSURANCE LIABILITY	100	100	930	773	83	157	1,095	930	0
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	5,600	5,549	99	51	7,861	1,250	-4,350
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	2,708	60	1,808	3,836	4,516	<u> </u>
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10-5300-51-51610 PERMITS & LICENSES	100	100	100	113	113	-13	159	120	0
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,000	2,000	2,000	2,226	111	-226	3,154	2,500	500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	747	51	728	1,058	1,475	0
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	688	34	1,312	975	2,000	0
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	2,138	86	362	3,029	2,500	0
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	1,605	23	5,395	2,274	7,000	0
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	57	3	1,943	81	2,000	0
10-5300-51-52110 OFFICE EQUIP LEASES	1,670	1,670	1,670	2,062	123	-392	2,921	2,500	830
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,645	53	2,355	3,747	5,000	0
TOTAL OPERATING	81,231	81,231	94,611	60,539	64	34,072	46,441	91,621	-2,990
REPAIRS & MAINTENANCE									
10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0
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CONTRACTED SERVICES									
10-5300-54-51165 ENG/PLANNING SERVICES	110,000	110,000	110,000	135,126	123	-25,126	191,433	150,000	40,000
10-5300-54-51440 LEGAL FEES	8,200	8,200	46,000	58,769	128	-12,769	83,258	50,000	4,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	150,000	150,000	150,000	0	0	0	03,230	300,000	150,000
10-5300-54-51590 DOCUMENT STORAGE	130,000	150,000	0	63	0	-63	89	0	0
10-5300-54-51590 DOCUMENT STORAGE 10-5300-54-53240 ORDINANCE CODIFICATION SVC	15,000	15,000	15,000	9,296	62	5,704	13,170	0	-15,000
	283,200	283,200	321,000	203,254	63	117,746	287,950	500,000	179,000
TOTAL CONTRACTED SERVICES	265,200	203,200	321,000	203,234	03	117,740	267,950	500,000	179,000
DEBT PAYMENTS									
10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0 0	0	0
TOTAL DEBT PAYMENTS	U	U	U	U	U	U	U	U	U
TOTAL DEVELOPMENT SERVICES EXPENDITURES	754,082	754,082	835,726	584,528	295	251,198	788,776	988,209	152,483
TOTAL DEVELOPMENT SERVICES EXPENDITORES	734,062	734,062	633,720	304,320	233	231,196	766,770	300,203	132,463
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PARKS EXPENDITURES	ACTUAL	ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PARKS EXPENDITORES	ACTUAL	ONIG. BUDGET	CORR. BUDGET	A3 OF 07/24/2020	BUDGET	BALANCE	TEAR END	ZUZU-ZI BUDGET	BUDGET DIFF.
DEDCOMME									
PERSONNEL	270.000	270.000	270.000	172 240	63	105 720	245 504	204 442	12 255
10-5400-50-50010 SALARIES	279,088	279,088	279,088	173,349	62	105,739	245,584	291,443	12,355
10-5400-50-50011 COVID 19 SALARIES	0.272	0	0	148	0	-148	210	1,000	274
10-5400-50-50050 OVERTIME	8,373	8,373	8,373	737	9	7,636	1,044	8,744	371
10-5400-50-50075 LONGEVITY	5,100	5,100	5,100	2,600	51	2,500	3,683	4,100	-1,000
10-5400-50-50200 EMPLOYER PAID TAXES	22,381	22,381	22,381	13,091	58	9,290	18,546	23,279	898
10-5400-50-50255 WORKERS' COMPENSATION	1,256	1,256	6,732	7,746	115	-1,014	10,974	9,900	3,168
10-5400-50-50325 HEALTH INSURANCE	47,870	47,870	47,870	23,153	48	24,717	32,801	52,054	4,184
10-5300-50-50335 HEALTH ASSISTANCE	0	0	0	221	0	-221	313	221	221
10-5400-50-50410 EMPLOYER RETIREMENT CO	26,821	26,821	26,821	15,120	56	11,701	21,421	27,030	209
10-5400-50-50520 EMPLOYEE EDUCATION	2,000	2,000	1,725	905	52	820	1,282	1,000	-725
10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0	0	3,000	0	3,000	0
TOTAL PERSONNEL	395,889	395,889	401,090	237,070	59	164,020	335,857	421,771	1
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ODERATING									
OPERATING 10-5400-51-51011 PRE-EMPLOYMENT SCREENING	0	0	250	63	25	187	89	250	0
10-5400-51-51011 PRE-EMPLOTMENT SCREENING 10-5400-51-51485 MISCELLANEOUS	0	0	100	27	25 27	73	38	100	0
10-5400-51-51465 MISCELLANEOUS 10-5400-51-51610 LICENSES	500	500	0	240	0	-240	340	0	0
10-5400-51-51610 LICENSES 10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5400-51-51620 PHTSICALS/DROUG TESTING 10-5400-51-51640 DUES & SUBSCRIPTIONS	100	100	0	0	0	0	0	200_	0
10-5400-51-51740 SUPPLIES	20,000	20,000	20,000	4,261	21	15,739	6,037	10,000	-10,000
10-5400-51-51740 30FFLILS 10-5400-51-51780 TRAVEL	20,000	20,000	20,000	4,201	13	15,739	38	200	-10,000
10-5400-51-51700 TRAVEL 10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	1,072	41	1,528	1,519	2,600	0
10-5400-51-51813 UTILITIES-ELECTRIC BLU	2,000	2,000	2,000	635	32	1,365	900	1,200	-800
10-5400-51-52340 FUEL & OIL	6,000	6,000	6,000	1,218	20	4,782	1,726	3,000	-3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,000			1,784	71	716	2,527	_	200
10-5400-51-54020 PARKS SIGNS	1,000	2,000	2,500 1,000	350	35	650	496	2,700 600	-400
TOTAL OPERATING	34,600	1,000 34,600	·	9,676	28	25,174	13,619		-14,000
TOTAL OPERATING	34,000	34,600	34,850	9,070	20	25,174	15,019	20,850	-14,000
REPAIRS & MAINTENANCE									
10-5400-52-52010 BUILDING REPAIRS & MAI	4,000	4,000	4,000	2,542	64	1,458	3,601	2,500	-1,500
10-5400-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	908	18	4,092	1,286	3,000	-2,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	5,981	60	4,032	8,473	7,000	-3,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	105,000	105,000	105,000	25,954	25	79,046	36,769	140,000	35,000
·					23 27			_	33,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENANCE TOTAL REPAIRS & MAINTENANCE	5,000 129,000	5,000 129,000	5,000 129,000	1,370 36,755	28	3,630 92,245	1,941 52,071	5,000 157,500	28,500
TOTAL REPAIRS & IVIAINTENANCE	129,000	129,000	129,000	30,733	20	92,243	32,071	157,500	28,500
CONTRACTED SERVICES									
10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	0	0	0	0	0	0
10-5400-54-51440 LEGAL FEES	0	0	0	1,238	0	-1,238	1,753	0	0
10-5400-54-54100 TRASH COLLECTION FEES	0	0	0	0	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	1,238	0	-1,238	1,753	0	0
				,		,	,		
DEBT PAYMENTS									
10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	21,251	15,000	0
10-5400-55-52410 MACHINERY EQUIPMENT LE	13,200	13,200	13,200	9,517	72	3,683	13,483	9,518	-3,682
TOTAL DEBT PAYMENTS	28,200	28,200	28,200	24,517	87	3,683	34,733	24,518	-3,682
CAPITAL OUTLAY < \$5K									
10-5400-57-52400 MACHINERY EQUIPMENT-PU	7,100	7,100	7,100	2,707	38	4,393	3,835	5,000	-2,100
10-5400-57-52450 TOOLS	2,500	2,500	2,000	110	5	1,890	155	750	-1,250
TOTAL CAPITAL OUTLAY < \$5K	9,600	9,600	9,100	2,816	31	6,284	3,990	5,750	-3,350
CAPITAL OUTLAY > \$5K									
10-5400-58-52400 MACHINERY EQUIPMENT-PU	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600
TOTAL CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600
TOTAL PARKS EXPENDITURES	609,287	609,288	614,240	312,072	51	302,168	442,024	676,989	62,749

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	f
MUNICIPAL COURT EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL	100 110	400 440	100 110	100.005		40.044	405.055	100 100	10.006
10-5500-50-50010 SALARIES	188,140	188,140	188,140	138,326		49,814	195,966	198,166	10,026
10-5500-50-50011 COVID 19 SALARIES	1.155	4.466	45.000	0		0	0	0	0
10-5500-50-50050 OVERTIME	1,166	1,166	16,000	8,694	54	7,306	12,317	16,000	0
10-5500-50-50075 LONGEVITY	1,300	1,300	1,300	1,300		0	1,842	1,500	200
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	27,485	65	15,115	38,938	42,600	0
10-5500-50-50200 EMPLOYER PAID TAXES	14,581	14,581	15,240	12,248		2,992	17,352	15,449	-15
10-5500-50-50255 WORKERS' COMPENSATION	3,100	3,100	3,100	182	6	2,918	258	480	-2,620
10-5500-50-50325 HEALTH INSURANCE	27,354	27,354	27,354	20,618		6,736	29,210	29,745	2,391
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	221	86	37	313	258	0
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,208	15,208	15,208	12,549	83	2,659	17,779	15,758	550
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	1,020	34	1,980	1,445	3,000	0
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0		500	0	500	0
TOTAL PERSONNEL	297,207	297,207	312,700	222,643	71	90,057	315,419	323,456	10,756
<u>OPERATING</u>									
10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	1	4	24	1	25	0
10-5500-51-51042 COURT TECHNOLOGY EXPEN	15,000	15,000	36,300	30,469	84	5,831	43,165	36,300	0
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100	0
10-5500-51-51485 MISCELLANEOUS	500	500	500	243	49	257	344	500	0
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100	0
10-5500-51-51625 POSTAGE/DELIVERY	1,600	1,600	3,600	2,186	61	1,414	3,097	3,600	0
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	320	57	18	263	81	320	0
10-5500-51-51746 SUPPLIES-OFFICE	3,000	3,000	4,000	4,152	104	-152	5,882	4,500	500
10-5500-51-51780 TRAVEL	1,500	1,500	1,500	629	42	871	891	1,500	0
10-5500-51-52100 COURT SECURITY	23,000	23,000	1,900	1,852	97	48	2,623	1,900	0
10-5500-51-52110 OFFICE EQUIPMENT LEASE	3,100	3,100	3,100	1,759	57	1,341	2,493	2,400	-700
TOTAL OPERATING	48,245	48,245	51,445	41,348	80	10,097	58,576	51,245	-200
CONTRACTED SERVICES									
10-5500-54-51440 LEGAL FEES	23,000	23,000	37,000	34,894	94	2,106	49,434	37,000	0
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	32,338	101	-338	45,813	32,000	0
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	227,217	102	-5,217	321,898	222,000	0
10-5500-54-56425 JURY EXPENSE	500	500	500	36	7	464	51	500	0
TOTAL CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101	-2,985	417,197	291,500	0
CAPITAL OUTLAY < \$5K									
10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620	0
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620	0
CARITAL OUTLAND CEN									
CAPITAL OUTLAY > \$5K	6.000	6.000	6.000	2	^	6 000	_		2
10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	6,000	0		6,000	0	•	0
10-5500-58-56108 CAP OUTLAY-COURT TECH	40,000	40,000	7,307	0	0	7,307	0	7,307	25 0
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TOTAL CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0	13,307	0	13,307	<i>Item 1.</i> 0
TOTAL MUNICIPAL COURT EXPENSES	670,572	670,572	670,572	558,476	253	112,096	791,191	681,128	10,556
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
POLICE EXPENDITURES	ACTUAL	ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
				, ,					
PERSONNEL									
10-5600-50-50010 SALARIES	2,192,224	2,192,224	2,192,224	1,753,398	80	438,826	2,484,039	2,185,841	-6,383
10-5600-50-50011 COVID 19 SALARIES		0	20,000	13,481	67	6,519	19,099	20,000	0
10-5600-50-50050 OVERTIME	87,317	87,317	87,317	80,441	92	6,876	113,961	89,617	2,300
10-5600-50-50051 COVID 19 OVERTIME		0	15,000	12,847	86	2,153	18,200	15,000	0
10-5600-50-50075 LONGEVITY PAY	17,600	17,600	22,488	23,376	104	-888	33,117	28,204	5,716
10-5600-50-50200 EMPLOYER PAID TAXES	175,731	175,731	175,731	138,848	79	36,883	196,706	175,291	-440
10-5600-50-50255 WORKERS' COMPENSATION	30,000	30,000	38,202	30,664	80	7,538	43,442	38,202	0
10-5600-50-50325 HEALTH INSURANCE	253,025	253,025	253,025	172,728	68	80,297	244,704	275,145	22,120
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5600-50-50410 EMPLOYER RETIREMENT CO	211,409	211,409	211,409	157,702	75	53,707	223,417	204,376	-7,033
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	9,832	28	25,169	13,928	35,000	0
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78	657,616	3,390,925	3,067,434	16,280
<u>OPERATING</u>									
10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500	0	500	0
10-5600-51-51335 INSURANCE-PROPERTY, CA	900	900	1,940	1,752	90	188	2,482	1,940	0
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	31,729	91	3,271	44,950	35,000	0
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	2,240	34	4,260	3,173	6,500	0
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	0	0	250	0	250	0
10-5600-51-51610 LICENSING	500	500	610	645	106	-35	914	500	-110
10-5600-51-51620 PHYSICALS/DRUG TESTING	2,500	2,500	1,500	1,297	86	203	1,837	1,500	0
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	1,412	71	588	2,000	2,000	0
10-5600-51-51635 PROFESSIONAL & MEMBERS	900	900	11,880	11,879	100	1	16,829	4,400	-7,480
10-5600-51-51746 SUPPLIES-OFFICE	8,500	8,500	8,500	10,290	121	-1,790	14,578	10,000	1,500
10-5600-51-51748 SUPPLIES-POLICE SPECIA	20,000	20,000	20,000	10,773	54	9,227	15,262	20,000	0
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	3,062	31	6,938	4,338	10,000	0
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	600	8	6,900	850	7,500	0
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,594	101	-94	12,175	8,500	0
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	31,061	74	11,072	44,004	42,133	0
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	1,962	65	1,039	2,779	3,000	0
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	14,724	59	10,276	20,859	25,000	0
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	3,914	98	86	5,545	4,000	0
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	457	6	7,043	647	7,500	0
10-5600-51-51805 POLICE BANQUET	2,500	2,500	3,371	3,371	100	0	4,776	3,371	0
10-5600-51-51806 TRAFFIC SPECIALTY EQUP	25,000	25,000	10,000	152	2	9,848	215	10,000	0
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,890	57	5,110	9,761	12,000	0
10-5600-51-52110 OFFICE EQUIPMENT LEASE	6,400	6,400	6,400	5,598	87	802	7,931	14,000	36
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10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	55,882	70	24,118	79,168	80,000	Item 1.
10-5600-51-57400 WRECKER SERVICE	500	500	500	0	0	500	0	500	0
TOTAL OPERATING	311,583	311,583	308,584	208,283	67	100,301	295,074	310,094	1,510
REPAIRS & MAINTENANCE									
10-5600-52-52010 BUILDING REPAIRS & MAI	15,000	15,000	15,000	5,548	37	9,452	7,860	17,500	2,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,381	60	1,619	3,373	4,000	0
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	55,382	92	4,618	78,460	60,000	0
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	93,026	93,308	100	-282	132,189	15,000	-78,026
TOTAL REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91	15,407	221,882	96,500	-75,526
CONTRACTED SERVICES									
10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	345	14	2,155	489	2,500	0
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000	0
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	, 750	354	1,000	0
10-5600-54-57001 RRS EMERGENCY RADIO SYS	15,500	15,500	15,500	6,862	44	8,638	9,721	29,000	13,500
10-5600-54-57350 EMERGENCY DISPATCH SER	204,316	204,316	204,316	204,316	100	0	289,454	234,963	30,647
TOTAL CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94	12,543	300,018	268,463	44,147
	,	,-	,	, -		,	,		,
DEBT PAYMENTS									
10-5600-55-52310 VEHICLE LEASE EXPENSE	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500
TOTAL DEBT PAYMENTS	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500
CAPITAL OUTLAY < \$5K		_							
10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	20	0	4,980	28	5,000	0
10-5600-57-57101 OFFICE EQUIP PURCHASE	4,500	4,500	1,000	3,407	341	-2,407	4,827	1,000	0
TOTAL CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57	2,573	4,855	6,000	0
CAPITAL OUTLAY > \$5K									
10-5600-58-52101 PD CONSTRUCTION SITE	5,000	5,000	1,000	539	54	461	764	1,000	0
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	3,960	20	16,040	5,610	20,000	0
10-5600-58-57300 POLICE COMMUNICATION E	15,000	15,000	15,000	142	1	14,858	201	36,000	21,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	9,470	1,037	11	8,433	1,469	9,470	0
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024	0,470	0	0	2,659	0	-2,659	3,767	0	0
TOTAL CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18	37,133	8,044	66,470	21,000
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TOTAL POLICE EXPENDITURES	3,970,933	3,970,933	4,162,550	3,259,066	78	903,484	4,613,351	4,213,461	50,911
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
IT EXPENDITURES		ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL				· ·					
10-5700-50-50010 SALARIES	95,871	95,871	95,871	85,221	89	10,650	120,733	101,900	6,029
10-5700-50-50050 OVERTIME	3,901	3,901	3,901	950	24	2,951	1,346	2,000	-1,901
10-5700-50-50075 LONGEVITY PAY	400	400	400	400	100	0	567	700	300
10-5700-50-50200 EMPLOYER PAID TAXES	7,663	7,663	7,663	6,422	84	1,241	9,098	7,929	266
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	396	34	754	561	1,150	0
	,	, 30	•		-	-			37
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10-5700-50-50325 HEALTH INSURANCE	13,677	13,677	13,677	9,614	70	4,063	13,620	14,873	Item 16
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,623	9,623	9,623	7,543	78	2,080	10,686	9,633	10
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	0	0	4,500	0	4,500	0
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	85	739	5,753	4,800	0
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	142,085	142,085	142,085	114,607	81	27,478	162,364	147,985	5,900
ODERATING									
OPERATING	100	100	100	0	0	100	0	100	0
10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0		100	0	100	0
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	260	29	640	368	900	0
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	3,553	178	-1,553	5,034	2,000	0
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	0				35,000	0
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	10,414	69	4,586	14,754	15,000	0
10-5700-51-51775 WIRELESS COMMUNICATION	94,552	94,552	94,552	94,072	99	480	133,272	115,000	20,448
10-5700-51-51780 TRAVEL	2,300	2,300	2,300	0		2,300	0	1,500	-800
TOTAL OPERATING	149,852	149,852	149,852	108,299	72	41,553	153,427	169,500	19,648
REPAIRS & MAINTENANCE									
10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0
CONTRACTED SERVICES									
10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	50,050	52,550	105	-2,500	74,448	0	-50,050
10-5700-54-51501 IT CONSULTING SERVICES	25,000	25,000	25,000	9,956	40	15,044	14,105	15,000	-10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,516	90	485	6,397	5,000	0
10-5700-54-52240 SOFTWARE ANNUAL FEES	125,000	125,000	125,000	117,389	94	7,611	166,305	140,000	15,000
TOTAL CONTRACTED SERVICES	155,000	155,000	205,050	184,411	90	20,640	186,807	160,000	5,000
CAPITAL OUTLAY <\$5K									
10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	0
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	0
CAPITAL OUTLAY >\$5K									
10-5700-58-52200 COMPUTER EQUIPMENT	30,000	30,000	30,000	0	0	30,000	0	105,000	75,000
TOTAL CAPITAL OUTLAY>5K	30,000	30,000	30,000	0		30,000	0	105,000	75,000
TOTAL IT EXPENDITURES	548,022	548,022	598,072	423,790	71	174,282		653,570	105,548
COMMUNITY DEV.	FY 2019-20 ACTUAL		FY 2019-20	Y-T-D ACTUAL AS OF 07/24/2020		BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF
PERSONNEL		2C. 2020L1	20 505021		202011	22			
10-5800-50-50010 SALARIES	77,005	77,005	77,005	59,234	77	17,771	83,917	77,005	0
10-5800-50-50075 LONGEVITY PAY	0	77,005	77,009	0		0	03,517	200	200
10-5800-50-50200 EMPLOYER PAID TAXES	5,891	5,891	5,891	4,500	76	1,391	6,375	5,891	0
10-5800-50-50250 EMPLOTER PAID TAXES 10-5800-50-50255 WORKERS' COMPENSATION	3,891	3,891	3,891	131	38	216	186	3,891	0
10-5800-50-50255 WORKERS COMPENSATION 10-5800-50-50325 HEALTH INSURANCE	6,637	6,637	1,000	-58	-6	1,058	-82	1,000	0
10-5800-50-50325 HEALTH INSURANCE 10-5800-50-50410 EMPLOYER RETIREMENT CO	7,059	7,059	7,059	4,883	-0 69	2,176	6,918	7,059	<u>0</u>
10 3000 30 30410 EIVII EOTEN NETINEIVIENT CO	7,033	7,039	7,035	4,003	U Đ	2,170	0,318	7,039	38
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10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	1,655	35	3,020	2,345	4,675	0
TOTAL PERSONNEL	101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200
<u>OPERATING</u>									
10-5800-51-51010 ADVERTISING	5,000	5,000	5,000	3,299	66	1,701	4,674	5,000	0
10-5800-51-51043 CITY EVENTS	50,000	50,000	50,000	11,850	24	38,150	16,788	50,000	0
10-5800-51-51480 MEETING EXPENSES	1,500	1,500	1,500	479	32	1,021	679	2,500	1,000
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500	0
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	0	0	1,850	0	1,850	0
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	612	31	1,388	867	2,000	0
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	491	10	4,509	696	5,000	0
TOTAL OPERATING	66,850	66,850	66,850	16,731	25	50,119	1,562	67,850	1,000
TOTAL COMMUNITY DEV EXPENDITURES	168,464	168,464	162,827	87,077	98	75,750		164,027	1,200
TOTAL EXPENDITURES	10,613,527	10,613,528	11,119,747	8,079,931	1,062	3,039,816	0 10,679,727	11,776,346	705,449
REVENUES OVER/(UNDER) EXPENDITURES	158,143	158,142	-70,789	3,655,203		-3,725,992	5,879,410	-157,519	-86,730

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20-UF SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2020-21

Item 1.

				83.33 % OF	YEAR COMPLE	ETE .		112020 21	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER									
MISCELLANEOUS	525	525	525	332					
WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
OTHER	2,030,321	0	2,083,730	2,143,133	0.0	(55,557)	2,307,333	2,003,730_	0
TRANSFERS	0	0	0	0	0.0	0	0	0_	0
TOTAL WATER	2,090,846	2,090,846	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,089,796	(525)
WASTEWATER OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0		0
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0_	0
WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(105,565)	2,060,176	1,660,250	0
OTHER	10,000 0	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588 0	0
TRANSFERS TOTAL WASTEWATER		1 670 000	1 741 939	1 963 017	0.0	(130,170)	2 172 415	<u> </u>	0
TOTAL WASTEWATER	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	U
TOTAL REVENUES	3,760,846	3,760,846	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,831,634	(525)
				83.33 % OF	YEAR COMPLE	TF.			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PUBLIC WORKS	490.224	490 224	30F 971	227 776	OF 2	E8 006	202.016	407 122	11 252
PERSONNEL OPERATING	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252
	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678
REPAIRS & MAINTENANCE	7,000 0	7,000	7,000	4,101	58.6	2,899 0	4,785 6,091	74,500	67,500
CONTRACTED SERVICES			5,221	5,221	100.0			6,500	1,279
TOTAL PUBLIC WORKS	518,307	518,307	430,164	358,277	83.3	71,887	417,835	513,873	83,709
WATER									
PERSONNEL	350,904	350,304	355,574	238,474	67.1	117,100	278,227	382,544	26,970
OPERATING	185,060	185,060	192,351	145,823	75.8	46,528	170,131	186,169	(6,182)
REPAIRS & MAINTENANCE	63,500	63,500	65,500	46,355	70.8	19,145	54,082	53,000	(12,500)
WATER/WASTEWATER	1,446,000	1,446,000	1,729,000	1,438,102	83.2	290,898	1,677,833	1,584,000	(145,000)
CONTRACTED SERVICES	150	150	150	142	94.7	8	166	150	0
DEBT PAYMENTS	30,300	30,300	33,960	80,222	236.2	(46,262)	93,595	80,353	46,393
CAPITAL OUTLAY < \$5K	8,000	8,000	5,000	2,672	53.4	2,328	3,118	8,000	3,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER	2,092,914	2,092,314	2,390,535	1,951,790	81.6	438,745	2,277,153	2,303,216	(87,319)
<u>WASTEWATER</u>									
PERSONNEL	171,954	171,954	171,954	107,062	62.3	64,892	124,826	193,584	21,630
OPERATING	250,645	250,645	254,645	174,075	68.4	80,570	203,093	245,390	(9,255)
REPAIRS & MAINTENANCE	60,500	60,500	60,500	40,668	67.2	19,832	47,447	57,500	(3,000)
WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)
CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	0)
									40

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									110000
DEBT PAYMENTS	18,160	18,160	21,020	0	0.0	21,020	0	0	Item 1. (0)
CAPITAL OUTLAY < \$5K			5,000					5,000	
CAPITAL OUTLAY > \$5K	36,000	36,000	36,000	0	0.0	36,000	0	30,000	(6,000)
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER	1,148,259	1,148,259	1,186,889	900,884	75.9	286,005	1,050,979	705,324	(481,565)
NON-DEPARTMENTAL									
CAPITAL OUTLAY > \$5K	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	7,266,356	10,203,793	140.4	(2,937,437)	15,305,690	0	(7,266,356)
TOTAL EXPENDITURES	3,759,480	3,758,880	11,273,944	13,414,744	119.0	(2,140,800)	19,051,657	3,522,413	(7,751,531)
REVENUES OVER/(UNDER) EXPENDITURES	1,365	1,965	(7,441,785)	(9,403,262)		1,961,477	(14,371,849)	309,220	7,751,006

20 -UTILITY FUND REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

				83.33 % OF	YEAR COMPLE	TE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER/SEWER CHARGES									
20-4250-42-42099 MISCELLANEOUS	525	525.00	525.00	332	63.3	193	388	525	0
TOTAL MISCELLANEOUS	525	525.00	525.00	332	63	193	388	525	
20-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000.00	40,000.00	40,000.00	40,679	101.7	(679)	47,460	40,000	0
20-4250-43-43000 ADJUSTMENTS				0	0.0	0	0	0	0
20-4250-43-43010 WATER SALES	1,725,953.79	1,725,953.79	1,725,954.00	1,716,246	99.4	9,708	2,002,344	1,725,954	(0)
20-4250-43-43015 BULK WATER SALES	92.00	92.00	92.00	0	0.0	92	0	92	0
20-4250-43-43025 LATE FEES WATER	35,000.00	35,000.00	35,000.00	32,142	91.8	2,858	37,500	35,000	0
20-4250-43-43028 RETURN CHECK FEES	1,000.00	1,000.00	1,000.00	175	17.5	825	204	1,000	0
20-4250-43-43075 WATER TAP FEES	225,000.00	225,000.00	225,000.00	298,500	132.7	(73,500)	348,260	225,000	0
20-4250-43-43076 WATER METER FEE	250.00	250.00	250.00	0	0.0	250	0	250	0
20-4250-43-43080 CONNECTION CHARGES	62,500.00	62,500.00	62,500.00	61,391	98.2	1,110	71,624	62,500	0
TOTAL WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
OTHER		0	2		0.0		2		•
20-4250-48-48000 INTEREST INCOME	0	0	0	0	0.0	0	0	0	0
20-4250-48-48100 UNCLAIMED PROPERTY < \$	0	0	0	0	0.0	0	0	0	0
TOTAL OTHER	U	U	U	U	0.0	U	U	U	U
TRANSFERS									
20-4250-49-50010 TRANSFER FROM CPF	0	0	0	0	0.0	0	0	0	0
20-4250-49-50020 TRANSFER FROM CIFF (W)	0	0	0	0	0.0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,090,321	(0)
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WASTEWATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	% OF BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WASTEWATER REVENUES	ACTUAL	OMG. BODGET	COMM. DODGET	A3 01 07/24/2020	DODGET	DALANCE	TEARLIND	ZUZU-ZI DODGLI	BODGET DITT.
WATER/SEWER CHARGES									
20-4275-43-41320 SLUDGE DUMP FEES	25,000.00	25,000.00	25,000.00	2,570	10.3	22,430	2,998	25,000	0
20-4275-43-43000 ADJUSTMENTS	, =	, -	· -	0	0.0	0	0	0	0
20-4275-43-43110 SEWER SERVICE	1,400,000.00	1,400,000.00	1,400,000.00	1,419,816	101.4	(19,816)	1,656,499	1,400,000	0
20-4275-43-43125 LATE FEES SEWER	35,000.00	35,000.00	35,000.00	26,929	76.9	8,071	31,418	35,000	0
20-4275-43-43175 SEWER TAP FEES	200,000.00	200,000.00	200,250.00	316,500	158.1	(116,250)	369,261	200,250	0
TOTAL WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(105,565)	2,060,176	1,660,250	0
OT: 150									
OTHER	40.000	10.000	04.500	06.363	1170	(14.544)	442.222	04 500	^
20-4275-48-48000 INTEREST INCOME TOTAL OTHER	10,000 10,000	10,000 10,000	81,588 81,588	96,202 96,202	117.9 117.9	(14,614) (14,614)	112,239 112,239	81,588 81,588	0
IOTAL OTHER	10,000	10,000	81,588	90,202	117.9	(14,014)	112,239	81,388	U
TOTAL WASTEWATER REVENUES	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	0
	_,,	_,0.10,000	27. 12,000	_,	2000	(===,===,		_,,	
TOTAL REVENUES	3,760,321	3,760,321	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,832,159	(0)
20 LITHITY FUND							2222222	DUDGET WORKSHEETS	
20 -UTILITY FUND EXPENDITURES							PROPOSED	BUDGET WORKSHEETS	
LAFLINDITURES				83 33 % OE	YEAR COMPLE	TF		FY 2020-21	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PUBLIC WORKS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	% OF BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
. COLIC ONNO EMI ENDITONES	ACTUAL	OMO. DODGET	COMIN. DODGET	01 01/24/2020	DODULI	DITEMINE	I LA III LIND	TOTO ET DODGET	JODGET DITT.

PERSONNEL

20-UF REV & EXP

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20-5200-50-50010 SALARIES	367,726.00	367,726.00	298,449.00	267,438	89.6	31,011	312,020	305,091	Item 1.
20-5200-50-50011 COVID 19 SALARIES	307,720.00	307,720.00	230,113.00	143	03.0	51,611	312,020	000,001	
20-5200-50-50050 OVERTIME	1,600.00	1,600.00	500.00	40	8.0	460	47	560	60
20-5200-50-50075 LONGEVITY	4,800.00	4,800.00	4,500.00	4,800	106.7	(300)	5,600	4,900	400
20-5200-50-50200 EMPLOYER PAID TAXES	28,620.00	28,620.00	23,293.00	20,766	89.2	2,527	24,228	23,757	464
20-5200-50-50255 WORKERS' COMPENSATION	5,000.00	5,000.00	5,000.00	306	6.1	4,694	357	5,000	0
20-5200-50-50325 HEALTH INSURANCE	34,193.00	34,193.00	27,354.00	16,516	60.4	10,838	19,269	29,745	2,391
20-5200-50-50335 HEALTH ASSISTANCE	258.35	258.35	258.35	221		-,	258	258	0
20-5200-50-50410 EMPLOYER RETIREMENT CO	34,737.00	34,737.00	24,217.00	23,294	96.2	923	27,177	28,011	3,794
20-5200-50-50520 EMPLOYEE EDUCATION	3,500.00	3,500.00	3,500.00	190	5.4	3,310	222	1,000	(2,500)
20-5200-50-50650 VEHICLE ALLOWANCE	4,800.00	4,800.00	4,800.00	4,062	84.6	739	4,739	4,800	0
20-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000.00	4,000.00	4,000.00	0	0.0	4,000	0	4,000	0
TOTAL PERSONNEL	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252
<u>OPERATING</u>		_							
20-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,000.00	2,000.00	2,000.00	1,806	90.3	194	2,107	2,400	400
20-5200-51-51011 PRE-EMPLOYMENT SCREENING	1.00	1.00	65.00	64	98.5	1	75	65	0
20-5200-51-51012 SAFETY & ACCESSORIES	1,200.00	1,200.00	1,200.00	276	23.0	924	322	1,200	0
20-5200-51-51040 BAD DEBTS	-	-	-	0	0.0	0	0	0	0
20-5200-51-51485 MISCELLANEOUS	1,500.00	1,500.00	1,500.00	243	16.2	1,257	284	1,000	(500)
20-5200-51-51610 LICENSES	400.00	400.00	400.00	0	0.0	400	0	400	0
20-5200-51-51620 PHYSICALS/DRUG TESTING	150.00	150.00	85.00	0	0.0	85	0	85	0
20-5200-51-51625 POSTAGE/DELIVERY	400.00	400.00	400.00	12	3.0	388	14	200	(200)
20-5200-51-51635 PROFESSIONAL & MEMBERS	200.00	200.00	200.00	0	0.0	200	0	100	(100)
20-5200-51-51743 SUPPLIES-EQUIPMENT	-	-	-	0	0.0	0	0	0	0
20-5200-51-51746 SUPPLIES-OFFICE	5,500.00	5,500.00	5,500.00	4,441	80.7	1,059	5,181	5,500	0
20-5200-51-51780 TRAVEL	1,200.00	1,200.00	1,200.00	395	32.9	805	461	300	(900)
20-5200-51-51800 UNIFORMS & ACCESSORIES	2,022.00	2,022.00	2,022.00	687	34.0	1,335	802	1,500	(522)
20-5200-51-51813 UTILITIES-ELECTRIC BLU	4,500.00	4,500.00	4,500.00	1,996	44.4	2,504	2,329	10,000	5,500
20-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000.00	3,000.00	3,000.00	1,259	42.0	1,741	1,468	3,000	0
TOTAL OPERATING	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678
DEDAIDS & MAINTENANCE									
REPAIRS & MAINTENANCE 20-5200-52-52010 BUILDING REPAIRS & MAI	2 500 00	2,500.00	2,500.00	1 210	F2.4	1,190	1 520	70.000	67.500
20-5200-52-52010 BUILDING REPAIRS & MAI 20-5200-52-52012 CLEANING & MAINTENANCE	2,500.00 4,500.00	4,500.00	4,500.00	1,310 2,791	52.4 62.0	1,709	1,528 3,256	70,000 4,500	67,500 0
TOTAL REPAIRS & MAINTENANCE	7,000	7,000	7,000	4,101	58.6	2,899	4,785	74,500	67,500
101112112111110 & 1111111111111111111111	7,000	7,000	7,000	.,101	55.5	2,033	1,700	7.,500	07,500
CONTRACTED SERVICES									
20-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0	0
20-5200-54-51165 ENGINEERING/PLANNING SVCS	0	0	2,491	2,491	100.0	0	2,906	3,500	1,009
20-5200-54-51440 LEGAL FEES	0	0	2,730	2,730	100.0	0	3,185	3,000	270
20-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0	0
20-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	5,221	5,221	100.0	0	6,091	6,500	1,279
DERT DAVAGENTS									
DEBT PAYMENTS	•	0			0.0	^	0	•	•
20-5200-55-52210 COMPUTER EQUIPMENT LEA	0	0	0	0	0.0	0	0	0	0
20-5200-55-52245 LEASE- INCODE SOFTWARE		-			0.0	-	-	0	
20-5200-55-52290 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
20-5200-55-52311 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0.0	0	0	0	0
CAPITAL OUTLAY < \$5K									
20-5200-57-52210 COMPUTER EQUIP PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	0	0
CAPITAL OUTLAY > \$5K 20-5200-58-52100 OFFICE EQUIPMENT PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0	
IOTAL CAPITAL COTEAT > 33K	U	U	U	U	0.0	U	U	U	43

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TOTAL PUBLIC WORKS EXPENDITURES	518,307	518,307	430,164	358,277	83.3	71,887	417,835	513,873	83,709
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
20-5250-50-50010 SALARIES	241,490.00	241,490.00	241,490.00	162,740	67.4	78,750	189,869	260,010	18,520
20-5250-50-50011 COVID 19 SALARIES				65	0.0	(65)	76	0	<u>, </u>
20-5250-50-50050 OVERTIME	10,263.00	10,263.00	10,263.00	11,281	109.9	(1,018)	13,162	11,050	787
20-5250-50-50051 COVID 19 OVERTIME				0	0.0	0	0	0	
20-5250-50-50075 LONGEVITY PAY	1,800.00	1,800.00	1,800.00	1,800	100.0	0	2,100	2,400	600
20-5250-50-50200 EMPLOYER PAID TAXES	18,836.00	18,236.00	18,836.00	13,303	70.6	5,533	15,521	20,920	2,084
20-5250-50-50255 WORKERS' COMPENSATION	5,400.00	5,400.00	10,070.00	10,047	99.8	23	11,722	10,070	0
20-5250-50-50325 HEALTH INSURANCE	47,870.00	47,870.00	47,870.00	22,747	47.5	25,123	26,539	52,054	4,184
20-5250-50-50410 EMPLOYER RETIREMENT CO	23,245.00	23,245.00	23,245.00	14,426	62.1	8,819	16,831	24,290	1,045
20-5250-50-50520 EMPLOYEE EDUCATION	2,000.00	2,000.00	2,000.00	2,065	103.3	(65)	2,409	1,750	(250)
20-5250-50-50700 REIMB UNEMPLOYMENT	-	-	-	0	0.0	0	0	0	0
TOTAL PERSONNEL	350,904	350,304	355,574	238,474	67.1	117,100	278,227	382,544	26,970
<u>OPERATING</u>		_							
20-5250-51-51011 PRE-EMPLOYMENT SCREENING	200.00	200.00	200.00	64	32.0	136	75	200	0
20-5250-51-51335 INSURANCE-PROPERTY, CA	12,700.00	12,700.00	15,844.00	13,204	83.3	2,640	15,405	15,844	(0)
20-5250-51-51338 INSURANCE LIABILITY	3,000.00	3,000.00	4,640.00	3,862	83.2	778	4,506	4,640	0
20-5250-51-51485 MISCELLANEOUS	500.00	500.00	500.00	0	0.0	500	0	500	0
20-5250-51-51610 PERMITS & LICENSES	7,200.00	7,200.00	9,707.00	9,707	100.0	0	11,325	11,000	1,293
20-5250-51-51620 PHYSICALS/DRUG TESTING	200.00	200.00	200.00	0	0.0	200	0	200	0
20-5250-51-51635 PROFESSIONAL & MEMBERS 20-5250-51-51740 SUPPLIES - CHEMICALS &	360.00	360.00	360.00	525	145.8 77.6	(165)	613	360	0
20-5250-51-51740 SUPPLIES - CHEMICALS & 20-5250-51-51743 SUPPLIES-EQUIPMENT	40,000.00 1,000.00	40,000.00 1,000.00	40,000.00 1,000.00	31,039 583	77.6 58.3	8,961 417	36,213 681	40,000 1,000	0
20-5250-51-51746 SUPPLIES-OFFICE	1,000.00	1,000.00	1,000.00	0	0.0	0	001	1,000	0
20-5250-51-51747 METER PURCHASE	60,750.00	60,750.00	60,750.00	47,798	78.7	12,952	55,766	61,250	500
20-5250-51-51780 TRAVEL	2,000.00	2,000.00	2,000.00	445	22.2	1,555	519	2,000	0
20-5250-51-51800 UNIFORMS & ACCESSORIES	2,500.00	2,500.00	2,500.00	1,783	71.3	717	2,080	2,000	(500)
20-5250-51-51809 R.O.W FEES	650.00	650.00	650.00	643	99.0	7	751	675	25
20-5250-51-51810 UTILITIES-ELECTRIC AUS	19,000.00	19,000.00	19,000.00	18,308	96.4	692	21,360	22,000	3,000
20-5250-51-51813 UTILITIES-ELECTRIC BLU	16,000.00	16,000.00	16,000.00	9,625	60.2	6,375	11,229	12,000	(4,000)
20-5250-51-52340 FUEL & OIL	9,500.00	9,500.00	9,500.00	3,978	41.9	5,522	4,641	6,000	(3,500)
20-5250-51-52440 EQUIPMENT RENTAL	500.00	500.00	500.00	0	0.0	500	0	500	0
20-5250-51-53010 TESTING WATER AND WAST	9,000.00	9,000.00	9,000.00	4,259	47.3	4,742	4,968	6,000	(3,000)
TOTAL OPERATING	185,060	185,060	192,351	145,823	75.8	46,528	170,131	186,169	(6,182)
REPAIRS & MAINTENANCE									
20-5250-52-52010 BUILDING REPAIRS & MAI	2,500.00	2,500.00	2,500.00	0	0.0	2,500	0	1,000	(1,500)
20-5250-52-52320 VEHICLE REPAIRS & MAIN	5,000.00	5,000.00	7,000.00	5,070	72.4	1,930	5,915	6,500	(500)
20-5250-52-52430 MACHINERY EQUIPMENT-RE	9,000.00	9,000.00	9,000.00	3,734	41.5	5,266	4,356	5,500	(3,500)
20-5250-52-52460 REPAIRS-WELLS,PUMPS,MO	47,000.00	47,000.00	47,000.00	37,551	79.9	9,449	43,811	40,000	(7,000)
TOTAL REPAIRS & MAINTENANCE	63,500	63,500	65,500	46,355	70.8	19,145	54,082	53,000	(12,500)
WATER/WASTEWATER									
20-5250-53-53030 WATER FEES-AUSTIN	500.00	500.00	500.00	303	60.6	197	354	500	0
20-5250-53-53040 WATER FEES-MANVILLE	352,000.00	352,000.00	635,000.00	552,960	87.1	82,040	645,138	320,000	(315,000)
20-5250-53-53050 WATER FEES-EPCOR	1,080,000.00	1,080,000.00	1,080,000.00	872,371	80.8	207,629	1,017,795	1,250,000	170,000
20-5250-53-53060 WELL ROYALTIES-FOWLER	9,500.00	9,500.00	9,500.00	11,552	121.6	(2,052)	13,478	9,500	0
20-5250-53-53070 WELL ROYALITIES-LEE	4,000.00	4,000.00	4,000.00	916	22.9	3,084	1,069	4,000	0
TOTAL WATER/WASTEWATER	1,446,000	1,446,000	1,729,000	1,438,102	83.2	290,898	1,677,833	1,584,000	(145,000)
CONTRACTED SERVICES									
20-5250-54-51595 MVBA UTIL COLLECTION	150	150	150	142	94.7	8	166	150	
									44

									l Item
OTAL CONTRACTED SERVICES	150	150	150	142	94.7	8	166	150	
EBT PAYMENTS									
0-5250-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	29,870	199.1	(14,870)	34,849	30,000	15,000
0-5250-55-52410 MACHINERY EQUIPMENT LE	15,300	15,300	18,960	50,352	265.6	(31,392)	58,746	50,353	31,393
OTAL DEBT PAYMENTS	30,300	30,300	33,960	80,222	236.2	(46,262)	93,595	80,353	46,393
APITAL OUTLAY < \$5K									
0-5250-57-52200 COMPUTER EQUIP PURCHAS	3,000	3,000	0	0	0.0	0	0	0	0
0-5250-57-52400 MACHINERY EQUIPMENT-PU								3,000	
0-5250-57-52450 TOOLS	5,000	5,000	5,000	2,672	53.4	2,328	3,118	5,000	0
OTAL CAPITAL OUTLAY < \$5K	8,000	8,000	5,000	2,672	53.4	2,328	3,118	8,000	3,000
APITAL OUTLAY > \$5K									
0-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
OTAL CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TOTAL WATER EXPENDITURES	2,092,914	2,092,314	2,390,535	1,951,790	81.6	438,745	2,277,153	2,303,216	(87,319)
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
/ASTEWATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ERSONNEL									
0-5275-50-50010 SALARIES	110,045.00	110,045.00	110,045.00	72,981	66.3	37,064	85,147	125,495	15,450
0-5275-50-50011 COVID 19 SALARIES	42.655.00	42.655.00	12.655.00	71		5.627	0.200	44.400	4 777
0-5275-50-50050 OVERTIME	12,655.00	12,655.00	12,655.00	7,028	55.5	5,627	8,200	14,432	1,777
0-5275-50-50051 COVID 19 OVERTIME	4 000 00	1 000 00	1 000 00	0	100.0	0	2 100	1 000	100
0-5275-50-50075 LONGEVITY PAY	1,800.00	1,800.00	1,800.00	1,800	100.0	0	2,100	1,900	100 1,326
0-5275-50-50200 EMPLOYER PAID TAXES	9,524.00	9,524.00	9,524.00	5,946	62.4 69.9	3,578 1,025	6,937	10,850	1,326
0-5275-50-50255 WORKERS' COMPENSATION 0-5275-50-50325 HEALTH INSURANCE	3,400.00	3,400.00	3,400.00	2,375 9,614	46.9	•	2,771	3,400	1,793
0-5275-50-50325 REALTH INSURANCE 0-5275-50-50410 EMPLOYER RETIREMENT CO	20,516.00	20,516.00 11,414.00	20,516.00	9,614 6,726	46.9 58.9	10,902 4,689	11,217 7,847	22,309 12,598	1,793
0-5275-50-50520 EMPLOYEE EDUCATION	11,414.00 600.00	600.00	11,414.00 600.00	522	86.9	79	608	600	1,184
0-5275-50-50700 UNEMPLOYMENT CLAIMS	2,000.00	2,000.00	2,000.00	0	0.0	2,000	008	2,000	0
OTAL PERSONNEL	171,954	171,954	171,954	107,062	62.3	64,892	124,826	193,584	21,630
PERATING									
0-5275-51-51011 PRE-EMPLOYMENT SCREENING	100.00	100.00	100.00	0	0.0	100	0	100	0
0-5275-51-51335 INSURANCE-PROPERTY. CA	9,800.00	9,800.00	9,800.00	10,184	103.9	(384)	11,882	9,800	0
0-5275-51-51338 INSURANCE LIABILITY	2,995.00	2,995.00	2,995.00	3,433	114.6	(438)	4,005	2,995	0
0-5275-51-51603 PERIODICALS & PUBLICAT	100.00	100.00	100.00	0	0.0	100	0	100	0
0-5275-51-51610 PERMITS & LICENSES	5,500.00	5,500.00	5,500.00	4,900	89.1	600	5,716	5,200	(300
0-5275-51-51620 PHYSICALS/DRUG TESTING	300.00	300.00	300.00	0	0.0	300	0	120	(180
0-5275-51-51635 PROFESSIONAL & MEMBERS	150.00	150.00	150.00	0	0.0	150	0	150	0
0-5275-51-51740 SUPPLIES PARTS AND MATERIALS	52,000.00	52,000.00	52,000.00	50,326	96.8	1,674	58,715	52,000	0
0-5275-51-51800 UNIFORMS & ACCESSORIES	1,000.00	1,000.00	1,000.00	246	24.6	754	287	1,250	250
0-5275-51-51809 R.O.W. FEES	700.00	700.00	700.00	643	91.9	57	751	675	(25
0-5275-51-51813 UTILITIES-ELECTRIC BLU	165,000.00	165,000.00	165,000.00	94,416	57.2	70,584	110,155	160,000	(5,000
0-5275-51-51815 UTILITIES-ELECTRIC TX	7,000.00	7,000.00	11,000.00	7,074	64.3	3,926	8,253	9,000	(2,000
0-5275-51-52340 FUEL & OIL	6,000.00	6,000.00	6,000.00	2,853	47.6	3,147	3,329	4,000	(2,000
OTAL OPERATING	250,645	250,645	254,645	174,075	68.4	80,570	203,093	245,390	(9,255)

20-UF REV & EXP 8/27/2020 9:55 AM 20-UF REV & EXP

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20-5275-52-52010 BUILDING REPAIRS & MAI

20-5275-52-52320 VEHICLE REPAIRS & MAIN

20-5275-52-52430 MACHINERY EQUIPMENT-RE

20-5275-52-52460 REPAIRS-WELLS,PUMPS,MO

TOTAL REPAIRS & MAINTENANCE

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WATER/WASTEWATER									
20-5275-53-53010 TESTING WATER AND WAST	25,000	25,000	25,000	16,349	65.4	8,651	19,074	32,000	7,000
20-5275-53-53040 WATER FEES-MANVILLE	1,000	1,000	1,000	486	48.6	515	566	650	(350)
20-5275-53-53160 WASTEWATER FEES-AUSTIN	550,000	550,000	550,000	443,708	80.7	106,292	517,674	125,000	(425,000)
TOTAL WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)
CONTRACTED SERVICES									
20-5275-54-51165 ENGINEERING/PLANNING S	15,000	15,000	770	769	99.8	2	897	1,200	430
20-5275-54-51440 LEGAL FEES	10,000	10,000	0	0	0.0	0	0	0	0
20-5275-54-53150 SLUDGE DISPOSAL	10,000	10.000	61,000	117,769	193.1	(56,769)	137,401	15,000	(46,000)
TOTAL CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	(45,570)
DEBT PAYMENTS									
20-5275-55-52310 VEHICLE LEASE EXPENSE	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)
TOTAL DEBT PAYMENTS	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)
CAPITAL OUTLAY < \$5K									
20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0
CAPITAL OUTLAY > \$5K									
20-5275-58-52400 MACHINERY EQUIPMENT-PU	21,000	21,000	21,000	0	0.0	21,000	0	15,000	(6,000)
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000	0
TOTAL CAPITAL OUTLAY > \$5K	36,000	36,000	36,000	0	0.0	36,000	0	30,000	(6,000)
TOTAL WASTEWATER EXPENDITURES	1,153,259	1,153,259.00	1,186,889	900,884	75.9	286,005	1,050,979	705,324	(481,565)
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
NON-DEPARTMENTAL EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
CAPITAL OUTLAY > \$5K									
20-5999-58-58005 2016 CO BOND EXPENSES		0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	7,266,356	(0)
TOTAL CAPITAL OUTLAY > \$5K	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL NON-DEPARTMENTAL EXPENDITURES	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL FURTHER TOTAL	2.764.406	2.762.000	44 272 044	42 444 711	110.0	(2.440.000)	45.650.700	2 522 442	(7.754.504)
TOTAL EXPENDITURES	3,764,480	3,763,880	11,273,944	13,414,744	119.0	(2,140,800)	15,650,733	3,522,413	(7,751,531)
REVENUES OVER/(UNDER) EXPENDITURES	(4,160)	(3,560)	(7,441,785)	-9,403,262		1,961,477	(10,970,924)	309,745	7,751,531

PROPOSED BUDGET WORK

FY 2020-21

Item 1.

83.33 %	OF	YEAR	COMP	PLETE
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
NON-DEPARTMENTAL								
TAXES	2,182,700	2,182,700	2,221,811	2,225,050	100.1	(3,239)	3,152,317	2,204,664.00
OTHER	4,500	4,500	665	2,450	368.4	(1,785)	3,471	2,500.00
TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	2,187,200	2,187,200	2,222,476	2,227,500	100.2	(5,024)	3,155,788	2,207,164.00
TOTAL REVENUES	2,187,200	2,187,200	2,222,476	2,227,500	100.2	(5,024)	3,155,788	2,207,164.00
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
							•	
NON-DEPARTMENTAL								
OPERATING	1,500	1,500	150	150	100.0	0	213	150.00
DEBT PAYMENTS	2,186,097	2,186,097	2,185,945	1,266,451	57.9	919,494	1,794,232	2,188,978.00
TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128.00
<u> </u>		<u> </u>						
TOTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128.00
REVENUES OVER/(UNDER) EXPENDITURES	(397)	(397)	36,381	960,899		(924,518)	1,361,344	18,036.00
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PROPOSED BUDGET WORKS

FY 2020-21

Item 1.

83.33 % OF YEAR COMPLETE

NON-DEPARTMENTAL REVENUES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
NON-DEPARTIMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CORR. BUDGET	A3 UF 07/24/2020	BUDGET	BALANCE	TEAR END	2020-21 BUDGET
TAXES								
30-4999-40-40000 ADVALOREM TAXES - CURR	2,180,000	2,180,000	2,180,000	2,174,129	99.7	5,871	3,080,176	2,189,128
30-4999-40-40010 ADVALOREM TAXES - DELI	2,700	2,700	41,811	50,921	121.8	(9,110)	72,142	27,000
TOTAL TAXES	2,182,700	2,182,700	2,221,811	2,225,050	100.1	(3,239)	3,152,317	2,216,128
OTHER								
30-4999-48-48000 INTEREST INCOME	4,500	4,500	4,500	2,450	54.4	2,050	3,471	2,450
30-4999-48-49000 BOND PROCEEDS	0	0	0	0	0.0	0	0	-
TOTAL OTHER	4,500	4,500	4,500	2,450	54.4	2,050	3,471	2,450
TRANSFERS								
TRANSFERS 30-4999-49-5000 TRANSFER FROM GF	0	0	0	0	0.0	0	0	
30-4999-49-50005 TRANSFER FROM GF	0	0	0	0	0.0	0	0	-
30-4999-49-50010 TRANSFER FROM UF	0	0	0	0	0.0	0	0	
30-4999-49-60010 TRANSFER FROM CPF	0	0	0	0	0.0	0	0	<u>-</u>
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL REVENUES	2,187,200	2,187,200	2,226,311	2,227,500	100.1	(1,189)	3,155,788	2,218,578
TOTAL REVENUES	2,187,200	2,187,200	2,226,311	2,227,500	100.1	(1,189)	3,155,788	2,218,578

30 -D	EBT	SERV	ICE I	FUND
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PROPOSED BUDGET WORKSHEETS

EXPENDITURES								FY 2020-21
				83.33 % OF Y	EAR COMP	LETE		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
<u>OPERATING</u>								
30-5999-51-51050 BANK ADMIN FEES	1,500	1,500	150	150	100.0	0	213	150
TOTAL OPERATING	1,500	1,500	150	150	100.0	0	213	150
DEBT PAYMENTS								
30-5999-55-53000 BOND ADMIN FEES	1,085	1,085	935	300	32.1	635	425	670
30-5999-55-59030 INTEREST - 2010 GO BONDS	20,389	20,389	20,389	9,400	46.1	10,989	13,317	13,748
30-5999-55-59031 INTEREST - 2012 GO BONDS	42,203	42,203	42,202	21,101	50.0	21,101	29,895	34,8 <u>08</u>

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30-5999-55-59032 INTEREST - 2012 CO BONDS	26,519	26,519	26,518	13,259	50.0	13,259	18,785	Item 1.
30-5999-55-59033 INTEREST - 2015 GO BONDS	87,020	87,020	87,020	43,510	50.0	43,510	61,642	77,402
30-5999-55-59034 INTEREST - 2016 CO BONDS	363,881	363,881	363,881	363,881	100.0	0	515,525	348,821
30-5999-55-59530 PRINCIPAL -2010 GO BOND	70,000	70,000	70,000	70,000	100.0	0	99,172	75,000
30-5999-55-59531 PRINCIPAL -2012 GO BOND	290,000	290,000	290,000	0	0.0	290,000	0	300,000
30-5999-55-59532 PRINCIPAL -2012 CO BOND	120,000	120,000	120,000	0	0.0	120,000	0	125,000
30-5999-55-59533 PRINCIPAL -2015 CO BOND	420,000	420,000	420,000	0	0.0	420,000	0	435,000
30-5999-55-59534 PRINCIPAL -2016 CO BOND	745,000	745,000	745,000	745,000	100.0	0	1,055,471	755,000
TOTAL DEBT PAYMENTS	2,186,097	2,186,097	2,185,945	1,266,451	57.9	919,494	1,794,232	2,188,978
TOTAL NON-DEPARTMENTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128
TOTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128
REVENUES OVER/(UNDER) EXPENDITURES	(397)	(397)	40,216	960,899		(920,683)	1,361,344	29,450

FY 2020-21

83.33 % OF YEAR COMPLETE

	83.33 % OF YEAR COMPLETE							
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
NON-DEPARTMENTAL								
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	0	0	0.0	0	0	0
TOTAL REVENUES	0	0	0	0	0.0	0	0	0
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
IMPACT FEE PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL IMPACT FEE PROJECTS	0	0	0	0	0.0	0	0	0
BOND PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL BOND PROJECTS	0	0	0	0	0.0	0	0	0
GRANT PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL GRANT PROJECTS	0	0	0	0	0.0	0	0	0
NON-DEPARTMENTAL								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	0	0	0.0	0	0	0
TOTAL EXPENDITURES	0	0	0	0	0.0	0	0	0
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0	0		0	0	0
HEVEROLS OVERY (DIADER) EXPERIENCES	-		- 0			-	U	U

PROPOSED BUDGET WORK

FY 2020-21

Item 1.

83	33	%	OF	YEA	R	COI	ЛΡΙ	FTF

	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
							•	
OTHER FINANCING SOURCES								
40-4999-41-41000 BOND PROCEEDS	0	0	0	0	0.0	0	0	0
40-4999-41-41010 GRANT PROCEEDS-SIDEWAL	0	0	0	0	0.0	0	0	0
40-4999-41-41015 GRANT PROCEEDS - POLIC	0	0	0	0	0.0	0	0	0
40-4999-41-41020 GRANT PROCEEDS-STREET	0	0	0	0	0.0	0	0	0
40-4999-41-41050 LOAN PROCEEDS	0	0	0	0	0.0	0	0	0
40-4999-41-42000 REIMBURSED FROM CITIZE	0	0	0	0	0.0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
<u>OTHER</u>								
40-4999-48-48000 INTEREST INCOME	0	0	0	0	0.0	(0)	0	0
TOTAL OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS								
40-4999-49-50005 TRANSFERS FROM GF	0	0	0	0	0.0	0	0	0
40-4999-49-50015 TRANSFER FROM UF	0	0	0	0	0.0	0	0	0
40-4999-49-50020 TRANSFER FROM CIFF (W)	0	0	0	0	0.0	0	0	0
40-4999-49-50021 TRANSFER FROM CIFF (WW	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL REVENUES	0	0	0	0	0.0	0	0	0
TOTAL REVENUES	0	0	0	0	0.0	0	0	0

40 -CAPITAL PROJECTS FUND EXPENDITURES

PROPOSED BUDGET WORKSHEETS

FY 2020-21

				83.33 % O	F YEAR COM	PLETE		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
IMPACT FEE PROJECTS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
CAPITAL OUTLAY > \$5K								
40-5996-58-58140 CP- PG/E TANK LINE (DE	0	0	0	0	0.0	0	0	0
40-5996-58-58143 CP-2010 STREET IMPR (W	0	0	0	0	0.0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	-
								51

TOTAL IMPACT FEE PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
SOND PROJECTS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
CAPITAL OUTLAY > \$5K								
10-5997-58-58041 CP-2016 CO BOND WWTP EXPAN	0	0	0	0	0.0	0	0	
OTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	
TOTAL DOND DROUGETS EVERNING UPS	•				2.2			
TOTAL BOND PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
GRANT PROJECTS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
CARITAL OLITIANS OF V								
: <u>APITAL OUTLAY > \$5K</u> :0-5999-58-58005 2016 CO BOND EXPENSES				0		0		
0-5998-58-58006 GRANT EXPENSES - SIDEW	0	0	0	0	0.0	0	0	
0-5998-58-58110 GRANT EXPENSES - STREE	0	0	0	0	0.0	0	0	
0-5998-58-58115 GRANT- POLICE COMPUTER	0	0	0	0	0.0	0	0	
	0	0	0	0	0.0	0	0	
10-5998-58-58120 GRANT- 09 CAPT METRO P FOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	
OTAL CAPITAL OUTLAT > 55K	U	U	U	Ü	0.0	U	U	
TOTAL GRANT PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL EXPENDITURES	ACTUAL	ODIC DUDGET			DUDCET	DALANCE	YEAR END	2020-21 BUDGET
	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	12,1112113	
	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE		
0-5999-58-57000 CP- WEST ELEV TANK & C	0	0	CURR. BUDGET	0	0.0	0	0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK	0	0		0	0.0 0.0	0	0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS	0 0 0	0 0 0	0 0 0	0 0 0	0.0 0.0 0.0	0 0 0	0 0 0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE	0 0 0	0 0 0 0	0 0 0 0	0 0 0	0.0 0.0 0.0 0.0	0 0 0	0 0 0 0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE 0-5999-58-57025 CP- CITY HALL ANNEX	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0.0 0.0 0.0 0.0 0.0	0 0 0 0	0 0 0 0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE 0-5999-58-57025 CP- CITY HALL ANNEX	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0	0 0 0 0 0	0 0 0 0 0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE 0-5999-58-57025 CP- CITY HALL ANNEX 0-5999-58-57050 BOND ISSUE COSTS	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0.0 0.0 0.0 0.0 0.0	0 0 0 0	0 0 0 0	
0-5999-58-57000 CP- WEST ELEV TANK & C 0-5999-58-57001 CP - PG EAST ELEV TANK 0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE 0-5999-58-57025 CP- CITY HALL ANNEX 0-5999-58-57050 BOND ISSUE COSTS 0-5999-58-58000 CP-WILBARGER WWTP (CIF	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0	0 0 0 0 0	0 0 0 0 0	
CAPITAL OUTLAY > \$5K 10-5999-58-57000 CP- WEST ELEV TANK & C 10-5999-58-57001 CP - PG EAST ELEV TANK 10-5999-58-57005 CP-CARRIAGE HILLS OFFS 10-5999-58-57015 CP-CHAMBERLAIN HOUSE 10-5999-58-57025 CP-CITY HALL ANNEX 10-5999-58-57050 BOND ISSUE COSTS 10-5999-58-58000 CP-WILBARGER WWTP (CIF 10-5999-58-58001 PHASE I - STREETS & DR 10-5999-58-58005 2016CO BOND EXPENSES	0 0 0 0 0 0	0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0	0.0 0.0 0.0 0.0 0.0 0.0	0 0 0 0 0	0 0 0 0 0	5

REVENUES OVER/(UNDER) EXPENDITURES	0	0	0	0		0	0	0
TOTAL EXPENDITURES	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL EXPENDITURES	0	0	0	0	0.0	0	0	0
FOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
10-5999-59-60010 TRANSFER TO DSF	0	0	0	0	0.0	0	0	0
10-5999-59-60005 TRANSFER TO UF (WW)	0	0	0	0	0.0	0	0	0
40-5999-59-60001 TRANSFER TO UF	0	0	0	0	0.0	0	0	0
40-5999-59-60000 TRANSFER TO UF (CIF W)	0	0	0	0	0.0	0	0	0
40-5999-59-50010 TRANSFER TO GF	0	0	0	0	0.0	0	0	0
TRANSFERS .								
FOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
10-5999-58-58141 CP- PFG - MANVILLE CON	0	0	0	0	0.0	0	0	0
40-5999-58-58130 CP- LEXINGTON-MURRAY S	0	0	0	0	0.0	0	0	0
40-5999-58-58125 CP- JOYCE TURNER	0	0	0	0	0.0	0	0	0
40-5999-58-58105 GRANT EXPENSES - HOME	0	0	0	0	0.0	0	0	0
40-5999-58-58100 GRANT EXPENSES - MANOR	0	0	0	0	0.0	0	0	0
40-5999-58-58045 CP- 973 (S. LEXINGT) T	0	0	0	0	0.0	0	0	0
10-5999-58-58035 CP- S. LEXINGTON TURN	0	0	0	0	0.0	0	0	0
40-5999-58-58030 CP- 2008 CAP METRO PAV	0	0	0	0	0.0	0	0	0
10-5999-58-58025 CP-ST & DRAINAGE PH II	0	0	0	0	0.0	0	0	0
10-5999-58-58020 CP- WASTEWATER PH 3	0	0	0	0	0.0	0	0	0
10-5999-58-58015 CP- END OP WATER	0	0	0	0	0.0	0	0	0
10-5999-58-58009 CP- WATER MASTER PLAN	0	0	0	0	0.0	0	0	0
10-5999-58-58008 CP- COA INTERCONNECT	0	0	0	0	0.0	0	0	0
.0-5999-58-58007 CP- MANVILLE LINE EXT	0	0	0	0	0.0	0	0	

2020-21 Proposed Budget worksheets.xlsx 8/27/2020 9:55 AM 40-CPF REV & EXP 3

FY 2020-21

83.33 % OF YEAR COMPLETE

		E) / 2010 20	EV 2010 20	EV 2040 20	V = 5 A 6=11A1	2/ 25	D D. C. T.	55 6 IF 6 T F5	5561156555
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
ADMINISTRATION									
TAXES		31,000	31,000	33,200	33,027	99.5	173	46,790	33,200
OTHER		25	25	25	0	0.0	25	0	25
TOTAL ADMINISTRATION		31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
	TOTAL REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
ADMINISTRATION									
OPERATING		44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL ADMINISTRATION		44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
			·						
Т	OTAL EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
							(33,879)		24,225

PROPOSED BUDGET WORK

FY 2020-21

Item 1.

				83.33 % OF YE	AR COMPL	ETE.		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
ADMINISTRATION REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
						_		
TAXES		_						
60-4100-40-40030 HOTEL OCCUPANCY TAXES	30,000	30,000	30,000	29,736	99.1	264	42,127	30,000
60-4100-40-40031 LATE PENALTIES	0	0	0	0	0.0	0	0	0
60-4100-40-48000 HOT INTEREST INCOME	1,000	1,000	3,200	3,291	102.8	(91)	4,662	3,200
TOTAL TAXES	31,000	31,000	33,200	33,027	99.5	173	46,790	33,200
OTHER								
60-4100-48-46500 ROSE HILL PID SPEC ASS	0	0	0	0	0.0	0	0	0
60-4100-48-48002 INTEREST INCOME - RH	25	25	25	0	0.0	25	0	25
TOTAL OTHER	25	25	25	0	0.0	25	0	25
TOTAL ADMINISTRATION REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
TOTAL REVENUES	31.025	31.025	33,225	33.027	99.4	198	46.790	33,225

60 -SPECIAL REVENUE FUND							PROPOSED BU	DGET WORKSHEETS
EXPENDITURES								FY 2020-21
				83.33 % OF YE	AR COMPL	.ETE		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
ADMINISTRATION EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
OPERATING								
60-5100-51-51000 HOTEL OCCUPANCY EXPEND	9,000	9,000	11,345	11,345	100.0	0	16,072	9,000
60-5100-51-52000 ROSE HILL PID EXPENDIT	35,000	35,000	35,000	924	2.6	34,077	1,308	0
TOTAL OPERATING	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL ADMINISTRATION EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
REVENUES OVER/(UNDER) EXPENDITURES	(12,975)	(12,975)	(13,120)	20,759		(33,879)	29,409	24,225

70 -CAPITAL IMPACT FEES FUND FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS FY 2020-21

83	33	%	OF	VFA	R CO	MDI	FTF

					83.33 % OF Y	EAR COM	PLETE			
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER										
OTHER		191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
TOTAL WATER		191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
WASTEWATER				221.222			(* *** ***)			
OTHER		401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
TOTAL WASTEWATER		401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
	TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506	0
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY		ACTUAL	ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
							-			
ADMINISTRATION										
OPERATING		0	0	0	0	0.0	0	0	0	0
TOTAL ADMINISTRATION		0	0	0	0	0.0	0	0	0	0
WATER										
CONTRACTED SERVICES		0	0	0	132,797	0.0	(132,797)	0	0	0
TRANSFERS		0	0	0	0	0.0	0	0	0	0
TOTAL WATER		0	0	0	132,797	0.0	(132,797)	0	0	0
WASTEWATER										
OPERATING		0	0	0	0	0.0	0	0	0	0
REPAIRS & MAINTENANCE		0	0	0	7,745	0.0	(7,745)	0	0	0
WATER/WASTEWATER		20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	0	(49,000)
CONTRACTED SERVICES		0	0	0	0	0.0	0	0	0	0
DEBT PAYMENTS		8,557	8,557	0	0	0.0	0	0	0	0
TRANSFERS		0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER		28,557	28,557	49,000	73,022	149.0	(24,022)	65,278	0	(49,000)
T	OTAL EXPENDITURES	28,557	28,557	49,000	205,819	420.0	(156,819)	65,278	0	(49,000)
		·	·							
REVENUES OVER/(UNDER) E	XPENDITURES	563,843	563,843	1,207,506	2,600,187		(1,392,681)	3,000,532	1,256,506	49,000

70 -CAPITAL IMPACT FEES FUND REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

NEVEROLS								11 2020 21	
		_		83.33 % OF Y	EAR COMP	PLETE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
OTHER									
70-4250-48-43090 CIF WATER	190,750	190,750	390,506	515,580	132.0	(125,074)	515,580	390,506.00	0
70-4250-48-48000 INTEREST INCOME - WATE	400	400	1,500	4,026	268.4	(2,526)	4,026	1,500.00	0
TOTAL OTHER	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
TOTAL OTTLER	131,130	131,130	332,000	313,000	132.0	(127,000)	773,403	332,000.00	U
TOTAL WATER REVENUES	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WASTEWATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
OTHER									
70-4275-48-43190 CIF WASTEWATER	401,000	401,000	864,000	2,286,400	264.6	(1,422,400)	2,286,400	864,000.00	0
70-4275-48-48000 INTEREST INCOME - WAST	250	250	500	0	0.0	500	0	500.00	0
TOTAL OTHER	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500.00	0
			·						
TOTAL WASTEWATER REVENUES	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500.00	0
TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506.00	0
70 -CAPITAL IMPACT FEES FUND							PROPOSED BUI	DGET WORKSHEETS	
EXPENDITURES								FY 2020-21	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
REPAIRS & MAINTENANCE									
70-5250-52-53001 WATER IMPROVEMENTS	0	0	9,200	132,797	1,443.4	(123,597)	132,797	-	(9,200)
TOTAL CONTRACTED SERVICES	0	0	9,200	132,797	1,443.4	(123,597)	132,797	-	(9,200)
CONTRACTED SERVICES									
70-5250-54-51165 IMPACT FEE STUDY - WAT	0	0	0	0	0.0	0	0	-	0
TOTAL CONTRACTED SERVICES									0
	0	0	0	0	0.0	0	0	<u>-</u>	U
	0	0	0	0	0.0	U	U	-	U
TRANSFERS	0	0	0	0	0.0	Ü	U	-	U
	0	0	0	0	0.0	0	0	-	0

(9,200)

70-5250-59-60020 TRANSFER TO UF

TOTAL WATER EXPENDITURES

TOTAL TRANSFERS

9,200

0

0

0

0

0

0

0

0

132,797 1,443.4

0.0

0.0

0

0

0

(123,597)

REVENUES OVER/(UNDER) EXPENDITURES	563,843	563,843	1,198,306	2,600,187		(1,401,881)	3,000,532	1,256,506.00	58,200
TOTAL EXPENDITURES	28,557	28,557	58,200	205,819	353.6	(147,619)	65,278	-	(58,200)
TOTAL WASTEWATER EXPENDITURES	28,557	28,557	49,000	73,022	149.0	(24,022)	65,278	-	(49,000)
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	-	0
70-5275-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	-	0
<u>TRANSFERS</u>									
TOTAL DEBT PAYMENTS	8,557	8,557	0	0	0.0	0	0	-	0
70-5275-55-60000 INTEREST EXPENSE	8,557	8,557	0	0	0.0	0	0	-	0
70-5275-55-59150 DEBT PAYMENTS - COA WW	0	0	0	0	0.0	0	0	-	0
<u>DEBT PAYMENTS</u> 70-5275-55-59100 DEBT PAYMENT S - COA WW	0	0	0	0	0.0	0	0	-	0
	ŭ	0		· ·	0.0	J	· ·		ŭ
TOTAL CONTRACTED SERVICES	0	0	0	0	0.0	0	0	-	0
70-5275-54-51167 PRESIDENTIAL GLEN SUB	0	0	0	0	0.0	0	0	_	0
70-5275-54-51165 IMPACT FEE STODT - WW 70-5275-54-51166 STONEWATER SUB REIMB	0	0	0	0	0.0	0	0		0
CONTRACTED SERVICES 70-5275-54-51165 IMPACT FEE STUDY - WW	0	0	0	0	0.0	0	0		0
TOTAL WATER/WASTEWATER	20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	-	(49,000)
70-5275-53-53175 IMPACT FEES- RH MANOR	0	0	0	0	0.0	0	0	-	0
WATER/WASTEWATER 70-5275-53-53165 IMPACT FEES- CITY OF AUSTIN	20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	-	(49,000)
TOTAL REPAIRS & MAINTENANCE	0	0	0	7,745	0.0	(7,745)	0	-	0
70-5275-52-53155 DWYER LUE PRIOR YR PAY	0	0	0	0	0.0	0	0	-	0
REPAIRS & MAINTENANCE 70-5275-52-53001 WASTEWATER IMPROVEMENTS	0	0	0	7,745	0.0	(7,745)	7,745	-	0
TOTAL OPERATING	0	0	0	0	0.0	0	0	-	0
70-5275-51-51042 BANK CHARGES	0	0	0	0	0.0	0	0	-	0
OPERATING									
WASTEWATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQ Item 1.
									lto un d

2020-21 Proposed Budget worksheets.xlsx 8/27/2020 9:55 AM 70-CIF REV & EXP

AGENDA ITEM NO.

PH - 2



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.

BACKGROUND/SUMMARY:

The first public hearing was conducted at the September 2, 2020, regular council meeting.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No PRESENTATION: No ATTACHMENTS: Yes

• FY2020-2021 Proposed Property Tax Rate

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the second public hearing on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.

PLANNING & ZONING COMMISSION:

Recommend Approval

Disapproval

None

CERTIFICATION OF 2020 TAX RATE AND HEARING UPLOAD

The following information was certified to the TX taxing unit portal for use on the tax transparency website by lcollins@cityofmanor.org on 2020-08-12 14:12:43

CITY OF MANOR

TAXING UNIT

5122725555
105 E Eggleston St/
PO Box 387
www.cityofmanor.org
ASSESSOR COLLECTOR | BRUCE ELFANT

WEBSITE RATES

ADOPTED RATE	0.8161	ADOPTED RATE DOCUMENTS UPLOADED (YES OR NO)	YES
PROPOSED RATE	0.8161		
VOTER APPROVAL RATE	0.8215		
NO NEW REVENUE RATE	0.8146	NO NEW REVENUE RATE DOCUMENTS UPLOADED (YES OR NO)	YES

HEARINGS

Description	Date & Time	Location	Hearing Notice Document
Public Hearing FY 20-	2020-09-02	105 E Eggleston St Manor, TX	YES
21	19:00:00	78653	
Public Hearing FY 20-	2020-09-16	105 E Eggleston St Manor, TX	YES
21	19:00:00	78653	

PREPARED BY



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing upon a rezoning request for twenty (20) acres, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson. Applicant: Mahoney Engineering

BACKGROUND/SUMMARY:

When Riata Ford was constructed the property wasn't properly zoned. They have filed to expand the business and as part of that plan they need to bring the zoning into nonconformance. The request to C-2 Medium Commercial will cause the use of the property to become a conforming use.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

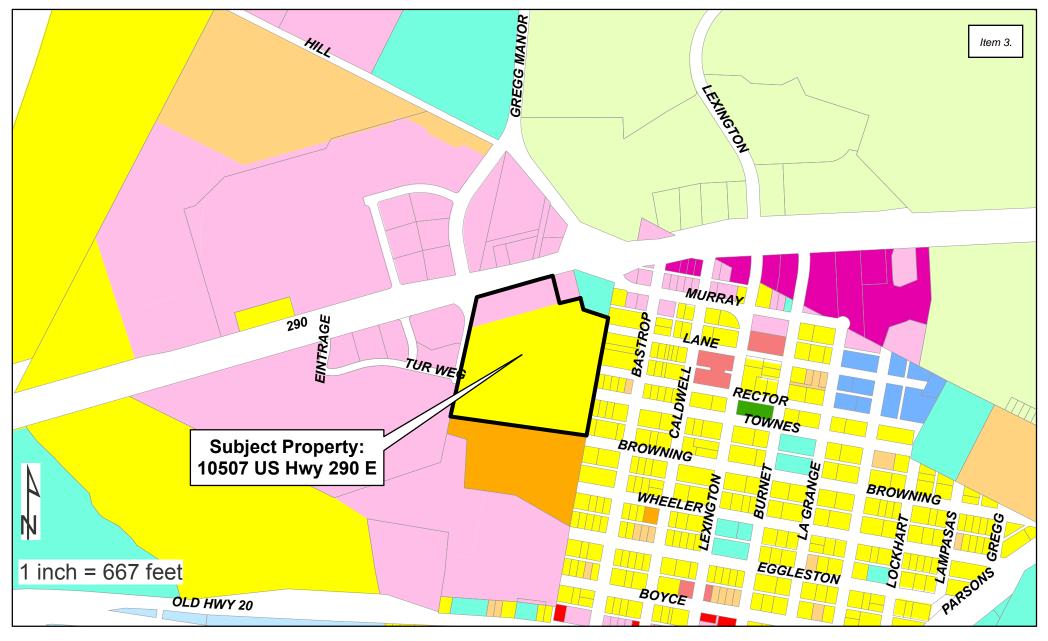
PRESENTATION: No **ATTACHMENTS:** Yes

- Rezoning Map
- Notice Letter
- Mailing Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct the public hearing.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None





Proposed Rezoning: Medium Commercial (C-2)

Current Zoning District: Light Commercial (C-1) Single Family (SF-1)





August 24, 2020

RE: Notification for a Rezoning Application at 10507 US Hwy 290 East

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 10507 US Hwy 290 E. The request will be posted on the agenda as follows:

<u>Public Hearing</u>: Conduct a public hearing upon a rezoning request for twenty (20) acres, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

The Planning and Zoning Commission will meet at 6:30PM on September 9, 2020 at 105 East Eggleston Street in the City Hall Council Chambers**.

The City Council will meet at 7:00PM on September 16, 2020 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend**. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

** Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page (facebook.com/cityofmanor) and the Chambers is closed to the public.

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 the link below where registration information will be posted with the agenda for the 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 video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the September 9th Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here (http://www.cityofmanor.org/page/cs_planning_and_zoning_agendas_2012-2014). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,

Assistant Development Director sdunlop@cityofmanor.org - 512-272-5555 ext. 5

HORTON JOHN E
5201 RAIN CREEK PKWY
AUSTIN, TX 78759

DOAN XUAN ETAL 1411 DEXFORD DR AUSTIN, TX 78753

290 EAST NOT WEST LLC
421D CONGRESS AVE
AUSTIN, TX 78701

CERON AMPARO PATRICIA C &
305 W TOWNES ST
MANOR, TX 78653

GUAJARDO WILLIE E & ANN
PO BOX 295
MANOR, TX 78653

MANOR, INDEPENDENT SCHOOL DISTR
PO BOX 359
MANOR, TX 78653

JAIME RUBEN & LYNDA
PO BOX 286
MANOR, TX 78653

JONSE JOHN A

14311 BOIS D ARC LN

MANOR, TX 78653

JONSE JOHN & RITA
PO BOX 21
MANOR, TX 78653

PO BOX 360

MANOR, TX 78653

MANOR, QUICK STOP INC
PO BOX 1232
MANOR, TX 78653

MR JIMS GROCERY INC
PO BOX 827
MANOR, TX 78653

ROBINSON WALTER L 3608 EAGLES NEST ST ROUND ROCK, TX 78665

LAS ENTRADAS DEVELOPMENT 9900 US HIGHWAY 290 E MANOR, TX 78653 HUTCHINS BARBARA JEAN
2110 POST OAK RD
DALE, TX 76567

COTTONWOOD HOLDINGS LTD 9900 US HIGHWAY 290 E MANOR, TX 78653 FORREST DELORES M

3262 KESTRAL WAY

SACRAMENTO, CA 95833

PO BOX 551

ELGIN, TX 78621

MARTINEZ ORALIA

1301 CHICON ST 303

AUSTIN, TX 78702

GUERRERO JOSE

307 W TOWNES ST

MANOR, TX 78653

CVS PHARMACY INC 1 CVS DR # 10029-01

WOONSOCKET, RI 02895

K-N CORPORATION

1717 W 6TH ST STE 330

AUSTIN, TX 78703

JASMIN SHAKESPEARE & LINDA
PO BOX 455

MANOR, TX 78653

ROMERO RONALDO & ANTONIA

PO BOX 801

MANOR, TX 78653

TURMAN THOMAS M
21609 UNION LEE CHURCH RD
MANOR, TX 78653

DE LA LUZ FILIBERTO

204 RED OAK CIR

AUSTIN, TX 78753

GUAJARDO HERMINIA

PO BOX 97

MANOR, TX 78653



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing upon a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis. Applicant: Eric Davis

BACKGROUND/SUMMARY:

This property has been vacant for many years. The applicant has requested Downtown Business in order to construct a mixed-use building. The other 3 corners of the intersection of Lexington and Boyce are already zoned commercial.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

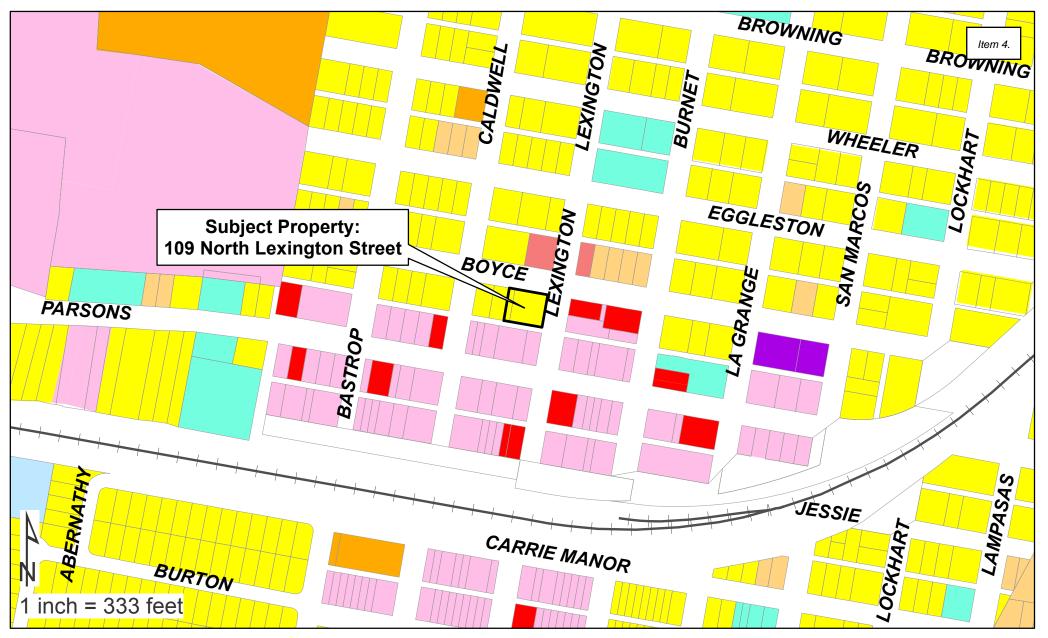
PRESENTATION: No **ATTACHMENTS:** Yes

- Rezoning Map
- Area Map
- Notice Letter
- Mailing Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None





Proposed Rezoning: Downtown Business

Current Zoning District: Single Family (SF-1)







August 24, 2020

RE: Notification for a Rezoning Application at 109 North Lexington Street

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 109 North Lexington Street. The request will be posted on the agenda as follows:

Public Hearing: Conduct a public hearing upon a rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

The Planning and Zoning Commission will meet at 6:30PM on September 9, 2020 at 105 East Eggleston Street in the City Hall Council Chambers**.

The City Council will meet at 7:00PM on September 16, 2020 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend**. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

** Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page (facebook.com/cityofmanor) and the Chambers is closed to the public.

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Sincerely,

Scott Dunlop,

Assistant Development Director

sdunlop@cityofmanor.org - 512-272-5555 ext. 5

CHAVEZ MARCOS & MARIA CASTILLO MONICA ANN SANCHEZ NORA L & JOSE A JR 127 DRY CREEK RD UNIT B PO BOX 1097 **PO BOX 232** MANOR, TX 78653-4897 MANOR, TX 78653-1097 MANOR, TX 78653-0232 VASQUEZ JUAN JR & DIANA E GERLING YOUNG CLAUDIE G & SAMMIE M PAIZ RAMON E JR PO BOX 499 PO BOX 145 **PO BOX 280** MANOR, TX 78653-0499 MANOR, TX 78653-0145 MANOR, TX 78653-0280 **ACOSTA MOSES CASTILLO FIDENSIO & REBECCA RAMOS** MENDEZ JUAN OJEDA **104 E EGGLESTON ST** 106 EGGLESTON ST 16508 FM 973 N MANOR, TX 78653-3407 **MANOR, TX 78653** MANOR, TX 78653-3592 AZ GENERAL CONTRACTORS LLC **BAHRAMI BEHZAD** TANCOR LLC 8104 POSTEN LN PO BOX 82653 9009 FAIRWAY HILL DR AUSTIN, TX 78744-1730 AUSTIN, TX 78708-2653 AUSTIN, TX 78750-3023 HERNANDEZ GLORIA BRISENO & **BOWEN BRADLEY G & PAULA B SANCHEZ JESSE & OLIVIA** JENNIFER REESE PARKER 18109 WHITEWATER CV PO BOX 811 108 W BOYCE ST ROUND ROCK, TX 78681-3594 MANOR, TX 78653-0811 MANOR, TX 78653 **MORENO JORGE** 120 EAST BOYCE STREET LLC **GAULT WILLIAM C** 11303 CARRIE MANOR ST 1004 MERIDEN LN PO BOX 32 MANOR, TX 78653-5369 AUSTIN, TX 78703-3823 MANOR, TX 78653-0032 LAS SALSAS BAR AND GRILL MEXICAN 2017 MANOR LLC **BOWEN BRADLEY G & PAULA B** RESTAURANT LLC 12421 GRANTON CV 18109 WHITEWATER CV 12012 BARKER HILLS DR AUSTIN, TX 78754-6018 ROUND ROCK, TX 78681-3594 MANOR, TX 78653-4703 CARDENAS VIRGINIA Z DARILEK MICHAEL E & TABATHA A SANCHEZ BARBARITA SAMUDIO **PO BOX 243** PO BOX 976 PO BOX 142 MANOR, TX 78653-0243 MANOR, TX 78653-0976 MANOR, TX 78653-0142

SHERROD TIMOTHY MACK & TAMMELA JO LEWRIGHT 2705 TAFT BLVD WICHITA FALLS, TX 76308-1243

> ANDERSON JAMES T STF 2 1601 W 38TH ST AUSTIN, TX 78731-6233

SUAREZ ERNESTO 14121 BOIS D ARC LN MANOR, TX 78653-3815

PONCE AURELIO JR 200 W PARSONS ST MANOR, TX 78653-4784

DUETT BILLY C PO BOX 562 MANOR, TX 78653-0562

HASSAN-MOEIN M

PO BOX 140853

AUSTIN, TX 78714-0853

Item 4.

MAQIL INC PO BOX 399 MANOR , TX 78653-0399 DAXA LLC DBA RELAX INN MOTEL 106 E PARSONS ST MANOR, TX 78653-5176

TURANSKY WILLIAM E PO BOX 809 MANOR , TX 78653-0809

AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp. Applicant: Carlson Brigance & Doering, Inc.

BACKGROUND/SUMMARY:

This 0.91 acres will be added to the approximately 10-acre tract adjacent to it that is already zoned MF-2 and will be incorporated into the proposed multi-family project on that tract.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

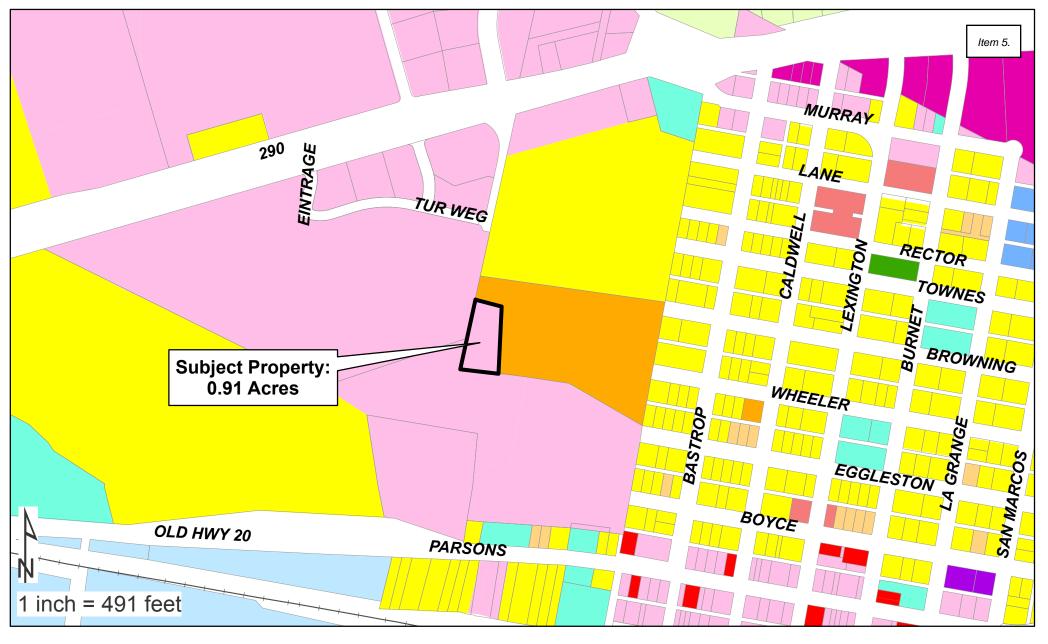
PRESENTATION: No **ATTACHMENTS**: Yes

- Rezoning Map
- Notice Letter
- Mailing Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None





Proposed Rezoning: Multi-Family 25 (MF-2)

Current Zoning District: Light Commercial (C-1)





August 24, 2020

RE: Notification for a Rezoning Application near US Hwy 290 E and Gregg Manor Road

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 0.91 acres near US Hwy 290 E and Gregg Manor Road. The request will be posted on the agenda as follows:

<u>Public Hearing</u>: Conduct a public hearing upon a rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

The Planning and Zoning Commission will meet at 6:30PM on September 9, 2020 at 105 East Eggleston Street in the City Hall Council Chambers**.

The City Council will meet at 7:00PM on September 16, 2020 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend**. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

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You may refer to the posted agenda for the September 9th Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here (http://www.cityofmanor.org/page/cs planning and zoning agendas 2012-2014). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,

Assistant Development Director

sdunlop@cityofmanor.org - 512-272-5555 ext. 5

Robert & Curt Johnson 501 W. Koenig Lane Austin, Texas 78751

Las Entradas Development Corporation Attn: Mr. Peter Dwyer 9900 US Highway 290 East Manor, Texas 78653

Manor Apartments, LLC Attn: Mr. Brad Garner 4600 Triangle Avenue, Suite 6102 Austin, Texas 78751

Las Entradas Development Corporation Attn: Mr. Peter Dwyer 9900 US Highway 290 East Manor, Texas 78653

Lions Club of Manor, Inc. P.O. Box 68 Manor, Texas 78653

AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing upon a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf. Applicant: BGE, Inc.

BACKGROUND/SUMMARY:

This 50-acre tract is across FM 973 from the senior high school. The applicant has requested to zone approximately 44 acres to Two-Family, which is a new residential zoning category that was created in our Zoning Code in March, and the remaining 6 acres to Medium Commercial. Johnson Road will be extended through the property as required by our Thoroughfare Plan.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: Yes **ATTACHMENTS:** Yes

- Presentation
- Rezoning Map and Exhibit
- Area Map
- Notice Letter
- Mailing Labels

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council conduct a public hearing.

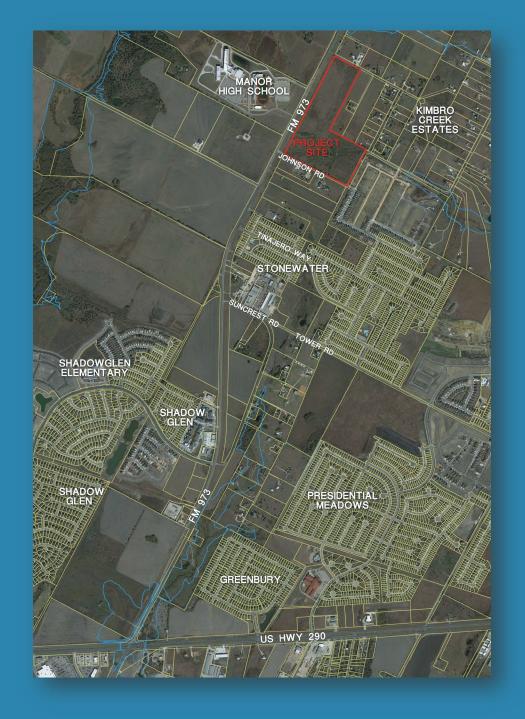
PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

Wolf Tract

Re-zoning
Planning and Zoning Commission
September 9, 2020

D·R·HORTON°
America's Builder



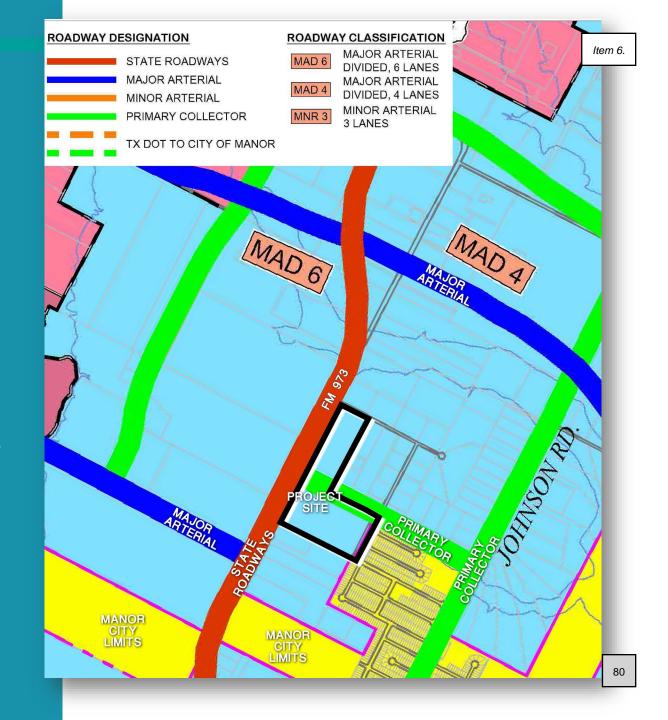


Context Map

- 50.4 acres
- Located on FM 973 across from the Manor High School
- Access via Johnson Road as well as FM 973

Manor Roadway Map

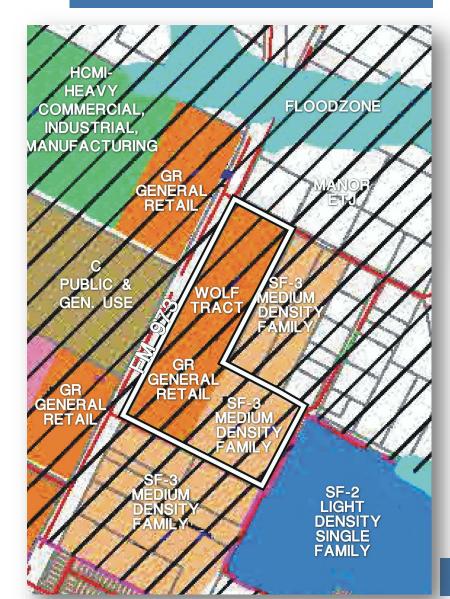
 Roadway improvements and traffic mitigation measures at the intersection of FM973 and the new Primary Collector will be identified through a TIA at the time of preliminary plan

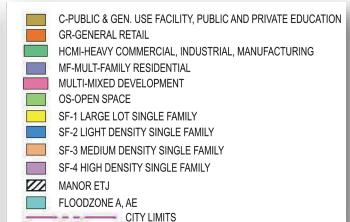


Manor Comprehensive Land Use Plan

Existing Uses and Surrounding Areas

- GR General Retail
- SF-3 Medium Density

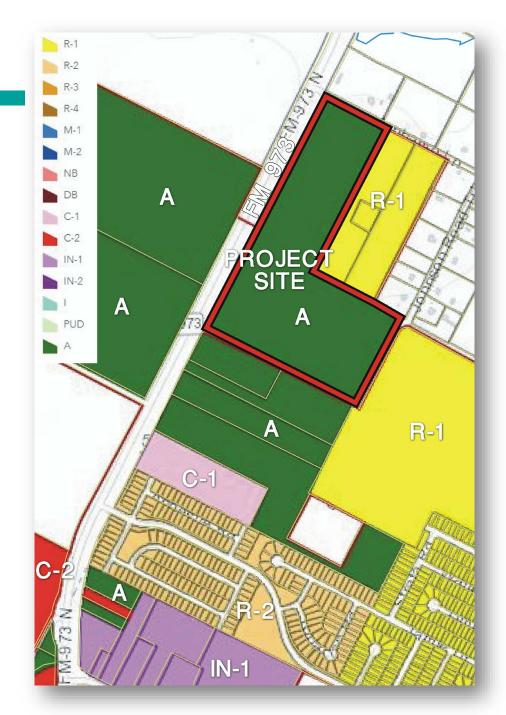


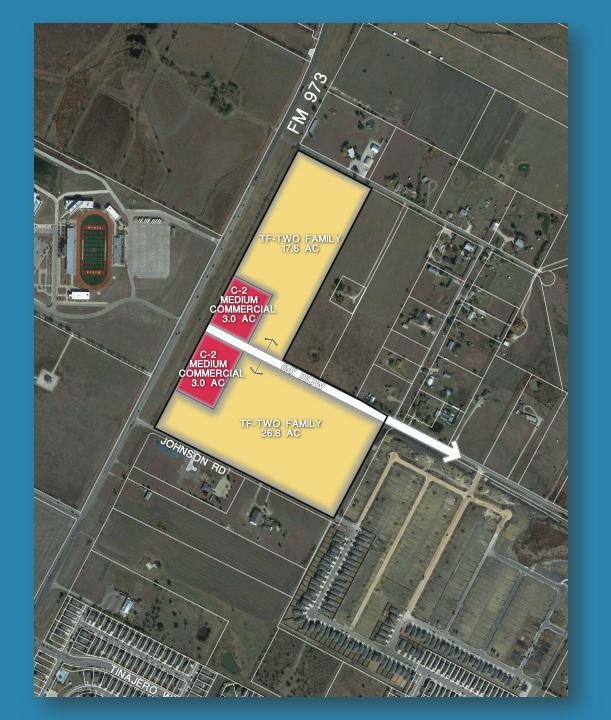


Item 6.

Existing Zoning

Agricultural (A)





Proposed Zoning Plan

- Seeking re-zoning for diverse housing product
- (TF) Two Family
- (C-2) Medium Commercial





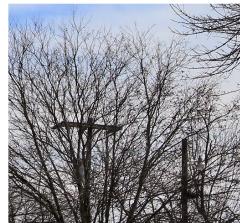
Thank You

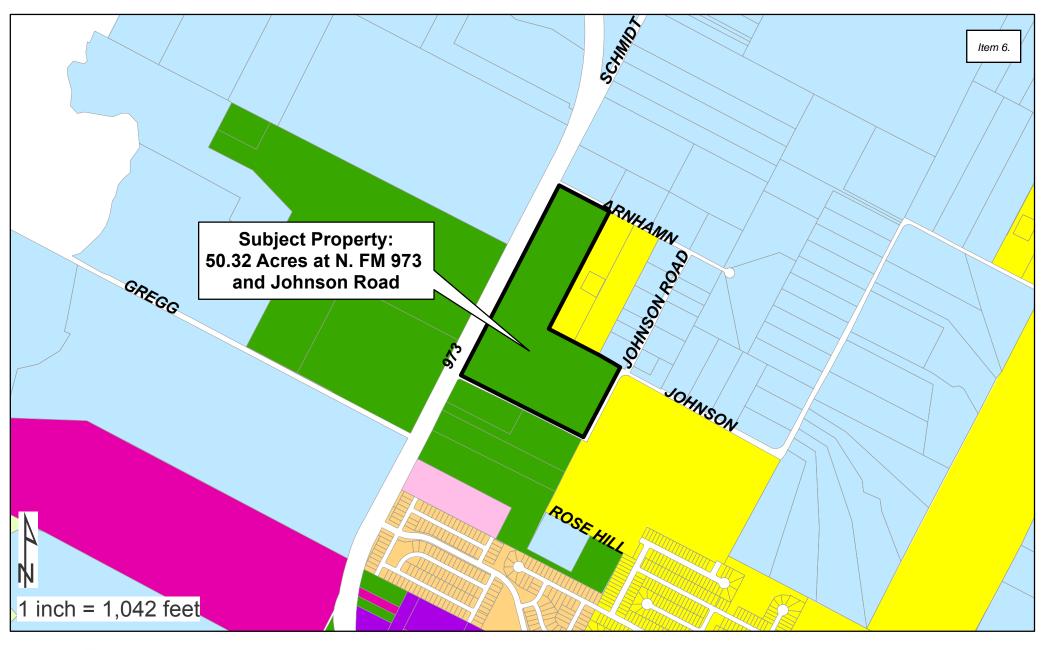










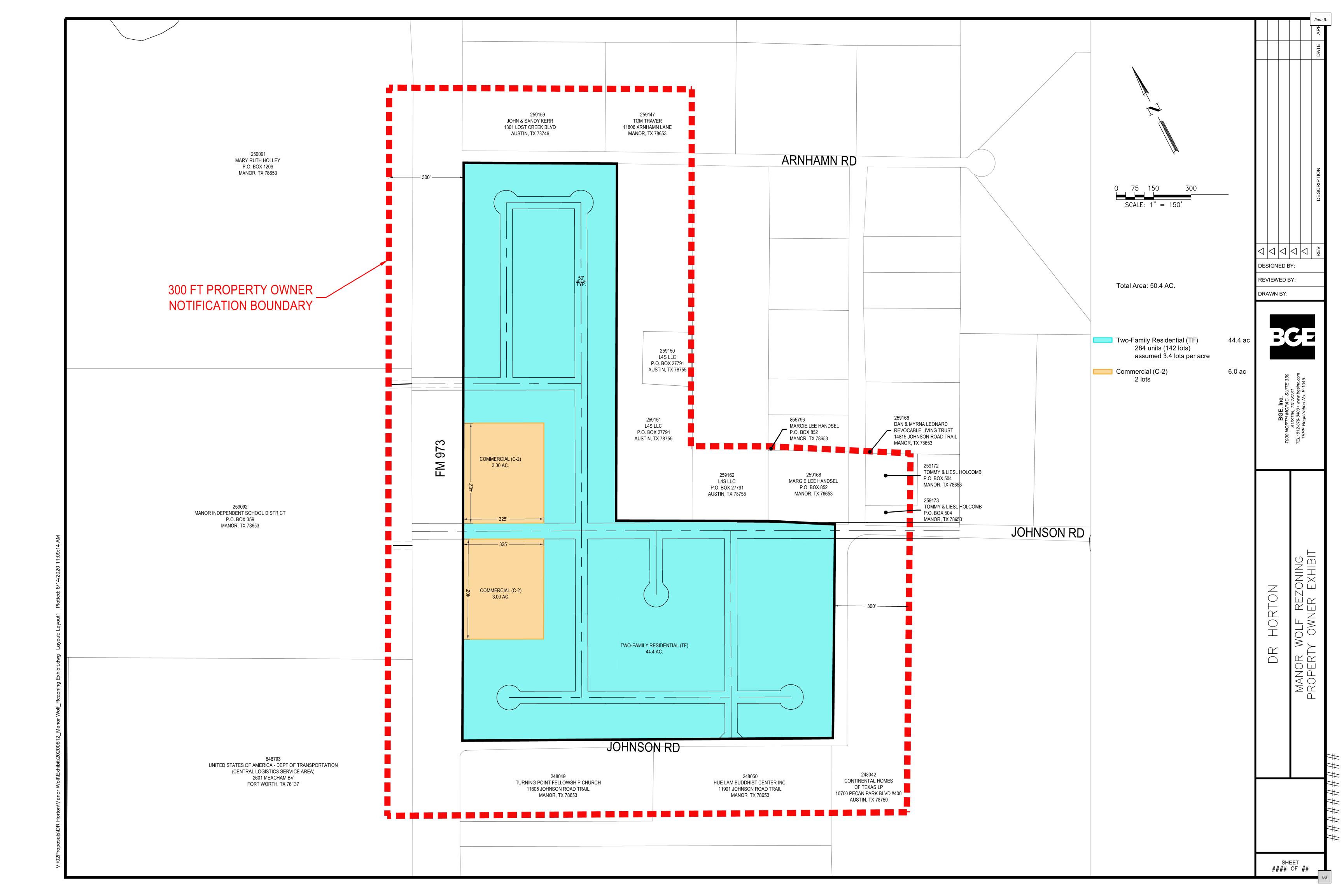




Proposed Rezoning: Two-Family (TF) Medium Commercial (C-2)

Current Zoning District: Agricultural (A)









August 24, 2020

RE: Notification for a Rezoning Application near N. FM 973 and Johnson Road

Dear Property Owner,

The City of Manor Planning and Zoning Commission and City Council will be conducting regularly scheduled meetings for the purpose of considering and acting upon on a Rezoning Application for 50.32 acres at N. FM 973 and Johnson Road. The request will be posted on the agenda as follows:

<u>Public Hearing</u>: Conduct a public hearing upon a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

The Planning and Zoning Commission will meet at 6:30PM on September 9, 2020 at 105 East Eggleston Street in the City Hall Council Chambers**.

The City Council will meet at 7:00PM on September 16, 2020 at 105 East Eggleston Street in the City Hall Council Chambers.

You are being notified because you own property within 300 feet of the property for which this Rezoning Application has been filed.

If you have no interest in the case there is no need for you to attend**. You may address any comments to me at the email address or phone number below. Any communications I receive will be made available to the Commissioners and Council Members during the discussion of this item.

** Due to the declared Public Health Emergency related to COVID-19, at the time of this notification Planning and Zoning Commission meetings are being conducted via video conference and livestreamed on the City's Facebook page (facebook.com/cityofmanor) and the Chambers is closed to the public.

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 the link below where registration information will be posted with the agenda for the 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 video conference by calling in. Your Speaker Card must be received two (2) hours prior to scheduled meeting.

You may refer to the posted agenda for the September 9th Planning and Zoning Commission to see how the meeting will be conducted, whether via video conference or in-person. Planning and Zoning Commission agendas and speaker registration information can be found here (http://www.cityofmanor.org/page/cs planning and zoning agendas 2012-2014). Agendas are posted 72 hours prior to the scheduled meeting.

Sincerely,

Scott Dunlop,

Assistant Development Director

sdunlop@cityofmanor.org - 512-272-5555 ext. 5

Item 6.

USA - DEPT OF TRANSPORTATION CENTRAL LOGISTICS SERVICE AREA 2601 MEACHAM BV FORT WORTH, TX 76137 USA - DEPT OF TRANSPORTATION CENTRAL LOGISTICS SERVICE AREA 2601 MEACHAM BV FORT WORTH, TX 76137 P.O. BOX 1209 MANOR, TX 78653

TURNING POINT FELLOWSHIP CHURCH 11805 JOHNSON ROAD TRAIL MANOR, TX 78653 TURNING POINT FELLOWSHIP CHURCH 11805 JOHNSON ROAD TRAIL MANOR, TX 78653 P.O. BOX 1209 MANOR, TX 78653

HUE LAM BUDDHIST CENTER INC. 11901 JOHNSON ROAD TRAIL MANOR, TX 78653 HUE LAM BUDDHIST CENTER INC. 11901 JOHNSON ROAD TRAIL MANOR, TX 78653

MANOR ISD P.O. BOX 359 MANOR, TX 78653

CONTINENTAL HOMES OF TEXAS LP 10700 PECAN PARK BLVD #400 AUSTIN, TX 78750 CONTINENTAL HOMES OF TEXAS LP 10700 PECAN PARK BLVD #400 AUSTIN, TX 78750

MANOR ISD P.O. BOX 359 MANOR, TX 78653

TOMMY & LIESL HOLCOMB P.O. BOX 504 MANOR, TX 78653 P.O. BOX 504 MANOR, TX 78653

DAN & MYRNA LEONARD 14815 JOHNSON ROAD TRAIL MANOR, TX 78653 DAN & MYRNA LEONARD 14815 JOHNSON ROAD TRAIL MANOR, TX 78653

MARGIE LEE HANDSEL P.O. BOX 852 MANOR, TX 78653 P.O. BOX 852 MANOR, TX 78653

L4S LLC P.O. BOX 27791 AUSTIN, TX 78755 L4S LLC P.O. BOX 27791 AUSTIN, TX 78755

TOM TRAVER 11806 ARNHAMN LANE MANOR, TX 78653

TOM TRAVER 11806 ARNHAMN LANE MANOR, TX 78653

JOHN & SANDY KERR 1301 LOST CREEK BLVD AUSTIN, TX 78746 JOHN & SANDY KERR 1301 LOST CREEK BLVD AUSTIN, TX 78746



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Lluvia T. Almaraz, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the September 2, 2020, Regular Meeting.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

• September 2, 2020, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the City Council Minutes of the September 2, 2020, Regular Meeting.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



CITY COUNCIL REGULAR SESSION MINUTES SEPTEMBER 2, 2020

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

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

Emily Hill, Place 1 Maria Amezcua, Place 2 Dr. Christopher Harvey, Place 3 Danny Scarbrough, Place 4 Deja Hill, Mayor Pro Tem, Place 5 (Absent) Vacant, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Scott Dunlop, Assistant Development Services Director
Debbie Charbonneau, Community Development Manager
Tracey Vasquez, HR Coordinator
Mike Tuley, Director of Public Works
Heath Ferguson, IT Manager
Andrew Cruise, Manor Police Officer

REGULAR SESSION - 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Wallace Jr. at 7:00 p.m. on Wednesday, September 2, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

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

PROCLAMATION

A. Declaring the month of September as "National Preparedness Month"

Mayor Wallace Jr. read and presented a proclamation declaring the month of September as "*National Preparedness Month*" to City Manager Bolt.

PUBLIC COMMENTS

Clay McGonagill, President of the Manor High School Football Booster Club spoke before City Council regarding flags and the mustang water tower.

Mr. McGonagill is requesting for the mustang water tower to be repainted. He is expressed his concerns regarding the flag ordinance. He is requesting for Council to consider and allow football flags and banners to be placed in front of businesses.

No one else appeared to speak at this time.

PUBLIC HEARINGS

1. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.

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

Mayor Wallace Jr. opened the public hearing.

City Manager Bolt discussed the attached FY 2020-2021 Proposed Annual Budget for the City of Manor.

Mayor Wallace Jr. asked for clarification on police vehicles purchases. Chief of Police Phipps discussed the request of replacing police vehicles for the Manor Police Department.

Chief of Police Phipps discussed the request of new police vests.

IT Manager Ferguson discussed the request of twenty-five (25) desktops purchases for the city.

The discussion was held regarding the reimbursement on IT equipment due to COVID-19.

The discussion was held regarding the amount of reimbursement from CARES Act.

The discussion was held regarding the balance budget.

Director of Finance Collins discussed the FY 2020-2021 Proposed Annual Budget and Proposed Tax Rate.

Discussion was held regarding the cost of living for employees.

Discussion was held regarding the Charter Amendment implementation of Proposition E regarding Council Compensation if passed and how it would affect the city's budget.

Mayor Wallace Jr. thanked city staff for the hard work on maintaining the city's budget during the current pandemic.

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

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

Motion to close carried 5-0

2. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.

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

Mayor Wallace Jr. opened the public hearing.

Director of Finance Collins discussed the FY 2020-2021 Proposed Property Tax Rate of the City of Manor.

City staff is recommending not to increase the Ad Valorem tax rate for the City of Manor.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Dr. Harvey, to close the Public Hearing.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

Motion to close carried 5-0

CONSENT AGENDA

3. Consideration, discussion, and possible action to approve the City Council Minutes of the August 19, 2020, Regular Meeting.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to approve and adopt all items on the Consent Agenda.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

Motion to approve carried 5-0

REGULAR AGENDA

4. Consideration, discussion, and possible action to approve an amendment to the agreement with the City's Bond Counsel for Public Improvement District (PID) bond counsel services.

The City staff recommended that the City Council approve the amendment to the agreement with Bickerstaff Heath Delgado Acosta, LLC to provide PID bond counsel services.

City Manager Bolt discussed the amendment agreement with the City's Bond Counsel for PID bond counsel services.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua to approve an amendment to the agreement with the City's Bond Counsel for Public Improvement District (PID) bond counsel services.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no discussion.

Motion to approve carried 5-0

5. Consideration, discussion, and possible action on a Service Level Agreement – Addendum between TimeClock Plus, LLC, and the City of Manor for timekeeping services.

The City staff recommended that the City Council approve a Service Level Agreement – Addendum between TimeClock Plus, LLC, and the City of Manor for timekeeping services.

Director of Finance Collins discussed the Service Agreement with TimeClock Plus, LLC for the City of Manor employees.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua approve an amendment to approve a Service Level Agreement – Addendum between TimeClock Plus, LLC, and the City of Manor for timekeeping services.

Mayor Wallace Jr. open the floor for any questions to the motion.

Council Member Dr. Harvey amended his motion.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua to approve an amendment to approve a Service Level Agreement – Addendum between TimeClock Plus, LLC, in the amount of \$5,820; and authorized the City Manager to execute the agreement.

The discussion was held regarding the term limit of one year for the agreement.

There was no further discussion.

Motion to approve carried 5-0

6. Consideration, discussion, and possible action on Resolution authorizing the release of a Request for Proposals for a Comprehensive Plan.

The City staff recommended that the City Council approve Resolution No. 2020-07 authorizing the release of a Request for Proposals for a Comprehensive Plan.

City Manager Bolt discussed the authorization to release the request for proposals for a Comprehensive Plan.

The discussion was held regarding the proposal of a needs assessment for the city.

<u>Resolution No. 2020-07:</u> A Resolution of the City Council of the City of Manor, Texas, Authorizing the Request for Proposal for a Comprehensive Plan for the City of Manor; The Posting, Publication and Dissemination of the Request for Proposal for a Comprehensive Plan; Authority to Approve Change Orders Subject to Limitations set by State Law, as Amended; and Setting a Schedule for the Submittal and Review of the Request for Proposals.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to approve Resolution No. 2020-07 authorizing the release of a Request for Proposals for a Comprehensive Plan.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

Motion to approve carried 5-0

7. Consideration, discussion, and possible action on an appointment (s) to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.

The City staff recommended that the City Council reappoint Mayor Wallace Jr. and appoint an additional Council Member to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.

Mayor Wallace Jr., opened the floor for any nominations from Council.

There were no nominations.

Discussion was held regarding the appointment of the second representative and if it could wait until after the November 3, 2020, General Election.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Amezcua, to reappoint Mayor Wallace Jr. and postpone the appointment of a Council Member to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor to the September 16, 2020, Regular Council Meeting.

Mayor Wallace Jr. open the floor for any questions to the motion.

There was no further discussion.

Motion to approve carried 5-0

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 7:53 p.m. on Wednesday, September 2, 2020.

These minutes approved by the Manor City Council on the 16th day of September 2020.

APPROVED:	
Dr. Larry Wallace Jr.	
Mayor	
ATTEST:	
Lluvia T. Almaraz, TRMC	
City Secretary	

PROPOSED 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.

8/27/2020



PROPOSED Annual Budget Fiscal Year 2020-21

Original Budget Adopted:	
Ordinance Number:	
Amended Budget Adopted:	
Ordinance Number:	

	FY 2019-2020			31-Aug-20				FY 2020-21		FUND BALA	NCES
BUDGETED	BUDGETED	NET	FYTD ACTUAL	FYTD ACTUAL	NET		BUDGET	BUDGET	NET	ESTIMATED	PROJECTED
REVENUES	EXPENSES	NEI	REVENUES	EXPENSES	MEI		REVENUES	EXPENSES	NEI	30-Sep-20	30-Sep-21
						GENERAL FUND					
7,543,304	1,124,261	6,419,043	7,790,235	898,151	6,892,084	ADMINISTRATION	8,195,331	1,219,554	6,975,777		
0	714,517	(714,517)	0	614,144	(614,144)	FINANCE DEPT.	-	763,189	(763,189)		
1,061,408	2,173,982	(1,112,574)	948,464	1,822,816	(874,352)	STREET DEPT.	999,000	2,416,219	(1,417,219)		
1,417,017	835,726	581,291	2,750,877	656,366	2,094,511	DEVELOPMENT SERVICES	1,485,067	988,209	496,858		
40,000	614,240	(574,240)	40,000	335,820	(295,820)	PARKS	40,000	676,989	(636,989)		
717,950	670,572	47,378	660,496	577,083	83,414	MUNICIPAL COURT	630,150	681,128	(50,978)		
269,279	4,200,550	(3,931,271)	210,954	3,557,628	(3,346,674)	POLICE DEPT.	269,279	4,213,461	(3,944,182)		
-	598,072	(598,072)	-	472,068	(472,068)	IT DEPT.	-	653,570	(653,570)		
-	162,827	(162,827)	-	96,686	(96,686)	COMMUNITY DEV	-	164,027	(164,027)		
_	_	_	_	_	_	TRANSFERS	_	_	_		
11,048,958	11,094,747	(45,789)	12,401,027	9,030,762	3,370,264	GENERAL FUND TOTALS	11,618,827	11,776,346	(157,519)		
11,040,000	11,004,141	(40,100)	12,401,021	0,000,102	0,010,204	CENTED TO TO TAKE	11,010,027	11,770,540	(137,313)		
						UTILITY FUND					
0	430,164	(430,164)	0	389,325	(389,325)	PUBLIC WORKS	0	513,873	(513,873)		
2,090,321	2,390,535	(300,214)	2,441,864	2,210,167	231,698	WATER	2,089,796	2,303,216	(213,420)		
1,741,838	1,186,889	554,949	2,082,875	1,002,830	1,080,045	WASTEWATER	1,741,838	705,324	1,036,514		
-		-	-		-	TRANSFERS	-	-	-		
3,832,159	4,007,588	(175,429)	4,524,739	3,602,322	922,417	UTILITY FUND TOTALS	3,831,634	3,522,413	309,221		
14,881,117	15,102,335	(221,218)	16,925,766	12,633,084	4,292,681	TOTAL POOLED FUNDS	15,450,461	15,298,759	151,702	975,727	1,127,429
2,597,376	2,176,104	421,272	2,172,371	2,181,442	(9,071)	TOTAL DEBT SERVICE	2,207,164	2,189,128	18,036	91,186	109,222
2,591,516	2,170,104	421,212	2,112,311	2,101,442	(9,071)	TOTAL DEBT SERVICE	2,201,104	2,109,120	16,030	91,100	109,222
						RESTRICTED FUNDS					
12,000	40,000	(28,000)	13,877	27,086	(13,209)	COURT TECH FUND	9,500	9,500	-	46,674	46,674
8,600	24,620	(16,020)	10,408	342	10,066	COURT BLDG SEC FUND	8,400	500	7,900	12,518	20,418
31,025	9,000	22,025	40,286	31,048	9,238	HOTEL OCCUPANCY	33,200	30,000	3,200	457,267	460,467
392,006	-	392,006	388,310	4,254	384,056	CAPT IMPACT-WATER	864,500	-	864,500	734,293	1,598,793
755,977	20,000	735,977	1,287,785	373,382	914,403	CAPT IMPACT-WW	392,006	-	392,006	2,208,728	2,600,734
-	-	-	-	-	-	PARK FUNDS	-	-	-	8,450	8,450
3,893,250	-	3,893,250	3,893,250	2,599,289	1,293,961	BOND FUNDS	3,856,948	3,856,948	-		-
5,376,897	128,620	5,248,277	6,060,738	3,371,753	2,688,984	RESTRICTED FUND TOTALS	5,164,554	3,896,948	1,267,606	3,514,901	4,782,507
22,855,390	17,407,059	5,448,331	25,158,874	18,186,280	6,972,595	GRAND TOTALS	22,822,179	21,384,835	1,437,344	4,581,814	6,019,158

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

2020-21 Prop Annual Bud

PROPOSED Annual Budet SUMMARY FOR FISCAL YEAR 2020-21



Original Budget Adopted:	
Ordinance Number:	
Amended Budget Adopted:	
Ordinance Number:	

	Exisiting	PROPOSED	PROPOSED		
FUND	FY 2019-20	FY 2020-21	BUDGET		
	Amended Budget	Municipal Budget	DIFFERENCE		
GENERAL FUND					
ADMINISTRATION					
REVENUES	7,543,304	8,195,331	652,027		
EXPENSES	1,124,261	1,219,554	95,293		
NET	6,419,043	6,975,777	556,734		
FINANCE DEPARTMENT					
REVENUES	-	-	-		
EXPENSES	714,517	763,189	48,672		
NET	(714,517)	(763,189)	(48,672)		
STREET DEPARTMENT					
REVENUES	1,061,408	999,000	(62,408)		
EXPENSES	2,173,982	2,416,219	242,237		
NET	(1,112,574)	(1,417,219)	(304,645)		
	(1,112,011)	(1,111,210)	(001,010)		
DEVELOPMENT SERVICES	<u> </u>				
REVENUES	1,417,017	1,485,067	68,050		
EXPENSES	835,726	988,209	152,483		
NET	581,291	496,858	(84,433)		
PARKS DEPARTMENT					
REVENUES	40,000	40,000	-		
EXPENSES	614,240	676,989	(62,749)		
NET	654,240	716,989	(62,749)		
MUNICIPAL COURT					
REVENUES	717,950	630,150	(87,800)		
EXPENSES	670,572	681,128	10,556		
NET	47,378	(50,978)	(98,356)		
	,	(23,515)	(==,===,		
POLICE DEPARTMENT					
REVENUES	269,279	269,279	-		
EXPENSES	4,200,550	4,213,461	12,911		
NET	(3,931,271)	(3,944,182)	(12,911)		
IT DEPARTMENT					
REVENUES	-	-	-		
EXPENSES	598,072	653,570	55,498		
NET	(598,072)	(653,570)	(55,498)		
COMMUNITY DEV. DEPARTMENT					
REVENUES	-	-	-		
EXPENSES	162,827	164,027	1,200		
NET	(162,827)	(164,027)	(1,200)		
TRANSFERS					
REVENUES	-	-			
EXPENSES	-	-	-		
NET	-	-	-		
OFNEDAL FUND TOTAL					
GENERAL FUND TOTALS		,			
REVENUES	11,048,958	11,618,827	569,869		
EXPENDITURES NET	11,094,747 (45,789)	11,776,346 (157,519)	562,152 7,717		
NET	(40,789)	(101,101)	1,717		

	Exisiting	PROPOSED	PROPOSED
FUND	FY 2019-20	FY 2020-21	BUDGET
	Amended Budget	Municipal Budget	DIFFERENCE
UTILITY FUND			
PUBLIC WORKS			
REVENUES	-		-
EXPENSES	430,164	513,873	83,709
NET	(430,164)	(513,873)	(83,70
WATER DEPARTMENT			
REVENUES	2,090,321	2,089,796	(52)
EXPENSES	2,390,535	2,303,216	(87,31
NET	(300,214)	(213,420)	86,79
WASTEWATER DEPARTMENT			
REVENUES	1,741,838	1,741,838	_
EXPENSES	1,186,889	705,324	(481,56
NET	554,949	1,036,514	481,56
TRANSFERS			
REVENUES	-	-	-
EXPENSES	-	-	-
NET	-	-	-
UTILITY FUND TOTALS			
REVENUES	3,832,159	3,831,634	(52:
EXPENDITURES	4,007,588	3,522,413	(485,17
EXI ENDITOREO	(175,429)	309,221	484,65

DEE	ST 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	14,881,117	15,450,461	569,344				
EXPENDITURES	15,102,335	15,298,759	76,977				
NET	(221,218)	151,702	492,367				

Item 7.

10 -GENERAL FUND
FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2020-21

83.33 % OF YEAR COMPLETE

				65.33 /6 OF 11	AN COIVIE	LLIL			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ADMINISTRATION									
TAXES	7,176,300	7,176,300	7,276,885	7,372,791	101.3	(95,906)	10,445,033	7,975,912	699,027
MISCELLANEOUS	56,000	56,000	56,000	35,179	62.8	20,821	49,838	9,000	(47,000)
PERMITS/LICENSES	5,590	5,590	6,290	775	12.3	5,515	1,098	6,290	0
OTHER	204,100	204,100	204,129	193,241	94.7	10,889	273,764	204,129	0
TOTAL ADMINISTRATION	7,441,990	7,441,990	7,543,304	7,601,985	100.8	(58,681)	10,769,733	8,195,331	652,027
STREET									
MISCELLANEOUS	137,500	137,500	137,500	351	0.3	137,149	497	84,500	(53,000)
SANITATION CHARGES	923,908	923,908	923,908	847,551	91.7	76,357	1,200,726	914,500	(9,408)
TOTAL STREET	1,061,408	1,061,408	1,061,408	847,902	79.9	213,506	1,201,223	999,000	(62,408)
DEVELOPMENT SERVICES									
MISCELLANEOUS	25,000	25,000	25,000	30,481	121.9	(5,481)	38,881	27,500	2,500
PERMITS/LICENSES	1,261,288	1,261,288	1,392,017	2,390,257	171.7	(998,240)	3,386,276	1,457,567	65,550
TOTAL DEVELOPMENT SERVICE	1,286,288	1,286,288	1,417,017	2,420,738	170.8	(1,003,721)	3,425,158	1,485,067	68,050
PARKS/RECREATION									
MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL PARKS/RECREATION	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
COURT									
MISCELLANEOUS	6,500	6,500	6,500	4,302	66.2	2,198	6,095	6,500	0
COURT FEES	710,600	710,600	711,450	621,584	87.4	89,866	875,540	623,650	(87,800)
TOTAL COURT	717,100	717,100	717,950	625,886	87.2	92,064	881,635	630,150	(87,800)
<u>POLICE</u>									
MISCELLANEOUS	208,524	208,524	211,644	145,853	68.9	65,791	206,630	211,644	0
POLICE CHARGES/FEES	56,360	56,360	57,635	52,770	91.6	4,866	74,759	57,635	0
TOTAL POLICE	264,884	264,884	269,279	198,623	73.8	70,656	281,389	269,279	0
	TOTAL REVENUES 10,811,670	10,811,670	11,048,958	11,735,134	106.2	(686,176)	16,559,138	11,618,827	569,869

10 -GENERAL FUND FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS

FY 2020-21

83.33 % OF YEAR COMPLETE

100

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ADMINISTRATION									
PERSONNEL	521,553	521,553	545,144	353,844	64.9	191,300	501,291	547,474	2,330
OPERATING	157,514	157,514	183,694	85,923	46.8	97,771	121,727	168,282	(15,412)
REPAIRS & MAINTENANCE	44,000	44,000	44,000	7,737	17.6	36,263	10,962	44,000	0
CONTRACTED SERVICES	406,175	406,175	414,423	382,984	92.4	31,439	542,574	459,798	45,375
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	-	0
TOTAL ADMINISTRATION	1,129,242	1,129,242	1,187,261	830,488	69.9	356,773	1,176,553	1,219,554	32,293
FINANCE									
PERSONNEL	542,663	542,663	542,063	383,468	70.7	158,595	543,259	554,944	12,881
OPERATING	115,964	115,964	116,104	138,533	119.3	(22,429)	196,260	148,965	32,861
REPAIRS & MAINTENANCE	850	850	2,050	1,781	86.9	269	2,523	2,000	(50)
CONTRACTED SERVICES	54,300	54,300	54,300	39,407	72.6	14,893	55,828	57,280	2,980
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	_	0
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	_	0
TOTAL FINANCE	713,777	713,777	714,517	563,189	78.8	151,328	797,870	763,189	48,672
<u>STREET</u>									
PERSONNEL	397,446	397,446	320,790	222,012	69.2	98,778	314,524	335,055	14,265
OPERATING	192,605	192,605	193,195	113,905	59.0	79,290	161,186	163,595	(29,600)
REPAIRS & MAINTENANCE	51,500	51,500	53,400	32,607	61.1	20,793	46,195	168,400	115,000
CONTRACTED SERVICES	1,310,000	1,310,000	1,509,000	1,047,291	69.4	461,709	1,483,697	1,462,000	(47,000)
DEBT PAYMENTS	61,597	61,597	61,597	36,349	59.0	25,248	51,495	36,359	(25,238)
GRANT EXPENDITURES	(2)	(1)	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	11,000	11,000	11,000	2,536	23.1	8,465	3,592	10,000	(1,000)
CAPITAL OUTLAY > \$5K	25,000	25,000	25,000	6,546	26.2	18,454	9,273	240,810	215,810
TOTAL STREET	2,049,146	2,049,147	2,173,982	1,461,245	67.2	712,737	2,069,963	2,416,219	242,237
DEVELOPMENT SERVICES									
PERSONNEL	386,651	386,651	417,115	318,001	76.2	99,114	13,619	393,588	(23,527)
OPERATING	81,231	81,231	94,611	60,539	64.0	34,072	0	91,621	(2,990)
REPAIRS & MAINTENANCE	3,000	3,000	3,000	2,734	91.1	266	3,990	3,000	0
CONTRACTED SERVICES	283,200	283,200	321,000	203,254	63.3	117,746	0	500,000	179,000
DEBT PAYMENTS	0	0	0	0	0.0	0	0	-	0
TOTAL DEVELOPMENT SERVICES	754,082	754,082	835,726	584,528	69.9	251,198	17,609	988,209	152,483

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<u>PARKS</u>									
PERSONNEL	395,889	395,889	401,090	237,070	59.1	164,020	335,857	421,771	20,681
OPERATING	34,600	34,600	34,850	9,676	27.8	25,174	13,619	20,850	0
REPAIRS & MAINTENANCE	129,000	129,000	129,000	36,755	28.5	92,245	52,071	157,500	0
CONTRACTED SERVICES				1,238					
DEBT PAYMENTS	28,200	28,200	28,200	24,517	86.9	3,683	34,733	24,518	0
GRANT EXPENDITURES	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	9,600	9,600	9,100	2,816	30.9	6,284	3,990	5,750	0
CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0.0	12,000	0	46,600	0
TOTAL PARKS	609,289	609,289	614,240	312,072	233.3	303,405	440,271	676,989	20,681
<u>COURT</u>									
PERSONNEL	297,207	297,207	312,700	222,643	71.2	90,057	315,419	323,456	10,756
OPERATING	48,245	48,245	51,445	41,348	80.4	10,097	58,576	51,245	(200)
CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101.0	(2,985)	417,197	291,500	0
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620	0
CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0.0	13,307	0	13,307	0
TOTAL COURT	670,572	670,572	670,572	558,476	83.3	112,096	791,191	681,128	10,556
POLICE									
PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78.4	657,616	3,390,925	3,067,434	16,280
OPERATING	311,583	311,583	308,584	208,283	67.5	100,301	295,074	310,094	1,510
REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91.0	15,407	221,882	96,500	(75,526)
CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94.4	12,543	300,018	268,463	44,147
DEBT PAYMENTS	279,000	279,000	355,000	277,089	78.1	77,911	392,552	398,500	43,500
CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57.1	2,573	4,855	6,000	0
CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18.3	37,133	8,044	66,470	21,000
TOTAL POLICE	3,970,933	3,970,933	4,162,550	3,259,066	78.3	903,484	4,613,351	4,213,461	50,911
INFORMATION TECHNOLOGY (I.T.)									
PERSONNEL	142,085	142,085	142,085	114,607	80.7	27,478	162,364	147,985	5,900
OPERATING	149,852	149,852	149,852	108,299	72.3	41,553	0	169,500	19,648
REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	37.5	3,802	0	6,085	0
CONTRACTED SERVICES	155,000	155,000	205,050	184,411	89.9	20,640	0	160,000	(45,050)
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	14,191	21.8	50,809	368	65,000	0
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	5,034	105,000	75,000
TOTAL I.T	548,022	548,022	598,072	423,790	70.9	174,282	14,754	653,570	55,498

COMMUNITY DEV.

10-GF SUMMARY 8/27/2020 9:55 AM 102 10-GF SUMMARY

PERSONNEL		101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200
OPERATING		66,850	66,850	66,850	16,731	0	0	0	67,850	1,000
TOTAL COMMUNITY DEV		168,464	168,464	162,827	87,077	53.5	25,632	99,658	164,027	1,200
TOTA	AL EXPENDITURES 1	10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599
TOTA	AL EXPENDITURES 1	10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599
TOTA	AL EXPENDITURES 1	10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599

103 10-GF SUMMA 3 10 -GENERAL FUND REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

83.33 % OF YEAR COMPLETE

			83.33 % UF 11	EAR COIVIPL				
FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
5,516,349	5,516,349	5,516,349	5,476,094	99	40,255	7,757,982	5,909,577	393,228
15,000	15,000	53,325	67,053	126	-13,728	94,994	15,000	-38,325
0	0	0	0	0	0	0	0	0
5,788	5,788	5,788	4,920	85	868	6,970	5,000	-788
57,750	57,750	57,750	67,704	117	-9,954	95,916	57,750	0
1,046,388	1,046,388	1,046,388	1,284,866	123	-238,478	1,820,270	1,381,300	334,912
250,000	250,000	250,000	159,413	64	90,587	225,840	250,000	0
64,000	64,000	64,000	40,001	63	23,999	56,669	64,000	0
20,000	20,000	20,000	7,187	36	12,813	10,182	9,000	-11,000
30,000	30,000	30,000	23,338	78	6,662	33,063	25,000	-5,000
74,000	74,000	74,000	104,636	141	-30,636	148,238	100,000	26,000
82,000	82,000	140,000	118,290	84	21,710	167,581	140,000	0
2,825	2,825	5,885	4,200	71	1,685	5,950	5,885	0
12,200	12,200	12,200	13,592	111	-1,392	19,255	12,200	0
0	0	1,200	1,498	125	-298	2,122	1,200	0
7,176,300	7,176,300	7,276,885	7,372,791	101	-95,906	10,445,033	7,975,912	699,027
56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
440	440	440	190	43	250	269	440	0
0	0	0	0	0	0	0	0	0
150	150	150	0	0	150	0	150	0
5,000	5,000	5,700	585	10	5,115	829	5,700	0
5,590	5,590	6,290	775	12	5,515	1,098	6,290	0
100	100	129	129	100	0	183	129	0
0	0	0	0	0	0	0	0	0
204,000	204,000	204,000	193,112	95	10,889	273,581	204,000	0
204,100	204,100	204,129	193,241	95	10,889	273,764	204,129	0
7,441,990	7,441,990	7,543,304	7,601,985	101	-58,681	10,769,733	8,195,331	652,027
	ACTUAL 5,516,349 15,000 0 5,788 57,750 1,046,388 250,000 64,000 20,000 30,000 74,000 82,000 2,825 12,200 0 7,176,300 56,000 0 56,000 440 0 150 5,000 5,590 100 0 204,000 204,100	ACTUAL ORIG. BUDGET 5,516,349 5,516,349 15,000 0 5,788 5,788 57,750 57,750 1,046,388 1,046,388 250,000 250,000 64,000 64,000 20,000 30,000 30,000 30,000 74,000 74,000 82,000 82,000 2,825 2,825 12,200 0 0 0 7,176,300 7,176,300 56,000 56,000 0 0 0 0 0 0 0 0 56,000 56,000 440 440 0 0 55,000 5,000 5,590 5,590 100 100 0 0 204,000 204,000 204,100 204,100	ACTUAL ORIG. BUDGET CURR. BUDGET 5,516,349 5,516,349 5,516,349 15,000 15,000 53,325 0 0 0 5,788 5,788 5,788 57,750 57,750 57,750 1,046,388 1,046,388 1,046,388 250,000 250,000 250,000 64,000 64,000 64,000 20,000 20,000 20,000 30,000 30,000 30,000 30,000 30,000 74,000 74,000 74,000 74,000 82,000 140,000 2,825 5,885 12,200 12,200 12,200 0 0 0 1,200 7,176,300 7,176,300 7,276,885 56,000 56,000 56,000 56,000 56,000 56,000 440 440 440 0 0 0 150 150 150 <td< td=""><td>FY 2019-20 ACTUAL ACTUAL ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 5,516,349 15,000 15,000 53,325 0 0 0 0 0 0 0 0 5,516,349 5,788 5,788 4,920 5,788 5,788 5,788 5,788 4,920 1,046,388 1,046,388 1,046,388 1,046,388 1,284,866 250,000 250,000 250,000 250,000 159,413 64,000 64,000 64,000 64,000 64,000 64,000 20,000 7,187 30,000 30,000 30,000 30,000 23,338 74,000 74,000 74,000 74,000 104,636 82,000 82,000 140,000 118,290 2,825 2,825 5,885 4,200 12,200 12,200 13,592 0 0 0 1,200 13,592 0 0 0 0 1,200 1,498 7,176,300 7,276,885 7,372,791 56,000 56,000 56,000 56,000 56,000 35,179 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 WDEET 5,516,349 15,000 15,000 15,000 15,000 15,000 15,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>ACTUAL ORIG. BUDGET CURR. BUDGET AS OF 07/24/2020 BUDGET BALANCE 5,516,349 5,516,349 5,516,349 5,476,094 99 40,255 15,000 15,000 53,325 67,053 126 -13,728 0 0 0 0 0 0 0 5,788 5,788 5,788 4,920 85 868 57,750 57,750 67,704 117 -9,954 1,046,388 1,046,388 1,284,866 123 -238,478 250,000 250,000 159,413 64 90,587 64,000 64,000 64,000 40,001 63 23,999 20,000 20,000 20,000 7,187 36 12,813 30,000 30,000 30,000 23,338 78 6,622 74,000 74,000 74,000 104,636 141 -30,636 82,000 82,000 140,000 118,290 84 21,710</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END 5,516,349 S,516,349 D, 15,000 S,3325 S,325 S,76,033 S,76,094 D, 15,000 S,788 S,789 S,750 S,7750 S,775</td><td>FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET CURR. BUDGET CURR. BUDGET V-T-D ACTUAL AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED VEAR END REQUESTED 2020-21 BUDGET 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 1,476,094 99 40,255 7,757,982 5,909,577 1,5000 15,000 53,325 67,053 126 -13,728 94,994 15,000 5,788 5,788 5,788 4,920 85 868 6,970 5,000 5,7750 57,750 67,704 117 -9,954 95,16 57,750 1,046,388 1,046,388 1,284,866 123 -238,478 1,820,270 1,381,300 250,000 250,000 250,000 159,413 64 90,587 225,840 250,000 20,000 20,000 7,187 36 12,813 101,82 9,000 30,000 30,000 30,000 30,000 140,636 141 -30,636 148,238 100,000</td></td<>	FY 2019-20 ACTUAL ACTUAL ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 5,516,349 15,000 15,000 53,325 0 0 0 0 0 0 0 0 5,516,349 5,788 5,788 4,920 5,788 5,788 5,788 5,788 4,920 1,046,388 1,046,388 1,046,388 1,046,388 1,284,866 250,000 250,000 250,000 250,000 159,413 64,000 64,000 64,000 64,000 64,000 64,000 20,000 7,187 30,000 30,000 30,000 30,000 23,338 74,000 74,000 74,000 74,000 104,636 82,000 82,000 140,000 118,290 2,825 2,825 5,885 4,200 12,200 12,200 13,592 0 0 0 1,200 13,592 0 0 0 0 1,200 1,498 7,176,300 7,276,885 7,372,791 56,000 56,000 56,000 56,000 56,000 35,179 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET Y-T-D ACTUAL AS OF 07/24/2020 WDEET 5,516,349 15,000 15,000 15,000 15,000 15,000 15,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ACTUAL ORIG. BUDGET CURR. BUDGET AS OF 07/24/2020 BUDGET BALANCE 5,516,349 5,516,349 5,516,349 5,476,094 99 40,255 15,000 15,000 53,325 67,053 126 -13,728 0 0 0 0 0 0 0 5,788 5,788 5,788 4,920 85 868 57,750 57,750 67,704 117 -9,954 1,046,388 1,046,388 1,284,866 123 -238,478 250,000 250,000 159,413 64 90,587 64,000 64,000 64,000 40,001 63 23,999 20,000 20,000 20,000 7,187 36 12,813 30,000 30,000 30,000 23,338 78 6,622 74,000 74,000 74,000 104,636 141 -30,636 82,000 82,000 140,000 118,290 84 21,710	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET FY 2019-20 CURR. BUDGET AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED YEAR END 5,516,349 S,516,349 D, 15,000 S,3325 S,325 S,76,033 S,76,094 D, 15,000 S,788 S,789 S,750 S,7750 S,775	FY 2019-20 ACTUAL FY 2019-20 ORIG. BUDGET CURR. BUDGET CURR. BUDGET V-T-D ACTUAL AS OF 07/24/2020 BUDGET BUDGET BALANCE PROJECTED VEAR END REQUESTED 2020-21 BUDGET 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 5,516,349 1,476,094 99 40,255 7,757,982 5,909,577 1,5000 15,000 53,325 67,053 126 -13,728 94,994 15,000 5,788 5,788 5,788 4,920 85 868 6,970 5,000 5,7750 57,750 67,704 117 -9,954 95,16 57,750 1,046,388 1,046,388 1,284,866 123 -238,478 1,820,270 1,381,300 250,000 250,000 250,000 159,413 64 90,587 225,840 250,000 20,000 20,000 7,187 36 12,813 101,82 9,000 30,000 30,000 30,000 30,000 140,636 141 -30,636 148,238 100,000

									Item 7.
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	f
STREET REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS									
10-4225-42-42098 CAP METRO BCT	137,500	137,500	137,500	0	0	137,500	0	84,500	-53,000
10-4225-42-42099 MISCELLANEOUS	137,300	137,300	137,300	351	0	-351	497	0-,500	-55,000
TOTAL MISCELLANEOUS	137,500	137,500	137,500	351	0	137,149	497	84,500	-53,000
TOTAL MISCELLA (NEOGS	137,300	137,300	137,300	331	Ū	137,143	437	04,500	33,000
SANITATION CHARGES									
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	835,110	92	68,890	1,183,101	904,000	0
10-4225-44-44025 LATE FEES TRASH	19,908	19,908	19,908	12,441	62	7,467	17,625	10,500	-9,408
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	923,908	923,908	923,908	847,551	92	76,357	1,200,726	914,500	-9,408
	•	,	·	·					•
TOTAL STREET REVENUES	1,061,408	1,061,408	1,061,408	847,902	80	213,506	1,201,223	999,000	-62,408
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
DEVELOPMENT SERVICES REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS									
10-4300-42-42090 TECHNOLOGY FEES	23,000	23,000	23,000	27,445	119	-4,445	38,881	25,000	2,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,000	2,000	2,000	3,036	152	-1,036	4,301	2,500	500
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	25,000	25,000	25,000	30,481	122	-5,481	38,881	27,500	2,500
PERMITS/LICENSES									
10-4300-45-42040 PERMITS-CITY MISC.	1,000	1,000	11,000	11,000	100	0	15,584	0	-11,000
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	2,052	134	-526	2,907	1,526	0
10-4300-45-44096 SITE PLAN	8,271	8,271	9,000	12,905	143	-3,905	18,283	9,000	0
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	4,135	138	-1,135	5,858	3,000	0
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	55,045	103	-1,476	77,982	53,569	0
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100	0
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	588,289	294	-388,289	833,429	200,000	0
10-4300-45-45077 ZONING	3,072	3,072	3,072	2,839	92	233	4,022	3,072	0
10-4300-45-45100 BUILDING PERMITS	788,150	788,150	788,150	1,116,803	142	-328,653	1,582,175	821,700	33,550
10-4300-45-45101 R.O.W. PEMITS	900	900	900	1,400	156	-500	1,983	900	0
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	1,600	100	0	2,267	1,600	43.000
10-4300-45-45200 BUILDINGS INSPECTION FEES	200,000	200,000	320,000	588,579	184	-268,579	833,840	363,000	43,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	7.046	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	5,609	5,609	-5,509	7,946	100	0
TOTAL PERMITS/LICENSES	1,261,288	1,261,288	1,392,017	2,390,257	172	-998,240	3,386,276	1,457,567	65,550
TOTAL DEVELOPMENT SERVICES REVENUES	1 200 200	1 200 200	1 /17 017	2 420 720	171	1 002 724	2 425 450	1 405 067	(0.050
IOTAL DEVELOPMENT SERVICES REVENUES	1,286,288	1,286,288	1,417,017	2,420,738	171	-1,003,721	3,425,158	1,485,067	68,050

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PARKS/RECREATION		ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS									
PARKS MISCELLANEOUS									
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
COURT REVENUES	ACTUAL		CURR. BUDGET	AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
10-4500-42-42099 TCDC REVENUES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
COURT FEES									
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	9,432	79	2,568	13,362	12,000	0
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	8,404	98	196	11,906	8,600	0
10-4500-46-46300 COURT COSTS EARNED	690,000	690,000	690,000	600,178	87	89,822	850,272	600,000	-90,000
10-4500-46-46301 JUVENILLE CASE MGR FUND	0	0	800	3,500	438	-2,700	4,958	3,000	2,200
10-4500-46-46302 JURY FUND	0	0	50	70	140	-20	99	50	0
TOTAL COURT FEES	710,600	710,600	711,450	621,584	87	89,866	875,540	623,650	-87,800
TOTAL COURT REVENUES	717,100	717,100	717,950	625,886	87	92,064	881,635	630,150	-87,800
	,	,	,	,		, , , ,	,,,,,,		,
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
POLICE REVENUES	ACTUAL		CURR. BUDGET	AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
MISCELLANEOUS	ACTUAL	ONIG. BODGET	CORR. BODGET	A3 01 07/24/2020	DODGLI	DALANCE	TEAN END	2020-21 DODGL1	BODGET DITT.
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	22,513	0	0	22,513	0	22,513	0
10-4600-42-41015 GKANT PROCEEDS - POLIC 10-4600-42-41016 OVC 2018-V3-GX-0024	57,207	57,207	57,207	15,415	27	41,792	21,838	57,207	0
10-4600-42-41010 OVE 2018 V3 GX 0024 10-4600-42-41017 VOCA GRANT	91,924	91,924	91,924	87,805	96	4,119	124,393	91,924	0
10-4600-42-42099 MISCELLANEOUS	36,880	36,880	40,000	42,634	107	-2,634	60,399	40,000	0
TOTAL MISCELLANEOUS	208,524	208,524	211,644	145,853	69	65,791	206,630	211,644	0
POLICE CHARGES/FEES									
10-4600-47-47000 ASSET SEIZURES	1,000	1,000	1,250	1,250	100	0	1,771	1,250	0
10-4600-47-47000 A33E1 3E120RE3	7,000	7,000	7,000	5,865	84	1,135	8,309	7,000	0
10-4600-47-47009 ALAKWI PERWITI 10-4600-47-47010 POLICE REPORTS	1,350	1,350	1,350	0,803	0	1,155	0,309	1,350	0
10-4600-47-47010 POLICE REPORTS 10-4600-47-47011 FINGER PRINTING	1,550	1,330	1,530	100	100	1,550	142	1,350	0
10-4600-47-47011 FINGER FRINTING 10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	4,500	4,596	100	-96	6,511	4,500	0
10-4600-47-47110 WOTOR VEHICLE DISB 10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	2,410	4,596 79	3	2,331	112	2,410	0
10-4600-47-47200 WARRANT AND FTA FEES	10,000		11,025	14,400	131				0
10-4600-47-47310 IMPOUNDS 10-4600-47-47325 AUCTIONS	10,000	10,000	11,025	14,400	121	-3,375	20,400	11,025	<u> </u>
10-4000-47-47323 AUCTIONS	^	^			Λ	0	Ō	0	
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10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	26,480	88	3,521	37,514	30,000	<i>Item 7.</i> 0
TOTAL POLICE CHARGES/FEES	56,360	56,360	57,635	52,770	92	4,866	74,759	57,635	0
TOTAL POLICE REVENUES	264,884	264,884	269,279	198,623	74	70,656	281,389	269,279	0
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
NON-DEPARTMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
OTHER FINANCING SOURCES									
10-4999-41-41050 LOAN PROCEEDS	0	0	0	0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0
TRANSFERS									
10-4999-49-50005 TRANSFERS IN	0	0	0	0	0	0	0	0	C
10-4999-49-50010 TRANSFERS FROM CPF	0	0	0	0	0	0	0	0	C
10-4999-49-59000 TRANSFERS FROM UF	0	0	0	0	0	0	0	0	(
TOTAL TRANSFERS	0	0	0	0	0	0	0	0	C
TOTAL NON-DEPARTMENTAL REVENUES	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	10,771,670	10,771,670	11,048,958	11,735,134	106	-686,176	16,559,138	11,618,827	569,869
10 -GENERAL FUND						PROPO	OSED BUDGET WO	ORKSHEETS	
DEPARTMENTAL EXPENDITURES						PROP	JSLD BODGET W	FY 2020-21	
				83.33 % OF YI	EAR COMPL	ETE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
ADMINISTRATION EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5100-50-50010 SALARIES	394,447	394,447							
10-5100-50-50075 LONGEVITY		334,447	419,640	285,151	68	134,489	403,973	415,747	-3,893
	2,500	2,500	419,640 2,500	285,151 1,000	68 40	134,489 1,500	403,973 1,417	415,747 3,100	
10-5100-50-50200 EMPLOYER PAID TAXES	30,366	2,500 30,366	2,500 32,248	•		1,500 13,634	1,417 26,370	3,100 28,176	600 -4,072
	30,366 1,300	2,500 30,366 1,300	2,500 32,248 1,300	1,000 18,614 512	40	1,500 13,634 788	1,417 26,370 725	3,100 28,176 1,979	-4,072 679
10-5100-50-50255 WORKERS' COMPENSATION	30,366	2,500 30,366	2,500 32,248	1,000 18,614	40 58	1,500 13,634	1,417 26,370	3,100 28,176	-4,072 679
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE	30,366 1,300	2,500 30,366 1,300	2,500 32,248 1,300	1,000 18,614 512	40 58 39	1,500 13,634 788	1,417 26,370 725	3,100 28,176 1,979	600 -4,072 679 9,229
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE	30,366 1,300 20,516	2,500 30,366 1,300 20,516	2,500 32,248 1,300 20,516	1,000 18,614 512 10,757	40 58 39 52	1,500 13,634 788 9,759	1,417 26,370 725 15,239	3,100 28,176 1,979 29,745	600 -4,072 679 9,229
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO	30,366 1,300 20,516 260	2,500 30,366 1,300 20,516 260	2,500 32,248 1,300 20,516 260	1,000 18,614 512 10,757 221	40 58 39 52 85	1,500 13,634 788 9,759 39	1,417 26,370 725 15,239 313	3,100 28,176 1,979 29,745 260	600 -4,072 679 9,229 (
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION	30,366 1,300 20,516 260 37,078	2,500 30,366 1,300 20,516 260 37,078	2,500 32,248 1,300 20,516 260 33,594	1,000 18,614 512 10,757 221 24,404	40 58 39 52 85 73	1,500 13,634 788 9,759 39 9,190	1,417 26,370 725 15,239 313 34,573	3,100 28,176 1,979 29,745 260 33,381	600 -4,077 679 9,229 (-211
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE	30,366 1,300 20,516 260 37,078 7,500	2,500 30,366 1,300 20,516 260 37,078 7,500	2,500 32,248 1,300 20,516 260 33,594 7,500	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092	40 58 39 52 85 73 53	1,500 13,634 788 9,759 39 9,190 3,490	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631	3,100 28,176 1,979 29,745 260 33,381 7,500	600 -4,072 679 9,229 (-213
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE	30,366 1,300 20,516 260 37,078 7,500 12,886	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200	1,000 18,614 512 10,757 221 24,404 4,010 2,322	40 58 39 52 85 73 53	1,500 13,634 788 9,759 39 9,190 3,490 10,564	1,417 26,370 725 15,239 313 34,573 5,681 3,289	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886	600 -4,072 679 9,229 (-213
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	40 58 39 52 85 73 53 18 81	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500	600 -4,072 679 9,229 (-213 ((
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	40 58 39 52 85 73 53 18 81 63	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200	600 -4,077 679 9,229 (-213 ((
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM TOTAL PERSONNEL	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762 0	40 58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000 191,300	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079 0 501,291	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	600 -4,072 679 9,229 (-213 ((((((2,330
10-5100-50-50255 WORKERS' COMPENSATION 10-5100-50-50325 HEALTH INSURANCE 10-5100-50-50335 HEALTH ASSISTANCE 10-5100-50-50410 EMPLOYER RETIREMENT CO 10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE 10-5100-50-50700 REIMBURSABLE UNEMPLOYM TOTAL PERSONNEL	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000 545,144	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762	40 58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000 191,300	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	600 -4,072 679 9,229 (-213 (((((2,330
10-5100-50-50520 EMPLOYEE EDUCATION 10-5100-50-50521 COUNCIL EDUCATION 10-5100-50-50650 VEHICLE ALLOWANCE 10-5100-50-50655 CELL PHONE ALLOWANCE	30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000 521,553	2,500 30,366 1,300 20,516 260 37,078 7,500 12,886 7,500 1,200 6,000	2,500 32,248 1,300 20,516 260 33,594 7,500 12,886 7,500 1,200 6,000	1,000 18,614 512 10,757 221 24,404 4,010 2,322 6,092 762 0	40 58 39 52 85 73 53 18 81 63 0	1,500 13,634 788 9,759 39 9,190 3,490 10,564 1,408 439 6,000 191,300	1,417 26,370 725 15,239 313 34,573 5,681 3,289 8,631 1,079 0 501,291	3,100 28,176 1,979 29,745 260 33,381 7,500 12,886 7,500 1,200 6,000	-3,893 600 -4,072 679 9,229 0 -213 0 0 0 2,330

10-5100-51-51012 ADMIN RENT	0	0	0	50	0	-50	71	50	Item 7
10-5100-51-51041 EMPLOYEE APPRECIATION	10,000	10,000	10,000	7,077	71	2,923	10,025	10,000	
10-5100-51-51043 CITY EVENTS	10,000	10,000	0	0	0	0	0	0	0
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500	0
10-5100-51-51335 INSURANCE-PROPERTY, CA	1,700	1,700	3,720	1,766	47	1,954	2,502	3,720	0
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	801	80	199	1,134	1,000	0
10-5100-51-51485 MISCELLANEOUS	25,000	25,000	21,200	12,265	58	8,935	17,376	21,200	0
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150	0
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	92	14	558	130	650	0
10-5100-51-51625 POSTAGE/DELIVERY	550	550	2,000	1,767	88	233	2,503	2,000	0
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000	0
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	5,867	78	1,633	8,312	7,500	0
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	5,863	68	2,699	8,306	8,562	0
10-5100-51-51747 COVID 19 SUPPLIES		0	20,000	25,929	130	-5,929	36,734	20,000	0
10-5100-51-51748 GRANTS FOR SIX PATHWAYS			25,000					0	-25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	1,732	23	5,768	2,454	7,500	0
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,531	79	1,969	10,669	9,500	0
10-5100-51-51817 UTILITIES-NATURAL GAS	1,352	1,352	1,352	612	45	740	867	1,000	-352
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,000	4,000	4,000	3,692	92	308	5,230	4,400	400
TOTAL OPERATING	157,514	157,514	183,694	85,923	47	97,771	121,727	168,282	-15,412
REPAIRS & MAINTENANCE									
10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	4,705	16	25,295	6,666	30,000	0
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,032	22	10,968	4,295	14,000	0
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	7,737	18	36,263	10,962	44,000	0
CONTRACTED SERVICES									
10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	51,830	61	33,170	73,428	85,000	0
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	47,061	72	17,939	66,671	65,000	0
10-5100-54-51441 JUSTFOIA	2,875	2,875	2,875	0	0	2,875	0	3,250	375
10-5100-54-51442 MEETING/AGENDA MANAGEMENT	.=	0	3,800	3,800	100	0	5,383	3,800	0
10-5100-54-51502 SALES TAX REBATE GREENVIEW	170,000	170,000	170,000	186,777	110	-16,777	264,607	200,000	30,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	63,000	63,000	67,448	67,448	100	0	95,554	67,448	0
10-5100-54-51504 MUNICODE	4 000	4 000	4 000	457		4 2 4 2	647	15,000	15,000
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCTION	1,800	1,800	1,800	457	25	1,343	647	1,800	0
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,610	138 92	-7,110	36,282	18,500	0
TOTAL CONTRACTED SERVICES	406,175	406,175	414,423	382,984	92	31,439	542,574	459,798	45,375
TOTAL ADMINISTRATION EXPENDITURES	1,129,242	1,129,242	1,187,261	830,488	70	356,773	1,176,553	1,219,554	32,293
TOTAL ADMINISTRATION EXICENDITORES	1,123,242	1,123,242	1,107,201	030,400	70	330,773	1,170,333	1,213,334	32,233
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
FINANCE EXPENDITURES	ACTUAL	ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5150-50-50010 SALARIES	419,454	419,454	419,454	300,346	72	119,108	425,500	420,262	808
10-5150-50-50050 OVERTIME	2,452	2,452	2,452	1,262	51	1,190	1,788	3,443	991
10-5150-50-50075 LONGEVITY	3,000	3,000	3,000	1,700	57	1,300	2,408	3,900	0
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10-5150-50-50200 EMPLOYER PAID TAXES	27,088	27,088	27,088	22,767	84	4,321	32,254	32,681	8
10-5150-50-50255 WORKERS' COMPENSATION	2,500	2,500	1,900	853	45	1,047	1,208	1,900	0
10-5150-50-50325 HEALTH INSURANCE	46,460	46,460	46,460	30,230	65	16,230	42,827	52,054	5,594
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5150-50-50410 EMPLOYER RETIREMENT CO	38,951	38,951	38,951	25,417	65	13,534	36,008	37,946	-1,005
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	672	27	1,828	952	2,500	0
TOTAL PERSONNEL	542,663	542,663	542,063	383,468	71	158,595	543,259	554,944	12,881
<u>OPERATING</u>									
10-5150-51-51010 ADVER/POSTING/PUBLIC HEARING	4,500	4,500	4,500	406	9	4,095	574	4,500	0
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100	0
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	39,600	39,600	39,600	46,118	116	-6,518	65,335	65,000	25,400
10-5150-51-51080 CASH SHORT & OVER	500	500	500	36,093	7,219	-35,593	51,133	500	0
10-5150-51-51335 INSURANCE-PROPERTY, CA	2,650	2,650	2,650	2,754	104	-104	3,902	3,305	655
10-5150-51-51338 INSURANCE LIABILITY	3,404	3,404	3,404	92	3	3,312	130	110_	-3,294
10-5150-51-51480 MEETING EXPENSES	500	500	500	15	3	485	21	500	0
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	0	0	1,250	0	1,250	0
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600	0
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100	0
10-5150-51-51625 POSTAGE/DELIVERY	48,000	48,000	48,000	44,228	92	3,772	62,658	58,100	10,100
10-5150-51-51635 PROFESSIONAL & MEMBERS	100	100	240	240	100	0	340	240	0
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	2,952	98	48	4,182	3,000	0
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	1,756	35	3,244	2,488	5,000	0
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,062	59	1,413	2,921	3,475	0
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,818	57	1,367	2,576	3,185	0
TOTAL OPERATING	115,964	115,964	116,104	138,533	119	-22,429	196,260	148,965	32,861
REPAIRS & MAINTENANCE									
10-5150-52-52000 OFFICE EQUIPMENT REPAI	250	250	250	0	0	250	0	0	-250
10-5150-52-52320 VEHICLE REPAIRS & MAINT	600	600	1,800	1,781	99	19	2,523	2,000	200
TOTAL REPAIRS & MAINTENANCE	850	850	2,050	1,781	87	269	2,523	2,000	-50
CONTRACTED SERVICES									
10-5150-54-51000 ACCOUNTING & AUDITING	52,000	52,000	52,000	37,942	73	14,058	53,752	45,000	-7,000
10-5150-54-5xxxx PAYROLL APPLICATION								9,780	9,780
10-5150-54-51440 LEGAL FEES	1,000	1,000	1,000	1,095	110	-95	1,551	1,200	200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	370	28	930	524	1,300	0
TOTAL CONTRACTED SERVICES	54,300	54,300	54,300	39,407	73	14,893	55,828	57,280	2,980
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DEBT PAYMENTS									
10-5150-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	7,634	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	7,634	0	0	0
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TOTAL FINANCE EXPENDITURES	713,777	713,777	714,517	563,189	79	151,328	797,870	763,189	48,672
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	. % OF	BUDGET	PROJECTED	REQUESTED	
STREET EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5225-50-50010 SALARIES	263,892	263,892	216,451	159,252	74	57,199	225,612	222,211	5,760
10-5225-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5225-50-50050 OVERTIME	7,917	7,917	7,917	1,472	19	6,445	2,085	6,666	-1,251
10-5225-50-50051 COVID 19 OVERTIME				0	0	0	0	0	
10-5225-50-50075 LONGEVITY	1,800	1,800	2,000	1,900	95	100	2,692	2,200	200
10-5225-50-50200 EMPLOYER PAID TAXES	20,931	20,931	17,193	12,296	72	4,897	17,420	17,677	484
10-5225-50-50255 WORKERS' COMPENSATION	20,126	20,126	8,500	8,706	102	-206	12,334	9,830	1,330
10-5225-50-50325 HEALTH INSURANCE	47,870	47,870	41,031	23,992	58	17,039	33,989	44,618	3,587
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5225-50-50410 EMPLOYER RETIREMENT CO	25,083	25,083	17,597	13,399	76	4,198	18,982	20,525	2,928
10-5225-50-50520 EMPLOYEE EDUCATION	500	500	774	774	100	0	1,097	2,000	1,226
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069	
TOTAL PERSONNEL	397,446	397,446	320,790	222,012	69	98,778	314,524	335,055	14,265
		-							'
<u>OPERATING</u>									_
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	100	100	200	129	65	71	183	200	0
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,400	1,400	1,820	1,509	83	311	2,138	1,820	0
10-5225-51-51338 INSURANCE LIABILITY	2,220	2,220	2,290	1,905	83	385	2,699	2,290	0
10-5225-51-51610 LICENSES	250	250	250	100	40	150	142	250	0
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5225-51-51640 DUES & SUBSCRIPTIONS	100	100	100	0	0	100	0	0	-100
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	74,000	74,000	74,000	22,380	30	51,620	31,706	45,000	
10-5225-51-51746 SUPPLIES-OFFICE	500	500		4	1	496	5	500	
10-5225-51-51780 TRAVEL	200	200		45	22	155	63	200	0
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	2,708	86	427	3,837	3,135	0
10-5225-51-51813 UTILITIES-ELECTRIC BLU	75,000	75,000		55,843		19,157	79,113		-7,000
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	•	8,104		1,896	11,481		
10-5225-51-52340 FUEL & OIL	16,500	16,500	*	15,703		797	22,246		
10-5225-51-52440 EQUIPMENT RENTAL	2,000	2,000	•	0		2,000	0		
10-5225-51-54020 STREET SIGNS	7,000	7,000		5,475		1,525	7,756		
TOTAL OPERATING	192,605	192,605		113,905		79,290	161,186		
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REPAIRS & MAINTENANCE									
10-5225-52-52010 BUILDING REPAIRS & MAI	1,500	1,500	3,400	3,378	99	22	4,786	3,400	0
10-5225-52-52320 VEH REPAIRS & MAINTENA	7,000	7,000	7,000	2,381	34	4,619	3,373	5,000	-2,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	13,000			5,218		7,782	7,392		
10-5225-52-54010 STREET REPAIRS & MAINT	30,000			21,630		8,370	30,643		
TOTAL REPAIRS & MAINTENANCE	51,500			32,607		20,793	46,195		
	•	•		•			-		•
CONTRACTED SERVICES									
10-5225-54-51165 ENGINEERING/PLANNING S	10,000	10,000	22,000	30,663	139	-8,663	43,440	22,000	0
10-5225-54-51166 STREET CONTRACTED REPAIRS	225,000			161,257		250,743	228,452		0
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10-5225-54-54100 TRASH COLLECTION FEES	1,075,000	1,075,000	1,075,000	855,371	80	219,629	1,211,804	1,020,000	0
TOTAL CONTRACTED SERVICES	1,310,000	1,310,000	1,509,000	1,047,291	69	461,709	1,483,697	1,462,000	-47,000
DEDT DAVAGENTS									
DEBT PAYMENTS			0.4 = 0=						
10-5225-55-52310 VEHICLE LEASE EXPENSE	31,797	31,797	31,797	6,609	21	25,188	9,363	6,609	-25,188
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,800	29,800	29,800	29,740	100	60	42,132	29,750	-50
TOTAL DEBT PAYMENTS	61,597	61,597	61,597	36,349	59	25,248	51,495	36,359	-25,238
CAPITAL OUTLAY < \$5K									
10-5225-57-52400 MACHINERY EQUIPMENT-PU	6,000	6,000	6,000	364	6	5,636	516	5,000	-1,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	2,172	43	2,829	3,076	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	11,000	11,000	11,000	2,536	23	8,465	3,592	10,000	-1,000
TOTAL SATINLE SOLDAY 1.43N	11,000	11,000	11,000	2,330	23	0,103	3,332	10,000	1,000
CAPITAL OUTLAY > \$5K									
10-5225-58-52400 MACHINERY EQUIPMENT-PU	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810
TOTAL CAPITAL OUTLAY > \$5K	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810
TOTAL STREET EXPENDITURES	2,049,148	2,049,148	2,173,982	1,461,245	67	712,737	2,069,963	2,416,219	242,237
TOTAL STREET EXPENDITURES	2,049,146	2,049,146	2,173,962	1,401,245	07	/12,/3/	2,009,903	2,410,219	242,237
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
DEVELOPMENT SERVICES EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL	202.052	202.052	222 245	250 201	77	72.024	254 572	202.052	20.262
10-5300-50-50010 SALARIES	293,952	293,952	323,315	250,281	77	73,034	354,573	293,952	-29,363
10-5300-50-50011 COVID 19 SALARIES	200	200	200	0	0	0	0	0	0
10-5300-50-50050 OVERTIME	200	200	200	0	0	200	0	1,845	1,645
10-5300-50-50075 LONGEVITY	2,600	2,600	2,600	2,000	77	600	2,833	3,100	500
10-5300-50-50200 EMPLOYER PAID TAXES	22,827	22,827	25,070	18,483	74	6,587	26,185	25,070	-2,205
10-5300-50-50255 WORKERS' COMPENSATION	165	165	720	583	81	137	826	720	0
10-5300-50-50325 HEALTH INSURANCE	34,193	34,193	34,193	25,078	73	9,115	35,528	37,182	2,989
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5300-50-50410 EMPLOYER RETIREMENT CO	27,356	27,356	25,659	20,985	82	4,674	29,729	26,362	1,219
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	370	8	4,230	524	4,600	0
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	386,651	386,651	417,115	318,001	76	99,114	450,512	393,588	-23,527
OPERATING									
10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20	0
10-5300-51-51042 CREDIT CARD MERCHANT	29,400	29,400	32,100	27,758	86	4,342	39,325	32,100	0
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	7,000	0
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000	0
10-5300-51-51332 OVERPAYMENT/REFUNDS	5,000	5,000	10,500	11,264	107	-764	15,957	10,500	0
10-5300-51-51335 INSURANCE-PROPERTY, CA	200	200	200	207	104	-7	293	210	10
10-5300-51-51338 INSURANCE LIABILITY	100	100	930	773	83	157	1,095	930	0
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	5,600	5,549	99	51	7,861	1,250	-4,350
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	2,708	60	1,808	3,836	4,516	0
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10-5300-51-51610 PERMITS & LICENSES	100	100	100	113	113	-13	159	120	0
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,000	2,000	2,000	2,226	111	-226	3,154	2,500	500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	747	51	728	1,058	1,475	0
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	688	34	1,312	975	2,000	0
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	2,138	86	362	3,029	2,500	0
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	1,605	23	5,395	2,274	7,000	0
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	57	3	1,943	81	2,000	0
10-5300-51-52110 OFFICE EQUIP LEASES	1,670	1,670	1,670	2,062	123	-392	2,921	2,500	830
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,645	53	2,355	3,747	5,000	0
TOTAL OPERATING	81,231	81,231	94,611	60,539	64	34,072	46,441	91,621	-2,990
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REPAIRS & MAINTENANCE									
10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0
CONTRACTED SERVICES									
10-5300-54-51165 ENG/PLANNING SERVICES	110,000	110,000	110,000	135,126	123	-25,126	191,433	150,000	40,000
10-5300-54-51440 LEGAL FEES	8,200	8,200	46,000	58,769	128	-12,769	83,258	50,000	4,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	150,000	150,000	150,000	0	0	0	0	300,000	150,000
10-5300-54-51590 DOCUMENT STORAGE	0	0	0	63	0	-63	89	0	0
10-5300-54-53240 ORDINANCE CODIFICATION SVC	15,000	15,000	15,000	9,296	62	5,704	13,170	0	-15,000
TOTAL CONTRACTED SERVICES	283,200	283,200	321,000	203,254	63	117,746	287,950	500,000	179,000
DEBT PAYMENTS									
10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0	0	0
	75.4.002	754.000	005.706	504.520	205	251 100		222.222	452.400
TOTAL DEVELOPMENT SERVICES EXPENDITURES	754,082	754,082	835,726	584,528	295	251,198	788,776	988,209	152,483
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PARKS EXPENDITURES		ORIG. BUDGET		AS OF 07/24/2020		BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
TARKS EXICIDITORES	ACTOAL	ONIG. BODGET	COMM. BODGET	A3 01 07/24/2020	DODGET	DALANCE	TEAR END	2020-21 DODGET	BODGET DITT.
PERSONNEL									
10-5400-50-50010 SALARIES	279,088	279,088	279,088	173,349	62	105,739	245,584	291,443	12,355
10-5400-50-50011 COVID 19 SALARIES	275,000	273,000	0	148	0	-148	210	1,000	12,333
10-5400-50-50050 OVERTIME	8,373	8,373	8,373	737	9	7,636	1,044	8,744	371
10-5400-50-50075 LONGEVITY	5,100	5,100	5,100	2,600	51	2,500	3,683	4,100	-1,000
10-5400-50-50200 EMPLOYER PAID TAXES	22,381	22,381	22,381	13,091	58	9,290	18,546	23,279	898
10-5400-50-50250 EMPLOTER PAID TAXES 10-5400-50-50255 WORKERS' COMPENSATION	1,256	1,256	6,732	7,746	115	-1,014	10,974	9,900	3,168
10-5400-50-50255 WORKERS COMPENSATION 10-5400-50-50325 HEALTH INSURANCE	47,870	47,870	47,870	23,153	48	24,717	32,801	52,054	4,184
10-5400-50-50325 HEALTH INSURANCE 10-5300-50-50335 HEALTH ASSISTANCE	47,870	47,870	47,870	23,133	46 0	-221	313	221	221
10-5300-50-50335 REALTH ASSISTANCE 10-5400-50-50410 EMPLOYER RETIREMENT CO					56				209
	26,821	26,821	26,821	15,120		11,701	21,421	27,030 1,000	
10-5400-50-50520 EMPLOYEE EDUCATION	2,000	2,000	1,725	905	52	820	1,282		
10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0 227 070	0 59	3,000	225 957	3,000	0
TOTAL PERSONNEL	395,889	395,889	401,090	237,070	59	164,020	335,857	421,771	112
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ODERATING									
OPERATING 10-5400-51-51011 PRE-EMPLOYMENT SCREENING	0	0	250	63	25	187	89	250	0
10-5400-51-51011 PRE-EMPLOTMENT SCREENING 10-5400-51-51485 MISCELLANEOUS	0	0	100	27	25 27	73	38	100	0
10-5400-51-51465 MISCELLANEOUS 10-5400-51-51610 LICENSES	500	500	0	240	0	-240	340	0	0
10-5400-51-51610 LICENSES 10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5400-51-51620 PHYSICALS/DRUG TESTING 10-5400-51-51640 DUES & SUBSCRIPTIONS	100	100	200	0	0	0	0	200_	0
10-5400-51-51040 DOES & SOBSCRIPTIONS 10-5400-51-51740 SUPPLIES	20,000	20,000	20,000	4,261	21	15,739	6,037	10,000	-10,000
10-5400-51-51740 30FFEIES 10-5400-51-51780 TRAVEL	20,000	20,000	20,000	4,201	13	174	38	200	-10,000
10-5400-51-51780 TRAVEL 10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	1,072	41	1,528	1,519	2,600	0
10-5400-51-51800 UNIFORMS & ACCESSORIES 10-5400-51-51813 UTILITIES-ELECTRIC BLU	2,000	2,000	2,000	635	32	1,365	900	1,200	-800
10-5400-51-51813 OTILITIES-ELECTRIC BEO 10-5400-51-52340 FUEL & OIL	6,000	6,000	6,000	1,218	20	4,782	1,726	3,000	-3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,000	2,000	2,500	1,784	71	716	2,527	2,700	200
10-5400-51-52440 EQOIFMENT REINTAL 10-5400-51-54020 PARKS SIGNS	1,000	1,000	1,000	350	35	650	496	600	-400
TOTAL OPERATING	34,600	34,600	34,850	9,676	28	25,174	13,619	20,850	-14,000
TOTAL OPERATING	34,000	34,000	34,630	9,070	20	23,174	13,019	20,830	-14,000
REPAIRS & MAINTENANCE									
10-5400-52-52010 BUILDING REPAIRS & MAI	4,000	4,000	4,000	2,542	64	1,458	3,601	2,500	-1,500
10-5400-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	908	18	4,092	1,286	3,000	-2,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	5,981	60	4,019	8,473	7,000	-3,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	105,000	105,000	105,000	25,954	25	79,046	36,769	140,000	35,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENANCE	5,000	5,000	5,000	1,370	27	3,630	1,941	5,000	0
TOTAL REPAIRS & MAINTENANCE	129,000	129,000	129,000	36,755	28	92,245	52,071	157,500	28,500
	,					,- :-	52,512		_5,555
CONTRACTED SERVICES									
10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	0	0	0	0	0	0
10-5400-54-51440 LEGAL FEES	0	0	0	1,238	0	-1,238	1,753	0	0
10-5400-54-54100 TRASH COLLECTION FEES	0	0	0	0	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	1,238	0	-1,238	1,753	0	0
DEBT PAYMENTS									
10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	21,251	15,000	0
10-5400-55-52410 MACHINERY EQUIPMENT LE	13,200	13,200	13,200	9,517	72	3,683	13,483	9,518	-3,682
TOTAL DEBT PAYMENTS	28,200	28,200	28,200	24,517	87	3,683	34,733	24,518	-3,682
CAPITAL OUTLAY < \$5K									
10-5400-57-52400 MACHINERY EQUIPMENT-PU	7,100	7,100	7,100	2,707	38	4,393	3,835	5,000	-2,100
10-5400-57-52400 MACHINERY EQUIPMENT-PO	2,500			110	50 5	•	155	750	
TOTAL CAPITAL OUTLAY < \$5K	9,600	2,500 9,600	2,000 9,100	2,816	31	1,890 6,284	3,990	5,750	-1,250 -3,350
TOTAL CAPITAL OUTLAT < 33K	9,000	9,600	9,100	2,810	31	0,204	5,990	3,730	-5,550
CAPITAL OUTLAY > \$5K									
10-5400-58-52400 MACHINERY EQUIPMENT-PU	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600
TOTAL CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600
	12,000	22,300	,500	ŭ	Ü	,000		,,,,,	3 .,500
TOTAL PARKS EXPENDITURES	609,287	609,288	614,240	312,072	51	302,168	442,024	676,989	62,749
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	. % OF	BUDGET	PROJECTED	REQUESTED	<u> </u>
MUNICIPAL COURT EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									_
10-5500-50-50010 SALARIES	188,140	188,140	188,140	138,326		49,814	195,966	198,166	
10-5500-50-50011 COVID 19 SALARIES				0		0	0	•	
10-5500-50-50050 OVERTIME	1,166	1,166	16,000	8,694	54	7,306	12,317	16,000	
10-5500-50-50075 LONGEVITY	1,300	1,300	1,300	1,300	100	0	1,842	1,500	200
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	27,485	65	15,115	38,938	42,600	00
10-5500-50-50200 EMPLOYER PAID TAXES	14,581	14,581	15,240	12,248	80	2,992	17,352	15,449	-15
10-5500-50-50255 WORKERS' COMPENSATION	3,100	3,100	3,100	182	6	2,918	258	480	-2,620
10-5500-50-50325 HEALTH INSURANCE	27,354	27,354	27,354	20,618	75	6,736	29,210	29,745	2,391
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	221	. 86	37	313	258	0
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,208	15,208	15,208	12,549	83	2,659	17,779	15,758	550
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	1,020	34	1,980	1,445	3,000	0
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	297,207	297,207	312,700	222,643	71	90,057	315,419	323,456	10,756
<u>OPERATING</u>									
10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	1	. 4	24	1	25	0
10-5500-51-51042 COURT TECHNOLOGY EXPEN	15,000	15,000	36,300	30,469	84	5,831	43,165	36,300	0
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100	0
10-5500-51-51485 MISCELLANEOUS	500	500	500	243	49	257	344	500	0
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100	0
10-5500-51-51625 POSTAGE/DELIVERY	1,600	1,600	3,600	2,186	61	1,414	3,097	3,600	0
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320		57	18	263	81	320	0
10-5500-51-51746 SUPPLIES-OFFICE	3,000	3,000	4,000	4,152	104	-152	5,882	4,500	500
10-5500-51-51780 TRAVEL	1,500	1,500		629	42	871	891		
10-5500-51-52100 COURT SECURITY	23,000	23,000		1,852	97	48	2,623	1,900	0
10-5500-51-52110 OFFICE EQUIPMENT LEASE	3,100	3,100		1,759	57	1,341	2,493		-700
TOTAL OPERATING	48,245	48,245	· ·	41,348		10,097	58,576		
				•		•	•		•
CONTRACTED SERVICES									!
10-5500-54-51440 LEGAL FEES	23,000	23,000	37,000	34,894	94	2,106	49,434	37,000	0
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	32,338	101	-338	45,813	32,000	0
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	227,217	102	-5,217	321,898	222,000	0
10-5500-54-56425 JURY EXPENSE	500	500	500	36	7	464	51	500	0
TOTAL CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101	-2,985	417,197	291,500	0
									•
CAPITAL OUTLAY < \$5K									
10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620	0
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620	0
CAPITAL OUTLAY > \$5K									_
10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000			0	0	6,000	0	6,000	<u>0</u>
10-5500-58-56108 CAP OUTLAY-COURT TECH	40,000	40,000	7,307	0	0	7,307	0	7,307	
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TOTAL CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0	13,307	0	13,307	<i>Item 7.</i> 0
TOTAL MUNICIPAL COURT EXPENSES	670,572	670,572	670,572	558,476	253	112,096	791,191	681,128	10,556
POLICE EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
PERSONNEL									
10-5600-50-50010 SALARIES	2,192,224	2,192,224	2,192,224	1,753,398	80	438,826	2,484,039	2,185,841	-6,383
10-5600-50-50011 COVID 19 SALARIES		0	20,000	13,481	67	6,519	19,099	20,000	0
10-5600-50-50050 OVERTIME	87,317	87,317	87,317	80,441	92	6,876	113,961	89,617	2,300
10-5600-50-50051 COVID 19 OVERTIME		0	15,000	12,847	86	2,153	18,200	15,000	0
10-5600-50-50075 LONGEVITY PAY	17,600	17,600	22,488	23,376	104	-888	33,117	28,204	5,716
10-5600-50-50200 EMPLOYER PAID TAXES	175,731	175,731	175,731	138,848	79	36,883	196,706	175,291	-440
10-5600-50-50255 WORKERS' COMPENSATION	30,000	30,000	38,202	30,664	80	7,538	43,442	38,202	0
10-5600-50-50325 HEALTH INSURANCE	253,025	253,025	253,025	172,728	68	80,297	244,704	275,145	22,120
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5600-50-50410 EMPLOYER RETIREMENT CO	211,409	211,409	211,409	157,702	75	53,707	223,417	204,376	-7,033
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	9,832	28	25,169	13,928	35,000	0
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78	657,616	3,390,925	3,067,434	16,280
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OPERATING									
10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500	0	500	0
10-5600-51-51335 INSURANCE-PROPERTY, CA	900	900	1,940	1,752	90	188	2,482	1,940	0
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	31,729	91	3,271	44,950	35,000	0
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	2,240	34	4,260	3,173	6,500	0
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	0	0	250	0	250	0
10-5600-51-51610 LICENSING	500	500	610	645	106	-35	914	500	-110
10-5600-51-51620 PHYSICALS/DRUG TESTING	2,500	2,500	1,500	1,297	86	203	1,837	1,500	0
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	1,412	71	588	2,000	2,000	0
10-5600-51-51635 PROFESSIONAL & MEMBERS	900	900		11,879	100	1			
10-5600-51-51746 SUPPLIES-OFFICE	8,500		11,880	10,290	121		16,829	4,400	-7,480 1,500
10-5600-51-51746 SUPPLIES-OFFICE 10-5600-51-51748 SUPPLIES-POLICE SPECIA	•	8,500	8,500	·		-1,790	14,578	10,000	
	20,000	20,000	20,000	10,773	54	9,227	15,262	20,000	0
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	3,062	31	6,938	4,338	10,000	0
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	600	8	6,900	850	7,500	0
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,594	101	-94	12,175	8,500	0
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	31,061	74	11,072	44,004	42,133	0
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	1,962	65	1,039	2,779	3,000	0
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	14,724	59	10,276	20,859	25,000	0
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	3,914	98	86	5,545	4,000	0
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	457	6	7,043	647	7,500	0
10-5600-51-51805 POLICE BANQUET	2,500	2,500	3,371	3,371	100	0	4,776	3,371	0
10-5600-51-51806 TRAFFIC SPECIALTY EQUP	25,000	25,000	10,000	152	2	9,848	215	10,000	0
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,890	57	5,110	9,761	12,000	0
10-5600-51-52110 OFFICE EQUIPMENT LEASE	6,400	6,400	6,400	5,598	87	802	7,931	14,000	0
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10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	55,882	70	24,118	79,168	80,000	00
10-5600-51-57400 WRECKER SERVICE	500	500	500	0	0	500	0	500	0
TOTAL OPERATING	311,583	311,583	308,584	208,283	67	100,301	295,074	310,094	1,510
REPAIRS & MAINTENANCE	45.000	45.000	45.000	5.540	27	0.450	7.050	47 700	2.500
10-5600-52-52010 BUILDING REPAIRS & MAI	15,000	15,000	15,000	5,548	37	9,452	7,860	17,500	2,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,381	60	1,619	3,373	4,000	0
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	55,382	92	4,618	78,460	60,000	0
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	93,026	93,308	100	-282	132,189	15,000	-78,026
TOTAL REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91	15,407	221,882	96,500	-75,526
CONTRACTED SERVICES									
10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	345	14	2,155	489	2,500	0
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000	0
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	750	354	1,000	0
10-5600-54-57001 RRS EMERGENCY RADIO SYS	15,500	15,500	15,500	6,862	44	8,638	9,721	29,000	13,500
10-5600-54-57350 EMERGENCY DISPATCH SER	204,316	204,316	204,316	204,316	100	0,030	289,454	234,963	30,647
TOTAL CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94	12,543	300,018	268,463	44,147
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DEBT PAYMENTS									
10-5600-55-52310 VEHICLE LEASE EXPENSE	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500
TOTAL DEBT PAYMENTS	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500
CAPITAL OUTLAY < \$5K									
10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	20	0	4,980	28	5,000	0
10-5600-57-57101 OFFICE EQUIP PURCHASE	4,500	4,500	1,000	3,407	341	-2,407	4,827	1,000	0
TOTAL CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57	2,573	4,855	6,000	0
CAPITAL OUTLAY > \$5K	5 000	5 000	4 000	500		464	764	4 000	
10-5600-58-52101 PD CONSTRUCTION SITE	5,000	5,000	1,000	539	54	461	764	1,000	0
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	3,960	20	16,040	5,610	20,000	0
10-5600-58-57300 POLICE COMMUNICATION E 10-5600-58-58000 GRANT EXPENDITURES	15,000	15,000	15,000	142	1	14,858	201	36,000	21,000
	9,470	9,470	9,470	1,037	11	8,433	1,469	9,470	0
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024 TOTAL CAPITAL OUTLAY > \$5K	49,470	0 49,470	45,470	2,659 8,337	0 18	-2,659 37,133	3,767	66,470	
TOTAL CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18	37,133	8,044	66,470	21,000
TOTAL POLICE EXPENDITURES	3,970,933	3,970,933	4,162,550	3,259,066	78	903,484	4,613,351	4,213,461	50,911
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
IT EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5700-50-50010 SALARIES	95,871	95,871	95,871	85,221	89	10,650	120,733	101,900	6,029
10-5700-50-50050 OVERTIME	3,901	3,901	3,901	950	24	2,951	1,346	2,000	-1,901
10-5700-50-50075 LONGEVITY PAY	400	400	400	400	100	0	567	700	300
10-5700-50-50200 EMPLOYER PAID TAXES	7,663	7,663	7,663	6,422	84	1,241	9,098	7,929	266
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	396	34	754	561	1,150	0
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10-5700-50-50325 HEALTH INSURANCE	13,677	13,677	13,677	9,614	70	4,063	13,620	14,873	<i>nem 7.</i> 6
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,623	9,623	9,623	7,543	78	2,080	10,686	9,633	10
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	0	0	4,500	0	4,500	0
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	85	739	5,753	4,800	0
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	142,085	142,085	142,085	114,607	81	27,478	162,364	147,985	5,900
OPERATING									
10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0	0	100	0	100	0
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	260	29	640	368	900	0
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	3,553	178	-1,553	5,034	2,000	0
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	0	2,0	2,000	3,03 .	35,000	0
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	10,414	69	4,586	14,754	15,000	0
10-5700-51-51775 WIRELESS COMMUNICATION	94,552	94,552	94,552	94,072	99	480	133,272	115,000	20,448
10-5700-51-51780 TRAVEL	2,300	2,300	2,300	0	0	2,300	155,272	1,500	-800
TOTAL OPERATING	149,852	149,852	149,852	108,299	72	41,553	153,427	169,500	19,648
TOTAL OPERATING	149,032	149,032	149,632	108,299	72	41,555	155,427	109,500	19,046
REPAIRS & MAINTENANCE									
10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0
CONTRACTED SERVICES									
10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	50,050	52,550	105	-2,500	74,448	0	-50,050
10-5700-54-51501 IT CONSULTING SERVICES	25,000	25,000	25,000	9,956	40	15,044	14,105	15,000	-10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,516	90	485	6,397	5,000	0
10-5700-54-52240 SOFTWARE ANNUAL FEES	125,000	125,000	125,000	117,389	94	7,611	166,305	140,000	15,000
TOTAL CONTRACTED SERVICES	155,000	155,000	205,050	184,411	90	20,640	186,807	160,000	5,000
CADITAL OLITLAY «ĈEV									
CAPITAL OUTLAY <\$5K	65.000	65,000	6E 000	14 101	วา	EO 800	20 104	65 000	0
10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	0
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	U
CAPITAL OUTLAY >\$5K									
10-5700-58-52200 COMPUTER EQUIPMENT	30,000	30,000	30,000	0	0	30,000	0	105,000	75,000
TOTAL CAPITAL OUTLAY>5K	30,000	30,000	30,000	0	0	30,000	0	105,000	75,000
TOTAL IT EXPENDITURES	548,022	548,022	598,072	423,790	71	174,282		653,570	105,548
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
COMMUNITY DEV.	ACTUAL			AS OF 07/24/2020		BALANCE	YEAR END		BUDGET DIFF.
PERSONNEL									
10-5800-50-50010 SALARIES	77,005	77,005	77,005	59,234	77	17,771	83,917	77,005	0
10-5800-50-50075 LONGEVITY PAY	0	0	0	0	0	0	0	200	200
10-5800-50-50200 EMPLOYER PAID TAXES	5,891	5,891	5,891	4,500	76	1,391	6,375	5,891	0
10-5800-50-50255 WORKERS' COMPENSATION	347	347	347	131	38	216	186	347	0
10-5800-50-50325 HEALTH INSURANCE	6,637	6,637	1,000	-58	-6	1,058	-82	1,000	0
10-5800-50-50410 EMPLOYER RETIREMENT CO	7,059	7,059	7,059	4,883	69	2,176	6,918	7,059	117
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10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	1,655	35	3,020	2,345	4,675	0
TOTAL PERSONNEL	101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200
<u>OPERATING</u>									
10-5800-51-51010 ADVERTISING	5,000	5,000	5,000	3,299	66	1,701	4,674	5,000	0
10-5800-51-51043 CITY EVENTS	50,000	50,000	50,000	11,850	24	38,150	16,788	50,000	0
10-5800-51-51480 MEETING EXPENSES	1,500	1,500	1,500	479	32	1,021	679	2,500	1,000
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500	0
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	0	0	1,850	0	1,850	0
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	612	31	1,388	867	2,000	0
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	491	10	4,509	696	5,000	0
TOTAL OPERATING	66,850	66,850	66,850	16,731	25	50,119	1,562	67,850	1,000
TOTAL COMMUNITY DEV EXPENDITURES	168,464	168,464	162,827	87,077	98	75,750		164,027	1,200
TOTAL EXPENDITURES	10,613,527	10,613,528	11,119,747	8,079,931	1,062	3,039,816	0 10,679,727	11,776,346	705,449
REVENUES OVER/(UNDER) EXPENDITURES	158,143	158,142	-70,789	3,655,203		-3,725,992	5,879,410	-157,519	-86,730

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20-UF SUMMARY

PROPOSED BUDGET WORKSHEETS
FY 2020-21

Item 7.

FINANCIAL SUMMARY								FY 2020-21	
				83.33 % OF	YEAR COMPLE	TE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER									
MISCELLANEOUS	525	525	525	332					
WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
OTHER	0	0	0	0	0.0	0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0_	0
TOTAL WATER	2,090,846	2,090,846	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,089,796	(525)
WASTEWATER									
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0	0
WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(105,565)	2,060,176	1,660,250	0
OTHER	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
TRANSFERS	0	0	01,500	0	0.0	0	0	01,300_	0
TOTAL WASTEWATER	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	0
TOTAL DEVENUES	2.752.045	2.752.045	2 022 450	4.044.402	404.7	(470,222)	4.570.000	2 024 524	(525)
TOTAL REVENUES	3,760,846	3,760,846	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,831,634	(525)
		_			YEAR COMPLE				
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PUBLIC WORKS									
PERSONNEL	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252
OPERATING	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678
REPAIRS & MAINTENANCE	7,000	7,000	7,000	4,101	58.6	2,899	4,785	74,500	67,500
CONTRACTED SERVICES	0	0	5,221	5,221	100.0	0	6,091	6,500	1,279
TOTAL PUBLIC WORKS	518,307	518,307	430,164	358,277	83.3	71,887	417,835	513,873	83,709
WATER		_							
PERSONNEL	350,904	350,304	355,574	238,474	67.1	117,100	278,227	382,544	26,970
OPERATING	185,060	185,060	192,351	145,823	75.8	46,528	170,131	186,169	(6,182)
REPAIRS & MAINTENANCE	63,500	63,500	65,500	46,355	70.8	19,145	54,082	53,000	(12,500)
WATER/WASTEWATER	1,446,000	1,446,000	1,729,000	1,438,102	83.2	290,898	1,677,833	1,584,000	(145,000)
CONTRACTED SERVICES	150	150	150	142	94.7	8	166	150	0
DEBT PAYMENTS	30,300	30,300	33,960	80,222	236.2	(46,262)	93,595	80,353	46,393
CAPITAL OUTLAY < \$5K	8,000	8,000	5,000	2,672	53.4	2,328	3,118	8,000	3,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER	2,092,914	2,092,314	2,390,535	1,951,790	81.6	438,745	2,277,153	2,303,216	(87,319)
WASTEWATER									
PERSONNEL	171,954	171,954	171,954	107,062	62.3	64,892	124,826	193,584	21,630
OPERATING	250,645	250,645	254,645	174,075	68.4	80,570	203,093	245,390	(9,255)
REPAIRS & MAINTENANCE	60,500	60,500	60,500	40,668	67.2	19,832	47,447	57,500	(3,000)
WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)
CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	0)
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DEBT PAYMENTS CAPITAL OUTLAY < \$5K	18,160	18,160	21,020 5,000	0	0.0	21,020	0	0 5,000	Item 7. 0)
CAPITAL OUTLAY > \$5K	36,000	36,000	36,000	0	0.0	36,000	0	30,000	(6,000)
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER	1,148,259	1,148,259	1,186,889	900,884	75.9	286,005	1,050,979	705,324	(481,565)
NON-DEPARTMENTAL CAPITAL OUTLAY > \$5K	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0_	(7,266,356)
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	7,266,356	10,203,793	140.4	(2,937,437)	15,305,690	0	(7,266,356)
TOTAL EVERNINITHEES	2.750.490	2 750 000	11 272 044	12 414 744	110.0	(2.140.800)	10.051.657	2 522 412	(7.754.534)
TOTAL EXPENDITURES	3,759,480	3,758,880	11,273,944	13,414,744	119.0	(2,140,800)	19,051,657	3,522,413	(7,751,531)
REVENUES OVER/(UNDER) EXPENDITURES	1,365	1,965	(7,441,785)	(9,403,262)		1,961,477	(14,371,849)	309,220	7,751,006

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20 -UTILITY FUND REVENUES

PROPOSED BUDGET WORKSHEETS FY 2020-21

				83.33 % OF	YEAR COMPLE	TE			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER/SEWER CHARGES									
20-4250-42-42099 MISCELLANEOUS	525	525.00	525.00	332	63.3	193	388	525	0
TOTAL MISCELLANEOUS	525	525.00	525.00	332	63	193	388	525	
20-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000.00	40,000.00	40,000.00	40,679	101.7	(679)	47,460	40,000	0
20-4250-43-43000 ADJUSTMENTS		-		40,079	0.0	0	0	-0,000	0
20-4250-43-43010 WATER SALES	1,725,953.79	1,725,953.79	1,725,954.00	1,716,246	99.4	9,708	2,002,344	1,725,954	(0)
20-4250-43-43015 BULK WATER SALES	92.00	92.00	92.00	0	0.0	92	0	92	0
20-4250-43-43025 LATE FEES WATER	35,000.00	35,000.00	35,000.00	32,142	91.8	2,858	37,500	35,000	0
20-4250-43-43028 RETURN CHECK FEES	1,000.00	1,000.00	1,000.00	175	17.5	825	204	1,000	0
20-4250-43-43075 WATER TAP FEES	225,000.00	225,000.00	225,000.00	298,500	132.7	(73,500)	348,260	225,000	0
20-4250-43-43076 WATER METER FEE	250.00	250.00	250.00	0	0.0	250	0	250	0
20-4250-43-43080 CONNECTION CHARGES	62,500.00	62,500.00	62,500.00	61,391	98.2	1,110	71,624	62,500	0
TOTAL WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
<u>OTHER</u>		_							
20-4250-48-48000 INTEREST INCOME	0	0	0	0	0.0	0	0	0	0
20-4250-48-48100 UNCLAIMED PROPERTY < \$	0	0	0	0	0.0	0	0	0	0
TOTAL OTHER	0	0	0	0	0.0	0	0	0	0
TRANSFERS									
TRANSFERS 20-4250-49-50010 TRANSFER FROM CPF	0	0	0	0	0.0	0	0	0	0
20-4250-49-50010 TRANSFER FROM CIFF (W)	0	0	0	0	0.0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL TIVINGS ENG	Ü	0	O .	Ü	0.0	Ü	Ü	·	Ü
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,090,321	(0)
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WASTEWATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER/SEWER CHARGES									
20-4275-43-41320 SLUDGE DUMP FEES	25,000.00	25,000.00	25,000.00	2,570	10.3	22,430	2,998	25,000	0
20-4275-43-43000 ADJUSTMENTS	-	-	-	0	0.0	0	0	0_	0
20-4275-43-43110 SEWER SERVICE	1,400,000.00	1,400,000.00	1,400,000.00	1,419,816	101.4	(19,816)	1,656,499	1,400,000	0
20-4275-43-43125 LATE FEES SEWER 20-4275-43-43175 SEWER TAP FEES	35,000.00 200,000.00	35,000.00 200,000.00	35,000.00 200,250.00	26,929 316,500	76.9 158.1	8,071 (116,250)	31,418 369,261	35,000 200,250	0
TOTAL WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(110,250)	2,060,176	1,660,250	0
TO THE WATER SEWER CHARGES	1,000,000	1,000,000	1,000,230	1,703,613	100.4	(103,303)	2,000,170	1,000,230	J
OTHER									
20-4275-48-48000 INTEREST INCOME	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
TOTAL OTHER	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
	,		,	,		. , ,		,	
TOTAL WASTEWATER REVENUES	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	0
TOTAL REVENUES	3,760,321	3,760,321	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,832,159	(0)
	<u> </u>								
20 -UTILITY FUND							PROPOSED	BUDGET WORKSHEETS	
EXPENDITURES								FY 2020-21	
					YEAR COMPLE				
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
PUBLIC WORKS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.

PERSONNEL

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20-5200-50-50010 SALARIES	367,726.00	367,726.00	298,449.00	267,438	89.6	31,011	312,020	305,091	Item 7.
20-5200-50-50011 COVID 19 SALARIES	,	551,125155		143		,	,		
20-5200-50-50050 OVERTIME	1,600.00	1,600.00	500.00	40	8.0	460	47	560	60
20-5200-50-50075 LONGEVITY	4,800.00	4,800.00	4,500.00	4,800	106.7	(300)	5,600	4,900	400
20-5200-50-50200 EMPLOYER PAID TAXES	28,620.00	28,620.00	23,293.00	20,766	89.2	2,527	24,228	23,757	464
20-5200-50-50255 WORKERS' COMPENSATION	5,000.00	5,000.00	5,000.00	306	6.1	4,694	357	5,000	0
20-5200-50-50325 HEALTH INSURANCE	34,193.00	34,193.00	27,354.00	16,516	60.4	10,838	19,269	29,745	2,391
20-5200-50-50335 HEALTH ASSISTANCE	258.35	258.35	258.35	221			258	258	0
20-5200-50-50410 EMPLOYER RETIREMENT CO	34,737.00	34,737.00	24,217.00	23,294	96.2	923	27,177	28,011	3,794
20-5200-50-50520 EMPLOYEE EDUCATION	3,500.00	3,500.00	3,500.00	190	5.4	3,310	222	1,000	(2,500)
20-5200-50-50650 VEHICLE ALLOWANCE	4,800.00	4,800.00	4,800.00	4,062	84.6	739	4,739	4,800	0
20-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000.00	4,000.00	4,000.00	0	0.0	4,000	0	4,000	0
TOTAL PERSONNEL	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252
<u>OPERATING</u>									
20-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,000.00	2,000.00	2,000.00	1,806	90.3	194	2,107	2,400	400
20-5200-51-51011 PRE-EMPLOYMENT SCREENING	1.00	1.00	65.00	64	98.5	1	75	65	0
20-5200-51-51012 SAFETY & ACCESSORIES	1,200.00	1,200.00	1,200.00	276	23.0	924	322	1,200	0
20-5200-51-51012 SALETT & ACCESSORIES 20-5200-51-51040 BAD DEBTS	1,200.00	1,200.00	1,200.00	0	0.0	0	0	0	0
20-5200-51-51040 BAD DEBTS 20-5200-51-51485 MISCELLANEOUS	1,500.00	1,500.00	1,500.00	243	16.2	1,257	284	1,000	(500)
20-5200-51-51465 MISCELLANEOGS 20-5200-51-51610 LICENSES	400.00	400.00	400.00	0	0.0	400	0	400	0
20-5200-51-51010 EICENSES 20-5200-51-51620 PHYSICALS/DRUG TESTING	150.00	150.00	85.00	0	0.0	85	0	85	0
20-5200-51-51625 POSTAGE/DELIVERY	400.00	400.00	400.00	12	3.0	388	14	200	(200)
20-5200-51-51025 POSTAGE/DELIVERY 20-5200-51-51635 PROFESSIONAL & MEMBERS	200.00	200.00	200.00	0	0.0	200	0	100	(100)
20-5200-51-51033 FROI ESSIONAL & MEMBERS 20-5200-51-51743 SUPPLIES-EQUIPMENT	200.00	200.00	200.00	0	0.0	0	0	0	0
20-5200-51-51746 SUPPLIES-OFFICE	5,500.00	5,500.00	5,500.00	4,441	80.7	1,059	5,181	5,500	0
20-5200-51-51740 30FFEIES-01FICE	1,200.00	1,200.00	1,200.00	395	32.9	805	461	300	(900)
20-5200-51-51760 TRAVEE 20-5200-51-51800 UNIFORMS & ACCESSORIES	2,022.00	2,022.00	2,022.00	687	34.0	1,335	802	1,500	(522)
20-5200-51-51813 UTILITIES-ELECTRIC BLU	4,500.00	4,500.00	4,500.00	1,996	44.4	2,504	2,329	10,000	5,500
20-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000.00	3,000.00	3,000.00	1,259	42.0	1,741	1,468	3,000	0
TOTAL OPERATING	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678
REPAIRS & MAINTENANCE		_							
20-5200-52-52010 BUILDING REPAIRS & MAI	2,500.00	2,500.00	2,500.00	1,310	52.4	1,190	1,528	70,000	67,500
20-5200-52-52012 CLEANING & MAINTENANCE	4,500.00	4,500.00	4,500.00	2,791	62.0	1,709	3,256	4,500	0
TOTAL REPAIRS & MAINTENANCE	7,000	7,000	7,000	4,101	58.6	2,899	4,785	74,500	67,500
CONTRACTED SERVICES									
20-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0	0
20-5200-54-51165 ENGINEERING/PLANNING SVCS	0	0	2,491	2,491	100.0	0	2,906	3,500	1,009
20-5200-54-51440 LEGAL FEES	0	0	2,730	2,730	100.0	0	3,185	3,000	270
20-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0	0
20-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	5,221	5,221	100.0	0	6,091	6,500	1,279
DEBT PAYMENTS									
20-5200-55-52210 COMPUTER EQUIPMENT LEA	0	0	0	0	0.0	0	0	0	0
20-5200-55-52245 LEASE- INCODE SOFTWARE	0	0	0	0	0.0	0	0	0	0
20-5200-55-52290 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
20-5200-55-52311 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0.0	0	0	0	0
. C L. DEDITATION LA CONTRACTOR LA CONTRA	o o	o	- U	O .	5.0	Ü	o	- U	J
CAPITAL OUTLAY < \$5K									
20-5200-57-52210 COMPUTER EQUIP PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	0	0
CAPITAL OUTLAY > \$5K									
20-5200-58-52100 OFFICE EQUIPMENT PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0	
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TOTAL PUBLIC WORKS EXPENDITURES	518,307	518,307	430,164	358,277	83.3	71,887	417,835	513,873	83,709
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL 20 5350 50 50010 CALABUES	244 400 00	241.490.00	244 400 00	162.740	67.4	70.750	100.000	200.010	40.520
20-5250-50-50010 SALARIES	241,490.00	241,490.00	241,490.00	162,740	67.4	78,750	189,869	260,010	18,520
20-5250-50-50011 COVID 19 SALARIES	10.262.00	10.262.00	10.262.00	65	0.0	(65)	76	0_	707
20-5250-50-50050 OVERTIME	10,263.00	10,263.00	10,263.00	11,281	109.9	(1,018)	13,162	11,050	787
20-5250-50-50051 COVID 19 OVERTIME	4 000 00	4 000 00	4 000 00	0	0.0	0	0	0_	
20-5250-50-50075 LONGEVITY PAY	1,800.00	1,800.00	1,800.00	1,800	100.0	0	2,100	2,400	600
20-5250-50-50200 EMPLOYER PAID TAXES	18,836.00	18,236.00	18,836.00	13,303	70.6	5,533	15,521	20,920	2,084
20-5250-50-50255 WORKERS' COMPENSATION	5,400.00	5,400.00	10,070.00	10,047	99.8	23	11,722	10,070	0
20-5250-50-50325 HEALTH INSURANCE	47,870.00	47,870.00	47,870.00	22,747	47.5	25,123	26,539	52,054	4,184
20-5250-50-50410 EMPLOYER RETIREMENT CO	23,245.00	23,245.00	23,245.00	14,426	62.1	8,819	16,831	24,290	1,045
20-5250-50-50520 EMPLOYEE EDUCATION	2,000.00	2,000.00	2,000.00	2,065	103.3	(65)	2,409	1,750	(250)
20-5250-50-50700 REIMB UNEMPLOYMENT	-	-	-	0	0.0	0	0	0	0
TOTAL PERSONNEL	350,904	350,304	355,574	238,474	67.1	117,100	278,227	382,544	26,970
<u>OPERATING</u>									
20-5250-51-51011 PRE-EMPLOYMENT SCREENING	200.00	200.00	200.00	64	32.0	136	75	200	0
20-5250-51-51335 INSURANCE-PROPERTY, CA	12,700.00	12,700.00	15,844.00	13,204	83.3	2,640	15,405	15,844	(0)
20-5250-51-51338 INSURANCE LIABILITY	3,000.00	3,000.00	4,640.00	3,862	83.2	778	4,506	4,640	0
20-5250-51-51485 MISCELLANEOUS	500.00	500.00	500.00	0	0.0	500	0	500	0
20-5250-51-51610 PERMITS & LICENSES	7,200.00	7,200.00	9,707.00	9,707	100.0	0	11,325	11,000	1,293
20-5250-51-51620 PHYSICALS/DRUG TESTING	200.00	200.00	200.00	0	0.0	200	0	200	0
20-5250-51-51635 PROFESSIONAL & MEMBERS	360.00	360.00	360.00	525	145.8	(165)	613	360	0
20-5250-51-51740 SUPPLIES - CHEMICALS &	40,000.00	40,000.00	40,000.00	31,039	77.6	8,961	36,213	40,000	0
20-5250-51-51743 SUPPLIES-EQUIPMENT	1,000.00	1,000.00	1,000.00	583	58.3	417	681	1,000	0
20-5250-51-51746 SUPPLIES-OFFICE	-	· -	· -	0	0.0	0	0	0	0
20-5250-51-51747 METER PURCHASE	60,750.00	60,750.00	60,750.00	47,798	78.7	12,952	55,766	61,250	500
20-5250-51-51780 TRAVEL	2,000.00	2,000.00	2,000.00	445	22.2	1,555	519	2,000	0
20-5250-51-51800 UNIFORMS & ACCESSORIES	2,500.00	2,500.00	2,500.00	1,783	71.3	717	2,080	2,000	(500)
20-5250-51-51809 R.O.W FEES	650.00	650.00	650.00	643	99.0	7	, 751	675	25
20-5250-51-51810 UTILITIES-ELECTRIC AUS	19,000.00	19,000.00	19,000.00	18,308	96.4	692	21,360	22,000	3,000
20-5250-51-51813 UTILITIES-ELECTRIC BLU	16,000.00	16,000.00	16,000.00	9,625	60.2	6,375	11,229	12,000	(4,000)
20-5250-51-52340 FUEL & OIL	9,500.00	9,500.00	9,500.00	3,978	41.9	5,522	4,641	6,000	(3,500)
20-5250-51-52440 EQUIPMENT RENTAL	500.00	500.00	500.00	0	0.0	500	0	500	0
20-5250-51-53010 TESTING WATER AND WAST	9,000.00	9,000.00	9,000.00	4,259	47.3	4,742	4,968	6,000	(3,000)
TOTAL OPERATING	185,060	185,060	192,351	145,823	75.8	46,528	170,131	186,169	(6,182)
REPAIRS & MAINTENANCE 20-5250-52-52010 BUILDING REPAIRS & MAI	3 500 00	3.500.00	2 500 00	0	0.0	2 500	0	1 000	(1.500)
	2,500.00	2,500.00	2,500.00			2,500		1,000	(1,500)
20-5250-52-52320 VEHICLE REPAIRS & MAIN	5,000.00	5,000.00	7,000.00	5,070	72.4	1,930	5,915	6,500	(500)
20-5250-52-52430 MACHINERY EQUIPMENT-RE	9,000.00	9,000.00	9,000.00	3,734	41.5	5,266	4,356	5,500	(3,500)
20-5250-52-52460 REPAIRS-WELLS,PUMPS,MO TOTAL REPAIRS & MAINTENANCE	47,000.00 63,500	47,000.00 63,500	47,000.00 65,500	37,551 46,355	79.9 70.8	9,449 19,145	43,811 54,082	40,000 53,000	(7,000) (12,500)
	,		,	.,		-,	,,,,	,	(//
WATER/WASTEWATER									_
20-5250-53-53030 WATER FEES-AUSTIN	500.00	500.00	500.00	303	60.6	197	354	500	0
20-5250-53-53040 WATER FEES-MANVILLE	352,000.00	352,000.00	635,000.00	552,960	87.1	82,040	645,138	320,000	(315,000)
20-5250-53-53050 WATER FEES-EPCOR	1,080,000.00	1,080,000.00	1,080,000.00	872,371	80.8	207,629	1,017,795	1,250,000	170,000
20-5250-53-53060 WELL ROYALTIES-FOWLER	9,500.00	9,500.00	9,500.00	11,552	121.6	(2,052)	13,478	9,500	0
20-5250-53-53070 WELL ROYALITIES-LEE	4,000.00	4,000.00	4,000.00	916	22.9	3,084	1,069	4,000	0
TOTAL WATER/WASTEWATER	1,446,000	1,446,000	1,729,000	1,438,102	83.2	290,898	1,677,833	1,584,000	(145,000)
CONTRACTED SERVICES									
20-5250-54-51595 MVBA UTIL COLLECTION	150	150	150	142	94.7	8	166	150	
	100	100		- 14		Ü		130	123

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TOTAL CONTRACTED SERVICES	150	150	150	142	94.7	8	166	150	Item 7.
DEBT PAYMENTS									
20-5250-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	29,870	199.1	(14,870)	34,849	30,000	15,000
20-5250-55-52410 MACHINERY EQUIPMENT LE	15,300	15,300	18,960	50,352	265.6	(31,392)	58,746	50,353	31,393
TOTAL DEBT PAYMENTS	30,300	30,300	33,960	80,222	236.2	(46,262)	93,595	80,353	46,393
CAPITAL OUTLAY < \$5K									
20 5250 57 52200 COMPUTER EQUIP PURCHAS	3,000	3,000	0	0	0.0	0	0	0	0
20-5250-57-52400 MACHINERY EQUIPMENT-PU	,							3,000	_
20-5250-57-52450 TOOLS	5,000	5,000	5,000	2,672	53.4	2,328	3,118	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	8,000	8,000	5,000	2,672	53.4	2,328	3,118	8,000	3,000
CAPITAL OUTLAY > \$5K									
20-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TOTAL CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TOTAL WATER EXPENDITURES	2,092,914	2,092,314	2,390,535	1,951,790	81.6	438,745	2,277,153	2,303,216	(87,319)
						·			
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WASTEWATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
20-5275-50-50010 SALARIES	110,045.00	110,045.00	110,045.00	72,981	66.3	37,064	85,147	125,495	15,450
20-5275-50-50011 COVID 19 SALARIES	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	71		- /	,	-,	-,
20-5275-50-50050 OVERTIME	12,655.00	12,655.00	12,655.00	7,028	55.5	5,627	8,200	14,432	1,777
20-5275-50-50051 COVID 19 OVERTIME	,		,	0		,	,	,	,
20-5275-50-50075 LONGEVITY PAY	1,800.00	1,800.00	1,800.00	1,800	100.0	0	2,100	1,900	100
20-5275-50-50200 EMPLOYER PAID TAXES	9,524.00	9,524.00	9,524.00	5,946	62.4	3,578	6,937	10,850	1,326
20-5275-50-50255 WORKERS' COMPENSATION	3,400.00	3,400.00	3,400.00	2,375	69.9	1,025	2,771	3,400	0
20-5275-50-50325 HEALTH INSURANCE	20,516.00	20,516.00	20,516.00	9,614	46.9	10,902	11,217	22,309	1,793
20-5275-50-50410 EMPLOYER RETIREMENT CO	11,414.00	11,414.00	11,414.00	6,726	58.9	4,689	7,847	12,598	1,184
20-5275-50-50520 EMPLOYEE EDUCATION	600.00	600.00	600.00	522	86.9	79	608	600	0
20-5275-50-50700 UNEMPLOYMENT CLAIMS	2,000.00	2,000.00	2,000.00	0	0.0	2,000	0	2,000	0
TOTAL PERSONNEL	171,954	171,954	171,954	107,062	62.3	64,892	124,826	193,584	21,630
<u>OPERATING</u>									
20-5275-51-51011 PRE-EMPLOYMENT SCREENING	100.00	100.00	100.00	0	0.0	100	0	100	0
20-5275-51-51335 INSURANCE-PROPERTY, CA	9,800.00	9,800.00	9,800.00	10,184	103.9	(384)	11,882	9,800	0
20-5275-51-51338 INSURANCE LIABILITY	2,995.00	2,995.00	2,995.00	3,433	114.6	(438)	4,005	2,995	0
20-5275-51-51603 PERIODICALS & PUBLICAT	100.00	100.00	100.00	0	0.0	100	0	100	0
20-5275-51-51610 PERMITS & LICENSES	5,500.00	5,500.00	5,500.00	4,900	89.1	600	5,716	5,200	(300)
20-5275-51-51620 PHYSICALS/DRUG TESTING	300.00	300.00	300.00	0	0.0	300	0	120	(180)
20-5275-51-51635 PROFESSIONAL & MEMBERS	150.00	150.00	150.00	0	0.0	150	0	150	0
20-5275-51-51740 SUPPLIES PARTS AND MATERIALS	52,000.00	52,000.00	52,000.00	50,326	96.8	1,674	58,715	52,000	0
20-5275-51-51800 UNIFORMS & ACCESSORIES	1,000.00	1,000.00	1,000.00	246	24.6	754	287	1,250	250
20-5275-51-51809 R.O.W. FEES	700.00	700.00	700.00	643	91.9	57	751	675	(25)
20-5275-51-51813 UTILITIES-ELECTRIC BLU	165,000.00	165,000.00	165,000.00	94,416	57.2	70,584	110,155	160,000	(5,000)
20-5275-51-51815 UTILITIES-ELECTRIC TX	7,000.00	7,000.00	11,000.00	7,074	64.3	3,926	8,253	9,000	(2,000)
20-5275-51-52340 FUEL & OIL	6,000.00	6,000.00	6,000.00	2,853	47.6	3,147	3,329	4,000	(2,000)
TOTAL OPERATING	250,645	250,645	254,645	174,075	68.4	80,570	203,093	245,390	(9,255)
REPAIRS & MAINTENANCE									
20-5275-52-52010 BUILDING REPAIRS & MAI	2,500.00	2,500.00	2,500.00	160	6.4	2,340	187	1,000	(1,500)
20-5275-52-52320 VEHICLE REPAIRS & MAIN	3,000.00	3,000.00	3,000.00	145	4.8	2,855	169	1,500	(1,500)
20-5275-52-52430 MACHINERY EQUIPMENT-RE	20,000.00	20,000.00	20,000.00	1,968	9.8	18,032	2,296	20,000	0
20-5275-52-52460 REPAIRS-WELLS,PUMPS,MO	35,000.00	35,000.00	35,000.00	38,395	109.7	(3,395)	44,795	35,000	0
TOTAL REPAIRS & MAINTENANCE	60,500	60,500	60,500	40,668	67.2	19,832	47,447	57,500	(3,000)

WATER/WASTEWATER									
20-5275-53-53010 TESTING WATER AND WAST	25,000	25,000	25,000	16,349	65.4	8,651	19,074	32,000	7,000
20-5275-53-53040 WATER FEES-MANVILLE	1,000	1,000	1,000	486	48.6	515	566	650	(350)
20-5275-53-53160 WASTEWATER FEES-AUSTIN	550,000	550,000	550,000	443,708	80.7	106,292	517,674	125,000	(425,000)
TOTAL WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)
CONTRACTED SERVICES									
20-5275-54-51165 ENGINEERING/PLANNING S	15,000	15,000	770	769	99.8	2	897	1,200	430
20-5275-54-51440 LEGAL FEES	10,000	10,000	0	0	0.0	0	0	0	0
20-5275-54-53150 SLUDGE DISPOSAL	10,000	10,000	61,000	117,769	193.1	(56,769)	137,401	15,000	(46,000)
TOTAL CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	(45,570)
DEBT PAYMENTS									
20-5275-55-52310 VEHICLE LEASE EXPENSE	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)
TOTAL DEBT PAYMENTS	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)
CAPITAL OUTLAY < \$5K		_							
20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0
CAPITAL OUTLAY > \$5K		_							
20-5275-58-52400 MACHINERY EQUIPMENT-PU	21,000	21,000	21,000	0	0.0	21,000	0	15,000	(6,000)
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000	0
TOTAL CAPITAL OUTLAY > \$5K	36,000	36,000	36,000	0	0.0	36,000	0	30,000	(6,000)
TOTAL WASTEWATER EXPENDITURES	1,153,259	1,153,259.00	1,186,889	900,884	75.9	286,005	1,050,979	705,324	(481,565)
NON DEPARTMENTAL EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
NON-DEPARTMENTAL EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
CAPITAL OUTLAY > \$5K		_							
20-5999-58-58005 2016 CO BOND EXPENSES		0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	7,266,356	(0)
TOTAL CAPITAL OUTLAY > \$5K	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL NON-DEPARTMENTAL EXPENDITURES	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL EXPENDITURES	3,764,480	3,763,880	11,273,944	13,414,744	119.0	(2,140,800)	15,650,733	3,522,413	(7,751,531)
REVENUES OVER/(UNDER) EXPENDITURES	(4,160)	(3,560)	(7,441,785)	-9,403,262		1,961,477	(10,970,924)	309,745	7,751,531

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83.33 % (OF	YEAR	COMP	LETE
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
NON-DEPARTMENTAL								
TAXES	2,182,700	2,182,700	2,221,811	2,225,050	100.1	(3,239)	3,152,317	2,204,664.00
OTHER	4,500	4,500	665	2,450	368.4	(1,785)	3,471	2,500.00
TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	2,187,200	2,187,200	2,222,476	2,227,500	100.2	(5,024)	3,155,788	2,207,164.00
TOTAL REVENUES	2,187,200	2,187,200	2,222,476	2,227,500	100.2	(5,024)	3,155,788	2,207,164.00
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
NON-DEPARTMENTAL								
OPERATING	1,500	1,500	150	150	100.0	0	213	150.00
DEBT PAYMENTS	2,186,097	2,186,097	2,185,945	1,266,451	57.9	919,494	1,794,232	2,188,978.00
TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128.00
TOTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128.00
				,		,		
REVENUES OVER/(UNDER) EXPENDITURES	(397)	(397)	36,381	960,899		(924,518)	1,361,344	18,036.00
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PROPOSED BUDGET WORKS

PROPOSED BUDGET WORKSHEETS

FY 2020-21

Item 7.

83.33 %	6 OF YEAR	COMPLETE
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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
<u>TAXES</u>								
30-4999-40-40000 ADVALOREM TAXES - CURR	2,180,000	2,180,000	2,180,000	2,174,129	99.7	5,871	3,080,176	2,189,128
30-4999-40-40010 ADVALOREM TAXES - DELI	2,700	2,700	41,811	50,921	121.8	(9,110)	72,142	27,000
TOTAL TAXES	2,182,700	2,182,700	2,221,811	2,225,050	100.1	(3,239)	3,152,317	2,216,128
<u>OTHER</u>								
30-4999-48-48000 INTEREST INCOME	4,500	4,500	4,500	2,450	54.4	2,050	3,471	2,450
30-4999-48-49000 BOND PROCEEDS	0	0	0	0	0.0	0	0	-
TOTAL OTHER	4,500	4,500	4,500	2,450	54.4	2,050	3,471	2,450
TRANSFERS								
30-4999-49-5000 TRANSFER FROM GF	0	0	0	0	0.0	0	0	-
30-4999-49-50005 TRANSFER FROM GF	0	0	0	0	0.0	0	0	-
30-4999-49-50010 TRANSFER FROM UF	0	0	0	0	0.0	0	0	-
30-4999-49-60010 TRANSFER FROM CPF	0	0	0	0	0.0	0	0	-
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	-
TOTAL NON-DEPARTMENTAL REVENUES	2,187,200	2,187,200	2,226,311	2,227,500	100.1	(1,189)	3,155,788	2,218,578
TOTAL REVENUES	2,187,200	2,187,200	2,226,311	2,227,500	100.1	(1,189)	3,155,788	2,218,578

30 -DEBT SERVICE FUND	
EXPENDITURES	

FY 2020-21

83.33 % OF YEAR COMPLETE	

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	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
<u>OPERATING</u>								
30-5999-51-51050 BANK ADMIN FEES	1,500	1,500	150	150	100.0	0	213	150
TOTAL OPERATING	1,500	1,500	150	150	100.0	0	213	150
DEBT PAYMENTS								
30-5999-55-53000 BOND ADMIN FEES	1,085	1,085	935	300	32.1	635	425	670
30-5999-55-59030 INTEREST - 2010 GO BONDS	20,389	20,389	20,389	9,400	46.1	10,989	13,317	13,748
30-5999-55-59031 INTEREST - 2012 GO BONDS	42,203	42,203	42,202	21,101	50.0	21,101	29,895	34 <u>,808</u>

00 5000 FF 50000 NITERIST 0040 00 DONES	26.540	26.540	26.510	42.250	50.0	40.050	40.705	Item 7.
30-5999-55-59032 INTEREST - 2012 CO BONDS	26,519	26,519	26,518	13,259	50.0	13,259	18,785	
30-5999-55-59033 INTEREST - 2015 GO BONDS	87,020	87,020	87,020	43,510	50.0	43,510	61,642	77,402
30-5999-55-59034 INTEREST - 2016 CO BONDS	363,881	363,881	363,881	363,881	100.0	0	515,525	348,821
30-5999-55-59530 PRINCIPAL -2010 GO BOND	70,000	70,000	70,000	70,000	100.0	0	99,172	75,000
30-5999-55-59531 PRINCIPAL -2012 GO BOND	290,000	290,000	290,000	0	0.0	290,000	0	300,000
30-5999-55-59532 PRINCIPAL -2012 CO BOND	120,000	120,000	120,000	0	0.0	120,000	0	125,000
30-5999-55-59533 PRINCIPAL -2015 CO BOND	420,000	420,000	420,000	0	0.0	420,000	0	435,000
30-5999-55-59534 PRINCIPAL -2016 CO BOND	745,000	745,000	745,000	745,000	100.0	0	1,055,471	755,000
TOTAL DEBT PAYMENTS	2,186,097	2,186,097	2,185,945	1,266,451	57.9	919,494	1,794,232	2,188,978
TOTAL NON-DEPARTMENTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128
TOTAL EXPENDITURES	2,187,597	2,187,597	2,186,095	1,266,601	57.9	919,494	1,794,445	2,189,128
REVENUES OVER/(UNDER) EXPENDITURES	(397)	(397)	40,216	960,899		(920,683)	1,361,344	29,450

FY 2020-21

83.33 % OF YEAR COMPLETE

				83.33 % OF \	YEAR COMP	LETE		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
								_
NON-DEPARTMENTAL								
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	0	0	0.0	0	0	0
TOTAL REVENUES	0	0	0	0	0.0	0	0	0
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMARY				AS OF 07/24/2020	,	BALANCE	YEAR END	2020-21 BUDGET
EXPENDITORE SOMMARY	ACTOAL	OMG. BODGET	COMM. DODGET	A3 01 07/24/2020	DODGET	DALANCE	TEAN END	2020-21 DODGET
IMPACT FEE PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL IMPACT FEE PROJECTS	0	0	0	0	0.0	0	0	0
BOND PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL BOND PROJECTS	0	0	0	0	0.0	0	0	0
GRANT PROJECTS								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TOTAL GRANT PROJECTS	0	0	0	0	0.0	0	0	0
NON-DEPARTMENTAL								
CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON-DEPARTMENTAL	0	0	0	0	0.0	0	0	0
TOTAL EXPENDITURES	0	0	0	0	0.0	0	0	0
REVENUES OVER/(UNDER) EXPENDITURES	0	0	0	0		0	0	0
NEVEROLS OVERY (ONDER) EXPENDITORES	U	U	U	U		0		

PROPOSED BUDGET WORK

FY 2020-21

Item 7.

83	33	%	OF	VFAF	CON	ИΡΙ	FTF

	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
NON-DEPARTMENTAL REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
							'	
OTHER FINANCING SOURCES								
40-4999-41-41000 BOND PROCEEDS	0	0	0	0	0.0	0	0	0
40-4999-41-41010 GRANT PROCEEDS-SIDEWAL	0	0	0	0	0.0	0	0	0
40-4999-41-41015 GRANT PROCEEDS - POLIC	0	0	0	0	0.0	0	0	0
40-4999-41-41020 GRANT PROCEEDS-STREET	0	0	0	0	0.0	0	0	0
40-4999-41-41050 LOAN PROCEEDS	0	0	0	0	0.0	0	0	0
40-4999-41-42000 REIMBURSED FROM CITIZE	0	0	0	0	0.0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0
OTHER								
40-4999-48-48000 INTEREST INCOME	0	0	0	0	0.0	(0)	0	0
TOTAL OTHER	0	0	0	0	0.0	0	0	0
TRANSFERS								
40-4999-49-50005 TRANSFERS FROM GF	0	0	0	0	0.0	0	0	0
40-4999-49-50015 TRANSFER FROM UF	0	0	0	0	0.0	0	0	0
40-4999-49-50020 TRANSFER FROM CIFF (W)	0	0	0	0	0.0	0	0	0
40-4999-49-50021 TRANSFER FROM CIFF (WW	0	0	0	0	0.0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0
TOTAL NON DEPARTMENTAL REVENUES		•	0		0.0	0		
TOTAL NON-DEPARTMENTAL REVENUES	0	0	0	0	0.0	0	0	0
TOTAL REVENUES	0	0	0	0	0.0	0	0	0

40 -CAPITAL PROJECTS FUND EXPENDITURES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

83.33	% OF	YEAR	COMPLETE

IMPACT FEE PROJECTS EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
CAPITAL OUTLAY > \$5K								
40-5996-58-58140 CP- PG/E TANK LINE (DE	0	0	0	0	0.0	0	0	0
40-5996-58-58143 CP-2010 STREET IMPR (W	0	0	0	0	0.0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	420
2020-21 Proposed Budget worksheets.xlsx			8/27/2020 9:55	AM				40-CPF REV & EXP

TOTAL IMPACT FEE PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
SOND PROJECTS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
CAPITAL OUTLAY > \$5K								
10-5997-58-58041 CP-2016 CO BOND WWTP EXPAN	0	0	0	0	0.0	0	0	
OTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	
TOTAL BOND PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
TOTAL BOND PROJECTS EXPENDITURES	U	U	U	Ü	0.0	U	U I	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
GRANT PROJECTS EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
APITAL OUTLAY > \$5K								
0-5999-58-58005 2016 CO BOND EXPENSES				0		0		
0-5998-58-58006 GRANT EXPENSES - SIDEW	0	0	0	0	0.0	0	0	
0-5998-58-58110 GRANT EXPENSES - STREE	0	0	0	0	0.0	0	0	
10-5998-58-58115 GRANT- POLICE COMPUTER	0	0	0	0	0.0	0	0	
10-5998-58-58120 GRANT- 09 CAPT METRO P	0	0	0	0	0.0	0	0	
OTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	
on Editine Gold (17 ps)	ŭ	o l	· ·	J	0.0	ŭ	0	
TOTAL GRANT PROJECTS EXPENDITURES	0	0	0	0	0.0	0	0	
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
ION-DEPARTMENTAL EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	Y-T-D ACTUAL	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
APITAL OUTLAY > \$5K	0	0		0	0.0	0	0	
0-5999-58-57000 CP- WEST ELEV TANK & C	0	0	0	0	0.0	0	0	
0-5999-58-57001 CP - PG EAST ELEV TANK	0	0	0	0	0.0	0	0	
0-5999-58-57005 CP-CARRIAGE HILLS OFFS 0-5999-58-57015 CP - CHAMBERLAIN HOUSE	· ·	ŭ	0	0	0.0	· ·	0	
	0	0	0	0	0.0	0	0	
0-5999-58-57025 CP- CITY HALL ANNEX	0	0	0	0	0.0	0	0	
10-5999-58-57050 BOND ISSUE COSTS	0	0	0	0	0.0	0	0	
10-5999-58-58000 CP-WILBARGER WWTP (CIF	0	0	0	0	0.0	0	0	
10-5999-58-58001 PHASE I - STREETS & DR	0	0	0	0	0.0	0	0	_
10-5999-58-58005 2016CO BOND EXPENSES	0	0	0	0	0.0	0	0	
2020-21 Proposed Budget worksheets.xlsx			8/27/2020 9:55 A	.M				40-CPF REV & EXP

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•			0 0 0 0 0 0	0 0	0 0	0 0	0 0

83.33 % OF YEAR COMPLETE

		EV 2040 20	EV 2040 20	EV 2010 20	V = 0 A 6=11A1	2/ 25	D D. O. E. T.	DD 015 075D	5561156555
		FY 2019-20	FY 2019-20	FY 2019-20		% OF	BUDGET	PROJECTED	REQUESTED
REVENUE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
ADMINISTRATION									
TAXES		31,000	31,000	33,200	33,027	99.5	173	46,790	33,200
OTHER		25	25	25	0	0.0	25	0	25
TOTAL ADMINISTRATION		31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
	TOTAL REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
EXPENDITURE SUMMAR	Υ	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
ADMINISTRATION									
OPERATING		44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL ADMINISTRATION		44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
		•					•	-	
	TOTAL EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000

PROPOSED BUDGET WORK Item 7.

FY 2020-21

				83.33 % OF YE	AR COMPL	ETE.		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
ADMINISTRATION REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
<u>TAXES</u>								
60-4100-40-40030 HOTEL OCCUPANCY TAXES	30,000	30,000	30,000	29,736	99.1	264	42,127	30,000
60-4100-40-40031 LATE PENALTIES	0	0	0	0	0.0	0	0	0
60-4100-40-48000 HOT INTEREST INCOME	1,000	1,000	3,200	3,291	102.8	(91)	4,662	3,200
TOTAL TAXES	31,000	31,000	33,200	33,027	99.5	173	46,790	33,200
OTHER								
60-4100-48-46500 ROSE HILL PID SPEC ASS	0	0	0	0	0.0	0	0	0
60-4100-48-48002 INTEREST INCOME - RH	25	25	25	0	0.0	25	0	25
TOTAL OTHER	25	25	25	0	0.0	25	0	25
TOTAL ADMINISTRATION REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
							·	
TOTAL REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225

60 -SPECIAL REVENUE FUND							PROPOSED BU	DGET WORKSHEETS
EXPENDITURES								FY 2020-21
				83.33 % OF YE	AR COMPL	.ETE		
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED
ADMINISTRATION EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET
OPERATING								
60-5100-51-51000 HOTEL OCCUPANCY EXPEND	9,000	9,000	11,345	11,345	100.0	0	16,072	9,000
60-5100-51-52000 ROSE HILL PID EXPENDIT	35,000	35,000	35,000	924	2.6	34,077	1,308	0
TOTAL OPERATING	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL ADMINISTRATION EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
REVENUES OVER/(UNDER) EXPENDITURES	(12,975)	(12,975)	(13,120)	20,759		(33,879)	29,409	24,225

70 -CAPITAL IMPACT FEES FUND FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS FY 2020-21

83	33	%	OF	VFΔ	R CO	MPL	FTF

					83.33 % OF Y	EAR COM	PLETE			
		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
REVENUE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
WATER										
OTHER		191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
TOTAL WATER		191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
WASTEWATER										
OTHER		401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
TOTAL WASTEWATER		401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
	TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506	0
		,	,	, ,	,,		()= = ;	2,222,222	, ,	
		FV 2040 20	FV 2040, 20	EV 2040 20	V T D ACTUAL	0/ OF	DUDGET	DD O IFCTED	DECLIECTED	DEQUESTED
EVDENDITUDE CURARA A DV		FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
EXPENDITURE SUMMARY		ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
ADMINISTRATION										
OPERATING		0	0	0	0	0.0	0	0	0	0
TOTAL ADMINISTRATION		0	0	0	0	0.0	0	0	0	0
WATER										
CONTRACTED SERVICES		0	0	0	132,797	0.0	(132,797)	0	0	0
TRANSFERS		0	0	0	0	0.0	0	0	0	0
TOTAL WATER		0	0	0	132,797	0.0	(132,797)	0	0	0
WASTEWATER										
OPERATING		0	0	0	0	0.0	0	0	0	0
REPAIRS & MAINTENANCE		0	0	0	7,745	0.0	(7,745)	0	0	0
WATER/WASTEWATER		20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	0	(49,000)
CONTRACTED SERVICES		0	0	0	0	0.0	0	0	0	0
DEBT PAYMENTS		8,557	8,557	0	0	0.0	0	0	0	0
TRANSFERS		0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER		28,557	28,557	49,000	73,022	149.0	(24,022)	65,278	0	(49,000)
TO	OTAL EXPENDITURES	28,557	28,557	49,000	205,819	420.0	(156,819)	65,278	0	(49,000)
										. , .,
REVENUES OVER/(UNDER) EX	XPENDITURES	563,843	563,843	1,207,506	2,600,187		(1,392,681)	3,000,532	1,256,506	49,000

70 -CAPITAL IMPACT FEES FUND REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

				63.33 /6 UF 1	_, ••				
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
OTHER									
70-4250-48-43090 CIF WATER	190,750	190,750	390,506	515,580	132.0	(125,074)	515,580	390,506.00	0
70-4250-48-48000 INTEREST INCOME - WATE	400	400	1,500	4,026	268.4	(2,526)	4,026	1,500.00	0
TOTAL OTHER	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
	,	,	,	,		, , ,	,	·	
TOTAL WATER REVENUES	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
			55_,555	525,555		(==: /===/			-
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQUESTED
WASTEWATER REVENUES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
				, ,					
OTHER									
70-4275-48-43190 CIF WASTEWATER	401,000	401,000	864,000	2,286,400	264.6	(1,422,400)	2,286,400	864,000.00	0
70-4275-48-48000 INTEREST INCOME - WAST	250	250	500	0	0.0	500	0	500.00	0
TOTAL OTHER	401,250	401,250	864,500	2,286,400		(1,421,900)	2,286,400	864,500.00	0
10 ME O MEN	101,230	101,230	001,500	2,200,100	201.5	(1,121,300)	2,200,100	001,500.00	ŭ
TOTAL WASTEWATER REVENUES	401,250	401,250	864,500	2,286,400	264 5	(1,421,900)	2,286,400	864,500.00	0
TOTAL TOTAL TOTAL REPLICATION		-01,250	00.,500	2,200,100	_0	(1,121,300)	_,,	001,500.00	Ū
TOTAL REVENUES	592.400	592.400	1.256.506	2.806.006	223.3	(1.549.500)	3.065.809	1.256.506.00	0
TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506.00	0
TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506.00	0
	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)			
70 -CAPITAL IMPACT FEES FUND	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)		DGET WORKSHEETS	
	,						PROPOSED BUI	DGET WORKSHEETS FY 2020-21	
70 -CAPITAL IMPACT FEES FUND EXPENDITURES	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROPOSED BUILD PROJECTED	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES	,						PROPOSED BUI	DGET WORKSHEETS FY 2020-21	
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROPOSED BUILD PROJECTED YEAR END	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF.
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET 9,200	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET 1,443.4	BUDGET BALANCE (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROPOSED BUILD PROJECTED YEAR END	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF.
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET 9,200	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET 1,443.4	BUDGET BALANCE (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020 132,797 132,797	% OF BUDGET 1,443.4 1,443.4	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES 70-5250-54-51165 IMPACT FEE STUDY - WAT	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET 1,443.4 1,443.4	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020 132,797 132,797	% OF BUDGET 1,443.4 1,443.4	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES 70-5250-54-51165 IMPACT FEE STUDY - WAT TOTAL CONTRACTED SERVICES	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020 132,797 132,797	% OF BUDGET 1,443.4 1,443.4	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES 70-5250-54-51165 IMPACT FEE STUDY - WAT TOTAL CONTRACTED SERVICES TRANSFERS	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020 132,797 132,797 0	% OF BUDGET 1,443.4 1,443.4 0.0 0.0	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797 132,797 0 0	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)
70 -CAPITAL IMPACT FEES FUND EXPENDITURES WATER EXPENDITURES REPAIRS & MAINTENANCE 70-5250-52-53001 WATER IMPROVEMENTS TOTAL CONTRACTED SERVICES CONTRACTED SERVICES 70-5250-54-51165 IMPACT FEE STUDY - WAT TOTAL CONTRACTED SERVICES	FY 2019-20 ACTUAL 0 0	FY 2019-20 ORIG. BUDGET 0 0	FY 2019-20 CURR. BUDGET 9,200 9,200	Y-T-D ACTUAL AS OF 07/24/2020 132,797 132,797	% OF BUDGET 1,443.4 1,443.4	BUDGET BALANCE (123,597) (123,597)	PROPOSED BUILD PROJECTED YEAR END 132,797 132,797	DGET WORKSHEETS FY 2020-21 REQUESTED	REQUESTED BUDGET DIFF. (9,200) (9,200)

83.33 % OF YEAR COMPLETE

(9,200)

TOTAL WATER EXPENDITURES

TOTAL TRANSFERS

9,200

0

0

0

132,797 1,443.4

0.0

(123,597)

0

0

0

REVENUES OVER/(UNDER) EXPENDITURES	563,843	563,843	1,198,306	2,600,187		(1,401,881)	3,000,532	1,256,506.00	58,200
TOTAL EXPENDITURES	28,557	28,557	58,200	205,819	353.6	(147,619)	65,278	-	(58,200)
TOTAL WASTEWATER EXPENDITURES	28,557	28,557	49,000	73,022	149.0	(24,022)	65,278	-	(49,000)
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	-	0
70-5275-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	-	0
TRANSFERS									
TOTAL DEBT PAYMENTS	8,557	8,557	0	0	0.0	0	0	-	0
70-5275-55-60000 INTEREST EXPENSE	8,557	8,557	0	0	0.0	0	0	-	0
70-5275-55-59150 DEBT PAYMENTS - COA WW	0	0	0	0	0.0	0	0	-	0
70-5275-55-59100 DEBT PAYMENT S - COA WW	0	0	0	0	0.0	0	0	-	0
DEBT PAYMENTS									
TOTAL CONTRACTED SERVICES	0	0	0	0	0.0	0	0	-	0
70-5275-54-51167 PRESIDENTIAL GLEN SUB	0	0	0	0	0.0	0	0	-	0
70-5275-54-51166 STONEWATER SUB REIMB	0	0	0	0	0.0	0	0	-	0
CONTRACTED SERVICES 70-5275-54-51165 IMPACT FEE STUDY - WW	0	0	0	0	0.0	0	0		0
TOTAL WATER/WASTEWATER	20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	-	(49,000)
70-5275-53-53175 IMPACT FEES- RH MANOR	0	0	0	0	0.0	0	0	-	0
WATER/WASTEWATER 70-5275-53-53165 IMPACT FEES- CITY OF AUSTIN	20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	-	(49,000)
TOTAL REPAIRS & MAINTENANCE	0	0	0	7,745	0.0	(7,745)	0	-	0
70-5275-52-53155 DWYER LUE PRIOR YR PAY	0	0	0	0	0.0	0	0	-	0
REPAIRS & MAINTENANCE 70-5275-52-53001 WASTEWATER IMPROVEMENTS	0	0	0	7,745	0.0	(7,745)	7,745	-	0
TOTAL OPERATING	0	0	0	0	0.0	0	0	-	0
70-5275-51-51042 BANK CHARGES	0	0	0	0	0.0	0	0	-	0
OPERATING									
WASTEWATER EXPENDITURES	ACTUAL	ORIG. BUDGET	CURR. BUDGET	AS OF 07/24/2020	BUDGET	BALANCE	YEAR END	2020-21 BUDGET	BUDGET DIFF.
	FY 2019-20	FY 2019-20	FY 2019-20	Y-T-D ACTUAL	% OF	BUDGET	PROJECTED	REQUESTED	REQ Item 7.
									4

2020-21 Proposed Budget worksheets.xlsx 8/27/2020 9:55 AM 70-CIF REV & EX



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the August 2020 Departmental Reports.

BACKGROUND/SUMMARY:

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

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS**: Yes

• August 2020 Department Monthly Reports

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve and accept the August 2020 Departmental Reports.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

August 2020

Activity	Reported Month	Same month Prior year	Percentage difference		
Calls for Service	2239	1648	36个	Patrol Ca	r Rental
Average CFS per day	72	53.1	6↑		
Open Cases	25	32	22↓	Last Month	\$0
Charges Filed	39	65	40↓	YTD	20,238.00
Alarm Responses	37	41	10↓		
Drug Cases	9	13	31↓		
Family Violence	7	14	50↓		
Arrests Fel/Misd	16Fel/23Misd	26Fel/39 Misd	38Fel↓/41Misd↓		
Animal Control	81	23	208个		
Traffic Accidents	27	50	46↓		
Impounds	40	67	40↓		
DWI Arrests	10	11	9↓		
Traffic Violations	228	592	61↓		
Ordinance Violations	53	21	152↑		
Victim Services Cases	46	48	4↓		
Total Victims Served	35	59	41↓		
Laboratory Submissions	8	12	33↓		

9/16/2020

Notes:

^{*}DNA- DATA NOT AVAILABLE

DEVELOPMENT SERVICES DEPARTMENT REPORT PROJECT VALUATION AND FEE REPORT

August 1-31, 2020

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	2	\$5,820.00	\$424.00	
Commercial Plumbing	1	\$47,000.00	\$572.00	
Commercial Remodel/Repair	1	\$500,000.00	\$3,632.40	Valero converted to 7-11
Commercial Sign	2	\$1,725.00	\$389.00	
Residential Deck/Patio	4	\$19,500.00	\$788.00	
Residential Electric	11	\$187,194.00	\$1,237.00	
Residential Fence	1	\$3,700.00	\$107.00	
Residential Foundation	6		\$582.00	
Residential Irrigation	14	\$36,475.00	\$1,498.00	
Residential Mechanical/HVAC	4	\$21,800.00	\$503.00	
Residential New	101	\$30,156,345.02	\$443,524.20	
Residential Plumbing	2	\$1,600.00	\$214.00	
Residential Swimming Pool/Spa	2	\$69,000.00	\$649.00	
			_	
Totals	151	\$31,050,159.02	\$454,119.60	

Total Certificate of Occupancies Issued: 34

Total Inspections(Comm & Res): 1,473

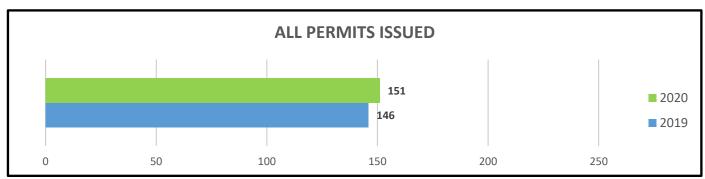
Tom Bolt, City Manager

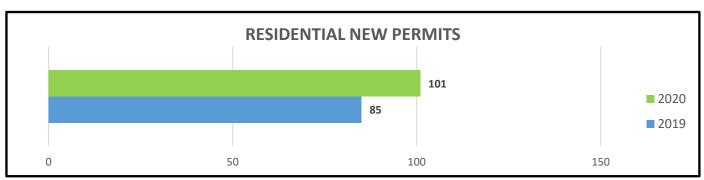


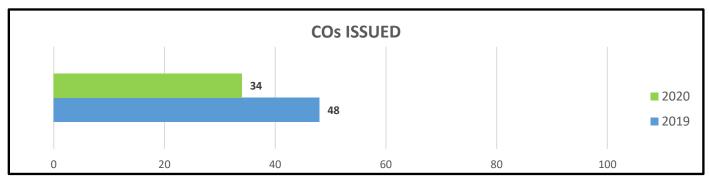


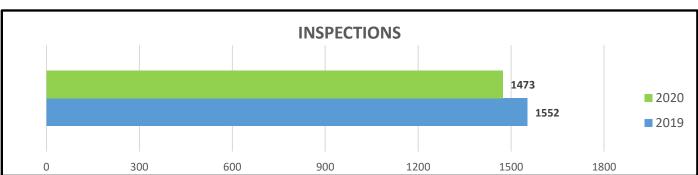
August 2020

DEPARTMENT OF DEVELOPMENT SERVICES THOMAS BOLT, DIRECTOR









^{*}Charts displayed at different scales





To: Mayor and City Council Members

From: Debbie Charbonneau, Community Development Manager

Date: September 16, 2020

RE: August Monthly Report

COMMUNITY MEETINGS

Chamber of Commerce Virtual Meeting with me presenting the new "Shop Small" Shop Local Campaign."

BUSINESS CONTACTS

Café 290

Maxine's Gumbo House

Libation Station

Manor Chamber of Commerce

Bud-ee's Smoke/Vape

Ramos Restaurant & Sports Bar

Manor Arts Council

Letterbox Dreams

Double Dave's Pizzaworks

Good Luck Grill

Katie Amber Photography

Tamale Addiction

EVENTS

Leadership Manor Class #1 Retreat/Orientation

TDA Small Business Webinar

Governor's Small Business Webinar

TACVB Virtual Annual Conference

Governor's Small Business Webinar Series – Business Strategies for an Evolving Future Webinar Office of the Governor Starting a Business in Texas Webinar

OTHER DUTIES

State Farm Grant Discussion

Texas Downtown Association Conference Planning Committee Meeting

Texas Downtown Association Education & Outreach Committee Meeting

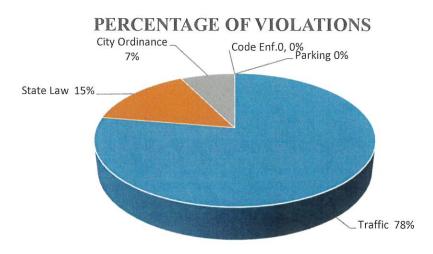
Regional Partner's Meeting

Texas Downtown Association Annual Sponsorship Committee Meeting

CivStart Meeting

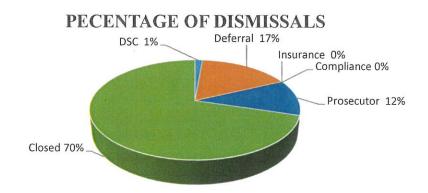
City of Manor Municipal Court AUGUST 2020

Violations Filed	Aug-20	Aug-19
Traffic	83	362
State Law	16	29
City Ordinance	8	16
Code Enforcement	0	0
Parking	0	28
Total	107	435



Dismissals	Aug-20	Aug-19
DSC	2	22
Deferral	24	52
Insurance	0	2
Compliance	0	10
Prosecutor	17	51
Closed	102	360
Total	145	497

Warrants	Aug-20	Aug-19
Arrest Warrants	0	69
Capias Pro Fine	0	36
Total	0	105





Money Collected in August 2020

 Kept By City
 \$21,704.41

 kept By State
 \$7,396.08

 Total
 \$29,100.49

Money Collected in August 2019

Kept By City \$41,346.43 Kept By State \$18,445.94 **Total \$59,792.37**

Item 8.





To: Mayor and City Council Members

From: Mike Tuley, Director of Public Works

Date: September 16, 2020

RE: August Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

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

Water and Wastewater Department

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

Water Production & Purchase

In the month of August 40% of the water we supplied to our residents was from our wells, and we purchased 60% from EPCOR and Manville WSC. In August, the estimated population of residents in the City of Manor is 14,911. Estimated population for ShadowGlen is 4,343 residents.

Subdivision Inspections

- Street Inspections- 13
- Water Inspections-
- Wastewater Inspections- 5

Streets and Parks Monthly Report August 2020

Daily Duties and Projects 8-1-2020 / 8-31-2020

- Asphalt repair at 12103 Waterford Run Way.
- Curb raised at 12103 Waterford Run Way.
- Trimming trees in alleys in Old Town.
- Prepping Hamilton Point Park land for playscape installation.
- Filled cracks on Bois D Arc Ln.
- Repaired potholes in Old Town.
- Continued street pavement repairs on Wheeler St. between N. Caldwell St. and N. Bastrop St.
- Weekly irrigation checks.
- Play ground and play scape monthly safety checks.
- Scheduled weekly Park mowing maintenance completed.
- Thursday/Friday Afternoons Bulk Drop Off for city residence.
- Scheduled weekly Park rounds @ park facilities completed.
- Scheduled weekly (ROW) Right of Way mowing completed.
- Weekly vehicle & equipment checks and maintenance.

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

Presidential Heights Phase 5 Contractor in development process. The city will continue their regular site inspections to ensure all contractors are following the rules that are in place.

Presidential Heights Phase 3&4 – homes are being built.

Stonewater North Phase 3- Homes are being built.

Stonewater North Phase 2- Homes are being built.

Lagos Phase 1- Homes are continuing to go up and regular inspections are done on a weekly basis.

Manor Commons- phase 1- 1 year walkthrough has been done, contractor in process of repairs.

Manor Commons – phase homes are still being built.

Manor Commons Apartments – still in building process.

Ring Drive – 1-year walkthrough has been done, contractor in process of repairs.

Manor Heights – Phase I Sec. 1&2 Contractor in development process.

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

Grass Dale Manor Apartment - is in development process.

Manor Grand Apartments - is in development process.

Water Monthly Report August 2020

For the month of August, the Water Department had 46 service calls, 6 repair jobs, and 3 maintenance jobs.

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

Repairs

20020 Woodrow Wilson - repaired 2016 American Darlin Fire Hydrant - hydrant was leaking from bottom-replaced seat by SF,JT 8-3-20.

13201 Pine Needle- 2010 clow fire hydrant - hydrant had no flow when opened- had to replace valve- stem back in operation by SF,JT 8-3-20.

200 W. Parsons - repaired an 8" main break by FZ,CD,AM 8-20-20.

Carrie Manor and Lockhart St. - repaired a 6" main break used 6" full circle repair clamp by FZ,CD,DD 8-22-20.

509 N. Lexington - fire hydrant leaking - overhauled fire hydrant replaced seat by SF,CD 8-24-20.

509 N. Lexington - replaced 6" valve on lead line to fire hydrant by FZ,CD,AM 8-27-20.

Maintenance

Ordered a pack of 1000 powder pillows 10 m/l free cl2 testing pillows from USA Bluebook for cl2 kits in trucks unit numbers 403,412 and 419 by JT 8-6-20.

Capitol Bearing- take suction hoses (had leaks) for 3" trash pumps to get repaired by CD,AM 8-6-20.

19309 Smith Gin - repainted faded fire hydrant red by DD 8-10-20.

Wastewater Monthly Report August 2020

For the month of August, the Wastewater Department had 5 service calls, 5 repair jobs, 8 maintenance jobs and 7 inspections.

Service Calls

409 N. Bastrop- sewer clog - jetted city side service and cleared- left door tag to notify customer by CD 8-10-20.

307 West Browning - customer wanted to know if clean out is neighbor or her side showed customer which side is which by AM,AB 8-11-20.

13237 Forest Sage - sewer clog - ran jet machine and cleared service- notified customer by FZ,CD,AB 8-21-20.

307 E. Carrie Manor - sewer clog -ran jet machine and cleared service-notified customer by FZ,CD,AB 8-21-20.

13500 Constellation - sewer clog -ran jet machine and cleared service also called locates-notified customer weekend after hours call by CD 8-23-20.

Repairs

11406 Liberty -repaired 6" service line where customer side meets the city side and replaced clean out cap and lid by CD,DD,AB 8-5-20.

Stonewater Lift Station - Pump Solutions repaired pump number 1 and it is back in operation by JT,AM 10-12-20.

801 N. Burnet - replaced broken clean out cap and lid by AB 8-18-20.

505 North Lexington - repaired 6" service line where customer side meets the city side and replaced clean out cap and lid by FZ,CD,AM 8-18-20.

Wildhorse Creek Lift Station - replaced bad transducer in lift station by Pump Solutions 8-27-20.

Maintenance

Wildhorse Creek Lift Station-filled hydrogen peroxide tank from 140 gallons to 340 gallons total 200 gallons by JT 8-3-20.

Bell Farms Lift Station -filled hydrogen peroxide tank from 115 gallons to 340 gallons total 225 gallons by JT 8-3-20.

Presidential Glen Lift Station -filled hydrogen peroxide tank from 200 gallons to 340 gallons total 140 gallons by JT 8-4-20.

Stonewater Lift Station -filled hydrogen peroxide tank from 200 gallons to 340 gallons total 140 gallons by JT 8-4-20.

Wilbarger Plant-ordered two 300-gallon totes from Brenntag of alum for Wilbarger Plant by JT 8-7-20.

104 South Bastrop - locate utilities marked wastewater main and service with green paint so

that Bluebonnet Electric could replace pole number 321793 by JT,DD 8-19-20.

Wilbarger Plant-ordered two 300-gallon totes from Brenntag of alum for Wilbarger Plant by JT 8-18-20.

Wilbarger Plant- ordered 6 150 lb. cl2 bottles form Brenntag for Wilbarger Plant by JT 8-27-20.

Wilbarger Plant-ordered two 300-gallon totes from Brenntag of alum for Wilbarger Plant by JT 8-27-20.

Inspections

Manor Heights Phase 1 - wastewater mains and services by JL Gray by JT 8-3-20 to 8-7-20.

Manor Heights Phase 1 - pressure test mains, and vacuum test manholes by DD 8-12-20.

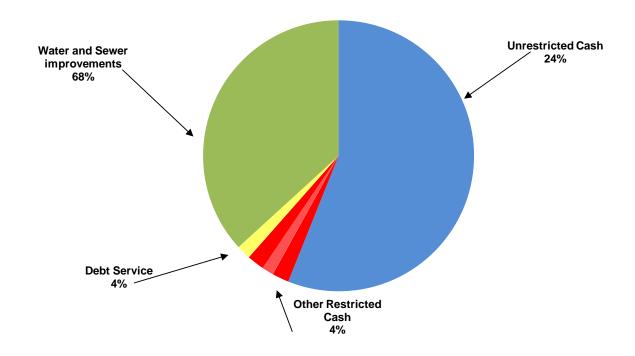
Manor Heights Phase 1 - pressure test mains, and vacuum test manholes by DD 8-13-20.

New Wilbarger Plant -with Excel Const.- pressure test high pressure main from lift station to head of Plant passed by JT 8-14-20.

New Wilbarger Plant- with Excel const. - vacuum test manholes by DD 8-14-20.

CITY OF MANOR, TEXAS CASH AND INVESTMENTS As Of August, 2020

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	S	DEBT ERVICE FUND	SPECIAL REVENUE FUNDS	CAPIT PROJE FUN	CTS	TOTAL
Unrestricted:	FOND	FOND		FUND	FUNDS	FUN		 TOTAL
Cash for operations	\$10,603,302	\$ 8,303,836				\$	-	\$ 18,907,138
Restricted:								
Tourism					672,741			672,741
Court security and technology	18,798							18,798
Rose Hill PID					458,538			458,538
Customer Deposits		690,868						690,868
Park	8,928							8,928
Debt service				565,901				565,901
Capital Projects								
Water and sewer improvements		2,053,024			10,348,014			12,401,039
TOTAL CASH AND INVESTMENTS	\$10,631,028	\$11,047,728	\$	565,901	\$ 11,479,294	\$	-	\$ 33,723,951



Overview of funds:

\$178,318.95 sales tax collected GF is in a favorable status. UF is in a favorable status DSF is in a favorable status CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

Two public hearings were held on September 2, 2020 and September 16, 2020

LEGAL REVIEW: Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

• Ordinance No. 580

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 580 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

ORDINANCE NO. 580

FY 2020-2021 ANNUAL BUDGET ORDINANCE

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING AN ANNUAL BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING **OCTOBER** 1. 2020, AND **ENDING SEPTEMBER** 30. APPROPRIATING THE **VARIOUS AMOUNTS** THEREOF, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Manor, Texas (the "City") has submitted to the City Council a proposed annual budget of the revenues of said City and the expenditures necessary for conducting the affairs thereof, and providing a complete financial plan for FY 2020-2021, and which said proposed annual budget has been compiled from detailed information obtained from the several departments, divisions, and offices of the City; and

WHEREAS, the City Council has received said City Manager's proposed annual budget, a copy of which, along with all supporting schedules, have been filed with the City; and

WHEREAS, the City Council conducted a public hearing to discuss the proposed annual budget for FY 2020-2021 on September 2, 2020 and September 16, 2020, as provided by law;

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

Section 1. The proposed annual budget of the revenue of the City and the expenses of conducting the affairs thereof providing a complete financial plan for the ensuing fiscal year beginning October 1, 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 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.

<u>Section 2.</u> The sums shown on Exhibit "A" are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved annual budget document for the fiscal year ending September 30, 2021.

Section 3. Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

<u>Section 4.</u> 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 16th day of September 2020.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr., Mayor

ATTEST:

Lluvia T. Almaraz, TRMC City Secretary

ORDINANCE NO. <u>580</u>

Page 3

EXHIBIT "A"

FY 2020-2021 Annual Budget



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

BACKGROUND/SUMMARY:

Two public hearings were held on September 2, 2020 and September 16, 2020.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No PRESENTATION: No ATTACHMENTS: Yes

Ordinance No. 581

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 581 with the following Motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.8161 which is effectively a 0% increase in the tax rate."

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

ORDINANCE NO. 581

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, LEVYING AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND ESTABLISHING WHEN TAXES SHALL BECOME DUE AND SAME SHALL BECOME DELINQUENT, IF NOT PAID.

WHEREAS, the City Council of the City of Manor, Texas approved the annual budget for the municipality's fiscal year beginning October 1, 2020, and ending September 30, 2021; and

WHEREAS, it is necessary that an Ordinance be passed levying an ad valorem tax on all property, real and personal, within the corporate limits of the City of Manor, Texas in accordance with such annual budget and the Texas Tax Code; and

WHEREAS, the City Council conducted two public hearings to discuss a proposal to increase total tax revenues on September 2, 2020 and September 16, 2020, as provided by law;

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

<u>Section 1.</u> There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Manor, Texas (herein the "City") and to provide an Interest and Sinking Fund for the fiscal year 2020-2021, upon all property, real, and personal, and mixed, within the corporate limits of said City on January 1, 2021 subject to taxation, a tax of **\$0.8161** on each \$100.00 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- **A.** For the maintenance and operations of the municipal government (General Fund), **\$0.6009** on each \$100.00 valuation of property; and
- **B.** For the debt service of the municipality (Interest and Sinking Fund), **\$0.2152** on each \$100.00 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE INCREASED BY <u>0%</u> PERCENT. AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$198,747 HOME BY APPROXIMATELY <u>\$1.64</u>.

<u>Section 2.</u> Taxes levied under this Ordinance shall be due October 1, 2020 and, if not paid on or before February 1, 2021, shall immediately become delinquent.

ORDINANCE NO. 581 Page 2 Item 10.

<u>Section 3.</u> All taxes shall become a lien upon the property against which assessed, and the Travis County Tax Assessor-Collector, as the assessor and collector for the City, is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of Texas and Ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the penalty and interest collected from such delinquent taxes shall be apportioned to the General Fund of the City. All delinquent taxes shall bear interest at the rate prescribed by State law.

Section 4. This Ordinance shall take effect and be in full force from and after its passage.

PASSED, ADOPTED, AND APPROVED on t	this 16 th day of September 2020.
	by the adoption of a tax rate of \$0.8161, which is
The motion was seconded by Councilmember Council was FOR, AGAINST, a	, and the result of the vote by the nd ABSTAINING.
	THE CITY OF MANOR, TEXAS
ATTEST:	Dr. Larry Wallace Jr., Mayor
Lluvia T. Almaraz, TRMC City Secretary	

AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance rezoning twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2). Owner: Curt Johnson. Applicant: Mahoney Engineering

BACKGROUND/SUMMARY:

When Riata Ford was constructed the property wasn't properly zoned. They have filed to expand the business and as part of that plan they need to bring the zoning into nonconformance. The request to C-2 Medium Commercial will cause the use of the property to become a conforming use.

The Planning and Zoning Commission voted 4-0 to recommend approval.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS**: Yes

- Ordinance
- Letter of Intent
- Rezoning Map

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve the first reading of an ordinance rezoning request for twenty (20) acre, more or less, out of the James Manor Survey No. 40, and being located at 10507 US Hwy 290 E, Manor, TX from Single Family (SF-1) and Light Commercial (C-1) to Medium Commercial (C-2).

PLANNING & ZONING COMMISSION: X Recommend Approval Disapproval None

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY (SF-1) AND LIGHT COMMERCIAL (C-1) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

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

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

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

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

- **Section 1. <u>Findings.</u>** 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.** <u>Amendment of Ordinance.</u> 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.
- <u>Section</u> **3.** <u>Rezoned Property</u>. 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 (SF-1) and Light Commercial (C-1) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).
- <u>Section</u> **4.** <u>Open Meetings</u>. 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 16th day of September 2020.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of ____2020.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr., Mayor

ATTEST:

Lluvia T. Almaraz, TRMC City Secretary ORDINANCE NO. Page 2

EXHIBIT "A"

Property Address: 10507 US Highway 290 East, Manor, Texas 78653

Property Legal Description:

All that certain parcel or tract of land being 20.000 acres of land, more or less, out of the James Manor Survey No. 40, in Travis County, Texas and being out of that same certain tract called 30.00 acres in a deed to Travis Investment Co by Deed of Record in Volume 8782, page 320 of the Real Property Records of Travis County, Texas, said 20.000 acre tract being more particularly described by metes and bounds as follows:

Metes and Bounds:

BEGINNING at a ½" iron rod found in the west line of a Lot 5, Block 2 of A E Lane's Addition to the Town of Manor, a subdivision in Travis County, Texas, of record in Volume 2, Page 223 of the Travis County Plat Records, at the easterly northeast corner of said Travis Investments 30 acre tract for the easterly northeast corner and POINT OF BEGINNING hereof;

THENCE with the east line of said 30 acres west line of said A E Lane's Addition, and then the west line of the Original Town of Manor, as set out in Volume "V", Page 796, Travis County Deed Records S13° 36' W for a distance of 831.50 feet to a capped iron rod set at the southwest corner of Lot 1, Block 65, Original Town of Manor, for the southeast corner hereof;

THENCE crossing through said 30 acre tract, N78° 48' W for a distance of 954.31 feet to a capped iron rod set in the west line of said 30 acre tract for the southwest corner hereof;

THENCE with the west line of said 30 acre tract, east line of a remaining portion of the Eppright parent tract, as described in Volume 845, Page 502, Travis County Deed Records, and along the west line of a thirty foot (30') wide access easement retained to serve the southerly balance of said 30 acre tract, N15° 36' E for a distance of 848.84 feet to a capped iron rod found stamped Capital Survey, in the south ROW line of U.S. Highway 290, at a northeast corner of said Eppright remaining tract and northwest corner of said 30 acres, for the northwest corner hereof;

THENCE with the south ROW line of U.S. Highway No 290 and north line hereof, N77° 21' E for a distance of 458.91 feet to a MAG nail set in asphalt at a Point of Curve at Engineers centerline station 491+934 as shown on Texas State Highway Department Right-of-Way Map for State Highway No (20) U.S. 290. Dated January 1941 recommended for approval May 13, 1942, for a point of curve;

ORDINANCE NO. Page 3

THENCE continuing with said ROW line, along the subarc of a curve to the right whose delta is 13° 10' R, Degree of Curvature is 1° 30', Tangent is 440.9', Length is 877.8', whose radius is calculated to be 3,759.72 feet, and whose sub chord bears N78° 02' E for a distance of 89.27 feet to a capped iron rod set on said ROW line, at its intersection with the west line of Manor Quick Stop, Inc. tract as described in Volume 9558, Page 345, Travis County Real Property Records, for the northeast corner hereof;

THENCE with an east line of said 30 acre tract and west line of said Manor Quick Stop, Inc. tract, S10° 47' E for a distance of 197.31 feet to a ½" iron rod found at the southeast corner of said Manor Quick Stop, Inc. tract for an ell corner of said 30 acres and ell corner hereof;

THENCE with the south line of said Manor Quick Stop, Inc. tract and a north line of said 30 acres, N79° 14' E for a distance of 150.01 feet to a 1/2" iron rod found at the southeast corner of said Manor Quick Stop, Inc. tract, in the west line of said Manor Independent School tract, for a corner hereof;

THENCE with an east line of said 30 acres and west line of said Manor Independent School tract, S10° 42' E for a distance of 82.72 feet to a ½" iron rod found at the southwest corner of said Manor Independent School tract, for an ell corner of said 30 acres and ell corner hereof;

THENCE with the south line of said Manor Independent School tract and a north line of said 30 acres, S68° 27' E for a distance of 181.32 feet to the POINT OF BEGINNING hereof and containing 20.000 acres of land, more or less, according to surveys by the undersigned performed on the ground February 18, 1999, January 10, 2003, and January 15, 2003.

All "set capped iron rods" mentioned herein are stamped RPLS 3693





Letter of Intent

August 3, 2020

Attention: Thomas Bolt, Director of Development Services/City Manager

City of Manor

Development Services Department

105 E. Eggleston Street Manor, Texas 78653

Reference: Letter of Intent

Rezoning Determination

10507 E HYW 290 Manor, Texas 78653

Dear Mr. Bolt,

On behalf of Leif Johnson Ford, Mahoney Engineering is requesting to rezone a property located at 10507 East Highway 290, Manor, Texas 78653. According to TCAD, the Parcel ID Number is 0237591305. The property is currently zoned Light Commercial (C-1) for approximately a 200-foot offset from the property line abutting US Highway 290 E, and the rest of the property is zoned Single Family Residential (R-1). Mahoney Engineering proposes the entire property be rezoned to Medium Commercial (C-2).

There is currently an Automotive Sales Facility located on the 19-Acre site with approximately 29% impervious cover and an existing detention pond. The Auto Sale Facility was permitted (Permit # 010-05-0237-DP) but never fully zoned commercial, therefore the property needs to be rezoned to comply with the permitted uses per zoning requirements as part of new site plan (Permit # 2020-P-1254-SP). Currently the property to the north and west of the subject property is zoned C-1, the property to the south is zoned R-4, and properties to the east are zoned R-1, C-1, and I-2. Hence, the zoning change will not alter the character of the area and will not impair the use of the adjacent properties, due to no change in the current use.

We look forward to receiving your support for Council approval to rezone the property, Parcel # 0237591305, from current zoning of C-1 and R-1, to a future zoning of C-2.

Sincerely,

MAHONEY ENGINEERING

Daniel M. Mahoney, P.E

President and CEO

(512) 944-4525

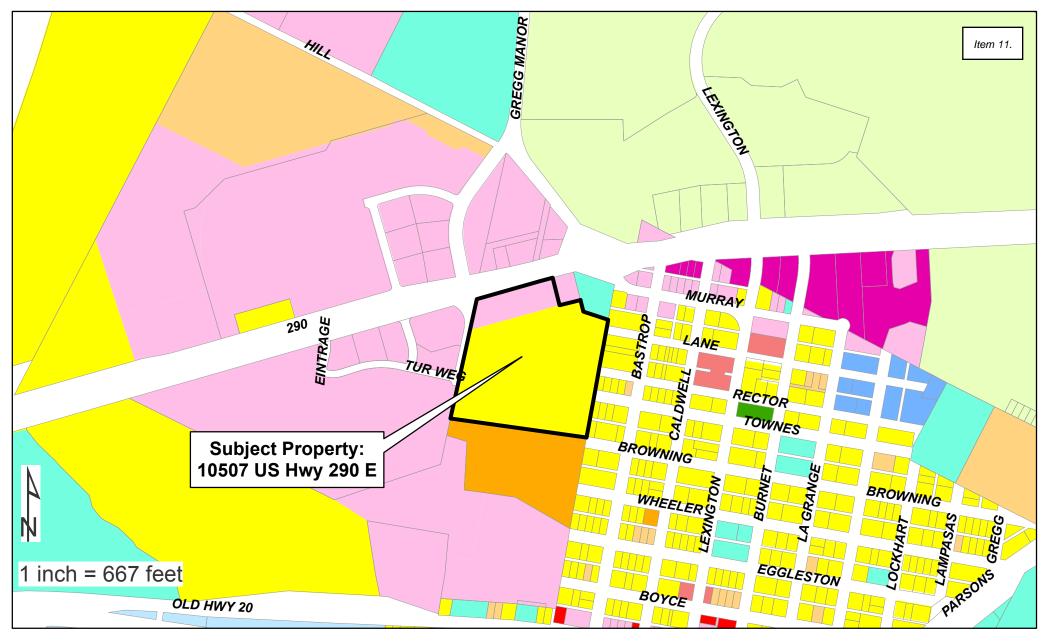
dmahoney@mahoney-eng.com

Tyler Boykin, E.I.T

Associate

(512) 593-8437

tboykin@mahoney-eng.com





Proposed Rezoning: Medium Commercial (C-2)

Current Zoning District: Light Commercial (C-1) Single Family (SF-1)



AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance rezoning 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB). Owner: Eric Davis. Applicant: Eric Davis

BACKGROUND/SUMMARY:

This property has been vacant for many years. The applicant has requested Downtown Business in order to construct a mixed-use building. The other 3 corners of the intersection of Lexington and Boyce are already zoned commercial.

The Planning and Zoning Commission voted 4-0 to recommend approval

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

- Ordinance
- Letter of Intent
- Rezoning Map
- Area Map

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve a first reading of an ordinance rezoning request for 0.36 acres, more or less, Lots 11-15 & East ½ of Lot 16, Block 29, Town of Manor, and being located at 109 North Lexington Street, Manor, TX from Single Family (SF-1) to Downtown Business (DB).

PLANNING & ZONING COMMISSION: X Recommend Approval Disapproval None

ORDINANCE NO.	
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AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY (SF-1) TO DOWNTOWN BUSINESS (DB); 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 (SF-1) to zoning district Downtown Business (DB). The Property is accordingly hereby rezoned to Downtown Business (DB).
- 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 16th day of September 2020. day of

PASSED AND APP 2020.	ROVED SECOND AND	FINAL READING on this the
		THE CITY OF MANOR, TEXAS
		Dr. Larry Wallace Jr.,
ATTEST:		Mayor

ORDINANCE NO. Page 2

EXHIBIT "A"

Property Address: 109 North Lexington Street, Manor, Texas 78653

Property Legal Description:

Property 1:

Lots 11, 12, 13, 14 and the East 15 feet of Lot 15, Block 29, Town of Manor, Travis County, Texas, according to the map or plat thereof recorded in Volume V, Page 796, Deed Records of Travis County, Texas.

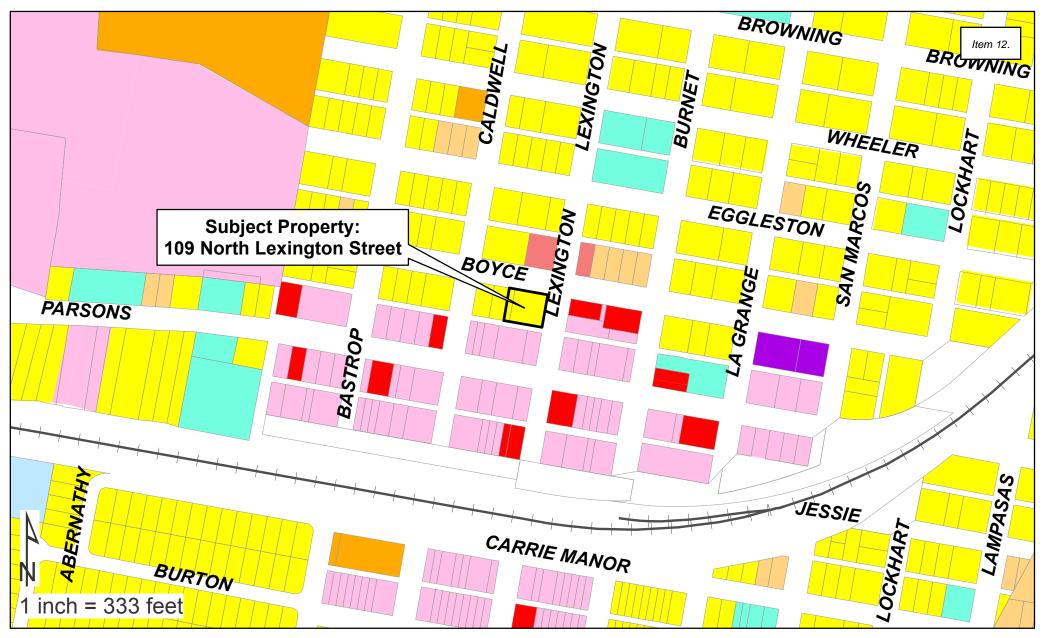
Property 2:

The West 10 feet of Lot 15 and the East 10 feet of Lot 16, Block 29, Town of Manor

Letter of Intent

I plan on building a mixed-use property on the properties listed on this application. I believe this is the direction on where the city should want to be heading in the downtown section of town. Retail space on bottom floor & residential spaces on 2nd & 3rd stories. I believe the city is lacking retail space for more businesses to come & also apartment living. For these reasons I believe this zoning change should be granted. Thank you for your time

Davis Capital Investments LLC 512-784-4955





Proposed Rezoning: Downtown Business

Current Zoning District: Single Family (SF-1)





AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance rezoning 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2). Owner: Las Entradas Development Corp. Applicant: Carlson Brigance & Doering, Inc.

BACKGROUND/SUMMARY:

This 0.91 acres will be added to the approximately 10-acre tract adjacent to it that is already zoned MF-2 and will be incorporated into the proposed multi-family project on that tract.

The Planning and Zoning Commission voted 4-0 to recommend approval

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS**: Yes

- Ordinance
- Letter of Intent
- Rezoning Map

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve a first reading of an ordinance rezoning request for 0.91 acres, more or less, out of the James Manor Survey No. 40, Abstract No. 546, and being located near US Hwy 290 E and Gregg Manor Road, Manor, TX from Light Commercial (C-1) to Multi-Family 25 (MF-2).

PLANNING & ZONING COMMISSION: X Recommend Approval Disapproval None

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO MULTI-FAMILY 25 (MF-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be 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. <u>Findings.</u>** 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.
- <u>Section</u> 3. <u>Rezoned Property</u>. 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 Light Commercial (C-1) to zoning district Multi-Family 25 (MF-2). The Property is accordingly hereby rezoned to Multi-Family 25 (MF-2).
- <u>Section</u> **4.** <u>Open Meetings</u>. 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 16th day of September 2020.

PASSED AND APPROVED SECOND AND FINAL READING on this the _____ day of _____2020.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr., Mayor

ATTEST:

Lluvia T. Almaraz, TRMC City Secretary

ORDINANCE NO. Page 2

EXHIBIT "A"

Property Legal Description:

Being a 0.910 acre tract of land situated in the James Manor Survey No. 40, Abstract No. 546, Travis County, Texas; being a portion of that certain called 105.170 acre tract of land as described in a warranty deed with vendors lien to Las Entradas Development Corporation, and recorded in document No. 2007002485 of the Official Public Records of Travis County Texas, (O.P.R.T.C.T.) Texas; said 0.910 acre tract being more particularly described by metes and bounds as follows:

Metes and Bounds Description

COMMENCING at a 1/2-inch iron rod with orange cap stamped "Capital" found marking the westernmost northwest corner of that certain 9.982 acre tract of land described in a Special Warrant Deed to Manor Apartments, LLC, and recorded in Document No. 2019137031, O.P.R.T.C.T.;

THENCE, with the common line of said 9.982 acre tract and said 105.170 acre tract, the following three (3) calls:

- 1. South 73° 43' 44" East, a distance of 50.09 feet to a ½-inch iron rod with red cap stamped "KHA" set for the POINT OF BEGINNING and northwest corner of the herein described tract;
- 2. South 73° 43' 44" East, a distance of 96.57 feet to a ½-inch iron rod with orange cap stamped "Capital" found for the northeast corner of the herein described tract, same marking an interior corner of said 9.982 acre tract;
- 3. South 03° 07' 00" West, a distance of 335.58 feet to a ½-inch iron rod found for the southeast corner of the herein described tract, same marking the southeast corner of said 9.982 acre tract;

THENCE, North 81° 36' 45" West, travelling across the interior of said 105.107 acre tract, a distance of 115.49 feet to a ½-inch iron rod with red cap stamped "KHA" set for the southernmost southwest corner of the herein described tract, said point also being on the east right-of-way (R.O.W.) line of proposed Gregg Manor Road (having a variable width);

THENCE, continuing to travel across the interior of said 105.170 acre tract, and with said east R.O.W. line of proposed Gregg Manor Road, the following three (3) calls:

1. North 07° 40' 11" West, a distance of 3.93 feet to a ½-inch iron rod with red cap stamped "KHA" set for a corner of the herein described tract, said iron rod also marking the beginning of a curve to the right;

ORDINANCE NO. Page 3

2. In a Northerly direction, with said curve to the right, having a central angle of 19° 59' 11", a radius of 555.00 feet, an arc length of 193.60 feet, and a chord bearing and distance of North 02° 19' 24" East – 192.62 feet to a ½-inch iron rod with red cap stamped "KHA" set for a corner of the herein described tract, and marking the end of said curve;

3. North 12° 19' 00" East, a distance of 152.45 feet to the POINT OF BEGINNING of the herein described tract and containing 0.910 acre of land, more or less based on a survey performed in July of 2020.



Carlson, Brigance & Doering, Inc.

Civil Engineering Surveying

August 12, 2020

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

RE: Las Entradas CBD Job # 5163

Re-Zoning Application for 0.91 Acres

Dear Mr. Dunlop,

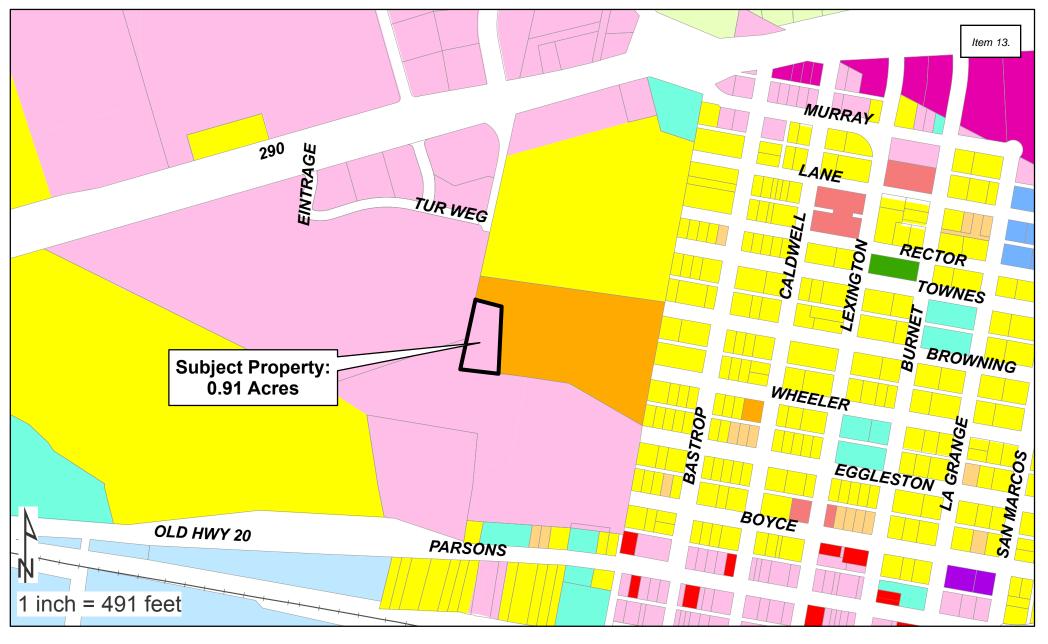
On behalf of our client, Las Entradas Development Corporation, Carlson, Brigance & Doering, Inc. respectfully submits this application for re-zoning to the City of Manor. This submittal is for a tract of land 0.91 of an acre in size located off the terminus of the southern end of Gregg Manor Road. The site is part of an overall tract currently zoned C-1 (Light Commercial). This request is for a re-zoning of the property in question to R-3 (Multifamily).

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

Respectfully,

Carlson, Brigance & Doering, Inc.

Geoff Guerrero Senior Planner





Proposed Rezoning: Multi-Family 25 (MF-2)

Current Zoning District: Light Commercial (C-1)



AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance rezoning 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2). Owner: Geraldine & Edward Wolf. Applicant: BGE, Inc.

BACKGROUND/SUMMARY:

This 50-acre tract is across FM 973 from the senior high school. The applicant has requested to zone approximately 44 acres to Two-Family, which is a new residential zoning category that was created in our Zoning Code in March, and the remaining 6 acres to Medium Commercial. Johnson Road will be extended through the property as required by our Thoroughfare Plan.

The Planning and Zoning Commission voted 4-0 to recommend approval

LEGAL REVIEW: Yes

FISCAL IMPACT: Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

- Ordinance
- Letter of Intent
- Rezoning Map
- Rezoning Exhibit
- Area Map

STAFF RECOMMENDATION:

It is the City staff's recommendation that the City Council approve a first reading of a rezoning request for 50.32 acres, more or less, out of the Greenbury Gates Survey, and being located near N. FM 973 and Johnson Road, Manor, TX from Agricultural (A) to Two-Family (TF) and Medium Commercial (C-2).

PLANNING & ZONING COMMISSION: X Recommend Approval Disapproval None

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM AGRICULTURAL (A) TO TWO-FAMILY (TF) AND MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

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

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

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

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

- **Section 1.** Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.
- **Section 2.** <u>Amendment of Ordinance.</u> 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.
- <u>Section</u> **3.** <u>Rezoned Property.</u> The Zoning Ordinance is hereby amended by changing the zoning district for approximately 50.36 acres of land and parcels of property described in Exhibit "A" (the "Property"), attached hereto and incorporated herein as if fully set forth and as further described below, from the current zoning district Agricultural (A) to zoning districts Two-Family (TF) and Medium Commercial (C-2):
 - Parcel 1: Approximately 3.0 acres of the Property rezoned to Medium Commercial (C-2);
 - Parcel 2: Approximately 3.0 acres of the Property rezoned to Medium Commercial (C-2); and
 - Parcel 3: Approximately 44.4 acres of the Property rezoned to Two-Family (TF).

The Property is accordingly hereby rezoned to Two-Family (TF) and Medium Commercial (C-2) as provided herein.

<u>Section</u> **4.** <u>Open Meetings</u>. 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.

Page 2

PASSED AND APPROVED FIRST READING PASSED AND APPROVED SECOND AND FI 2020.	• 1
	THE CITY OF MANOR, TEXAS
ATTEST:	Dr. Larry Wallace Jr., Mayor
Lluvia T. Almaraz, TRMC	

ORDINANCE NO.

City Secretary

ORDINANCE NO. Page 3

EXHIBIT "A"

Property Legal Description: See attached field notes for Parcels 1, 2 and 3.



August 14, 2020

City of Manor – Development Services Rezoning 105 E. Eggleston Street Manor, Texas 78653

Re:

Rezoning Letter of Intent 50.36 ac. Manor Wolf Tract

East of FM 973 between Arnhamn Lane & Johnson Rd, Manor, Texas

This letter of intent has been prepared on behalf of 'DR Horton' as a part of the Rezoning efforts for the Manor Wolf Tract in Manor, Texas. The 50.36-acre tract (Property ID 259152) is currently zoned Agricultural. As a part of the proposed development, the site will need to be rezoned to Two-Family Residential (TF) for approximately 44.4 acres of the site and Medium Commercial (C-2) for approximately 6.0 acres. This development promotes the growth of Manor and is a desirable location for residents due to its close proximity to the Manor Senior High School, located just across the street on the west side of FM 973. The proposed commercial tracts within the tract will provide for conveniently located services for the residents within the subdivision as well as the students. The tract will be developed in accordance with the City of Manor Code of Ordinances such that there are minimal impacts to the surrounding tracts.

Should you have any further inquiries about the intent of the development or impacts on the surrounding community, please feel free to contact me at (512) 686-3564 or Rrychlik@bgeinc.com.

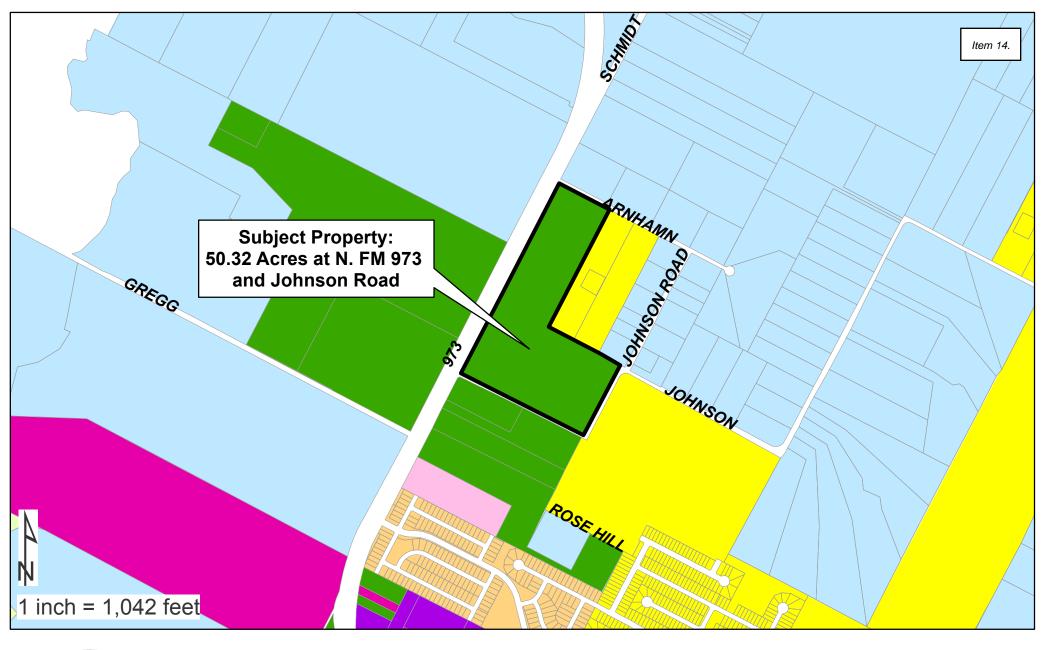
Sincerely.

RJ Rychlik, P.E.

Project Manager, Land Development

BGE, Inc.

TBPE Firm #F-1046

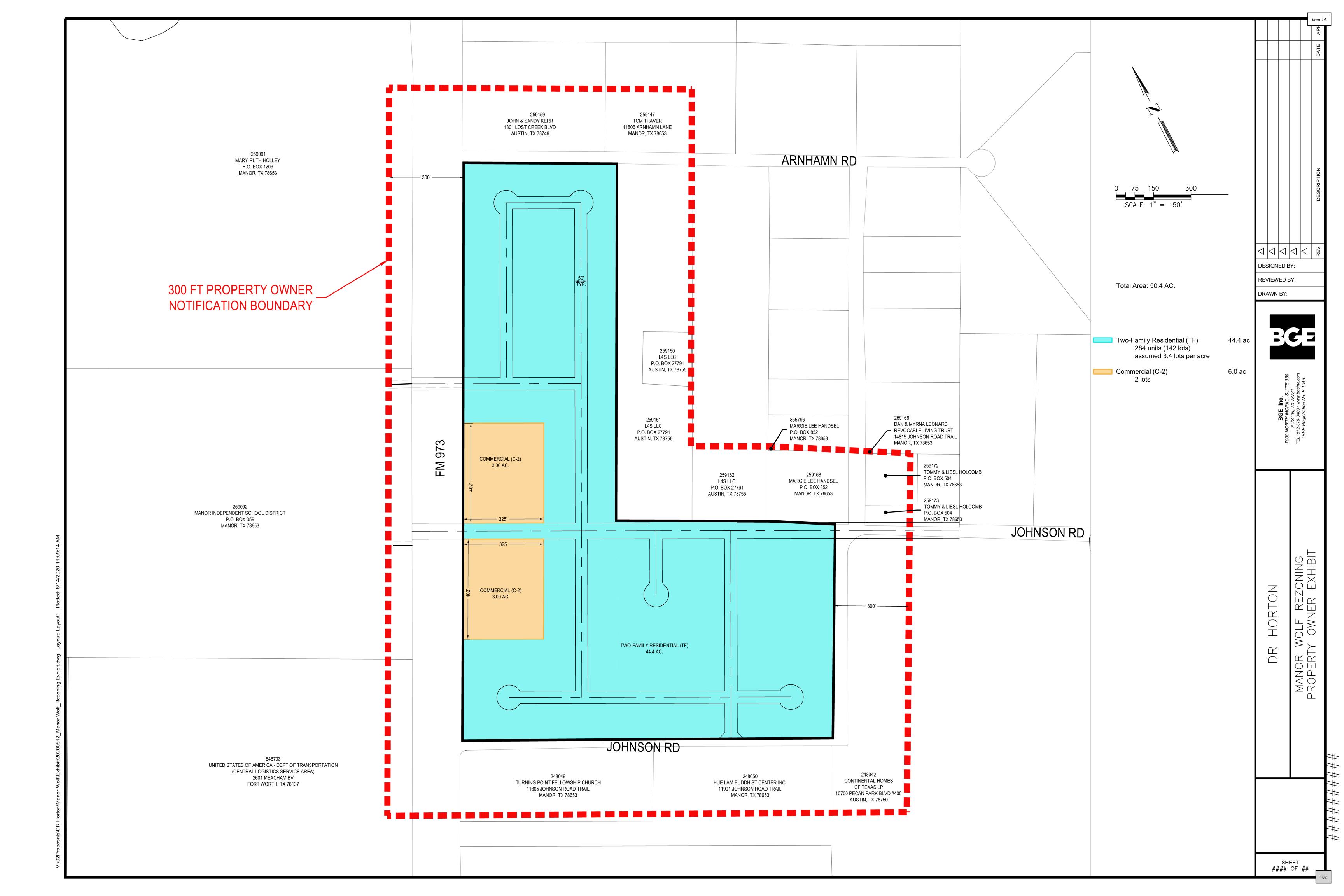




Proposed Rezoning: Two-Family (TF) Medium Commercial (C-2)

Current Zoning District: Agricultural (A)







AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager **DEPARTMENT:** Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution accepting the petition for the addition of land to the Manor Heights Public Improvement District (PID).

BACKGROUND/SUMMARY:

See attached Summary Narrative

LEGAL REVIEW: Yes

FISCAL IMPACT: Not Applicable

PRESENTATION: Yes **ATTACHMENTS:** Yes

- Summary Narrative
- Resolution No. 2020-08 with PID Petition

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Resolution No. 2020-08 and accept the PID Petition for the addition of land to the Manor Heights Public Improvement District (PID), set a public hearing on October 7, 2020 and direct the City Secretary to publish a notice of public hearing on or before September 21, 2020.

PLANNING & ZONING COMMISSION:

Recommend Approval

Disapproval

None

Manor Heights Project

Update to City Council (9/16/20 City Council Meeting)

Public Improvement District

The Manor Heights Public Improvement District (PID) was established through the City Council's adoption of Resolution 2018-10 (the "Creation Resolution") on November 7, 2018. A portion of Old Kimbro Road (approximately 3 acres) was omitted from the boundaries of the Manor Heights PID boundaries because it is public right of way. A new PID petition has been submitted by Forestar (USA) to allow for the inclusion of the 3 acres into the Manor Heights PID boundaries. The Developer contemplates requesting the right of way be vacated and conveyed to the Developer pursuant to terms more particularly set forth in the 2nd Amendment to the Development Agreement (discussed below) which will be brought to City Council for consideration in the next month. The land plan for this Project contemplates that some of the 3 acres will be included within single family lots so it is necessary to include this additional land within the Manor Heights PID boundaries so that all property similarly situated within the PID may be properly assessed at a future date.

The Developer continues to work with City staff and the City's PID consultants on the PID financing structure and documents. It is anticipated that the PID Financing Agreement and draft Service and Assessment Plan will be brought to City Council for consideration later this year. PID Bonds are expected to be issued in the first quarter of 2021. The Developer has and will continue to expend its own funds to design and construct project infrastructure prior to PID bond issuance and continues to pay all of the City's PID consultants for all of the work performed to date.

PUD Zoning

The majority of the Project is zoned PUD. Approximately 127 acres of the Project commonly referred to as "Manor Heights South" is zoned R-2. In order to provide uniform development standards across the entire Project, the Developer is seeking to have Manor Heights South rezoned PUD. This rezoning will ensure consistent development for the single family homes for the entire Project.

Due to time sensitive issues with various infrastructure development and other matters, the 2nd Amendment to the Development Agreement (discussed below) will need to be brought to City Council for consideration before the rezoning of Manor Heights South can make it through the normal City hearing process. As a result, if the rezoning is approved, there will need to be a 3rd Amendment to the Development Agreement brought to City Council to then reflect the updated zoning for this portion of the Project in November.

<u>Development Agreement – Amendments</u>

Now that commencement of construction of the Project is imminent and the City is obtaining bids for the first phase of the WWTP, the Development Agreement needs to be updated to reflect "current conditions". The 2nd Amendment to the Development Agreement provides additional detail on construction of wastewater infrastructure and roadway infrastructure and sets forth, among other things, phased construction of such infrastructure, how infrastructure will be paid for between anticipated PID

bond proceeds and Developer funds, and fiscal surety to be provided to City to insure completion of said improvements.

Should the rezoning for Manor Heights South be approved, the 3rd Amendment to the Development Agreement will simply add in the concept that Manor Heights South is now part of the PUD and subject to the same development regulations as the remainder of the Project.

RESOLUTION NO. 2020-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ACCEPTING A PETITION FOR ADDITION OF LANDS TO THE MANOR HEIGHTS PUBLIC IMPROVEMENT DISTRICT AND CALLING FOR A PUBLIC HEARING.

WHEREAS, the City of Manor, Texas (the "City") is authorized by Chapter 372, Texas Local Government Code, as amended (the "Act") to create a public improvement district and to levy special assessments against property within the district to pay the costs of public improvement projects that confer a special benefit on property within the district; and

WHEREAS, the City Council of the City of Manor (the "City Council") has previously created the Manor Heights Public Improvement District (the "District") pursuant to Resolution 2018-10 adopted on November 7, 2018 (the "Creation Resolution");

WHEREAS, on or about September 3, 2019, the owners of certain real property (the "Additional Land") submitted to and filed with the City Secretary of the City that certain "Petition for the Addition of Land to Manor Heights Public Improvement District Within the City of Manor, Texas" (the "Petition"), which is attached as Exhibit "A" meeting the requirements of the Act and indicating: (i) the owners of more than fifty percent (50%) of the appraised value of the taxable real property liable for assessment, and (ii) the owners of more than fifty percent (50%) of the area of all taxable real property liable for assessment within the Additional Land and more than fifty percent (50%) of all record owners of property liable for assessment within the Additional Land have executed the Petition requesting the addition of such Additional Land to the District; and

WHEREAS, the Act states that a Petition to include land in a public improvement district is sufficient if signed by owners of more than fifty percent (50%) of the taxable real property, according to appraised value, and either of the following: more than fifty percent (50%) of the area of all taxable real property liable for assessment under the proposal, or more than fifty percent (50%) of all record owners of property liable for assessment; and

WHEREAS, the Act further requires that prior to the adoption of the resolution determining the boundaries of the District, the City Council must hold a public hearing on the advisability of the improvements, the nature of the improvements contemplated, the estimated costs of the improvements, the method of assessment, and the apportionment, if any, of the costs between the District and the City.

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

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. City staff reviewed the Petition and determined that same complied with the requirements of the Act and the City Council accepts the Petition. The Petition is filed with the office of the City Secretary and is available for public inspection.

SECTION 3. The City Council calls a public hearing to be scheduled at or after 7:00 p.m. on October 7, 2020 to be held at Manor City Hall, 105 E. Eggleston Street, Manor, Texas on the advisability of the improvements, the nature of the improvements contemplated, the estimated costs of the improvements, the boundaries of the District, the method of assessment, and the apportionment, if any, of the costs between the District and the City. All residents and property owners within the District and the Additional Land, and all other persons, are hereby invited to appear in person, or by their attorney, and speak on the addition of the Additional Land to the District.

SECTION 4. The Public Hearing may be adjourned from time to time. Upon the closing of the Public Hearing, the City Council may consider the adoption of a resolution adding the Additional Land to the District or may defer the adoption of such a resolution for up to six (6) months. The addition of the Additional Land to the District is within the sole discretion of the City Council.

SECTION 5. The City Council hereby authorizes and directs the City Secretary, on or before September 21, 2020, in accordance with the Act, to: (a) publish notice of the public hearing in a newspaper of general circulation in the City; and (b) mail notice of the public hearing to the owners of the Additional Land as reflected on the tax rolls.

SECTION 6. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 16th day of September 2020, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

ATTEST:	Dr. Larry Wallace Jr., Mayor	
Lluvia T. Almaraz, City Secretary City of Manor, Texas		

Item 15.

EXHIBIT "A" PETITION FOR ADDITION OF LAND

PETITION FOR ADDITION OF LAND TO MANOR HEIGHTS PUBLIC IMPROVEMENT DISTRICT WITHIN THE CITY OF MANOR, TEXAS

This petition (the "Petition") is submitted and filed with the City Secretary of the City of Manor, Texas (the "City"), by Forestar (USA) Real Estate Group, Inc., a Delaware corporation (the "Owner"), acting pursuant to the provisions of Chapter 372, Texas Local Government Code, as amended (the "Act"), requesting the addition of the property located within the corporate limits of the City to the Manor Heights Public Improvement District (the "District"). In support of this Petition, the Owner would present the following:

- 1. Additional District Land. The District was established through the City Council's adoption of Resolution 2018-10 (the "Creation Resolution") on November 7, 2018. The area of the District as created through the Creation Resolution consists of 599 acres of land. The area of the District does not include that portion of land consisting of approximately 3 acres, the boundaries of which are delineated as that segment of the right of way known as Old Kimbro Road going over and through the District. The Owner hereby requests that the City consent to the addition of such land, which is more particularly described in Exhibit A attached hereto (the "Additional District Land"), to the District.
- 2. <u>General Nature of the Improvements</u>. The improvements that will be made to provide a special benefit to the Additional District Land are of the same type as those improvements for which the District was created and identified in the Creation Resolution (the "Authorized Improvements"). The Authorized Improvements shall promote the interests of the City and confer a special benefit on property in the District, including on that portion comprised of the Additional District Land.
- 3. <u>Estimated Cost of the Improvements</u>. The Owner estimates that the cost to design, acquire, and construct the Authorized Improvements benefitting the Additional District Land, together with bond issuance costs, eligible legal and financial fees, eligible credit enhancement costs and eligible costs allocated to the Additional District Land will not, when added to the Authorized Improvements contained in the Creation Resolution, cause the total costs of improvements that will benefit District to exceed the \$30,000,000 costs of improvements identified in the Creation Resolution.
- 4. <u>Boundaries of the Property</u>. The boundaries of the Additional District Land are identified in cross-hatching on <u>Exhibit A</u> to this Petition. The proposed boundaries of the District after addition of the Additional District Land shall include all property identified on <u>Exhibit B</u> attached hereto.
- 5. <u>Proposed Method of Assessment</u>. The proposed method of assessment will be identical to the proposed method of assessment approved by the City in the Creation Resolution. A revised assessment methodology will be prepared that will address (i) how the costs of the Authorized Improvements financed with the assessments are assessed against the property within the District, (ii) the assessments to be collected each year, (iii) provisions providing for the prepayment of the assessments at the option of the owner of any portion of the property within the

Item 15.

District, (iv) the reallocation of the assessment upon the subdivision of a portion of the property within the District, and (v) reduction of the assessments for costs savings (pursuant to the annual review of the service plan for the District) and (vi) repayment of bonds issued to finance the Authorized Improvements. Additionally, a report will be prepared showing the special benefits accruing to the property within the District and how the costs of the Authorized Improvements are assessed to the property within the District on the basis of the special benefits. The result will be that equal shares of the costs will be imposed on the portions of the property within the District similarly benefited.

- 6. <u>Proposed Apportionment of Cost between the District and the City</u>. The City shall not be obligated to provide any funds to finance the Authorized Improvements. The cost of the Authorized Improvements will be paid from assessments to be levied in the District or bonds to be issued by the City, which bonds will be repaid from the assessments and from other sources of funds, if any, available to the Owner.
- 7. <u>Management of the District</u>. The Owner proposes that, following the addition of the Property to the District, the District continue to be managed by the City, with the assistance of a consultant, who shall, from time to time, advise the City regarding certain operations of the District.
- 8. <u>Owner Requests Addition of Property to the District</u>. The person signing this Petition requests the addition of the Property to the District.
- 9. <u>Advisory Board</u>. The Owner proposes that, following the addition of the Property to the District, the District continue to be managed without the creation of any advisory body.

This Petition has been signed by (1) the owners of taxable real property representing more than 50 percent of the appraised value of the Property which is the taxable real property liable for assessment under the proposal, as determined by the current roll of the appraisal district in which the property is located; and (2) record owners of the Property which is the real property liable for assessment under the proposal who: (A) constitute more than 50 percent of all record owners of property that is liable for assessment under the proposal; or (B) own taxable real property that constitutes more than 50 percent of the area of all taxable real property that is liable for assessment under the proposal.

This Petition is hereby filed with the City Secretary of the City in support of the addition of the Property to the District by the City Council as herein provided. The undersigned requests that the City Council grant its consent as above stated.

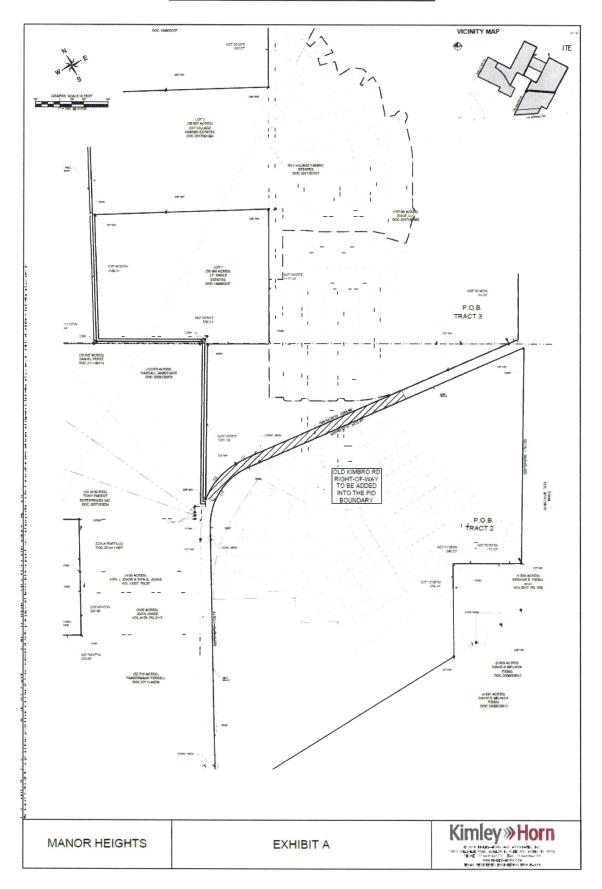
[Signatures to Follow]

FORESTAR (USA) REAL ESTATE GROUP, INC., a Delaware Corporation

By: John Muberry

Title: Vice President

EXHIBIT A DESCRIPTION OF THE PROPERTY



A METES AND BOUNDS DESCRIPTION OF A 3.700 ACRE RIGHT-OF-WAY OF LAND

BEING a 3.700 acre (161,158 square feet) tract of land situated in the A.C. Caldwell Survey No. 52, Abstract No. 154, City of Manor, Travis County, Texas; and being a portion of Old Kimbro Road (80 feet wide); and being more particularly described as follows:

COMMENCING, at a 1/2-inch iron rod with a plastic cap stamped "KHA" found on the southerly right-of-way line of said Old Kimbro Road marking the northwest corner of a called 51.533 acre tract of land described in instrument to Chau Dinh and Kim Pham recorded in Document No. 2014139510 of the Official Public Records of Travis County, same being the northeast corner of a called 90.0886 acre tract of land described in instrument to RHOF, LLC recorded in Document No. 2017194263 of the Official Public Records of Travis County;

THENCE, North 85°48'57" West, 846.55 feet, along the southerly right-of-way line of Old Kimbro Road and the north line of said 90.0886 acre tract to the **POINT OF BEGINNING** of the herein described tract;

THENCE, continuing along the southerly right-of-way of said Old Kimbro Road and along the north line of said 90.0886 acre tract the following two (2) courses and distances:

- 1. North 85°48'57" West, 1629.02 feet to an iron rod with plastic cap stamped "KHA" found for a point of curvature;
- 2. in a southwesterly direction, along a tangent curve to the left, a central angle of 43°49'58", a radius of 533.10 feet, a chord bearing and distance of South 72°20'04" West, 397.96 feet, and a total arc length of 407.84 feet to a point for corner;

THENCE, departing the north line of said 90.0886 acre tract and crossing said Old Kimbro Road the following two (2) courses and distances:

- 1. North 40°17'42" West, 46.07 feet to a point for corner;
- 2. North 61°40'04" West, 35.46 feet to a 5/8-iron rod found on the northerly right-of-way line of said Old Kimbro Road marking the southwest corner of a called 157.9603 acre tract of land described in instrument to RHOF, LLC recorded in Document No. 2017180865 of the Official Public Records of Travis County;

THENCE, along the northerly right-of-way line of said Old Kimbro Road and along the south line of said 157.9603 acre tract the following three (3) courses and distances:

- 1. in a northeasterly direction, along a non-tangent curve to the right, a central angle of 36°32'19", a radius of 613.14 feet, a chord bearing and distance of North 68°23'46" East, 384.42 feet, and a total arc length of 391.01 feet to a 1/2-iron rod found for a point for corner;
- 2. in a northeasterly direction, along a non-tangent curve to the right, a central angle of 7°10'29", a radius of 1407.07 feet, a chord bearing and distance of South 89°23'14" East, 176.08 feet, and a total arc length of 176.20 feet to a concrete monument found for a point of tangency;
- 3. South 85°54'35" East, 1541.16 feet to a point for corner;

THENCE, South 4°11'03" West, 80.00 feet departing the south line of said 157.9603 acre tract and crossing said Old Kimbro Road to the **POINT OF BEGINNING**, and containing 3.700 acres of right-of-way in Travis County, Texas. The basis of bearing for this description is the Texas State Plane Coordinate System Grid, Central Zone (FIPS 4203) (NAD'83). All distances are on the surface and shown in U.S. Survey Feet. To convert grid distances to grid, apply the combined SURFACE to GRID scale factor of 0.99992097045. This document was prepared in the office of Kimley-Horn and Associates, Inc. in San Antonio, Texas.

ABEL P. STENDAHL
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6754
601 NW LOOP 410, SUITE 350
SAN ANTONIO, TEXAS 78216
PH. 210-541-9166
abel.stendahl@kimley-horn.com



EXHIBIT OF A 3.700 ACRE RIGHT-OF-WAY TO BE RELEASED

A.A. CALDWELL SURVEY NO.52, ABSTRACT NO. 154 TRAVIS COUNTY, TEXAS

Kimley >>> Horn

601 NW Loop 410, Suite 350
San Antonio, Texas 78216 FIRM # 10193973 Tel. No. (210) 541-9166
www.kimley-horn.com

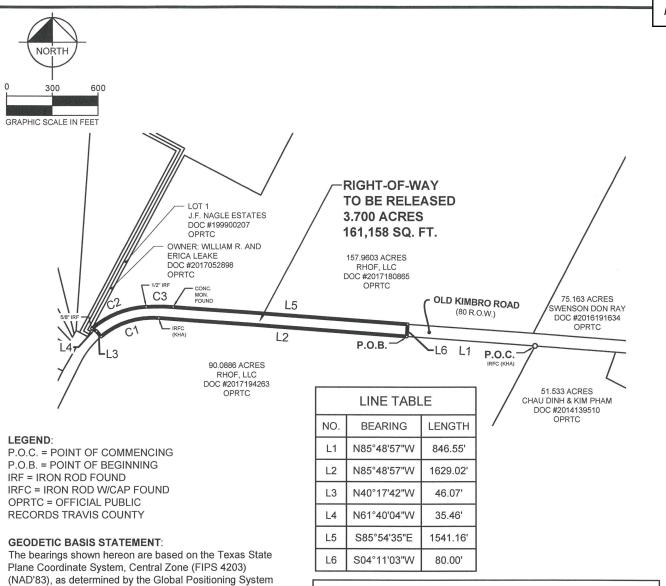
San Antonio, Texas 78216 FIRM # 10193973 FIRM. (210)-horn.

Scale Drawn by Checked by Date Project No. 8

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STENDAHL, ABEL 9/3/2020 10:57 AM K:\SNA_SURVEY\MANOR HEIGHTS DEVELOPMENT\069255703-MANOR HTS PHASE 2\DWG\EXHIBITS\3.700AC RIGHT OF WAY RELEASE.DWG

1 OF 2



The bearings shown hereon are based on the Texas State Plane Coordinate System, Central Zone (FIPS 4203) (NAD'83), as determined by the Global Positioning System (GPS). All distances shown hereon are on the SURFACE. To convert SURFACE distances to the GRID, apply the combined SURFACE to GRID scale factor of 0.99992097045. The unit of linear measurement is U.S. Survey Feet.

CURVE TABLE					
NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD
C1	43°49'58"	533.10'	407.84'	S72°20'04"W	397.96'
C2	36°32'19"	613.14'	391.01'	N68°23'46"E	384.42'
СЗ	7°10'29"	1407.07'	176.20'	S89°23'14"E	176.08'

ABEL P. STENDAHL
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6754
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abel.stendahl@kimley-horn.com



EXHIBIT OF A 3.700 ACRE RIGHT-OF-WAY TO BE RELEASED

A.A. CALDWELL SURVEY NO.52, ABSTRACT NO. 154 TRAVIS COUNTY, TEXAS

Kimley >>> Horn
O1 NW Loop 410, Suite 350
Tel. No. (210) 541-9166

601 NW Loop 410, Suite 350 San Antonio, Texas 78216 FIRM # 10193973

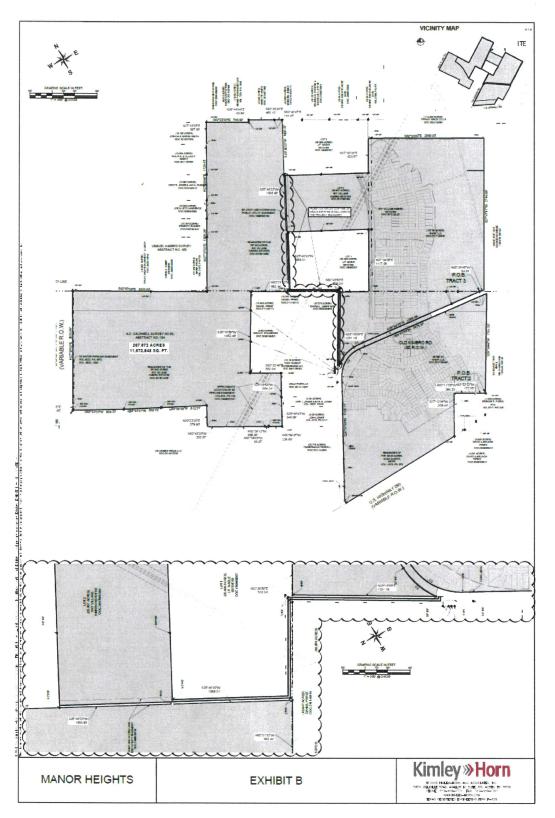
www.kimley-horn.com

 Scale
 Drawn by
 Checked by
 Date
 Project No.
 Sheet No.

 1" = 600'
 DJG
 APS
 9/3/2020
 069255703
 2 OF 2

EXHIBIT B

METES AND BOUNDS DESCRIPTION OF LAND IN THE DISTRICT



AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Pauline Gray, City Engineer

DEPARTMENT: Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Resolution to conduct a public hearing on the Land Use Assumptions Map and proposed Capital Improvement Projects recommended by the 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 reappointed the Planning and Zoning Commission and one representative of the development community as the Community Impact Fee Advisory Committee. The Committee has met several times and has evaluated the City's current Impact Fee Program and has come up with recommendations for proposed changes to the Community Impact Fee Land Use Assumptions and Capital Improvements Plan.

LEGAL REVIEW: Not Applicable

FISCAL IMPACT: No PRESENTATION: No ATTACHMENTS: Yes

Resolution 2020-09

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Resolution 2020-09 to conduct a public hearing for the Land Use Assumptions Map and proposed Capital Improvement Projects on October 21, 2020.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

RESOLUTION NO. 2020-09

A RESOLUTION OF THE CITY OF MANOR, TEXAS, SETTING A PUBLIC HEARING DATE ON THE LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PROJECTS OF THE COMMUNITY IMPACT FEE; AND PROVIDING OPEN MEETINGS AND OTHER RELATED MATTERS

WHEREAS, the City of Manor, Texas (herein the "City") City Council authorized the Manor Planning and Zoning Commission and a Developer Representative to act as the Community Impact Fee Advisory Committee (herein the "Committee") for the purposes of updating the five-year Community Impact Fee on November 6, 2019; and,

WHEREAS, the Committee, pursuant to requirements of the Open Meetings Act, *Chapter 551, Tex. Gov't Code*, held public meetings to determine land use assumptions and capital impact projects on January 8, 2020, February 12, 2020, February 26, 2020, March 11, 2020, May 13, 2020, May 27, 2020, June 10, 2020, August 12, 2020 and September 9, 2020; and,

WHEREAS, the Committee, after reviewing and approving for recommendation the land use assumptions and capital impact projects at the September 9, 2020 meeting, have put forth this recommendation for public commentat the regularly scheduled City Council meeting on November 4, 2020; and,

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

SECTION 1. 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. One public hearing is set for the date of November 4, 2020. Notice of such hearings shall be published in accordance with Chapter 43, Texas Local Government Code, and the hearings shall be open to the public to accept public comment on the land use assumptions and capital impact projects of the five-year Community Impact Fee. Notice of the public hearing shall be posted 30 days prior to the day before the hearing and notices mailed to registered interested parties.

SECTION 3. Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the sanle shall be and remain in full force and effect and to this end the provisions of this Resolution are declared severable.

SECTION 4. It is hereby official found and determined that the meeting at which this Resolution is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't. Code.*

Page 2

Item 16.

DULY PASSED AND APPROVED on this the 16th day of September 2020.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace, Jr. Mayor

ATTEST:

Lluvia Almaraz, TRMC City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Tracey Vasquez, HR Manager

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on an agreement between TML Health and the City of Manor regarding the Flex Spending Account.

BACKGROUND/SUMMARY:

The City offers supplemental Insurance programs to provide extended benefits and options to assist in the employee's health and wellness needs.

The Plan allows participants to elect between cash compensation or certain nontaxable qualified benefits plans maintained by the City.

LEGAL REVIEW: Yes

FISCAL IMPACT: No - Budgeted

PRESENTATION: No **ATTACHMENTS:** Yes

• TML Health Benefits Pool Flexible Spending Arrangement Service Agreement

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve an agreement between TML Health and the City of Manor regarding the Flex Spending Account.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

TML Health Benefits Pool

Flexible Spending Arrangement Service Agreement

This FLEXIBLE SPENDING ARRANGEMENT SERVICE AGREEMENT	("Agreement") for plan
administrator services between City of Manor , ("Plan	- · · · · · · · · · · · · · · · · · · ·
MultiState Intergovernmental Employee Benefits Pool d/b/a TML Health Ber	
"Plan Administrator") is effective as of10/1/2020	\

WITNESSETH:

Section I - The Plan

- 1.1 The Plan Sponsor has adopted an Employee Flexible Spending Arrangement ("FSA" or the "Plan") under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
- 1.2 The Plan Participants are the employees enrolled in the Plan.
- 1.3 All contributions to the Plan shall be deposited in the name of the Plan with a Bank designated by the Plan Administrator subject to approval of the Plan Sponsor if requested by the Plan Sponsor.
- 1.4 The Plan Sponsor agrees that a healthcare expense reimbursement arrangement is a health plan under Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Plan Sponsor agrees that it is the Plan Sponsor's, and not the Plan Administrator's, responsibility to ensure that its healthcare expense reimbursement arrangement plan, if any, is compliant with all relevant sections of HIPAA Title II or any other law.

Section II - The Plan Administrator

- 2.1 The Plan Administrator shall provide consulting services and shall assist the Plan Sponsor in the administration of the FSA.
- 2.2 The Plan Administrator shall have the full responsibility for maintaining accounts for each eligible person electing to participate in the Plan. The Plan Administrator shall arrange for eligible claims payments from funds deposited by the Plan Sponsor as directed by their participating employees. The claims payments shall be made by the Plan Administrator by issuing a check or draft to the participant upon the Plan Bank Account, if such account is provided for this purpose, in an amount equal to the qualified charges from the submitted claim. The claims submitted by the Plan Participants shall be paid within ten days of receipt by the Plan Administrator.
- 2.3 To the extent that information is available to the Plan Administrator, Plan Administrator shall assist the Plan Sponsor in sending information to Plan Sponsor so that Plan Sponsor may prepare any report, tax return or similar papers required by state or the federal government pertaining to the operation or management of the Plan. The ultimate responsibility for filing any governmental document shall be with the Plan Sponsor.

- 2.4 The Plan Administrator shall render periodic reports to each Plan Participant, which shall include the following:
 - a. Receipts of the Participant's Plan Contributions;
 - b. Disbursement of Plan Contributions through claims payments; and
 - c. Statements of (a) and (b) above shall automatically be provided each Participant following the submission and payment of a qualified claim.
- 2.5 The Plan Administrator shall prepare a Plan Document for the FSA. The Plan Sponsor shall assume the responsibility of obtaining legal review of the Plan Document.
- 2.6 Unless otherwise provided, the Plan Administrator is authorized to do all the things necessary or convenient to carry out the terms and purposes of the Plan.

Section III - Procedure for Making and Payment of Claims for Benefits from the Fund

- 3.1 Any Plan Participant may make application for benefits from the Plan as provided by the Plan upon the form or forms provided by the Plan Administrator. The Plan Participant shall fully and truthfully complete such application for benefits and the applicant shall supply all such pertinent information including copies of paid receipts, as may be required under the Section 125 rules and specified by the Plan Administrator.
- The Plan Administrator shall accept copies of any application for benefits made in the appropriate manner shall duly investigate and verify the statements made on the application and determine benefit eligibility. If the facts as stated in such application entitle the covered person to receive payment of benefits from the Plan, the Plan Administrator shall forthwith arrange for the proper payment.
- Claim filings shall be mailed/faxed to the person or department designated by the Plan Administrator. If appropriate, claims could be submitted through the debit card transaction. Claims checks are processed each week. During the last month, eligible claims of any amount shall be processed by the Plan Administrator.
- 3.4 All Plan benefits processed by the Plan Administrator shall be mailed to the qualified Plan Participant within ten (10) days of approval.
 - If the Plan Administrator finds that the Plan Participant is not entitled to a claim payment under the Plan, the claim application shall be denied, all or in part, and returned to the Plan Participant with the Plan Administrator's reason for denial. The Plan Participant may appeal a denial by the Plan Administrator to the Plan Sponsor. The Plan Sponsor's determination is final and conclusive.
- 3.5 The Plan Administrator shall not be liable for any failure or refusal to pay or honor any application for benefits made pursuant to this Agreement; and to the extent allowed by law, the Plan Administrator must be indemnified by the Plan Sponsor for any liability related to its duties herein, and shall be reimbursed by the Plan Sponsor for any expense, loss, damage, or legal fees incurred by the Plan Administrator in defending any claims or demands made against the Plan Sponsor, the Plan Administrator or the Plan. This paragraph will not apply for any loss due to the gross negligence or willful misconduct of the Plan Administrator.

Section IV - Costs of Administrator

4.1 The Plan Administrator shall be entitled to a fee or fees for its service to the Plan and, under this Agreement, the fee shall be paid in the form of an advance start-up costs, a pass through of printing or printing preparation costs and Monthly Service Fee.

Section V – Duties of the Plan Sponsor

- 5.1 As of the effective date of this Agreement, the Plan Sponsor shall provide the Plan Administrator with a complete list of all eligible Plan Participants. The Plan Sponsor shall arrange for enrollment meetings and, with the Plan Administrator's assistance, complete Plan enrollment.
- 5.2 The Plan Sponsor shall collect funds in accordance with authorized payroll reductions or deductions and shall remit these monies to the Plan Administrator on a monthly (or pay period) basis.
- 5.3 The Plan Sponsor shall forward the appropriate service fees to the Plan Administrator on the first of each calendar month or in conjunction with the monthly plan fund collections.
- 5.4 The Plan Sponsor shall assist in the enrollment of eligible employees in the Plan, notify the Plan Administrator of any change of eligibility, cooperate with the Plan Administrator with regard to proper claim settlement, transmit to the Plan Administrator proper claim settlement and transmit to the Plan Administrator all inquiries pertaining to the Plan.
- 5.5 The Plan Sponsor shall be responsible for filing any documents required by the Internal Revenue Service ("<u>IRS</u>").
- 5.6 The Plan Sponsor limits contributions to the Plan to \$\frac{687.50}{} per employee, unless otherwise specified below the signature line on this agreement.

Section VI – Duration and Termination of the Agreement

6.1 This Agreement may be terminated by the Plan Sponsor or the Plan Administrator by prior written notice of intention to terminate given to the other party, to be effective as of an annual plan anniversary date. Said written notice shall be given not less than thirty (30) days prior to such termination. The thirtieth (30th) day shall coincide with the last day of a calendar month. The Plan Administrator may also terminate this Agreement following the termination of any medical, dental, or vision coverage provided by the Plan Administrator to the Plan Sponsor, to be effective upon ten (10) days' written notice sent to the Plan Sponsor, effective on the date specified in the notice. The Additional Contract Documents referenced in Section 8.7 may be amended by Notice of Renewal for each renewal Plan Year or by Notice of Mid-Year Plan Amendments. In the event any such Additional Contract Document is amended, said amended document will be attached to this Agreement and incorporated by reference to said document. All obligations of the Plan Administrator related to the relevant rights of the covered Participant to payments of benefits from the Plan will be terminated and extinguished on the effective date of termination given in the notice whether or not the claim for such benefits arose prior to or following the termination of this Agreement. Absent a prior written notice of termination this Agreement will annually renew on the effective date set forth at inception. In no case shall termination by the Plan Administrator relieve the Plan Sponsor of its obligation to maintain the Plan.

Section VII - Qualifications

7.1 To qualify the Plan Sponsor must have on file a current Interlocal Agreement with the TML Health Benefits Pool. The Plan Sponsor must have ten percent (10%) of the eligible employees participate in the Plan. Should these qualifications not be met, or maintained, the Plan Administrator may terminate this Agreement pursuant to Section VI.

Section VIII - Miscellaneous Provisions

- 8.1 In the event of resignation or inability to serve as the Plan Administrator, the Plan Sponsor may appoint a successor.
- 8.2 If during the operation of the Plan, the United States Government, the government of any state or any instrumentality or either shall assess any tax against the Plan and the Plan Administrator is required to pay such tax, the Plan Administrator shall report the payment to the Plan Sponsor who will reimburse the Plan Administrator for such tax or assessment.
- 8.3 Plan Administrator shall incur no tax liability to the Plan Sponsor or to an employee or dependent of the Plan Sponsor for any administrative errors, or any other act or failure to act not directly connected with processing and payment of claims as provided in this Agreement, except where the tax liability is caused solely by the Plan Administrator. To the extent allowed by law, the Plan Sponsor shall hold Plan Administrator harmless from and indemnify it against any and all liability, claims, damages (including punitive or consequential damages), costs, expenses, or fees (legal or otherwise) incurred or paid in connection therewith which might be asserted by the Plan, the Plan Sponsor's employees, or other persons for which the Plan Administrator would not be liable to the Plan Sponsor as set forth above.
- 8.4 Where the context of the Agreement requires, the singular shall include the plural and the masculine gender shall include the feminine.
- 8.5 This Agreement may be amended by the Plan Sponsor and the Plan Administrator at any time by mutual written consent of said parties.
- 8.6 The Plan Sponsor hereby is designated the agent for service of legal process on behalf of the Plan, in its principal office.
- 8.7 Additional Contract Documents

The following attachments are additional contract documents:

- 1. Attachment 1 Flexible Spending Arrangement Plan Document
- 2. Attachment 2 Schedule of Fees
- 3. Attachment 3 Not Applicable
- 4. Attachment 4 Flexible Spending Arrangement Carryover Service Addendum
- 5. Attachment 5 Flexible Spending Arrangement Forms

IN WITNESS WHEREOF, the Plan Spor Spending Arrangement Service Agreement	nsor and the Plar nt this	n Admini day of	strator have executed this Flexible, 20
Healthcare Limitation amounts are limited	d to \$687.50)	
[Employer's limit for participant contribution amount of \$ 2,750.00, effective 1/1/2020.]	•	i amount	up to federal maximum
The Section 125 FSA Plan Year is from: _	10/1/2020	to	12/31/2020
TML Health		City of Ma	anor
Jennifer Hoff			
Print name		Print Na	ame
Signature		Signatur	re
Executive Director			
Title		Title	
Date		Date	
APPROVED AS TO FORM:			
Leah Simon, General Counsel			

Attachment 1 Flexible Spending Arrangement Plan Document

Introduction

The Plan Sponsor recognizes that many employees in today's work force are faced with childcare expenses, as well as certain medical or healthcare expenses that are not fully covered by your health benefit program.

To assist employees with these expenses, we are offering you the opportunity to participate in the Plan Sponsor Dependent Care Account and Unreimbursed Healthcare Spending Account Plans. These Plans are part of the Plan Sponsor Section 125 Flexible Spending Arrangement ("FSA" or "Plan Sponsor Plan"). These FSA Account plans allow you to pay for dependent care and healthcare expenses that are not or cannot be reimbursed by your health benefit program, such as the monthly contributions, deductibles and the benefit percentage that is your responsibility, with before-tax dollars. This Plan Sponsor Plan offers you the opportunity to make contributions to FSA Accounts to cover these expenses with before-tax moneys.

You will be reimbursed for childcare expenses and unreimbursed healthcare expenses from your FSA accounts as you present your claims for payment.

We have written this booklet with as few technical terms as possible, so that you will be aware of your benefit rights. Every effort has been made to make the booklet as complete and accurate as possible. However, if any conflict should arise between this booklet and these plans, the terms of the plans will govern.

Plan Sponsor will be happy to supply you with any additional information so that you will have a complete understanding of the benefits.

General Information

Name and Type of Plan and Fiscal Year

The names of the plans available in the FSA are: (1) the Plan Sponsor Dependent Care Account, and (2) the Plan Sponsor Unreimbursed Healthcare Reimbursement Account Plan. The Dependent Care Account is a plan authorized under Section 129 of the Internal Revenue Code. The Unreimbursed Healthcare Reimbursement Account is authorized under Sections 105 & 125 of the Internal Revenue Code. These plans are provided under the Plan Sponsor Plan, which is an authorized Internal Revenue Code Section 125 Cafeteria Plan.

Administration of the Plan

The Plan Sponsor is the Member. The Plan Administrator is TML Health Benefits Pool.

Agents for Service of Process

Legal service of process may be made on the Plan Sponsor.

Amendments to, or Termination of, the Plan

The Plan Sponsor Plan may be modified, amended or terminated in whole or in part, at any time by the Plan Sponsor or its designee.

Flexible Benefit Plan

A flexible benefits plan is a benefit designed to increase employee's' spendable income by reducing their taxes. Internal Revenue Code Section 125 allows employers to provide three basic types of flexible benefits plans to their employees.

- 1. Premium Conversion plan
- 2. Dependent Care Spending Account
- 3. Unreimbursed Healthcare Spending Account

How the Program Works

These flexible benefits plans let you set aside part of your pay on a before-tax basis to:

- 1. Pay certain insurance premiums through the Pre-tax Premium Conversion Option;
- 2. Set up an **Unreimbursed Healthcare Reimbursement Account** to pay certain medical, dental, vision and hearing care expenses not covered by insurance (Unreimbursed Healthcare Account standard maximum \$2,750 per year [Patient Protection Affordable Care Act] or a lower amount established by the employer); and
- 3. Set up a **Dependent Care Account** to pay eligible childcare and dependent care expenses while you and your spouse (if married) are at work. Yearly maximum is \$5,000 (or \$2,500) for married employees who file separate returns). These options are explained in more detail in the sections to follow.

What are Before-Tax Dollars?

The before-tax dollars you contribute to this program is money that is *never* taxed for federal income tax and social security tax purposes. Basically, the program reduces your taxable income.

Participating in flexible benefits plans will not affect your other benefits or your employment contract (if applicable). They will continue to be based on your actual income. Your W-2 form, however, will show a reduced amount of pay according to your Pre-tax Premium Conversion and Reimbursement Account elections.

Eligibility

You are eligible for the flexible benefit plans for premium conversion, dependent care and/or unreimbursed healthcare expenses on the Plan Sponsor Plan's effective date if you are eligible to receive other employee benefits from your employer. You will have the opportunity to make before-tax contributions to each of the flexible benefit plans. You can make your elections by completing the election form or the online enrollment form.

Changes in Eligibility

You will cease to be eligible for the participation in the Plan Sponsor Plan if the following occurs:

- 1. the plan terminates,
- 2. you are no longer an eligible employee of the Plan Sponsor, or

3. you elect to revoke your elections because you qualify for leave under the Family and Medical Leave Act of 1993 (FMLA).

If you revoke your eligibility under the provisions of FMLA and then return to work you may reinstate your elections on the same terms as prior to the leave. If you are no longer an eligible employee of the Plan Sponsor, you must elect COBRA continuation of coverage and promptly pay 102% of your contracted contribution in order to access any benefit balance for claims incurred after the date of your termination.

Choosing a Deposit Amount

When you enroll in the Plan Sponsor Plan, you must specify the amount of your income you want deducted, on a pre-tax basis for the Dependent Care Spending Account and/or Unreimbursed Healthcare Spending Account. Your employer will administer the Pre-Tax Premium Conversion Plan for you. Equal payroll deductions will be taken from each paycheck during the plan year. The Unreimbursed Healthcare Spending Account contributions are established by the employer with a standard maximum amount of \$2,750 per year (as of January 2020 and thereafter).

Restrictions on Changing Your Deposit Amounts

You may not change or revoke your elections during the Plan Year except as prescribed in federal regulations. Those qualifying events include, but are not limited to the following circumstances:

- 1. Change in legal marital status, including marriage, divorce or legal separation, death of spouse or annulment.
- 2. Change in the number of dependents including birth, adoption and placement for adoption or death of a dependent.
- 3. Change in employment status, including commencement or termination of employment of the employee, spouse or dependent.
- 4. Change in work schedule including an increase or decrease in the number of hours of employment by employee, spouse, or dependent including a switch from full-time to part-time status, a strike or lockout, or commencement or return from an unpaid leave of absence.
- 5. The dependent satisfies or ceases to satisfy the requirements for dependents. An event that causes an employee's dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, or any similar circumstances as provided under the accident or health plan under which the employee receives coverage.
- 6. A change in the place of residence or work site of the employee, spouse or dependent.
- 7. An employee who is eligible, but not enrolled, for coverage under the terms of the plan (or a dependent of such an employee if the dependent is eligible, but not enrolled for coverage under such terms) may enroll for coverage under the terms of the plan within sixty (60) days of loss of coverage, due to loss of eligibility, under Medicaid or a State Children's Health Insurance Program (SCHIP).
- 8. If the dependent child is dropped by SCHIP (State Children's Health Insurance Program).
- 9. If the employee, spouse or dependent become entitled to Medicare or Medicaid, the employee may elect to cancel the coverage on the employee, spouse or dependent.
- 10. If the plan receives a Qualified Medical Child Support Order (QMED) pertaining to an employee's dependent, an employer may elect to change the election without the consent of the employee.
- 11. If the plan sponsor significantly changes either the cost of coverage or the coverage itself during the year, participants may change their benefit election as a result.

- 12. If FMLA applies to the employer, it applies to the Flex plan. An employee requesting leave under FMLA may revoke his or her existing Flex plan. However, if the employer pays the employee's share of the contribution, the employee may not revoke coverage.
- 13. If an employee loses health coverage while on FMLA or protected leave the employee must make a required payment for the employer to reinstate the employee's coverage upon request. An employee on FMLA leave has the same rights as other employees to take advantage of the change in family status rule. During the FMLA period, payment of contributions must continue without regard to leave. FMLA requirements do not apply to non-health benefits such as life insurances or dependent care provided through the Flex plan. If the employee fails to make a scheduled payment, the employer may make the payment on the employee's behalf and recoup it after the employee returns from leave using the "catch-up" rules.
- 14. Substantial decrease in the medical providers available in the PPN, reduction of benefits for a specific type of medical conditions or treatment and/or similar reduction of loss of coverage.
- 15. If covered individual transitions from paid to a non-paid daycare service.
- 16. Cessation of required contributions.
- 17. Any other change of status allowed under the regulations of the Internal Revenue Service.
- 18. If an employee's hours of employment drop to under thirty (30) hours per week, regardless of whether the drop in hours results in a loss of eligibility under the group health plan, the employee may prospectively revoke the group health plan provided the revocation corresponds with enrollment of the employee and any dependents who were also covered in another plan that provides minimum essential coverage. The new coverage must be effective no later than the first day of the second month following the date coverage is revoked.
- 19. If a group health plan's plan year is non-calendar, an employee may revoke coverage mid-plan year to enroll in a marketplace plan during the market place open enrollment period. The effective date of the revocation must be 12/31 and the employee must show enrollment of himself/herself and any dropped dependents in a marketplace plan the following 1/1.

If one of the above circumstances does occur during the plan year, you have thirty one (31) days from the occurrence to change or revoke your elections. The change in coverage must be consistent with the qualifying event (QE). Plan Administrator has the right to request documentation of changes.

Benefits subject to COBRA Continuation of Coverage may include: medical, health reimbursement coverage in conjunction with the medical, dental, vision, prescription and/or the Flexible Spending benefits. FSA Accounts include Unreimbursed Healthcare Spending Accounts and Dependent Care Accounts.

Separation from Service

An employee who terminates employment and later returns to work cannot rejoin the FSA plan for the balance of the Plan Year.

Forfeiture of Benefits

You forfeit any amount of dependent care reimbursement benefits and unreimbursed healthcare spending account benefits if a claim for reimbursement is not provided to the Plan Administrator within ninety (90) days after the last day of participation in the Plan. Upon such forfeiture, your Dependent Care Reimbursement Account or Unreimbursed Healthcare Spending Account shall be reduced to zero (0). At the discretion of the Plan sponsor, forfeitures of benefits under the Plan may be reallocated to Participants in any reasonable manner. Forfeitures of benefits may also be applied toward the cost of administering the Plan. Forfeited benefits shall become the sole property of the Plan Sponsor.

In the event your employment terminates during the Plan Year, you have ninety (90) days after the last day of participation in the Plan to submit incurred expenses. All employee and dependent coverage will terminate on the **earliest** of the end of the month your employment terminates or the end of the month in which you cease to be an active, full-time Employee.

The Plan will make a qualified reservist distribution of any available funds in the Unreimbursed Healthcare Spending Account pursuant to the Heroes Earnings Assistance and Relief Tax of 2008 (26 U.S.C.A. 125(h)) upon written request of the qualified reservist.

No Transfer between Accounts

IRS rules do not allow any transfer of funds between dependent care accounts and unreimbursed healthcare spending accounts. Separate accounts must be mandated for medical expense reimbursement and dependent care reimbursement.

Reimbursements

Dependent care and any unreimbursed healthcare spending account expenses not submitted as a medical claim will be reimbursed by completing a claim form and attaching the appropriate documentation or by the adjudication of the recurring expense. Claims are processed and checks mailed weekly.

FSA Account Statements

Each time a flex check is sent to the enrollee it is accompanied with a statement indicating the account balance. A statement is also sent to the employee ninety (90) days prior to the end of the flexible benefit plan year indicating the spending account balance.

Active Duty Reservist

If the Plan Sponsor considers a call to active duty "<u>unpaid leave</u>" this will be a "qualifying event" to drop dependent coverage and the employee can reinstate the flexible spending plan when they return to work.

If the Plan Sponsor considers a call to active duty "<u>paid leave</u>" this will not be considered a "qualifying event" and the employee cannot change their flexible spending contributions. In other words, the employee's pay will be reduced by the same amount as it was before being called to active duty.

The Effect of the Plan on Other Benefits

Some of the benefits provided by the Plan Sponsor Plan (e.g., pension benefits, group life insurance benefits) are determined on the basis of your earnings. For the purpose of these benefits, the Plan provided by the Plan Sponsor, will be based on your earnings before any salary reduction contributions to the FSA Account plans are taken into account.

Under present law, your earnings for the purpose of determining your Social Security benefits and FICA taxes do not include salary reduction contributions under the Plan Sponsor Plan, including salary reduction contributions to these FSA Account plans. In almost all cases, the value of the FICA, Federal and state income tax savings to you will exceed the reduction in your eventual Social Security benefits.

Further information on this subject is available from the Plan Sponsor.

Claims Information

Payment of Paper Claims

In order to receive reimbursement for an eligible claim for dependent care or unreimbursed healthcare expenses, you must complete the form supplied to you by your employer. This form may require you to submit additional information pertaining to your claims, such as a signed statement from your physician for healthcare services received.

All payments for eligible claims will be reimbursed within ten (10) business days of receipt. If claims remain at the end of the Plan Year for which there are no remaining funds in your account to reimburse you, these claims will <u>not</u> be paid, carried over or charged against the balance in your account in any subsequent Plan Year. You will not be reimbursed for these excess claims.

• All payments for claims will be made directly to you and not any provider of service.

Payment of Debit Card Claims

In order to receive reimbursement for an eligible claim the card can only be used at merchants and service providers that have approved merchant category codes related to healthcare, such as physician, pharmacies, dentists, vision care offices, hospitals, and other merchant code providers.

Premium Conversion Plan

The Premium Conversion Plan allows you to pay for healthcare contributions, which you pay and are payroll deducted by your employer, on a pre-tax basis and reduce your taxable income. Examples are the contributions for dependent medical, dental or vision coverage. Also included are premiums for optional employee life, but not dependent life. It is like getting an instant tax refund every payday. In fact, many employees may even increase their take-home pay just by participating in this option.

Note: A maximum of \$50,000 basic and/or optional life can be claimed on a pre-tax basis. Any group life insurance in excess of \$50,000 is taxable and must be paid with after tax dollars. Employee salary reductions for the excess coverage are not taken into account when determining the amount to include in an employee's taxable income for the excess coverage.

Once enrolled, you may not change your election or pre-tax payroll deductions for the remainder of the Plan Year unless there is a IRS qualifying event.

Unreimbursed Healthcare Spending Account

The Unreimbursed Healthcare Spending Account reimburses an employee's pledge amount not to exceed the employer's unreimbursed healthcare spending amount limit to a standard maximum of \$2,750 per plan year (January 2020 and thereafter).

This maximum amount for unreimbursed health has no effect on the dependent care flex benefit. The dependent care flex benefit will remain at \$5,000 (or \$2,500 in married and filing separately). If the employee at any time becomes covered under a Qualified High Deductible Health Plan ("HDHP"), as prescribed by Section 223 of the Internal Revenue Code) with an accompanying health savings account ("HSA") then the FSA will automatically convert from a general purpose FSA to a post-deductible FSA for any amounts incurred when the HDHP is in effect. This means that expenditure for non-preventive medical costs will not be paid until the deductible for the HDHP has been met, and then only to the extent that those costs exceed the deductible.

What Expenses are Eligible for Reimbursement?

Only medical expenses that are not covered by your medical insurance and that are allowable by the IRS may be reimbursed from your account. Expenses for your dependents are included as long as that person is a dependent as defined by the IRS.

Included is an alphabetical list of items that are encountered frequently by persons utilizing FSA Accounts. Some of these items may be reimbursed, and some may not; a brief note indicating which category the item falls into follows each item.

How to Get Reimbursed

Claiming your before-tax dollars to pay covered expenses is an easy process. In addition, the medical care must be provided during the Plan Year for which you have set up your account.

Your expenses will be reimbursed up to the amount you have pledged for the year in your Unreimbursed Healthcare Spending Account. The total yearly amount is available for reimbursement as soon as the Plan Year starts and the expense incurred.

Step 1

Paper Claim

When you have a covered medical expense, obtain a receipt showing the date of service and the service provided (you do not have to pay for the service before submitting it for reimbursement).

Before applying for reimbursement, submit any medical bills covered by insurance as you normally would to any insurance company that covers you or your dependents. IRS allowable expenses not reimbursable by insurance can then be submitted for reimbursement. If the service is covered under another insurance policy, submit a copy of the Explanation of Benefits from that insurance company along with a Flex Reimbursement Form for reimbursement (A copy of the form is included in this booklet).

If you are enrolled in both an Unreimbursed Healthcare Spending Account and a Health Savings Account, your Unreimbursed Healthcare Spending Account will not reimburse you for any allowable expenses applied toward satisfaction of your medical plan deductible. If you are enrolled in a Health Savings Account, expenses applied toward your medical plan deductible can be reimbursed only under your Health Savings Account. Except, if your medical plan deductible is more than the minimum deductible established by

federal law for a qualified high-deductible health plan, after you have satisfied the minimum deductible required under federal law, either your Unreimbursed Healthcare Spending Account or your Health Savings Account may be used to reimburse expenses applied to your deductible that exceed the federally-established minimum.

Debit Card Claims

Each participating employee certifies upon enrollment for each Plan Year thereafter that the card will only be used for eligible medical care expenses of the employee, the employee's spouse and dependents. The employee also certifies that any expense paid with the card has not been reimbursed and that the employee will not seek reimbursement under any other plan covering health benefits.

Substantiating Procedures for Debit Card Claims

The employer establishes the following procedures for substantiating claimed medical expenses after the card is used.

First, if the dollar amount of the transaction at a healthcare provider equals the dollar amount of the copayment for that service under the accident or health plan the charge is fully substantiated without the need for submission of receipt. This notice expands the copayment match substantiation method to include as automatic substantiations certain matches of multiple copayments in specific dollar amounts, and the dollar amount of the transaction at a healthcare provider (as identified by its merchant category code) equals an exact multiple of not more than five (5) times the dollar amount of the copayment for the specific service. Under this method, the merchant system must collect and download the inventory control of the purchase.

Second, the Administrator permits automatic reimbursement without further review of recurring expenses that match expenses previously approved as to amount, provider and time period.

Third, if the merchant, service-provider, or other independent third-party merchant at the time and point-of-sale provides information to verify the Administrator (including electronically by e-mail) that the charge is for a medical expense. The charge is fully substantiated without the need for submission of a receipt or further review.

All other charges to the card are treated as conditional pending confirmation of the charge by the submission of additional third-party information, such as receipt.

Step 2

Mail your completed reimbursement claim form and documentation to: TML Health Benefits Pool | PO Box 140167 | Austin, Texas 78714-0167 Fax: (512) 719-6505 or (512) 719-6520

Step 3

You will receive an FSA account reimbursement check made out to you and mailed to your home address. Claims are paid within ten (10) working days from the date of receipt.

COBRA Continuation of Coverage (COC) Rights

Introduction

You're getting this notice because you have recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA Continuation of Coverage (COC), which is a temporary extension of coverage under the Plan. This notice explains COBRA Continuation of Coverage, when it may become available to you and your family and what you need to do to protect the right to receive it. When you become eligible for COBRA Continuation of Coverage, you may also become eligible for other coverage options that may cost less than COBRA Continuation of Coverage.

The right to COBRA Continuation of Coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA Continuation of Coverage can become available to you and other members of your family when your group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan booklet or contact TML Health Benefits Pool, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

You may have other options available to you when you lose group health coverage

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out of pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA Continuation of Coverage?

COBRA Continuation of Coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA Continuation of Coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA Continuation of Coverage may be required to pay for coverage depending on the policy of your Employer.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of either one of the following qualifying events:

- 1. Your hours of employment are reduced; or
- 2. Your employment ends for any reason other than your gross misconduct.

If you're the spouse of the employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of any of the following qualifying events:

- 1. Your spouse dies;
- 2. Your spouse's hours of employment are reduced;
- 3. Your spouse's employment ends for any reason other than his or her gross misconduct;
- 4. Your spouse becomes entitled to Medicare benefits (under Part A, Part B and/or Part C); or
- 5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events:

- 1. The parent-employee dies;
- 2. The parent-employee's hours of employment are reduced;
- 3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
- 4. The parent-employee becomes entitled to Medicare benefits (Part A, Part B and/or Part C);
- 5. The parents become divorced or legally separated; or
- 6. The child stops being eligible for coverage under the Plan as a "dependent child."

Any decision of whether an Employee was terminated because of gross misconduct will be made by the Employer. The Employer may not change its decision on whether or not a termination was for gross misconduct later than the forty-fifth (45th) day after the date employment terminated or the date a COBRA Continuation of Coverage election notice was mailed to the employee, whichever is earlier. Any determination of gross misconduct shall be based on events that occurred prior to the termination of employment.

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your Employer, and that bankruptcy results in the loss of coverage for any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

Please note that COBRA Continuation of Coverage does not include any life benefits. If you had voluntary life coverage, you may convert it to an individual policy within thirty-one (31) days of your qualifying event. Contact your Employer's human resources office for more information and conversion forms.

When is COBRA Continuation of Coverage available?

The Plan will offer COBRA Continuation of Coverage to qualified beneficiaries only after TML Health Benefits Pool has been notified that a qualifying event has occurred. The Employer must notify TML Health Benefits Pool of the following qualifying events:

- 1. The end of employment or reduction of hours of employment;
- 2. Death of the employee;
- 3. Commencement of a proceeding in bankruptcy with respect to the Employer; or
- 4. The employee's becoming entitled to Medicare benefits (under Part A, Part B and/or Part C).

You must give notice of some Qualifying Events

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify TML Health Benefits Pool within sixty (60) days after the qualifying event occurs. You must provide notice to: TML Health Benefits Pool, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

How is COBRA Continuation of Coverage provided?

Once TML Health Benefits Pool receives notice that a qualifying event has occurred, COBRA Continuation of Coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA Continuation of Coverage. Covered employees may elect COBRA Continuation of Coverage on behalf of their spouses, and parents may elect COBRA Continuation of Coverage on behalf of their children.

COBRA Continuation of Coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (Part A, Part B and/or Part C), your divorce or legal separation or a dependent child's losing eligibility as a dependent child, COBRA Continuation of Coverage lasts for up to a total of thirty-six (36) months. When the qualifying event is the end of the employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than eighteen (18) months before the qualifying event, COBRA Continuation of Coverage for qualified beneficiaries other than the employee lasts until thirty-six (36) months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare eight (8) months before the date on which his employment terminates, COBRA Continuation of Coverage for his spouse and children can last up to thirty-six (36) months after the date of Medicare entitlement, which is equal to twenty-eight (28) months after the date of the qualifying event (thirty-six (36) months minus eight (8) months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA Continuation of Coverage generally lasts for only up to a total of eighteen (18) months. There are three (3) ways in which this eighteen (18) month period of COBRA Continuation of Coverage can be extended.

Active Duty Reservists extension of COBRA Continuation of Coverage

If covered by the Plan as an employee at the time of call to active duty, active duty reservists or guard members and their covered dependents can maintain eligibility on the Plan for up to twenty-four (24) months as prescribed by and subject to the terms and conditions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). The date on which the person's absence begins is the qualifying event for COBRA Continuation of Coverage (COC) to be offered to the reservist or guard member.

If a fire fighter or police officer is called to active duty for any period, the Employer must continue to maintain any health, dental, or life coverage received on the date the fire fighter or police officer was called to active military duty until the Employer receives written instructions from the fire fighter or police officer to change or discontinue the coverage. Such instruction shall be provided no later than sixty (60) days following the Qualifying Event. If no such instruction is given, then coverage will terminate on the sixty-first (61st) day, which shall then become the Qualifying Event for COBRA Continuation of Coverage purposes. Eligibility will meet or exceed requirements of USERRA and/or regulatory compliance.

In administering this coverage, TML Health Benefits Pool will follow the time guidelines of COBRA Continuation of Coverage under 42 U.S.C.A.300bb-1 *et seq*. To qualify for this coverage, the employee must give written notice to the Employer within sixty (60) days of the qualifying event. The Employer member must notify TML Health Benefits Pool that an employee has been called to active duty and submit a copy of the Employer member's active reservist policy to TML Health Benefits Pool.

Disability extension of COBRA Continuation of Coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify TML Health Benefits Pool within sixty (60) days of that determination, you and your entire family may be entitled to receive up to an additional eleven (11) months of COBRA Continuation of Coverage for a total maximum of twenty-nine (29) months. The disability must start at some time before the sixtieth (60th) day of COBRA Continuation of Coverage and must last at least until the end of the eighteen (18) or twenty-four (24) month period of COBRA Continuation of Coverage. You may contact TML Health Benefits Pool about a disability determination at 1821 Rutherford Lane, Suite #300, Austin, Texas 78754 or by telephone (800) 282-5385.

Second Qualifying Event extension of COBRA Continuation of Coverage

If your family experiences another qualifying event while receiving eighteen (18) or twenty-four (24) months of COBRA Continuation of Coverage, the spouse and dependent children in your family can get up to eighteen (18) additional months of COBRA Continuation of Coverage, for a maximum of thirty-six (36) months, if TML Health Benefits Pool is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA Continuation of Coverage if the employee or former employee dies, becomes entitled to Medicare benefits (Part A, Part B and/or Part C) gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child. This extension is available only if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation of Coverage?

Yes. Instead of enrolling in COBRA Continuation of Coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA Continuation of Coverage. You can learn more about many of these options at http://www.healthcare.gov.

Adding Dependents

If you are a COBRA Continuation of Coverage participant, you have the same rights to add dependents to your COBRA Continuation of Coverage as an active covered employee. For example, you may add dependents to your COBRA Continuation of Coverage within thirty-one (31) days of marriage or sixty (60) days of the birth, adoption or placement for adoption of a child. Also, you may add dependents to your COBRA Continuation of Coverage during your Employer's Open Enrollment. However, these dependents who were not covered under the Plan before your qualifying event occurred are not qualified beneficiaries and do not have individual COBRA Continuation of Coverage rights, except for children added within sixty (60) days of birth, adoption or placement for adoption. Children added to your COBRA Continuation of Coverage within sixty (60) days of birth, adoption or placement for adoption are qualified beneficiaries and have their own COBRA Continuation of Coverage rights.

If you have questions

Questions concerning your Plan or your COBRA Continuation of Coverage rights should be addressed to the contact or contacts identified below. State and local government employees seeking more information about their rights under COBRA Continuation of Coverage, the Health Insurance Portability and Accountability Act (HIPAA) and other laws affecting group health plans, can contact the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services at:

- https://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/cobra_fact_sheet.html; or
- https://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/index.html#COBRA

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep TML Health Benefits Pool informed of any changes in addresses of family members. You should also keep a copy, for your records, of any notices you send to your Employer and TML Health Benefits Pool.

Protecting Your Health Information

A Federal law called Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires the Plan Sponsor of an Unreimbursed Healthcare Spending Account to protect the privacy and security of you and your dependent's health information. The Plan Sponsor and the Plan Administrator take their responsibilities to protect your health information seriously. The Plan Administrator will use and disclose individually identifiable health information only when needed to pay claims submitted for reimbursement under the Unreimbursed Healthcare Spending Account, when needed to administer the Unreimbursed Healthcare Spending Account or when required by law. HIPAA prohibits the Plan Sponsor from using or disclosing any health information from the Unreimbursed Healthcare Spending Account for employment-related actions and decisions, or for the administration of any other employee benefit plan of the Plan Sponsor.

The Plan Sponsor has administrative, physical and technical safeguards in place to protect the privacy of health information. The Plan Sponsor will notify you regarding privacy breaches per Health and Human Services requirements.

In addition to restrictions on how the Plan Sponsor and Plan Administrator may use and disclose individually identifiable health information, HIPAA gives you and your covered dependents certain rights. These rights include the right to access your health information, to amend (or correct) your health information and to receive an accounting of certain disclosures of your health information.

The Plan Sponsor is required to maintain a notice of its privacy practices that explains fully how the Plan Sponsor and its business associates, including the Plan Administrator, may use and disclose your health information and your rights under the Privacy Rule. If you have not received a copy of the Plan Sponsor's notice of privacy practices for your Unreimbursed Healthcare Spending Account, contact the Plan Sponsor.

Dependent Care Reimbursement Account

You may set aside money in your Dependent Care Reimbursement Account to pay childcare expenses up to a maximum of \$5,000 or \$2,500 per year for married employees who file separate tax returns. Maximum benefits notwithstanding any other provision of this Plan, no Participant shall receive Dependent Care Reimbursement Benefits in excess of \$5,000 (or \$2,500 in the case of a married Participant filing a separate Federal income tax return) in a calendar year. An eligible expense must enable the employee (and spouse, if married) to be gainfully employed or to look for gainful employment. Special limitations to this account include the following:

- If you are married, your spouse must be employed in a paying job, a full-time student for five (5) months in the year, or disabled.
- The maximum age for eligible children is through age twelve (12). Other dependents (such as children age thirteen (13) and over, parents or spouse) can receive care if they are disabled or cannot otherwise care for themselves because of physical or mental impairments.
- Tuition for private school is not an eligible expense; only Pre-Kindergarten tuition expenses incurred for a day care type facility will be accepted.
- The child or other dependent receiving the care must live in your home and must be claimed as a dependent on your Federal Income Tax Return.
- You must pay a "qualified person" to care for your eligible dependents at your home, at a licensed day care center, at a day camp, or at another location (except overnight camps). A "qualified person"

providing dependent care does not include any of your children under age nineteen (19) or any other person whom you claim as a dependent.

• You must file a Form 2441 with the IRS, including the name, address and taxpayer identification number of the person or organization, providing the dependent care services.

Money from this account will pay your eligible childcare expenses tax-free. Of course, you may be able to claim tax credit for child and dependent care costs. The credit can be claimed when you file your income tax return. For more information about the tax credit, refer to IRS publication 503 - Child and Dependent Care Expenses. The tax credit can be claimed for any expenses not paid through your Dependent Care Reimbursement Account, but you cannot use the tax credit and the Dependent Care Reimbursement Account for the same expenses.

Why You Should Budget Carefully

It is important that you budget carefully when taking advantage of the Dependent Care Reimbursement Account. The same tax law that permits this benefit also specifies that any money that is left in your account at the end of the plan year must be forfeited. Your account balance cannot be transferred to your Unreimbursed Healthcare Spending Account or carried forward to the next year. However, you will have ninety (90) days after the end of the plan year to claim dependent care expenses incurred in the *previous* plan year before any unused balance is forfeited.

Even if you should over budget and have some money remaining unused in your account, you may still benefit due to the amount of your tax savings.

Once Enrolled, You May Not Change Your Election for the remainder of the Plan Year unless a qualifying event occurs.

How to Get Reimbursed

Claiming your before-tax dollars to pay covered childcare expenses is an easy process. In addition, the childcare must be provided *during* the plan year for which you have set up your account. The recurring expense form may be used for an automated dependent care reimbursement.

Your expenses will be reimbursed up to the amount in your Dependent Care Reimbursement Account. You will be reimbursed for the remainder of your expenses as money is deposited into your account on the first of each month.

Step 1

When you have a covered childcare expense, obtain a bill or receipt once dependent care has been incurred. This is your documentation for the expense. This documentation must include the name of the child/children the care was provided for along with the date the care was provided and the amount charged. If a bill or receipt is not available, your childcare provider can document your expense using the Statement of Certification provided at the bottom of the dependent care reimbursement form or the covered participant may execute a recurring expense form which requires the childcare provider's signature.

Step 2

Fill out the dependent care reimbursement claim form and if appropriate, a recurring expense form. (A copy of the form is included in this booklet.) Be sure to attach proper documentation for the expense to the form. Documentation includes one of the following:

- Bill
- Receipt
- Statement of Certification

Step 3

Mail your completed reimbursement claim form and documentation to:

TML Health Benefits Pool | PO Box 140167 | Austin, Texas 78714-0167

Fax: 512-719-6505

Step 4

The covered participant will receive an FSA Account reimbursement check made out to the covered participant and mailed to the home address.

Claims are paid within ten (10) working days from the day of receipt.

A cafeteria plan may include a "spend-down" provision allowing employees who ceased participation (e.g., because of termination of employment) to be reimbursed for eligible dependent care expenses from the dependent care account through the end of the plan year.

Typical Eligible Medical or Medical-Related Expenses

The following, while not intended to be complete, illustrates medical or medical-related expenses, which may be eligible as part of the Flexible Benefits plan under Internal Revenue Service (IRS) Code Section 213 rules. The list originates from a database of more than 55,000 health and beauty aid items that is continually updated with new product introductions and discontinuations. For complete details, please refer to IRS http://www.irs.gov publication 502 – Medical and Dental Expense.

Eligibility Status Definitions

Eligible products include over the counter products that are for medical care and are primarily for medical purposes. They include medicines or products that diagnose, alleviate or treat existing or imminent injuries, illnesses or medical conditions. These drugs and products are not cosmetic in nature, or merely beneficial to general health or used for personal hygiene. As a general rule, most of these products are of short-term use but some do treat chronic medical conditions. Qualified medical expenses include those expenses compliant with federal tax deductions under Section 213(d) as outlined by the Internal Revenue Service.

Not Included as Eligible Products for Approval Dual-Purpose

Some products are considered dual-purpose. These products may have both a medical purpose and a personal/cosmetic or general health purpose. In order to be considered eligible, they must be used to treat a medical condition and cannot be used to improve or maintain general health unless prescribed by a physician to treat a specific illness, condition, or injury. These products may be eligible for reimbursement, but require a letter of medical necessity from a licensed healthcare professional stating the specific diagnosis or medical condition, the specific over the counter medicine recommendation to treat the condition and documentation of the product and cost.

Eligible Over the Counter (OTC)

Eligible products include OTC products that are for medical care and are primarily for a medical purpose. They include products (other than OTC medicines or drugs) that diagnose, alleviate or treat existing or imminent injuries, illnesses or medical conditions. As a general rule, most of these products are of short-term use but some do treat chronic medical conditions. Qualified medical expenses include thoseover-the-counter items compliant with federal tax rules under IRS Code Section213(d) as outline by the Internal Revenue Service. In these cases, the expense would not have been paid "but for" the disease or illness. An expense is not deductible as medical care if the taxpayer would have paid the expense even in absence of a medical condition. The user does not need to provide a statement from a medical provider or indicate a diagnosis in order to receive reimbursement. Taxes, shipping and surcharge/convenience fees (as permitted by law and card brand/network regulations) directly associated with the purchase of an eligible product can be included.

Prescribed Drugs and Medicines, including Prescribed Over the Counter (OTC)

Drugs and medicines prescribed by a licensed medical professional and dispensed in accordance with state laws including the generation of a Prescription Number are considered Eligible by the IRS. This includes OTC Drugs and medicines other than dual-purpose. Since the prescription serves as the determination of medical eligibility in a merchant location with a properly configured Pharmacy and IIAS POS system, no additional checks are required. These items will not be listed on the Eligible Products list due to their separate processing rules.

Dual-Purpose

Some products are considered dual-purpose. These products may have both a medical purpose and a personal hygiene, cosmetic or general health purpose. In order to be considered eligible, they must be used to treat a medical condition and cannot be used to improve or maintain general health unless prescribed by a physician to treat a specific illness, condition, or injury. These products may be eligible for reimbursement, but require a letter of medical necessity from a licensed healthcare professional stating the specific diagnosis or medical condition, the specific OTC medicine recommendation to treat the condition, and documentation of the product and cost. Dual-purpose items will not be included in the SIGIS List.

Ineligible

Certain products that merely benefit general health or are for cosmetic/personal hygiene are not reimbursable. Typically, these are not referred to as medicines or drugs and are not recognized to treat a medical condition. Medical expenses that are not reimbursable under Section 213(d) of the federal tax code are ineligible. These include food supplements, toiletries, lotions and soaps, shampoos, vitamins and most herbal supplements.

PURSUANT TO SECTION 9003 OF THE PATIENT PROTECTION AND AFFORDABLE CARE ACT OF 2010, REIMBURSEMENTS FOR EXPENSES INCURRED FOR A MEDICINE OR A DRUG SHALL BE TREATED AS A REIMBURSEMENT FOR MEDICAL EXPENSES ONLY IF SUCH MEDICINE OR DRUG IS A PRESCRIBED DRUG (DETERMINED WITHOUT REGARD TO WHETHER SUCH DRUG IS AVAILABLE WITHOUT A PRESCRIPTION) OR IS INSULIN.

Abortion – Medical expenses associated with a legal abortion due to rape, incest or is life threatening to the mother, are reimbursable.

Acid controllers - Pepcid AC, Zantac, Prilosec (not included in eligible product list)

Acid reducer – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Pepcid AC, Zantax, Prilosec

Acne medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Clearasil, OXY (not included in eligible product list)

Acupressure treatments – Products that treat a medical condition are eligible. Weight-loss products are dual purpose.

Acupuncture – Medical expenses paid for acupuncture are reimbursable.

After-school care or extended day programs (supervised activities for children after the regular school program) – Will qualify if used to enable the employee and spouse to be gainfully employed. These programs generally are not educational in nature. Their primary purpose is to care for children while parents are at work. However, educational expenses (e.g., tuition) will not qualify.

Agency fee – Will qualify if it is an expense that must be paid in order to obtain the related care. However, the fee should not be reimbursed until care is provided. Fees that are forfeited (e.g., because the employee selects a different provider) will not qualify.

Air filter – If prescribed to treat a specific medical condition, this expense is reimbursable. *Also see Personal use items*.

Air purifier – To show that the expense is primarily for medical care, a prescription order recommending the item to treat a specific medical condition will be required.

Alcoholism and drug abuse – Medical expenses paid to a treatment center for alcohol or drug abuse are reimbursable. This includes meals and lodging provided by the center during treatment.

Alternative medicine – See Naturopathy.

Allergy medicine – Expenses to alleviate or treat injuries or sickness with a prescription. Alavert, Benadryl, Claritin, Sudafed

Allergy & sinus - Alavert, Benadryl, Claritin, Sudafed (not included in eligible product list)

Allergy pillows, mattress covers, air purifiers, filters, etc. – Treat allergies diagnosed by physicians.

Ambulance – Medical expenses paid for ambulance service are reimbursable.

Antacid – To alleviate or treat sickness with a prescription, includes gum liquid and tablets.

Anti-bacterial hand sanitizers – Purell, Nexcare, Germ-X personal use component; but for test must be established

Antibiotic products – Bacitracin, Neosporin, triple antibiotic ointment (not included in eligible product list)

Anti-diarrhea medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Imodium, Kaopectate (not included in eligible product list)

AntiGas - Gas-X, Phazyme with physician order

Antifungal (Foot) - Lamisil, Lotrimin (not included in eligible product list)

Antiparasitic treatments – Nix, Rid, lice treatments

Antiseptics & wound cleansers - Rubbing alcohol, peroxide, Epsom salt, betadine, hibiclens

Anti-itch lotion – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Caladryl, Lanacane, Sarna, hydrocortisone (not included in eligible product list)

Antiparasitic treatments – Nix, Rid, lice treatments (not included in eligible product list)

Antiseptic wash & wound care – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Rubbing alcohol, peroxide, Epson salt, Betadine, Hibiclens (not included in eligible product list)

Antihistamine – To alleviate or treat sickness with prescription

Application fee – Will qualify if it is an expense that must be paid in order to obtain the related care. However, the fee should not be reimbursed until care is provided. Fees that are forfeited (e.g., because the employee selects a different provider) will not qualify.

Artificial limb – Medical expenses paid for an artificial limb are reimbursable.

Artificial teeth – See Medical aids.

Aspirin – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Assisted living – See Custodial Care and Elder Care.

Attendant – See Nursing services.

Au pair – Amounts paid to an au pair to care for a qualifying individual may qualify as dependent care assistance expenses. In addition, an up-front fee paid to employ the au pair may qualify as a child-care expense if it is an expense that must be paid in order to obtain the related care, but it should not be reimbursed until care is provided.

Autoette – See Wheelchair.

Automobile – See Car.

Baby diapers – Huggies, Pampers, Pullups to treat juvenile incontinence or medical condition

Baby formulas/nutritionals – Pediassure, Progestimila specialty formulas/nutritionals are covered if medically necessary and authorized by medical practitioner. Only the excess cost between regular formula and the specialized formula may be eligible under an employer's plan.

Baby electrolytes and dehydration – Pedialyte, Enfalyte baby electrolytes and dehydration

Baby rash ointments & creams – Desitin, Aveeno Baby includes petroleum jelly merchandized and marketed for baby rash (not included on eligible product list)

Baby teething pain – Baby Orajel, Anbesol Baby Oral Gel (not included in eligible product list)

Babysitting and child care – These expenses are not reimbursable under a health FSA, even if the care allows a parent to get medical care. *Also see Dependent care expenses*.

Backup or emergency care — Will qualify if used to enable the employee and spouse to be gainfully employed and other applicable conditions are met.

Bandages – Medical supplies such as bandages used to cover torn skin.

Before-school care - See After-school care.

Benzocaine swabs – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Birth control pills – Medical expenses paid for birth control pills prescribed by a doctor are reimbursable. Morning-after pill, female contraceptives, spermicidal foam (not included in eligible product list)

Boarding school – Generally will not qualify.

Boric acid powder – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Braille books and magazines – Medical expenses for the cost of Braille books and magazines for use by a visually impaired person that is more than the price for regular books and magazines are reimbursable.

Breast augmentation – Expenses related to breast augmentation (such as implants or injections) are not reimbursable because the procedure is cosmetic in nature. However, medical costs related to the removal of breast implants that are causing a medical problem are reimbursable.

Breast pump and breast feeding supplies – Prescribed breast pump and breast feeding supplies used for the convenience of the mother is reimbursable. Breast Pump (cost or rental fee), Breast Pump Parts (pump valve, replacement tubing piston unit, diaphragms, pump body, flange, shield), Storage Bottles, Storage Bags, Gel Pads, Nursing Pads, Nipple Shields, Nursing Pillows and Covers, Nursing Bras, Bra Shields, and Coolers, Conversion Kits, Areola Stimulator, Car Adapter

Breast reconstruction surgery — Medical expenses related to breast reconstructive surgery are reimbursable only if physician substantiates that the procedure is due to medical necessary surgery (due to an illness or disease).

Breast reductions – Medical expenses related to breast reduction surgery are reimbursable only if a physician substantiates that the procedure is medically necessary and not for cosmetic purposes (that is, to prevent or treat an illness or disease).

Bronchial asthma inhalers – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Broncholidator/Expectorant tablets – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Bunion and blister treatment – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Cancer insurance – See Supplemental insurance policies.

Capital expenses – If their main purpose is medical care, capital expenses paid for special equipment installed in a participant's home or for improvements to the home are reimbursable. For further details, see discussion under the heading, "Capital Expenses" found later in this booklet.

Car – Medical expenses are reimbursable for special hand controls and other special equipment installed in a car for the use of a person with disabilities. Also, the amount by which the cost of a car specially designed to hold a wheelchair exceeds the cost of a regular car is a reimbursable medical expense. However, the cost of operating a specially equipped car is not reimbursable (see *Transportation*).

Chair – The cost of a reclining chair purchased on the advice of a physician to alleviate a heart, back or other condition is reimbursable.

Childcare – See Dependent care expenses.

Childbirth classes – Expenses for childbirth classes are reimbursable, but are limited to expenses incurred by the mother-to-be. Expenses incurred by a "coach" – even if that is the father-to-be are not reimbursable. To qualify as medical care, the classes must address specific medical issues, such as labor, delivery procedures and breathing techniques.

Chiropractor – Expenses paid to a chiropractor for medical care are reimbursable.

Christian Science practitioners – Medical expenses paid to Christian Science practitioners are reimbursable.

Church of Scientology - See Scientology "audits".

Clinic – Medical expenses for treatment at a health clinic are reimbursable.

COBRA premiums – COBRA premiums may not be reimbursed through their health FSAs.

Coinsurance amounts – Medical coinsurance amounts and deductibles are reimbursed.

Cold medicine – Alleviate or treat injuries or sickness with a prescription.

Cold relief syrup – See Cold medicine.

Cold relief tablets – See Cold medicine.

Cold sore medication – Includes fever blister medication; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Only medicated products are covered.

Commuting costs – See Trips.

Compression hosiery – Jobst, TED, Futuro including diabetic socks; may be reimbursed for cost in excess cost over regular hose and socks

Contact lenses – See Vision care.

Condoms – Condoms are eligible for reimbursement.

Contraceptives – Condoms (with and without spermicide), Trojan, Durex, Lifestyle (Excludes drugs and medicines which require a prescription.)

Cord blood storage – Cord blood storage for a healthy baby should not be reimbursed through an FSA. Cord blood is not stored to do things that constitute "medical care," but instead to be available to potentially provide medical care in the future – if necessary. If, however, the child has a specific medical condition that the cord blood is intended to treat, then storage should be a reimbursable expense.

Corn and callus removal medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Cosmetic surgery – Medical expenses for cosmetic surgery are reimbursable if the surgery is necessary to improve a deformity arising from, or directly related to, a congenital abnormality, a personal injury resulting from an accident or trauma, or disfiguring disease. However, medical expenses paid for other cosmetic surgery are not reimbursable under a heath FSA. This applies to any procedure that is directed at improving the patient's appearance and does not meaningfully promote the proper function of the body or prevent or treat illness or disease. For example, face lifts, hair transplants, hair removal (electrolysis) and liposuction generally are not deductible. If there is a concern that a medical or dental surgery could be considered cosmetic, a doctor's certification should be obtained explaining how the procedure meaningfully promotes the proper function of the body or prevents or treats an illness or disease. This will help ensure that the claim is reimbursable.

Cotton balls – Only sterile cotton balls are eligible, non-sterile are considered dual purpose.

Cough, cold & flu dietary supplements – Airborne, hall's Defense, Germ Defense Alka Seltzer Immunity products that are merely dietary supplements and marketed as such, including those claiming to "support the immune system" (i.e. Airborne), are not covered (dual). Cold preventative products which are "proven to lessen the severity" or "reduce the duration" of colds or flu are covered. These include homeopathic, natural products, some herbals and some forms of zinc.

Cough drops – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Cough syrup – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Crutches – Medical expenses paid to buy or rent crutches are reimbursable.

Custodial care — Will qualify only if (1) such expenses are not attributable to medical service; (2) the person in custody is a qualifying individual [other than a qualifying child under age thirteen (13)], and (3) the qualifying individual spends at least eight (8) hours each day in the employee's household.

Dancing lessons, swimming lessons, etc. – Dancing lessons, swimming lessons, etc., are not reimbursable even if they are recommended by a doctor.

Day camp – The cost of a day camp or similar program to care for a qualifying individual may qualify, even if the day camp specializes in particular activities. Summer school expenses are considered primarily educational rather than for care and will not qualify. Note that, depending on the circumstances, a day camp may be considered a dependent care center.

Day care – See Dependent care expenses.

Deductibles – Medical insurance deductibles and coinsurance amounts under the employer's plan are reimbursable.

Dental repair - Temporary dental repair products are eligible.

Dental treatment – Medical expenses for dental treatment are reimbursable. This includes fees paid to dentists for X-rays, fillings, braces, extractions, dentures, etc. *Also see Cosmetic surgery*.

Denture adhesives, repair, and cleansers – Denture products and maintenance covered, includes PoliGrip, Benzodent, Plate Weld, and Efferdent.

Denture pain relief

Dependent care — Dependent care expenses (under Section 129, Internal Revenue Code) are not reimbursable under an Unreimbursed Healthcare Account, but may be reimbursable under a Dependent Care Spending Account.

Dependent care center — Will qualify if the center meets the requirement of Code 21(b)(2)(C) including compliance with all applicable laws and regulations. Note that depending on the circumstances, a day camp may be considered a dependent care center.

Diabetes Care – Testing (meters, strips, lancets, alcohols swabs), dosing (syringes, pens, etc.), glucose are eligible. OTC medicines and personal care are eligible or dual purpose.

Diabetes nutritionals – Glucerna, boost glucose to treat symptoms of diabetes when recommended by physician

Diabetes personal care & supplies – Include diabetes skin care, cough & cold, support socks and supplies. Personal care is generally not covered; must test or treat a specific symptom or condition of Diabetes.

Diabetes testing & aids – Ascensia, One Touch, insulin syringes, glucose products (includes glucose tabs/gels, testing and insulin related accessories

Diabetic supplies – Includes lancets, test strips and other supplies.

Diagnostic devices – Medical expenses for the cost of devices used in diagnosing and treating illness and disease. Thermometers, blood pressure monitors, cholesterol testing. *Example*: A diabetic patient may use a blood sugar test kit to monitor your blood sugar level. The cost may include the cost of the blood sugar test kit in your medical expenses. Drug and body fat testers are not covered.

Diagnostic products – Cholesterol screening, thermometers, blood pressure monitors, cholesterol testing. Includes devices that monitor, screen or test for the presence of disease, dysfunction of the body or for other medical conditions; drug, alcohol and body fat testers are dual-purpose.

Diapers – Juvenile Incontinence – Products marketed for juvenile incontinence only. Regular diapers and training pants are not eligible.

Diaper service – Payments for diapers or diaper services are not reimbursable unless they are needed to relieve the effects of a particular disease. Products marketed for juvenile incontinence only. Regular diapers and training pants are not eligible.

Dietary supplements – Essential fatty acids (fish oil), soy, enzymes, amino acids under narrow circumstances, they will be eligible if used to treat a medical condition or at-risk for illness diagnosed by physician, dietary supplement marketed in pain relief, cough & cold and antacids/laxative categories do not automatically qualify as a medical expense 9i.e, Azo Cranberry, Airborne, Culturelle, etc.)

Diets – See Special foods.

Digestive aids – Lactaid, Lactase, Beano with physician order only

Disability – See Braille books and magazines; Capital expenses; Car; Guide dog or other animal; Learning disability; Lifetime care; Mentally retarded, special home for; Personal use items; Schools, special; Television; Therapy; Transportation; and Wheelchair. Also see discussion under the heading "Capital Expenses" found later in this booklet.

Disabled dependent care expenses – Medical expenses may include work related expenses for the purpose of taking a credit for dependent care. The requirement that at least eight (8) hours per day be spent in the employee's household in order for care provided outside the employee's household to qualify for reimbursement does not apply to a qualifying child under the age thirteen (13), whether or not the qualifying child is incapable of self-care. Any care outside the household must enable the employee and spouse to be gainfully employed.

Distilled water – If it serves a medical purpose.

Divorce – No, even when a doctor or psychiatrist recommends it.

Drug & alcohol testing kits – First check drug testing, alcohol breathalyzer. Diagnostics of illegal activities are not eligible.

Drug addictions – See Alcoholism and drug abuse.

Drug testing kits – Diagnostics of illegal activities are typically not covered.

Drugs - See Medicines.

Durable Medical Equipment – Wheel Chairs, Crutches, and Oxygen Machines can be included when manufacturer provides UPC; merchants can mark non-UPC tagged items as private label items

Ear care – Medicated ear drops, syringes, and ear wax removal

Ear piercing – Expenses for ear piercing are not reimbursable.

Ear plugs – Mack's, Flent to treat medical condition (presence of middle/inner ear tubes) diagnosed by physician

Ear water-drying aid – If it serves a medical purpose.

Ear wax removal drops – If it serves a medical purpose.

Eczema cream – If it serves a medical purpose.

Egg donor fees and expenses – The Unreimbursed expense for egg donor fees for an attempted pregnancy. The agency fee for procuring the donor and coordinating the transaction between the donor and recipient, medical and psychological testing of the donor, and the legal fees for preparing a contract between the recipient and the donor are deductible medical expenses under Code Section 213.

Elastics/Athletic treatments – ACE, Futuro, elastic bandages, braces, hot/cold therapy, orthopedic supports & rib belts, etc. Waist shapers, tummy supports, work related back braces and products indicated as "Athletic" or "Sport" are not covered as they are considered dual purpose.

Elder care — Will qualify only if (1) such expenses are not attributable to medical services, (2) the elderly person is a qualifying individual; and (3) in the case of services provided outside the employee's household, the person still regularly spends at least eight (8) hours each day in the employee's household. Elder day care will often qualify, but around-the-clock care in a nursing home will not. Note that long-term care insurance cannot be offered under a cafeteria plan.

Electrolysis or hair removal – See Cosmetic surgery.

Employment-related expenses – Employment-related expenses such as employment physicals are not reimbursable. (Note, however, that physical exams that are not employment-related are reimbursable. *See Physical exams*).

Employment taxes – See Nursing services.

Enemas - Bags, Syringes, prefilled saline enemas - Fleet

Equipment, diagnostic devices – For the diagnosis, cure, mitigation, treatment or prevention of disease, or purpose of affecting any body structure or function.

Equipment, supplies, and diagnostic services – Equipment such as crutches, supplies such as bandages and diagnostic devices such as blood sugar kits may be deductible medical expenses if they are for the diagnosis, cure, mitigation, treatment or prevention of disease, or for the purpose of affecting the body structure or function.

Exercise equipment – To treat medical condition diagnosed by physician, not for general health

Exercise programs – If prescribed by a physician to treat a specific medical condition, exercise programs are related to general health and are not reimbursable.

Eye care - Contact lens care, eyeglass repair kits; visine refresh tears not included in eligible product list

Eye drops - Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Eyeglasses – See Vision care.

Eye surgery – Expenses for eye surgery to treat defective vision such as laser eye surgery or radial keratotomy are reimbursable.

Face lifts – See Cosmetic surgery.

Face/Respiratory masks – medical grade or commercial/consumer – 3M cold weather, pollen/dust filtering masks, used for work/general health needs

Family planning – Pregnancy kits, ovulation kits.

Feminine antifungal and anti-itch - Monistat, Gyne-Lotrimin, Vagisil, Soothing Care

Feminine moisturizing - Raplens, Rephresh to treat vaginal dryness caused by medical condition

Feminine protection (pads & liners) – Kotex, Always, Stayfree they are ordinarily considered as being used to maintain general health and for personal care. They are dual if used for post-surgery or child birth.

Fertility – Medical expenses related to the treatment of infertility, including in vitro fertilization, are reimbursable.

Fiber laxatives (bulk forming) – Benefiber, Fibercon, Metamucil (powder or pills) not included in eligible product list unless covered to treat a medical condition for a short duration; bars and drinks that are "nutritional foods" for help with regularity are not covered due to (dual) purpose.

FICA and FUTA taxes of daycare provider – The overall expenses of the care provider will qualify.

First aid burn & scar treatments & skin protectants (petroleum jelly) – Aloe, Mederma, Neosporin Scar Solution, Vaseline Jelly prescribed by a physician for a burn. Tapes and bandages indicated as "Athletic" or "Sport" are not covered.

First aid dressing, supplies, and wipes – Band-Aid, 3M Nexcare, J&J First Aid, non-sport tapes; medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Tapes and bandages indicated as "Athletic" or "Sport" are not covered.

Fitness/exercise classes – Only if prescribed by physician for a medical condition.

Fitness programs – Fitness programs or physical therapy for general health are not reimbursable.

Finance charge – See Missed-appointment fees.

Flu relief tables or liquid – See Cold medicine.

Fluoride treatments – Gel-Kam to treat medical condition diagnosed by physician and not for general oral care

Food – See Special foods.

Food thickeners – Thick-it for test must be established

Foot care treatment – Products that treat specific ailments are eligible: un-medicated corn & callus treatments (e.g., callus cushions), devices, therapeutic insoles; products for general use or comfort are not eligible. Products that create specific ailments are eligible; products for general use or comfort are not eligible (due to dual use).

Foot insoles and cushioning – Insoles, Heel & Arch, Dr. Scholl's Air Pillo, Odor Eaters treatment vs general use for comfort, must treat specific ailment to be covered

Foreign countries – Medical expenses incurred in foreign countries outside the United States are reimbursable.

Formula, infant – Formula for an infant is not considered an eligible benefit, even if the mother is unable to breast feed. It is viewed as food that satisfies normal nutritional requirements.

Founder's fee – See Lifetime care.

Funeral expenses – Expenses for funerals are not reimbursable.

Gas treatments – Includes gas prevention food, enzyme dietary supplements and gas relief drops for infants and children Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Gender reassignment – Expenses incurred for gender reassignment surgery and hormone therapy are deductible under Section 213. The IRS announced in Action on Decision (AOD) 2011-03 that it acquiesced to the Tax Court ruling in O'Donnabhain v. Commissioner, 134 T.C. 34 (2010). In that ruling the Tax Court held that because in its view hormone therapy and sex reassignment surgery treat a disease – gender identify disorder – they are medical care and the expenses for that medical care are deductible under Section 213.

Gloves (rubber & cotton) – Protective gloves of any type & cotton beauty gloves are dual purpose and not covered.

Glucosamine and/or chondroitin – Osteo Bi-Flex, Cosamin D, Flex-a-min Nutritional Supplements, medical expenses as long as products are marketed for arthritis treatment (as opposed to mere prevention)

Glucose meters – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Group medical insurance – See Insurance premiums.

Guide dog or other animal – The cost of a guide dog or other animal used by the visually impaired or hearing impaired is reimbursable. Costs associated with a dog or other animal trained to assist persons with other physical disabilities are also reimbursable, as are amounts paid for the care of these specially trained animals.

Hair growth product – Rogain to treat symptom of medical condition diagnosed by physician

Hair transplant – See Cosmetic surgery.

Hand sanitizer — Will not qualify if used for general health, may qualify if used to treat or alleviate a specific medical condition.

Head lice products - Nix Lice Comb, Rid Lice Comb

Headache medications – Must be prescribed.

Health care services – Urgent Care or Primary Care services provided by a licensed practitioner at an IIAS merchant.

Health club dues – Health club dues, YMCA dues, or amounts paid for steam baths for general health or to relieve physical or mental discomfort not related to a particular medical condition are not reimbursable unless incurred to fight a physician-diagnosed disease state of obesity.

Health institute – Medical expense fees you pay for treatment at a health institute only if the treatment is prescribed by a physician and the physician issues a statement that the treatment is necessary to alleviate a physical or mental defect or illness of the individual receiving treatment.

Health supports – Any products with a primary purpose of sports or work/industrial are dual purpose and not eligible. Ace, Futuro, braces, elastic bandages, hot/cold therapy, orthopedic supports, rib belts, back braces, etc.

Healthy baby care – See Nursing services.

Hearing aids/medical batteries – Medical expenses for a hearing aid and batteries are reimbursable. The cost of hearing aid repairs is a qualified medical expense.

Heartburn medicines – Heartburn medicines, including antacids, purchased for personal use of the employee, spouse or dependent to alleviate or treat personal injuries or sickness, without a prescription, are reimbursable.

Hemorrhoid treatments – Must be prescribed, even if available without a prescription.

Herbal and botanicals — Under narrow circumstances, they will be eligible if used to treat medical conditions or at-risk for illness diagnosed by a physician.

Home exercise equipment – Expenses for home exercise equipment are reimbursable only if all of the following conditions are met:

- The home exercise equipment is prescribed by your physician to treat an illness (including obesity) or bodily impairment;
- Your physician certifies, in writing, that the home exercise equipment is medically necessary to treat a disease or impairment and is not being prescribed to promote general health; and
- You certify, in writing, that you would not have purchased the home exercise equipment for any other reason than treating your disease or bodily impairment.

Home health care (limited segments) – Ostomy, walking aids, decubitus/pressure relief, enteral/parenteral feeding supplies, patient lifting aids, orthopedic braces/supports, splints & casts, hydrocollators, nebulizers, electrotherapy products, catheters, un-medicated wound care, wheel chairs. Home Health Care is dual-purpose and not eligible other than what is indicated in Home Health Care eligibility section.

Home health care services (limited segments) – Urgent Care or Primary Care services provided by a licensed practitioner at an IIAS merchant.

Homeopathic earache tablets – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Homeopathic remedies – Products that treat an illness or condition that are eligible with a prescription

Hormone replacement – Will qualify if used primarily for medical care. Will not qualify for maintaining general health. Prescription order will be required.

Hospital expenses – Expenses incurred as a hospital inpatient or outpatient for laboratory, surgical and diagnostic services qualify as medical expenses.

Hot & cold therapy – ACE Hot/Cold Compress, Cara Ice Bag, Bed buddy Back Wrap, Kaz Heating Pad, ThermaCare Heat Wrap

Hot tub – See Capital expenses.

Household help – The cost of household help, even if recommended by a doctor, is not reimbursable. However, certain expenses paid to an attendant providing nursing-type services are reimbursable (see Nursing services).

Human guide – Expenses for a human guide – to take a blind child to school, for example – are reimbursable. *Also see Guide dog or other animal*.

Hydrogen peroxide – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Hypnosis – If the care is rendered by a licensed health care professional for a specific illness or disorder, it can be reimbursed from the FSA.

Imported drugs – Imported drugs are not generally reimbursable FSA expenses because most are not legally imported by individuals. Prescription drugs that the FDA has announced may be legally imported by individuals are, however, reimbursable FSA expenses.

Impotence or sexual inadequacy – Medical expenses related to the treatment of impotence are reimbursable if substantiated by a physician.

Incontinence protection & treatment products – Attends, Depend, GoodNites for juvenile incontinence, Prevail. Skin and cleansing products are not covered (dual).

Incontinence protection personal care – Attends, Depend, Prevail, GoodNites, Underjams

Infant formula – See Formula, infant.

Infertility – See Fertility.

Insulin – The cost of insulin is reimbursable.

In-patient meals – See Lodging and meals.

In-vitro fertilization – See Fertility.

Insurance premiums – Premiums for any health plan are not reimbursable under a Health FSA; some policies may be under premium conversion.

Iodine tincture – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Ipecac syrup – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Kindergarten – Such expenses are primarily educational in nature, whether half or full day, private or public school, state-mandated, or voluntary.

Laboratory fees – Laboratory fees that are part of medical care are reimbursable.

Laetrile - Laetrile, even if prescribed by a doctor is <u>not</u> reimbursable.

LASIK – The cost of laser surgery to correct or promote the proper function of the eye is reimbursable. *Also see Radial keratotomy*.

Late fees – Probably will qualify if for late pickup (i.e., the fee is charged to care for the child because the child was picked up late) the payment still relates direct to the care of the child. The fee will not qualify if the late payment is because the child care bill was paid late.

Laxatives - Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Lead-based paint removal – The cost of removing lead-based paints from surfaces in a home to prevent a child who has (or has had) lead poisoning from eating the paint is reimbursable. These surfaces must be in poor repair (peeling or cracking) or within the child's reach. The cost of repainting the scraped area, however, is not reimbursable.

Learning disability – Tuition payments to a special school for a child who has severe learning disabilities caused by mental or physical impairments, including nervous system disorders, are reimbursable. A doctor must recommend that the child attend the school. *See Schools, special*. Also, tutoring fees paid on a doctor's recommendation for a child's tutoring by a teacher who is specially trained and qualified to work with children who have severe learning disabilities are reimbursable.

Legal fees – Legal fees paid to authorize treatment for mental illness are reimbursable. However, any part of a legal fee that is a management fee - for example, a guardianship or estate management fee - is not reimbursable.

Lice treatment – Must be prescribed, even if available without prescription.

Licensing requirement — Neither the tax code nor IRS regulations require a plan participant to determine whether a provider is qualified, authorized under state law or licensed to practice before using his/her services. In Revenue Ruling 63-91, the IRS ruled that: "Amounts paid for medical services rendered by practitioners, such as chiropractors, psychotherapists, and others rendering similar type services, constitute expenses for 'medical care' within the provisions of section 213 of the Code, even though the practitioners who perform the services are not required by law to be, or are not (even though required by law) licensed, certified, or otherwise qualified to perform such services." The main issue is the nature of the treatment, not the license held by the practitioner.

Thus, services provided by a range of organizations and individuals may be reimbursable, including care provided by hospitals, medical doctors, dentists, eye doctors, chiropractors, nurses, osteopaths, podiatrists, psychologists, physical therapists, acupuncturists, psychoanalysts and others.

Life insurance premiums – Life insurance premiums are not reimbursable in a Health FSA.

Lifetime care – Part of a life-care fee or "founder's fee" paid either monthly or as a lump sum under an agreement with a retirement home is reimbursable if it is allocable to medical care. The agreement must require a specified fee payment as a condition for the home's promise to provide lifetime care, treatment and training of an employee's physically or mentally impaired dependent upon the employee's death or

inability to provide care are reimbursable. The payments must be a condition for the institution's future acceptance of the dependent and must not be refundable.

Lip balms – Sun Care Lip balms which are part of a Sun Care line and have an SPF 15+ and state UVA/UVB are eligible.

Liposuction – See Cosmetic surgery.

Lodging and meals – The cost of lodging and meals at a hospital or similar institution are reimbursable if the employee's main reason for being there is to receive medical care. Also see Nursing home.

The cost of lodging not provided in a hospital or similar institution while an employee is away from home is reimbursable if four requirements are met:

- 1. The lodging is primarily for and essential to medical care;
- 2. Medical care is provided by a doctor in a licensed hospital or in a medical care facility related to, or the equivalent of, a licensed hospital;
- 3. The lodging is not lavish or extravagant under the circumstances; and
- 4. There is no significant element of personal pleasure, recreation or vacation in the travel away from home. The reimbursable amount cannot exceed \$50 for each night for each person. Lodging is included for a person assisting the person receiving the medical care. For example, if a parent is traveling with a sick child, up to \$100 per night is reimbursable as a medical expense for lodging. Meals and lodging away from home for medical treatment that is not received at a medical facility, or for the relief of a specific condition, are not reimbursable even if the trip is made on the advice of a doctor.

Long-term care insurance premiums – Long-term care insurance premiums are not reimbursable under a medical FSA. (LTC Insurance plans as defined under Section 7702B to be offered through Cafeteria Plans to the extent the amount of payment does not exceed long-term care premiums as defined by Section 213(d)(10).

Magnifying glasses - Corrective lenses and frames are covered.

Marijuana – Marijuana, even if prescribed for medicinal purposes, is not a reimbursable expense.

Marriage counseling – Expenses for marriage counseling services do not qualify as medical expenses. However, sexual inadequacy or incompatibility treatment is reimbursable if the treatment is provided by a psychiatrist.

Massage – Fees paid for massages are not reimbursable unless prescribed and substantiated by a physician to treat a physical defect or illness.

Mastectomy related special bras – Will qualify when incurred following a mastectomy for cancer.

Maternity clothes – Expenses for maternity clothes are not reimbursable.

Mattresses – Mattresses and mattress boards designed for use in the treatment of arthritis are reimbursable.

Meals – See Lodging and meals.

Medical aids – Expenses for medical aids are reimbursable. Medical aids such as false teeth, hearing aids, orthopedic shoes, crutches and elastic hosiery are reimbursable.

Medical alert devices – Personal emergency transmitters worn as a bracelet or necklace are not reimbursable.

Medical conferences – Expenses for admission and transportation to a medical conference are reimbursable if the medical conference concerns the chronic illness of yourself, your spouse or your dependent. The costs of the medical conference must be primarily for and necessary to the medical care of you, your spouse or

your dependent. You must spend the majority of your time at the conference attending sessions on medical information. The cost of meals and lodging while attending the conference is not reimbursable.

Medical information plan – Amounts paid to a plan that keeps medical information so that it can be retrieved from a computer data bank for medical care are reimbursable.

Medical nutritionals - Treats a specific condition and prescribed by a physician

Medical Savings Accounts (MSAs) – MSAs cannot be offered as part of a flex plan or FSA.

Medical services – Only legal medical services are reimbursable. Amounts paid for illegal operations or treatments, regardless of whether they are rendered by licensed or unlicensed practitioners are not reimbursable.

Medicare Part A – The tax paid for Medicare Part A is not reimbursable.

Medicare Part B – Premiums paid for Medicare Part B are not reimbursable.

Medicare Part D – A voluntary prescription drug insurance program for persons with Medicare A or B. You can include as a medical expense, premiums you pay for Medicare Part D.

Medicated & specialty soaps – to treat skin condition diagnosed by physician

Medicated bath products & specialty soaps — Medical expenses; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011 or to treat a specific condition diagnosed by a physician. Basis Bar, Cetaphil Cleansing Bar to treat skin condition diagnosed by physician

Medicated chest rub – See Cold medicine.

Medicated nasal sprays, drops & inhalers - Afrin Spray (not included in eligible product list)

Medicated respiratory treatments and vapor products – Primatene, Bornkaid, medicated Vics Vapor Rub, includes asthma medications and delivery devices like inhalers and nebulizers; vaporizers and humidifiers not covered (dual)

Medicines – Amounts paid for domestic purchased prescribed medicines and drugs are reimbursable.

Menstrual care products - The CARES Act that was signed into law on March 27, 2020, allows consumers to purchase or receive reimbursement for OTC medications and menstrual care products through an HSA, FSA or HRA without regard to whether the medications are prescribed.

Mentally handicapped, retarded, special home for – The cost of keeping a mentally retarded person in a special home (not the home of a relative) on the recommendation of a psychiatrist to help the person adjust from life in a mental hospital to community living is reimbursable.

Minerals – Calcium Carbonate, Ferrous, Sulfate under narrow circumstances, they will be eligible if used to treat medical condition or at-risk for illness diagnosed by a physician.

Missed-appointment fees – These fees are not directly for medical care or supplies, and therefore should not be treated as reimbursable FSA expenses.

Motion sickness – Dramamine, Sea-band wristband, Bonine (not included in eligible product list)

Mouth guards - Dantek, Night Guard

Nasal care supplies - Includes decongestant inhalers, spray or drops, and nasal strips to improve congestion

Nasal moisturizers & washes - Neilmed Neti Pot & solutions, Ocean Saline Spray, Simply Saline

Nasal strips & snore relief – Breathe Right to treat sleep apena or improper breathing diagnosed by physician

Naturopathy - Non-traditional healing treatments to treat a medical condition. Naturopathy expenses are

not reimbursable unless used to treat medical condition or at-risk for illness diagnosed by physician.

Nicotine patches and gum – Even if prescribed, over-the-counter drugs to help stop smoking are not deductible under Section 213. They may be reimbursable, however. Also see Over-the-counter and Smoking cessation program.

Non-prescription drugs and medicines – See Over-the-counter.

Nursing home – The cost of medical care in a nursing home or home for the aged for an employee, or for an employee's spouse or dependent, is reimbursable. This includes the cost of meals and lodging in the home if the main reason for being there is to get medical care.

Nursing services — Wages and other amounts paid for nursing services are reimbursable. Services need not be performed by a nurse as long as the services are of a kind generally performed by a nurse. This includes services connected with caring for the patient's condition, such as giving medication or changing dressings, as well as bathing and grooming the patient. Only the amount spent for nursing services is reimbursable. If the attendant also provides personal and household services, these amounts must be divided between the time spent performing household and personal services and the time spent on nursing services.

- Meals Amounts paid for an attendant's meals are also reimbursable. This cost may be calculated by dividing a household's total food expenses by the number of household members to find the cost of the attendant's food, then apportioning that cost in the same manner used for apportioning an attendant's wages between nursing services and all other services (see above).
- Upkeep Additional amounts paid for household upkeep because of an attendant are also reimbursable. This includes extra rent or utilities paid because of having to move to a larger apartment to provide space for an attendant.
- Infant care Nursing or babysitting services for a normal, healthy infant are not reimbursable.
- Social Security, unemployment (FUTA) and Medicare taxes paid for a nurse, attendant or other person who provides medical care are reimbursable.

Nutritional foods – Ensure, Boost; to treat medical condition diagnosed by physician and not for general health

Nutritional supplements — The cost of nutritional supplements, vitamins, herbal supplements, "natural medicines", etc. are not reimbursable, unless prescribed by a physician and are medically ordered to treat a specific medical condition. *See Special foods*.

Obesity – Uncompensated amounts paid by individuals for participation in a weight-loss program as treatment for a specific disease or diseases diagnosed by a physician are eligible. The costs of purchasing diet food items are not eligible.

Operations – Medical expense amount you pay for legal operations that are not for unnecessary cosmetic surgery.

Optometrist - See Vision care.

Oral remedies or treatments – Saliva substitutes, mouth sore treatments, dental repair, Salivart, Anbesol, Orajel, Bentemp. Only dry mouth remedies that are saliva substitutes are covered (gels, sprays, etc. not mouthwash, rinses, toothpaste (not included in eligible product list)

Orthodontia – May reimburse expenses or reimburse advance payments for orthodontia services without violating the no-deferred-compensation rule, so long as the covered individual has actually made the advance payments in order to receive the services. Services for orthodontic care are generally reimbursable, except care for cosmetic purposes. *See Cosmetic surgery*.

Orthopedic shoes - See Medical aids.

Organ donor – See Transplants.

Osteopath – Osteopathic expenses are reimbursable.

Over-the-counter — Over-the-counter drugs (that is, drugs available without a prescription) are reimbursable when prescribed by a physician. However, to be reimbursed over-the-counter drugs must be legally procured; generally accepted as falling within the category of medicine and drugs; used to diagnose, cure, mitigate, treat or prevent a disease or disorder of a structure or function of the body; and not used for general good health. Reimbursable over-the-counter drugs include antacids, allergy medicines, pain relievers and cold medicines. Dietary supplements, such as vitamins, cosmetics and other products used to maintain general good health are not reimbursable. The CARES Act that was signed into law on March 27, 2020, states purchases made or reimbursements of expenses incurred after December 31, 2019 will not require a prescription from a physician.

Oxygen – Amounts paid for oxygen or oxygen equipment to relieve breathing problems caused by a medical condition are reimbursable.

Pain reliever – The cost of purchasing a pain reliever, with a prescription, is reimbursable when purchased to treat or alleviate personal injury or sickness. Tylenol, Advil, Midol, Bayer not included in eligible product list.

Patterning exercises – See Therapy.

Personal trainer – Only if prescribed by a physician for a medical condition.

Personal use items – Items that are ordinarily used for personal, living and family purposes are not reimbursable unless they are used primarily to prevent or alleviate a physical or mental defect or illness. For example, the cost of a wig purchased at the advice of a physician for the mental health of a patient who has lost all of his or her hair from disease is reimbursable.

If an item purchased in a special form primarily to alleviate a physical defect is one that in normal form is ordinarily used for personal, living and family purposes, the cost of the special form in excess of the cost of the normal form is reimbursable. *Also see Braille books and magazines*.

Phone equipment – Telephone equipment designed for a hearing-impaired person are reimbursable, as are the cost of repairs.

Physical exams – Physical exams are generally reimbursable, except for employment-related physicals. *See Employment-related expenses*.

Pinworm treatment – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Pre-existing conditions – Medical expenses not covered because of the plan's pre-existing condition limitation are reimbursable.

Pregnancy test — The cost of an over-the-counter pregnancy test is reimbursable. A pregnancy test performed by a physician is reimbursable.

Prenatal vitamins - Stuart Prenatal, Nature's Bounty Prenatal Vitamins

Prescription drugs - See Medicines.

Private hospital room – The extra cost of a private hospital room is reimbursable.

PRK (photorefractive keratectomy) – See Radial keratotomy.

Probiotics and prebiotics – Culturelle, Florastor to treat digestive condition and recommended by physician & not general digestive health

Prosthesis – See Artificial limb.

Psychiatric care – Expenses for psychiatric care are reimbursable. These expenses include the cost of supporting a mentally ill dependent at a specially equipped medical center where the dependent receives medical care. *Also see Psychoanalysis and Transportation*.

Psychoanalysis – Expenses for psychoanalysis are reimbursable.

Psychologist – Expenses for psychological care are reimbursable.

Radial keratotomy – Radial keratotomy (RK) is a reimbursable expense. Also see LASIK.

Reading glasses and maintenance accessories – Reading glasses are a reimbursable expense. Chains, etc., are not covered.

Reasonable and customary charges amounts in excess of – Medical expenses in excess of a Medical Plan's reasonable and customary charges are reimbursable.

Resort - See Spa or resort.

Retin-A – Reimbursable when prescribed by a physician to treat a specific medical condition (such as acne), but not for cosmetic purposes (such as wrinkles).

Rogaine – Reimbursable when prescribed by a physician for a specific medical condition (such as hypertension), but not for cosmetic purposes (that is, to stimulate hair growth).

Rubbing alcohol – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Saline nose drops – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Schools, special – Expenses paid to a special school for a mentally impaired or physically disabled person are reimbursable if the main reason for using the school is its resources for treating the disability. This includes the cost of a school that:

- teaches Braille to a visually impaired child;
- teaches lip-reading to a hearing-impaired child; or
- provides remedial language training to correct a condition caused by a birth defect.

The cost of meals, lodging and ordinary education supplied by a special school is reimbursable only if the main reason for using the school is its resources for treating the mental or physical disability. The cost of sending a non-disabled "problem child" to a special school for benefits the child may get from the course of study and disciplinary methods is not reimbursable.

Scientology "audits" – Amounts paid to the Church of Scientology for "audits" do not qualify as expenses for medical care.

Service animals – Yes, if animal is primarily for medical care to alleviate a mental defect or illness and would not have been paid but for the defect or illness.

Sexual counseling – Expenses for counseling regarding sexual inadequacy or incompatibility are reimbursable if the counseling is provided to a husband and/or wife by a psychiatrist.

Shampoo, medicated – Maybe when used to treat specific medical condition; letter of medical necessity from physician needed

Sinus medications – Sinus medications, allergy and homeopathic nasal spray; medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Skin care-therapeutic hand & body – Eucerin, Acquaphonr, Amlactin to treat or remedy a skin condition diagnosed by a physician

Skin treatments — Psoriasin, MG217, Demarest Eczema (not included in eligible product list). Medical expense as long as intended purpose is to treat skin conditions like eczema, psoriasis, rosacea, etc. (as opposed to mere prevention)

Sleep aids & sedatives - Unisom, Nytol, Sominex (not included in eligible product list)

Smoking deterrents - Nicoderm, Nicorette (not included in eligible product list)

Stomach remedies - Mylanta, Maalox, Tums (not included in eligible product list)

Smoking cessation program – The cost of a stop-smoking program is reimbursable. In June 1999 the IRS reversed its position on this issue based on scientific evidence proving the addictive nature of tobacco. Stop-smoking drugs prescribed by a physician are also reimbursable. The cost of nonprescription drugs such as nicotine patches or gum should be reimbursable when purchased to quit smoking.

Spa or resort – Although a visit to a spa or resort may be prescribed by a physician for medical treatment, only the costs of the medical services provided are reimbursable, not the cost of transportation. *See Transportation and Trips*.

Special education – Medical expense fees that you pay on a doctor's recommendation for a child's tutoring by a teacher who is specially trained and qualified to work with children who have learning disabilities caused by mental or physical impairments, including nervous system disorders. You can include as a medical expenses (tuition, meals and lodging) of attending a school that furnished special education to help a child to overcome a learning disability. A doctor must recommend that the child attend the school. Overcoming the learning disabilities must be a principle reason for attending the school and any ordinary education received must be incidental to the special education provided. Special education includes: teaching Braille to a visually impaired person, teaching lip reading to a hearing-impaired person or giving remedial language training to correct a condition caused by a birth defect. You cannot include in medical expenses the cost of sending a problem child to a school where the course of study and the disciplinary methods have a beneficial effect on the child's attitude if the availability of medical care in the school is not a principle reason for sending the student there.

Special foods — The cost of special foods and/or beverages-even if prescribed- that substitute for other foods or beverages that a person would normally consume and that satisfy nutritional requirements (such as the consumption of bananas for potassium, for example) are not deductible. However, prescribed special foods or beverages are reimbursable if they are consumed primarily to alleviate or treat an illness or disease, that are substantiated by a physician and they are not part of normal nutritional fees. Special foods purchased as part of a weight loss program are not reimbursable expenses because, according to the IRS, reduced-calorie foods are substitutes for the food individuals would normally eat. Special foods and beverages are reimbursable only to the extent that their cost is greater than the cost of the commonly available version of the same product. In December 2001 letter ruling, the IRS set four standards for determining whether cayenne pepper qualifies under Code Section 213. There may be circumstances, however, when special foods do get favorable tax treatment. The IRS allows the cost of special food to be treated for tax purposes as medical care.

To qualify, the special food must:

- alleviate or treat an illness;
- not be part of the normal nutritional needs of the individual; and
- be substantiated by a physician that is needed as part of treatment.

Spouse medical expenses – These may be reimbursable if the spouse does not file a separate tax return.

Sterilization – The cost of a legal sterilization (a legally performed operation to make a person unable to have children) is reimbursable.

Stomach care – Includes acid reducers and antacid gum, liquid and tablets; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Sublimated sulfur powder – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Substance abuse – See Alcoholism and drug abuse.

Stop-Smoking programs – Medical expenses amounts you pay for a program to stop smoking; however, you cannot include in medical expenses amounts you pay for drugs that do not require a prescription, such as nicotine gum or patches, that are designed to help stop smoking.

Sunburn relief, sun protection and sunscreens – Sunscreen and sunburn relief are over-the-counter products that prevent disease (such as skin cancer) or alleviate injuries (such as sunburns) and therefore should be reimbursable FSA expenses; Coppertone, Banana Boat SPF 15+ and UVA/UVB protection; protection against skin cancer and premature skin aging

Sunglasses – Prescription sunglasses are reimbursable. Non-prescription sunglasses may be reimbursable if they meet the Section 213 definition of medical care, for example, if an optometrist recommends them for a patient with contact lenses that correct a retinal condition causing sensitivity to light.

Sun protection (SPF 15 & above and "Broad Spectrum") – Primary use must be for protection against skin cancer and premature skin aging with indication of UVA and UVB protection (Broad Spectrum) and 15 and above (15+).

Substance abuse – See Alcoholism and drug abuse.

Supplemental insurance policies – A health FSA cannot reimburse participants for premiums paid for supplemental insurance policies, such as policies covering cancer or other specific diseases, hospital confinement and intensive care; however, premiums for these policies can be paid by premium conversion under a cafeteria plan.

Swimming lessons – See Dancing lessons, swimming lessons, etc.

Taxes – Sales and service taxes imposed on qualified medical care or products are reimbursable.

Teeth guards – These devices, prescribed to treat the grinding of teeth while sleeping, are reimbursable. Guards designed for sports are not reimbursable.

Teeth whitening – These expenses are cosmetic and are not reimbursable.

Telephone – The costs of purchasing and repairing special telephone equipment that lets a hearing-impaired person communicate over a regular telephone are reimbursable.

Television – The cost of equipment that displays the audio part of TV programs as subtitles for a hearing-impaired person is reimbursable. This may include an adapter that attaches to a regular TV or the cost of a specially equipped TV in excess of the cost of the same model regular TV set.

TENS – Homedics Rapid+Relief, Icy Hot Smart Relief, Zewa Spa Buddy

Tests – Diagnostic or screening tests, such as those that detect or evaluate the risk of heart disease, stroke, diabetes, osteoporosis, cancer, etc. – qualify as medical care under Section 213 if there is a direct relationship between the test and a medical diagnosis.

Therapeutic shampoo & scalp treatments (medicated) – Nizoral, Neutrogena T-Gel to treat skin/scalp condition for short duration diagnosed by physician

Therapy – Amounts paid for therapy received as medical treatment are reimbursable. Payments made to an individual for special exercises administered to a mentally retarded child are also reimbursable. These

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so-called "patterning" exercises consist mainly of coordinated physical manipulation of the child's arms and legs to imitate crawling and other normal movements. Also see Fitness programs.

Toiletries - Toiletries are not reimbursable in a Health FSA.

Transplants – Payments for surgical, hospital, laboratory and transportation expenses for a donor or a possible donor of a kidney or other organ are reimbursable.

Transportation – Amounts paid for transportation primarily for, and essential to, medical care are reimbursable (except as provided below), these include:

- bus, taxi, train or plane fare, or ambulance service;
- actual car expenses, such as gas and oil (but not expenses for general repair, maintenance, depreciation and insurance);
- parking fees and tolls;
- transportation expenses of a parent who must accompany a child who needs medical care;
- transportation expenses of a nurse or other person who can give injections, medications or other treatment required by a patient who is traveling to get medical care and is unable to travel alone;
- transportation expenses for regular visits to see a mentally ill dependent if these visits are recommended as a part of treatment; and
- transportation and registration fees (but not meals or lodging expenses) incurred to attend a medical conference on a chronic disease of the employee or a dependent.

Instead of actual expenses, it is acceptable to use a flat rate of \$0.23 per mile for each mile a car is used for medical purposes in 2012. The cost of tolls and parking may be added to this amount. Reimbursable expenses do not include:

- transportation expenses to and from work, even if a medical condition requires an unusual means of transportation; or
- transportation expenses incurred if, for non-medical reasons, an employee chooses to travel to another city, such as a resort, for an operation or other medical care prescribed by a doctor.

Trips – Amounts paid for transportation to another city if the trip is primarily for and essential to receiving medical services are reimbursable (also see Lodging and meals). A trip or vacation taken for a change in environment, improvement of morale or general improvement of health, is not reimbursable, even if it is taken at the advice of a doctor. See Spa or resort. The cost of commuting to a job not explicitly prescribed as therapy for a medical condition also is not reimbursable.

Tuition – Charges for medical care included in the tuition of a college or private school are reimbursable if the charges are separately stated in the tuition bill. Also see Learning disability and Schools, special.

Tutors' fees - See Learning disability.

Umbilical cord blood banking – Yes, if there is an existing or imminently probable disease, physical or mental defect or illness (for example, stem cells).

Unmedicated nasal sprays, drops & inhalers - Ocean Nasal Spray (not included in eligible product list)

Unmedicated vapor products – Sudacare, un-medicated Vicks Vapor Rub (not included in eligible product list). Includes asthma medications and delivery devices like inhalers and nebulizers, vaporizers and humidifiers.

Unscheduled office visits – Physicians' offices may charge a fee for coming without an appointment. Fees charged for an unscheduled visit can be considered a qualified medical expense that can be reimbursed through FSA funds, if the participant received qualified services as defined by Section 213(d) during that visit.

Upset stomach medications – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Vacation - See Trips.

Vaccinations – Flu Shots, Pneumonia Vaccinations

Vaccines – Expenses for vaccines are reimbursable.

Vapor patch cough suppressant – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Vaporizers & humidifiers and Accessories – Vicks, Sunbeam, Kaz if used to treat illness, not covered for normal household use

Vasectomy – Expenses for vasectomies are reimbursable.

Viagra – If prescribed to treat impotence as a specific medical condition, the cost of Viagra is reimbursable.

Vision care — Optometric services and medical expenses for eyeglasses and contact lenses needed for medical reasons are reimbursable. Eye exams and expenses for contact lens solutions are also reimbursable. However, premiums for contact lens replacement insurance are not reimbursable. Also see Radial keratotomy.

Vitamins – Only expenses for vitamins prescribed by a physician that are prescription strength to treat a specific medical condition are reimbursable. Dietary supplements, such as vitamins, cosmetics and other products used to maintain general good health are not reimbursable.

Wage continuation policies – Premiums paid under wage continuation policies are not reimbursable because they could provide benefits that would be received in a subsequent plan year, resulting in prohibited deferred compensation.

Wart removal medication – Wart removal medication is reimbursable.

Wart removers - Cryo Products - Compound W Freeze Off, Dr. Scholl's Freeze Away, Wartner

Weight control supplements – To treat obesity diagnosed by a physician.

Weight loss program – The cost of a weight loss program for general health is not reimbursable even if a doctor prescribes the program. However, the cost of a weight loss program may be reimbursable in two (2) instances. First, if attendance at a weight loss program is prescribed by a physician to treat a specific illness (e.g., heart disease), the expense is reimbursable. The physician should substantiate the necessity of this treatment. Second, obesity is now medically recognized by the IRS as a disease in its own right, and weight loss programs to treat obesity are reimbursable expenses. Apparently, weight loss programs to treat obesity do not have to be prescribed by a physician, but obesity must be diagnosed. Also see Special foods. A medical expense for weight loss can be reimbursed if the treatment is for a specific disease diagnosed by a physician. Exercise equipment and exercise programs are covered if prescribed by a physician. Alli, Slim Fast to treat obesity diagnosed by a physician

Well baby care – See Nursing services.

Wigs – If prescribed for the mental health of a patient who has lost all of his/her hair from disease or treatment.

Wheelchair – Amounts paid for an autoette or a wheelchair used mainly for the relief of sickness or disability, and not just to provide transportation to and from work, are reimbursable. The cost of operating and maintaining the autoette or wheelchair is also reimbursable.

Whole Life insurance premiums – Whole Life insurance premiums are not reimbursable in a Health FSA; not allowed in premium conversion because they could provide benefits that would be received in a subsequent plan year, resulting in prohibited deferred compensation.

Wigs – See Personal use items.

X-ray fees – Amounts paid for X-rays taken for medical reasons are reimbursable.

Definitions

Dependent

A Participant's Spouse or an individual who is a dependent within the meaning of Section 152(a) of the Internal Revenue Code of a Participant or a former Participant in the Plan.

- 1. a child (including adopted children and eligible foster children) or a descendant of a child up to the attained age of twenty-seven (27);
- 2. a brother, sister, stepbrother, or stepsister;
- 3. the father or mother, or an ancestor of either;
- 4. a stepfather or stepmother;
- 5. a son or daughter of a brother or sister of the plan participant;
- 6. a brother or sister of the father or mother of the plan participant;
- 7. a son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law; or
- 8. an individual, who is not the plan participant's spouse, who lives with the plan participant and is a member of the plan participant's household.

A relative described above is a qualifying relative only if he or she receives more than one-half of his or her support from the plan participant. Special rules apply in cases of multiple support agreements, in which no one person contributes over one-half of the individual's support. The individual also must have gross income less that the exemption amount (see current IRS Form 1040), not including certain income earned by disabled individuals.

A Dependent for whom expenses can be reimbursed from the Dependent Care Account must meet the following criteria:

- 1. Can be claimed as a dependent for Federal income tax purposes; and
- 2. Is under the age of thirteen (13); or
- 3. If over the age of thirteen (13), requires full time care because of physical or mental incapacity; or
- 4. Is the spouse of the employee and is physically or mentally incapable of caring for himself or herself.

If the covered participant is divorced, the covered participant can generally have your child's dependent care expenses reimbursed if you are the custodial parent, i.e., if you have custody of the child for a longer period of time during the Plan Year than the other parent. However, the following exceptions would override the custodial parent rule and permit you, as a non-custodial parent, to have your child's dependent care expenses eligible for the reimbursement account:

- 1. The custodial parent formally releases claim to the Federal income tax dependent exemption for the tax year;
- 2. You provide over half of the support of the child under a multiple support agreement; or

3. You are entitled to the dependent exemption for Federal income tax as a result of an agreement executed prior to 1985.

Payments made directly to a child or any other person that you can claim as a dependent cannot be reimbursed by this Plan.

Employee

An individual employed by the Plan Sponsor who regularly works at least twenty (20) hours per week, and at least five (5) months per year, except for:

- 1. Employees covered by a collective bargaining agreement;
- 2. Employees who are non-resident aliens who receive no earned income from the Employer which constitutes income from sources within the United States;
- 3. Employees who are self-employed individuals as defined in Section 401(c) of the Internal Revenue Code (including sole proprietors and partners in a partnership); and
- 4. Employees who own (or are considered to own within the meaning of Section 318 of the Internal Revenue Code) more than two (2) percent of the outstanding stock of an S corporation or stock possessing more than two (2) percent of the total combined voting power of all stock of such corporation.

Participant

Any Employee who has met the eligibility requirements of the Plan and has elected to participate in the Plan by providing the Plan Sponsor with an executed Benefits Enrollment Form.

Plan Year

The twelve (12) consecutive month period beginning the first (1st) day of the plan year.

Salary Reduction Agreement

The agreement by an Employee authorizing the Plan Sponsor to reduce the Employee's compensation while a Participant during the Plan Year for purposes of making contributions toward benefits under the Plan.

Spouse

An individual who is legally married to a Participant but shall not include an individual separated from a Participant under a decree of legal separation.

Qualifying Event

An event as prescribed by IRS Rule 1.125-4.

- 1. With regards to the election to participate in the Plan and election for benefits other than Accident, Health and Group Term Life, Qualifying Event shall include a change in status such as the marriage or divorce of the Participant; the adoption, placement for adoption, birth or death of a child or other Dependent of the Participant or the Participant's Spouse; the emancipation or coming of age of a child of the Participant so that the child is no longer eligible as a Dependent under change in status in the opinion of the Plan Sponsor.
- 2. With regards to elections for accident, Health or Group Term Life benefits, Qualifying Event shall

include events that change an eligible Employee's legal marital status, number of dependents, the eligible Employee's, Spouse's or dependent's employment status, work schedule, residence or work site, an event that causes an eligible Employee's Dependent to satisfy or cease to satisfy the requirements for coverage, and such other events as provided in code or regulation.

Capital Expenses

Medical expenses incurred by employees for special equipment installed in the home or for improvements are reimbursable under an FSA account (subject to the discussion below) if their main purpose is medical care. Under Internal Revenue Code Section 213, the cost of permanent improvements that increase the value of the property may be partly deducted as a medical expense. The cost of the improvement is reduced by the increase in the value of the property; the difference is a deductible medical expense. If the value of the property is not increased by the improvement, the entire cost is deductible as a medical expense.

Improvements made to accommodate a residence to a person's disability do not usually increase the value of the residence, and the full cost is usually reimbursable. These improvements include, but are not limited to:

- constructing entrance or exit ramps;
- widening doorways at entrances or exits;
- widening or otherwise modifying hallways and interior doorways;
- installing railing, support bars or other modifications to bathrooms;
- lowering or making other modifications to kitchen cabinets and equipment;
- moving or otherwise modifying electrical outlets and fixtures;
- installing porch lifts and other forms of lifts (but generally not elevators);
- modifying fire alarms, smoke detectors and other warning systems;
- modifying stairways;
- adding handrails or grab bars;
- modifying hardware on doors;
- modifying areas in front entrance and exit doorways; and
- re-grading the ground to provide access to the residence.

Only reasonable costs to accommodate a personal residence to a disabled condition are considered medical care. Additional costs for personal motives, such as for architectural or aesthetic reasons, are not reimbursable.

Operation and Maintenance

If a capital expense qualifies as a reimbursable medical expense, then expenses related to operation and maintenance also qualify as medical expenses, as long as the medical reason for the capital expense still exists. This is so even if none or part of the original capital expense qualified as a medical care expense.

Improvements to Property Rented by a Person with Disabilities

Amounts paid by a person with disabilities to buy and install special plumbing fixtures, mainly for medical reasons, in a rented house are reimbursable medical expenses. For example, Don has arthritis and a heart condition. He cannot climb stairs or get into a bathtub. On his doctor's advice, he installs a bathroom with a shower stall on the first floor of his two-story rented house. Don's landlord did not pay any of the cost of buying and installing the special plumbing and did not lower the rent. Don can deduct the entire amount he paid.

It is important that you budget carefully when taking advantage of the Medical Expense Reimbursement Account. The same tax law that permits this benefit also specifies that any money that is left in your account

at the end of the plan year must be forfeited. Your account balance cannot be transferred to your Child Care Reimbursement Account or carried forward to the next year.

All employee and dependent coverage will terminate on the earliest of the end of the month your employment terminates or the end of the month in which you cease to be an active, full-time Employee.

If your employment terminates or you lose coverage before the end of the plan year, you have ninety (90) days from the end of the plan year to claim medical expenses incurred prior to your date of termination. If your coverage is still effective on the last day of the plan year, you have ninety (90) days from the end of the plan year to claim medical expenses incurred during the plan year.

Even if you should over budget and have some money remaining unused in your account, you may still benefit due to the amount of your tax savings.

Money from your Unreimbursed Healthcare Spending Account will pay your medical expenses with before tax dollars. Any expenses paid from this account may not be claimed again as a deduction on your income tax return.

Capital Expenses Worksheet

The following worksheet may be used to figure the amount of a reimbursable capital expense.

1.	Enter the cost improvements.	\$
2.	Enter the value of the home immediately after improvements	\$
3.	Enter the value of your home immediately before the improvements	\$
4.	Subtract line 3 from line 2. This is the increase in the value of your home due to improvements (If line 4 is more than or equal to line 1, you have no medical expenses due to the home improvements; stop here) (If line 4 is less than line 1, go to line 5)	
5.	Subtract line 4 from line 1. These are your medical expenses due to home improvements.	\$

Attachment 2 FSA Schedule of Fees for Plan Administrator Services

Item	Cost	Payable
Setup Fee	\$ <u>50</u> /Group	One time ⁽¹⁾
Monthly Service Fee ⁽²⁾	\$\frac{3.70}{\text{Participant Debit}}\$\$\frac{3.70}{\text{Participant Paper}}\$\$	Monthly
Special Reports ⁽³⁾	As agreed upon	30 days following receipt of report

- (1) One time set up fee for each group that enrolls in the Flexible Spending Arrangement.
- (2) Monthly Service Fee includes:
 - a) processing contribution;
 - b) processing claims (review and verification);
 - c) paying claims (direct mail to employee);
 - d) paying dependent premium (if applicable);
 - e) employee fund balance statement with each reimbursement; and
 - f) statement of fund balances and projected year-end balance at close of Plan Year fourth quarter.
- (3) Normal Reports to the Plan Sponsor, at no additional cost are:
 - a) initial enrollment verification;
 - b) quarterly fund balance; and
 - c) projected year-end fund balance at the close of the Plan Year fourth quarter.

Attachment 4 Flexible Spending Arrangement – Carry-Over Service Addendum

The City of	Manor has authorized the Flexible Spending Arrangement ("FSA") – Carry
Over Adden	dum. The operation of the FSA – Carry-Over Addendum will continue on the same terms and conditions with the following employer decisions regarding the FSA account.
FSA particip	pants may carryover a designated balance ("designated carryover") to the next Plan Year of 250.00 leftover in the unreimbursed health FSAs only
(Unre	imbursed Healthcare Carryover not in excess of \$500)
incurred during end of the imme monies can be a or contributions Qualified High accompanying	in qualified health expenses, pursuant to IRS Notice 2013-71. Expenses for health FSA qualified benefits is the current plan year may be paid or reimbursed from benefits or contributions remaining unused at the ediately preceding plan year, not to exceed the designated carryover. Upon exhaustion of that benefit, accessed from current year contributions. The plan cannot permit cash-out or conversion of unused benefits is, to any other taxable or nontaxable benefit. If the employee at any time becomes covered under a Deductible Health Plan ("HDHP"), as prescribed by Section 223 of the Internal Revenue Code) with an health savings account ("HSA") then the FSA will automatically convert from a general purpose FSA to a FSA for any amounts incurred when the HDHP is in effect.
	that expenses for non-preventive medical costs will not be paid until the deductible for the HDHP has and then only to the extent that those costs exceed the deductible.
□ E	onsibility of the \$\frac{3.70}{\text{administration fee}} is as follows (choose \overline{\text{one}}): mployee is responsible for the entire administration fee.
E	mployer will be responsible for the entire administration fee.
	oyer contribution is as follows (choose <u>one</u>):
=	mployer will not make contribution to the FSA.
∐ E	mployer will make monthly contribution to the FSA in the amount of \$
Month ADOPTED:	nly contributions to the FSA shall be made in an amount authorized, paid and deposited by Employer.
Ву	
•	(Signature)
Name	
Title	
Address	

Attachment 5 Flexible Spending Arrangement Forms

Section 125 Medical Necessity Availability Form



Under the IRS rules, some healthcare services and products are only eligible for reimbursement through a Flexible Spending Arrangement (FSA), Health Reimbursement Arrangement (HRA) or Health Savings Account (HSA) when a physician or healthcare provider certifies they are medically necessary. Please have your provider complete the attached form.

Date	Employee Name
Social Security #	Subscribers Policy Holder's Name
Provider Address	Provider Phone Number
	Diagnosis
Start Date of Treatment	End Date of Treatment
Recommended Medical Treatment	
Explanation: How the Medical Treatmo	ent Alleviates the Diagnosis
Provider Signatu	re Date

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Section 125 Employee Enrollment Form



Employer Name		Emplo	yer Group #				
Employee Name		Social	Security #				
Employee Preferred Contact Pho	one #	Emplo	yee E-mail				
Street Address	City	State	Zip Code	☐ Check h	ere if new		
Mailing Address	ing Address City St			Check here if new			
Date of Birth	c of Birth Check One Check O Male Sing Female Ma		☐ Widowed ☐ Divorced	Date Employed			
Spouse Name (First, M.I.)	Date of Birth		I request that my salary	be reduced as fol	lows:		
				Annually	Monthly		
Dependent Name (First, M.I.)	Date of Birth	Contributi	on for Medical Coverage	\$	\$		
		Contributi	on for Dental Coverage	\$	\$		
Dependent Name (First, M.I.)	Date of Birth	Other Con	tributions (SPECIFY)				
			(,	\$	\$		
Dependent Name (First, M.I.)	ll Date of Birth			<u>Y</u>	<u> </u>		
(,,	1 1			4			
Davis and and Names (First AAL)	 Date of Birth	_ Unreimbu	rsed Healthcare Expenses	\$	<u> </u>		
Dependent Name (First, M.I.)	Date of Birth	Dependen	it Care Expense (DCA)	\$	<u> </u>		
		Total Auth	norized Reductions	\$	\$		
AUTHORIZATION: I certify the above information to be correct and true to the best of my knowledge and that any children listed are dependents under Section 152 of the Internal Revenue Code. I understand that any amounts remaining in my account(s) not used for expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. I also understand that the Flexible Spending reduction(s) will be in effect for the plan year and cannot be revoked unless I experience a change in my family status, significant change in cost or coverage of my health plan or my spouse's health plan or separation from service as prescribed by IRS rules. If a change in family status occurs, you have thirty-one (31) days from the occurrence to change or revoke your election. Furthermore, I hereby authorize my employer to transfer my required health benefits contribution on a monthly basis to the TML Health Benefits Pool. I agree to only submit claims which qualify as medical expenses under Section 213, Internal Revenue Code or dependent care expenses under Section 129, Internal Revenue Code.							
I ACCEPT: Pre-tax Premium Only Unreimbursed Healthcare DCA Unreimbursed Capital Health Expense							
Fr	mployee Signature			Date			
Employee signature							
		the plan have be	en thoroughly explained		<u>e</u> to participate.		
Employee Signature Date							

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Please return this form to your employer.

Section 125 Employee Change Form



Employer Name				Employer Group #					
Employee Name				Social Sec	Social Security #				, .
Employee Preferred Contact Phone #				Employe	e E-mail				
Street Address	City		St	tate	Zip Co	de	Check	here in	fnew
Mailing Address City			State		Zip Co	de	Check here if new		
Effective Date of Change		Reason	for Ch	ange					
ADD OR REMOVE FAMILY MEMBE	RS (CO	MPLETE I	BELOV	V)				2 31	
Add Name (First, M.I.) Change				Relation				Date o	of Birth
Add Name (First, M.I.) Change	= /100			Relation				Date o	of Birth
CHANGE IN COVERAGE TYPE (COM	PLETE	BELOW)							
Coverage		Ch	nange		F Pledge Amount	rom Monthly Amount	Pledge A	mount	To Monthly Amount
Medical Contribution		Add Remove		Increase Decrease					
Dental Contribution		Add Remove		Increase Decrease					
Unreimbursed Health Care Expense		Add Remove		Increase Decrease	s.				1
Dependent Care Expense (DCA)		Add Remove		Increase Decrease		3			
Other Contribution (Please specify)		Add Remove		Increase Decrease					
AUTHORIZATION: I certify the above is dependents under Section 152 of the expenses incurred during the plan year Flexible Spending reduction(s) will be its significant change in cost or coverage of change in family status occurs, you have authorize my employer to transfer my it only submit claims which qualify as med 129, Internal Revenue Code.	Internativill be neffection of the second of	al Revenue forfeited i t for the p alth plan c one (31) c d health be	e Code. in acco lan yea or my s days fro enefits	. I understand ordance with or and cann pouse's head om the occu contribution	and that any and current plan pot be revoked with plan or sepander to change on a monthly	nounts remaining rovisions and tax unless I experiend ration from servige or revoke your basis to the TMI	g in my laws. I a ce a cha ce as pre r election L Health	accour also un nge in escribe n. Furth Benefi	nt(s) not used for derstand that the my family status, d by IRS rules. If a nermore, I hereby ts Pool. I agree to
Employee	e Signa	ture					Date		
		Please re	turn ti	his form to	your employ	er.			

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Section 125 Unreimbursed Reimbursement Form



Employer Name		Employer Grou	Employer Group #			
Employee Name		Social Security	#			
Street Address	City	State	Zip Code	Check here if new		
Mailing Address	City	State	Zip Code	Check here if new		
Description of Eligible Expense	Incurred Date	Total Amount of Bill	Amount paid by any Plan	Amount to be Reimbursed	Expense for: (Name)	
		\$	\$	\$		
		\$	\$	\$		
		\$	\$	\$		
		\$	\$	\$		
		\$	\$	\$		
	TOTAL	\$	\$	\$		
AUTHORIZATION: I certify the dependents under Section 152 expenses incurred during the p Flexible Spending reduction(s) significant change in cost or cochange in family status occurs, authorize my employer to transonly submit claims which qualif	of the Internal Rev lan year will be forfe will be in effect for t rerage of my health p you have thirty-one (sfer my required hea	enue Code. I understa ited in accordance with the plan year and canrollan or my spouse's hea (31) days from the occu lth benefits contribution	and that any amounts to current plan provision to the revoked unless alth plan or separation the urrence to change or roon on a monthly basis.	remaining in my acco ns and tax laws. I also on I experience a change from service as prescril evoke your election. Fu	unt(s) not used for understand that the in my family status, bed by IRS rules. If a rthermore, I hereby	
	Employee Signatur	e		Date		
	Please reti	urn this form to TMI	Health Benefits Po	ol.		

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PO Box 140167 | Austin, Texas 78714-0167 | Fax: (512) 719-6505

Section 125 Dependent Care Reimbursement Form



Employer Name			Emplo	Employer Group #			
Employee Name			Social Security #				
Street Address	City	State	Zip	Zip Code Check here if new			
Mailing Address	City	State	Zip	Code	Check here if new		
Name of Individual or Organization providing Dependent Care Services	Tax ID or SS#	Date Incurr		Amount to be Reimbursed	Expense for Care of: (<i>Name</i>)		
Name				\$			
Name				\$			
Name			TOTAL	\$			
Emp AUTHORIZATION: I certify the abordependents under Section 152 of expenses incurred during the plan Flexible Spending reduction(s) will significant change in cost or covera change in family status occurs, you authorize my employer to transfer the expenses listed above qualify a	the Internal Revenue year will be forfeited be in effect for the p ge of my health plan of have thirty-one (31) of my required health be	e Code. I understar in accordance with lan year and canno or my spouse's heal- days from the occur nefits contribution	nd that any current plar it be revoke the plan or se rence to change in a monthle	amounts remaining n provisions and tax d unless I experienc paration from servic ange or revoke your y basis to the TML He	in my account(s) not used for laws. I also understand that the e a change in my family status, te as prescribed by IRS rules. If a election. Furthermore, I hereby		
STATEMENT OF CERTIFICATION dependent) fromto	l: l certify that l have My c	_	ice was		_'s child (children or		
Name and Address of Provider				Provider's Signatur	re		
Tax ID or SS#							

Please return this form to TML Health Benefits Pool.

PO Box 140167 | Austin, Texas 78714-0167 | Fax: (512) 719-6505

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Section 125 Recurring Expense Service Form



INSTRUCTIONS: This form is used to request your Dependent Care Account or Transportation Account contributions be reimbursed to you on a per pay period basis. By completing this form you will not need to provide continuing documentation. Please complete all fields and include appropriate documentation stating your dependent will be attending throughout the year or specific time frames. All information must be completed by you & your Dependent Care provider to receive reimbursement. CLAIMS WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE AND THE PROVIDER'S SIGNATURE.

A. DECLARATION OF SERVICES				
I request reimbursement for the below listed timeframe for qualified				
☐ Dependent Care Serv	rices or	Transportation	Expenses	
I certify that the services w	=	etween the following	dates:	
Start Date of Services (MM/DD/YY)	to _	End Date of Services	(MM/DD/YY)	
I have included signed copies of the indepen	dent provider's c	harges, which will incl	ude the total amount of	
\$		for the dates pro	vided above.	
	Total Amount of Services			
NOTE: If you have any	chanaes durina the	dates referenced above		
please notify TML Health Bene				
B. PARTICIPANT INFORMATION	and the books of the second			
Name of Participant	Social Security	#		
Address: Street Cit	<u> </u> 	State	Zip	
Preferred Contact Phone #	E-Mail			
Name of Dependent				
C. CARE PROVIDER INFORMATION				
Name of Dependent Care/Transportation Expense Provide	r			
		<u> </u>	7	
Address: Street Cit	,	State	Zip	
Federal Tax ID				
D. SIGNATURES				
Authorized Signature of Provider			Date	
		4		
Participant Signature			Date	
PLEASE NOTE: Your total reimbursement amount will be				
of payrolls that occur throughout the		stions regarding your ma t (800) 282-5385 or fax (

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Section 125 Account Claim Form



INSTRUCTIONS: Please complete this form for the submission of any EOBs, prescription orders or receipts. Number your EOBs and receipts to correspond with the "Item #" column in sections B, C and/or D. Fax form to (512) 719-6505 or mail form to TML Health Benefits Pool. This form must be submitted with each EOB or receipt; claims will not be processed unless proper documentation is supplied. **Please Note:** Section B applies only to plans in which Flexible Spending Funds are available after meeting a Flexible Spending deductible. For more information about your plan, consult your enrollment materials, your HR Department or TML Health Benefits Pool.

Pool.					
A. ACCO	UNT HOLDER INFORMA	TION*			
The state of the s	Last		First		Middle Initial
MAILING A	DDRESS Street		City	State	Zip
Casial Casu			T Franciscos		
Social Secu	irity #		Employer		
Preferred (Contact Phone #		E-mail		
		Γ IBLE (necessary only for	plans in which Flexible Spending Fund	ds are available after meeting o	a Flexible Spending
Deduction #	ctible) Date		Provid	der	
E1	/ /				
E2	1 1				
E3	/ /				
E4	/ /		-		
E5	/ /				
C. REC	EIPTS FOR REIMBURSEN	MENT			
Please con	nplete this section for any rec	uests for manual reimb	ursements from your Flexible Sper	nding funds. You must provid	de a corresponding receipt
			exible Spending Deductible (see Sect	tion B above) before you are	eligible for reimbursement.
	ur HR Department or TML Hed	olth Benefits Pool for you			
Item #	Date		Provider		Amount
R1	/ /				
R2	/ /				
R3	/ /				
R4 R5	/ /		***************************************		
11.5	1 1			TOTAL	
D. RECEI	PTS FOR PHARMACY PL	JRCHASES			
Please con	nplete this section to accomp	any pharmacy receipts.	You must provide receipts for all p	harmacy purchases.	
Item#	Date		Provid	der	
P1	/ /				
P2	/ /				
Р3	/ /				
P4	/ /				
P5	/ /				
E. AGREEMENT AND SIGNATURE*					
I certify that these eligible expenses have been incurred by me or my eligible dependent and are not for cosmetic purposes but for the treatment of an illness, injury,					
trauma, or medical condition. I understand that expenses incurred means the service has been provided that gave rise to the expense, regardless of when I am billed					
or charged for or pay for the service. The expenses have not been reimbursed and I will not seek reimbursement elsewhere. I understand that any amounts reimbursed may not be claimed on me or my spouse's income tax returns. I understand that I am not eligible for reimbursement before I have reached the Flexible Spending					
deductible set by my employer. I have received and read the printed material regarding the reimbursement accounts and under all of the provisions.					
	Employee Signature				Date
	MAIL TO:	FAX TO:			_
TM	L Health Benefits Pool	TML Health Benefits	Please keep copies of all receipt		
	PO Box 140167 Pool *These sections are required. Use only Sections B, C and D as needed.				
Aus	Austin, Texas 78714-0167 (512) 719-6505				

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AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Tracey Vasquez, HR Manager

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on renewing a plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.

BACKGROUND/SUMMARY:

The City offers supplemental Insurance programs to provide extended benefits and options to assist in the employee's health and wellness needs.

The Plan allows participants to elect between cash compensation or certain nontaxable qualified benefits plans maintained by the City.

LEGAL REVIEW: Yes

FISCAL IMPACT: No - Budgeted

PRESENTATION: No **ATTACHMENTS:** Yes

• TML Health Benefits Pool Flexible Spending Arrangement Service Agreement

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the renewal plan document for FY 2020-2021 between the City of Manor and the Flex System Spending Account, TML Health.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

TML Health Benefits Pool

Flexible Spending Arrangement Service Agreement

This FLEXIBLE SPENDING ARRANGEMENT SERVICE	AGREEMENT ("Agreement") for plan
04 CM	, ("Plan Sponsor") and TML
MultiState Intergovernmental Employee Benefits Pool d/b/a	
"Plan Administrator") is effective as of1/1/2021	•

WITNESSETH:

Section I - The Plan

- 1.1 The Plan Sponsor has adopted an Employee Flexible Spending Arrangement ("FSA" or the "Plan") under Section 125 of the Internal Revenue Code. This Plan is offered to all eligible employees who are qualified by employment status.
- 1.2 The Plan Participants are the employees enrolled in the Plan.
- 1.3 All contributions to the Plan shall be deposited in the name of the Plan with a Bank designated by the Plan Administrator subject to approval of the Plan Sponsor if requested by the Plan Sponsor.
- The Plan Sponsor agrees that a healthcare expense reimbursement arrangement is a health plan under Title II of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Plan Sponsor agrees that it is the Plan Sponsor's, and not the Plan Administrator's, responsibility to ensure that its healthcare expense reimbursement arrangement plan, if any, is compliant with all relevant sections of HIPAA Title II or any other law.

Section II - The Plan Administrator

- 2.1 The Plan Administrator shall provide consulting services and shall assist the Plan Sponsor in the administration of the FSA.
- 2.2 The Plan Administrator shall have the full responsibility for maintaining accounts for each eligible person electing to participate in the Plan. The Plan Administrator shall arrange for eligible claims payments from funds deposited by the Plan Sponsor as directed by their participating employees. The claims payments shall be made by the Plan Administrator by issuing a check or draft to the participant upon the Plan Bank Account, if such account is provided for this purpose, in an amount equal to the qualified charges from the submitted claim. The claims submitted by the Plan Participants shall be paid within ten days of receipt by the Plan Administrator.
- 2.3 To the extent that information is available to the Plan Administrator, Plan Administrator shall assist the Plan Sponsor in sending information to Plan Sponsor so that Plan Sponsor may prepare any report, tax return or similar papers required by state or the federal government pertaining to the operation or management of the Plan. The ultimate responsibility for filing any governmental document shall be with the Plan Sponsor.

- 2.4 The Plan Administrator shall render periodic reports to each Plan Participant, which shall include the following:
 - a. Receipts of the Participant's Plan Contributions;
 - b. Disbursement of Plan Contributions through claims payments; and
 - c. Statements of (a) and (b) above shall automatically be provided each Participant following the submission and payment of a qualified claim.
- 2.5 The Plan Administrator shall prepare a Plan Document for the FSA. The Plan Sponsor shall assume the responsibility of obtaining legal review of the Plan Document.
- 2.6 Unless otherwise provided, the Plan Administrator is authorized to do all the things necessary or convenient to carry out the terms and purposes of the Plan.

Section III - Procedure for Making and Payment of Claims for Benefits from the Fund

- 3.1 Any Plan Participant may make application for benefits from the Plan as provided by the Plan upon the form or forms provided by the Plan Administrator. The Plan Participant shall fully and truthfully complete such application for benefits and the applicant shall supply all such pertinent information including copies of paid receipts, as may be required under the Section 125 rules and specified by the Plan Administrator.
- The Plan Administrator shall accept copies of any application for benefits made in the appropriate manner shall duly investigate and verify the statements made on the application and determine benefit eligibility. If the facts as stated in such application entitle the covered person to receive payment of benefits from the Plan, the Plan Administrator shall forthwith arrange for the proper payment.
- Claim filings shall be mailed/faxed to the person or department designated by the Plan Administrator. If appropriate, claims could be submitted through the debit card transaction. Claims checks are processed each week. During the last month, eligible claims of any amount shall be processed by the Plan Administrator.
- 3.4 All Plan benefits processed by the Plan Administrator shall be mailed to the qualified Plan Participant within ten (10) days of approval.
 - If the Plan Administrator finds that the Plan Participant is not entitled to a claim payment under the Plan, the claim application shall be denied, all or in part, and returned to the Plan Participant with the Plan Administrator's reason for denial. The Plan Participant may appeal a denial by the Plan Administrator to the Plan Sponsor. The Plan Sponsor's determination is final and conclusive.
- 3.5 The Plan Administrator shall not be liable for any failure or refusal to pay or honor any application for benefits made pursuant to this Agreement; and to the extent allowed by law, the Plan Administrator must be indemnified by the Plan Sponsor for any liability related to its duties herein, and shall be reimbursed by the Plan Sponsor for any expense, loss, damage, or legal fees incurred by the Plan Administrator in defending any claims or demands made against the Plan Sponsor, the Plan Administrator or the Plan. This paragraph will not apply for any loss due to the gross negligence or willful misconduct of the Plan Administrator.

Section IV - Costs of Administrator

4.1 The Plan Administrator shall be entitled to a fee or fees for its service to the Plan and, under this Agreement, the fee shall be paid in the form of an advance start-up costs, a pass through of printing or printing preparation costs and Monthly Service Fee.

Section V – Duties of the Plan Sponsor

- 5.1 As of the effective date of this Agreement, the Plan Sponsor shall provide the Plan Administrator with a complete list of all eligible Plan Participants. The Plan Sponsor shall arrange for enrollment meetings and, with the Plan Administrator's assistance, complete Plan enrollment.
- 5.2 The Plan Sponsor shall collect funds in accordance with authorized payroll reductions or deductions and shall remit these monies to the Plan Administrator on a monthly (or pay period) basis.
- 5.3 The Plan Sponsor shall forward the appropriate service fees to the Plan Administrator on the first of each calendar month or in conjunction with the monthly plan fund collections.
- 5.4 The Plan Sponsor shall assist in the enrollment of eligible employees in the Plan, notify the Plan Administrator of any change of eligibility, cooperate with the Plan Administrator with regard to proper claim settlement, transmit to the Plan Administrator proper claim settlement and transmit to the Plan Administrator all inquiries pertaining to the Plan.
- 5.5 The Plan Sponsor shall be responsible for filing any documents required by the Internal Revenue Service ("IRS").
- 5.6 The Plan Sponsor limits contributions to the Plan to \$2,750.00 per employee, unless otherwise specified below the signature line on this agreement.

Section VI – Duration and Termination of the Agreement

6.1 This Agreement may be terminated by the Plan Sponsor or the Plan Administrator by prior written notice of intention to terminate given to the other party, to be effective as of an annual plan anniversary date. Said written notice shall be given not less than thirty (30) days prior to such termination. The thirtieth (30th) day shall coincide with the last day of a calendar month. The Plan Administrator may also terminate this Agreement following the termination of any medical, dental, or vision coverage provided by the Plan Administrator to the Plan Sponsor, to be effective upon ten (10) days' written notice sent to the Plan Sponsor, effective on the date specified in the notice. The Additional Contract Documents referenced in Section 8.7 may be amended by Notice of Renewal for each renewal Plan Year or by Notice of Mid-Year Plan Amendments. In the event any such Additional Contract Document is amended, said amended document will be attached to this Agreement and incorporated by reference to said document. All obligations of the Plan Administrator related to the relevant rights of the covered Participant to payments of benefits from the Plan will be terminated and extinguished on the effective date of termination given in the notice whether or not the claim for such benefits arose prior to or following the termination of this Agreement. Absent a prior written notice of termination this Agreement will annually renew on the effective date set forth at inception. In no case shall termination by the Plan Administrator relieve the Plan Sponsor of its obligation to maintain the Plan.

Section VII - Qualifications

7.1 To qualify the Plan Sponsor must have on file a current Interlocal Agreement with the TML Health Benefits Pool. The Plan Sponsor must have ten percent (10%) of the eligible employees participate in the Plan. Should these qualifications not be met, or maintained, the Plan Administrator may terminate this Agreement pursuant to Section VI.

Section VIII - Miscellaneous Provisions

- 8.1 In the event of resignation or inability to serve as the Plan Administrator, the Plan Sponsor may appoint a successor.
- 8.2 If during the operation of the Plan, the United States Government, the government of any state or any instrumentality or either shall assess any tax against the Plan and the Plan Administrator is required to pay such tax, the Plan Administrator shall report the payment to the Plan Sponsor who will reimburse the Plan Administrator for such tax or assessment.
- 8.3 Plan Administrator shall incur no tax liability to the Plan Sponsor or to an employee or dependent of the Plan Sponsor for any administrative errors, or any other act or failure to act not directly connected with processing and payment of claims as provided in this Agreement, except where the tax liability is caused solely by the Plan Administrator. To the extent allowed by law, the Plan Sponsor shall hold Plan Administrator harmless from and indemnify it against any and all liability, claims, damages (including punitive or consequential damages), costs, expenses, or fees (legal or otherwise) incurred or paid in connection therewith which might be asserted by the Plan, the Plan Sponsor's employees, or other persons for which the Plan Administrator would not be liable to the Plan Sponsor as set forth above.
- Where the context of the Agreement requires, the singular shall include the plural and the masculine gender shall include the feminine.
- 8.5 This Agreement may be amended by the Plan Sponsor and the Plan Administrator at any time by mutual written consent of said parties.
- 8.6 The Plan Sponsor hereby is designated the agent for service of legal process on behalf of the Plan, in its principal office.
- 8.7 Additional Contract Documents

The following attachments are additional contract documents:

- 1. Attachment 1 Flexible Spending Arrangement Plan Document
- 2. Attachment 2 Schedule of Fees
- 3. Attachment 3 Not Applicable
- 4. Attachment 4 Flexible Spending Arrangement Carryover Service Addendum
- 5. Attachment 5 Flexible Spending Arrangement Forms

IN WITNESS WHEREOF, the Plan Spor Spending Arrangement Service Agreement			
Healthcare Limitation amounts are limited	d to \$2,750	.00	
[Employer's limit for participant contribution amount of \$ 2,750.00, effective 1/1/2020.]	•	n amount	up to federal maximum
The Section 125 FSA Plan Year is from:	1/1/2021	to	12/31/2021
TML Health		City of M	anor
Jennifer Hoff			
Print name		Print Na	ame
Signature		Signatu	re
Executive Director			
Title		Title	
Date		Date	· · · · · · · · · · · · · · · · · · ·
APPROVED AS TO FORM:			
Leah Simon, General Counsel			

Attachment 1 Flexible Spending Arrangement Plan Document

Introduction

The Plan Sponsor recognizes that many employees in today's work force are faced with childcare expenses, as well as certain medical or healthcare expenses that are not fully covered by your health benefit program.

To assist employees with these expenses, we are offering you the opportunity to participate in the Plan Sponsor Dependent Care Account and Unreimbursed Healthcare Spending Account Plans. These Plans are part of the Plan Sponsor Section 125 Flexible Spending Arrangement ("FSA" or "Plan Sponsor Plan"). These FSA Account plans allow you to pay for dependent care and healthcare expenses that are not or cannot be reimbursed by your health benefit program, such as the monthly contributions, deductibles and the benefit percentage that is your responsibility, with before-tax dollars. This Plan Sponsor Plan offers you the opportunity to make contributions to FSA Accounts to cover these expenses with before-tax moneys.

You will be reimbursed for childcare expenses and unreimbursed healthcare expenses from your FSA accounts as you present your claims for payment.

We have written this booklet with as few technical terms as possible, so that you will be aware of your benefit rights. Every effort has been made to make the booklet as complete and accurate as possible. However, if any conflict should arise between this booklet and these plans, the terms of the plans will govern.

Plan Sponsor will be happy to supply you with any additional information so that you will have a complete understanding of the benefits.

General Information

Name and Type of Plan and Fiscal Year

The names of the plans available in the FSA are: (1) the Plan Sponsor Dependent Care Account, and (2) the Plan Sponsor Unreimbursed Healthcare Reimbursement Account Plan. The Dependent Care Account is a plan authorized under Section 129 of the Internal Revenue Code. The Unreimbursed Healthcare Reimbursement Account is authorized under Sections 105 & 125 of the Internal Revenue Code. These plans are provided under the Plan Sponsor Plan, which is an authorized Internal Revenue Code Section 125 Cafeteria Plan.

Administration of the Plan

The Plan Sponsor is the Member. The Plan Administrator is TML Health Benefits Pool.

Agents for Service of Process

Legal service of process may be made on the Plan Sponsor.

Amendments to, or Termination of, the Plan

The Plan Sponsor Plan may be modified, amended or terminated in whole or in part, at any time by the Plan Sponsor or its designee.

Flexible Benefit Plan

A flexible benefits plan is a benefit designed to increase employee's' spendable income by reducing their taxes. Internal Revenue Code Section 125 allows employers to provide three basic types of flexible benefits plans to their employees.

- 1. Premium Conversion plan
- 2. Dependent Care Spending Account
- 3. Unreimbursed Healthcare Spending Account

How the Program Works

These flexible benefits plans let you set aside part of your pay on a before-tax basis to:

- 1. Pay certain insurance premiums through the Pre-tax Premium Conversion Option;
- 2. Set up an **Unreimbursed Healthcare Reimbursement Account** to pay certain medical, dental, vision and hearing care expenses not covered by insurance (Unreimbursed Healthcare Account standard maximum \$2,750 per year [Patient Protection Affordable Care Act] or a lower amount established by the employer); and
- 3. Set up a **Dependent Care Account** to pay eligible childcare and dependent care expenses while you and your spouse (if married) are at work. Yearly maximum is \$5,000 (or \$2,500) for married employees who file separate returns). These options are explained in more detail in the sections to follow.

What are Before-Tax Dollars?

The before-tax dollars you contribute to this program is money that is *never* taxed for federal income tax and social security tax purposes. Basically, the program reduces your taxable income.

Participating in flexible benefits plans will not affect your other benefits or your employment contract (if applicable). They will continue to be based on your actual income. Your W-2 form, however, will show a reduced amount of pay according to your Pre-tax Premium Conversion and Reimbursement Account elections.

Eligibility

You are eligible for the flexible benefit plans for premium conversion, dependent care and/or unreimbursed healthcare expenses on the Plan Sponsor Plan's effective date if you are eligible to receive other employee benefits from your employer. You will have the opportunity to make before-tax contributions to each of the flexible benefit plans. You can make your elections by completing the election form or the online enrollment form.

Changes in Eligibility

You will cease to be eligible for the participation in the Plan Sponsor Plan if the following occurs:

- 1. the plan terminates,
- 2. you are no longer an eligible employee of the Plan Sponsor, or

3. you elect to revoke your elections because you qualify for leave under the Family and Medical Leave Act of 1993 (FMLA).

If you revoke your eligibility under the provisions of FMLA and then return to work you may reinstate your elections on the same terms as prior to the leave. If you are no longer an eligible employee of the Plan Sponsor, you must elect COBRA continuation of coverage and promptly pay 102% of your contracted contribution in order to access any benefit balance for claims incurred after the date of your termination.

Choosing a Deposit Amount

When you enroll in the Plan Sponsor Plan, you must specify the amount of your income you want deducted, on a pre-tax basis for the Dependent Care Spending Account and/or Unreimbursed Healthcare Spending Account. Your employer will administer the Pre-Tax Premium Conversion Plan for you. Equal payroll deductions will be taken from each paycheck during the plan year. The Unreimbursed Healthcare Spending Account contributions are established by the employer with a standard maximum amount of \$2,750 per year (as of January 2020 and thereafter).

Restrictions on Changing Your Deposit Amounts

You may not change or revoke your elections during the Plan Year except as prescribed in federal regulations. Those qualifying events include, but are not limited to the following circumstances:

- 1. Change in legal marital status, including marriage, divorce or legal separation, death of spouse or annulment.
- 2. Change in the number of dependents including birth, adoption and placement for adoption or death of a dependent.
- 3. Change in employment status, including commencement or termination of employment of the employee, spouse or dependent.
- 4. Change in work schedule including an increase or decrease in the number of hours of employment by employee, spouse, or dependent including a switch from full-time to part-time status, a strike or lockout, or commencement or return from an unpaid leave of absence.
- 5. The dependent satisfies or ceases to satisfy the requirements for dependents. An event that causes an employee's dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, or any similar circumstances as provided under the accident or health plan under which the employee receives coverage.
- 6. A change in the place of residence or work site of the employee, spouse or dependent.
- 7. An employee who is eligible, but not enrolled, for coverage under the terms of the plan (or a dependent of such an employee if the dependent is eligible, but not enrolled for coverage under such terms) may enroll for coverage under the terms of the plan within sixty (60) days of loss of coverage, due to loss of eligibility, under Medicaid or a State Children's Health Insurance Program (SCHIP).
- 8. If the dependent child is dropped by SCHIP (State Children's Health Insurance Program).
- 9. If the employee, spouse or dependent become entitled to Medicare or Medicaid, the employee may elect to cancel the coverage on the employee, spouse or dependent.
- 10. If the plan receives a Qualified Medical Child Support Order (QMED) pertaining to an employee's dependent, an employer may elect to change the election without the consent of the employee.
- 11. If the plan sponsor significantly changes either the cost of coverage or the coverage itself during the year, participants may change their benefit election as a result.

- 12. If FMLA applies to the employer, it applies to the Flex plan. An employee requesting leave under FMLA may revoke his or her existing Flex plan. However, if the employer pays the employee's share of the contribution, the employee may not revoke coverage.
- 13. If an employee loses health coverage while on FMLA or protected leave the employee must make a required payment for the employer to reinstate the employee's coverage upon request. An employee on FMLA leave has the same rights as other employees to take advantage of the change in family status rule. During the FMLA period, payment of contributions must continue without regard to leave. FMLA requirements do not apply to non-health benefits such as life insurances or dependent care provided through the Flex plan. If the employee fails to make a scheduled payment, the employer may make the payment on the employee's behalf and recoup it after the employee returns from leave using the "catch-up" rules.
- 14. Substantial decrease in the medical providers available in the PPN, reduction of benefits for a specific type of medical conditions or treatment and/or similar reduction of loss of coverage.
- 15. If covered individual transitions from paid to a non-paid daycare service.
- 16. Cessation of required contributions.
- 17. Any other change of status allowed under the regulations of the Internal Revenue Service.
- 18. If an employee's hours of employment drop to under thirty (30) hours per week, regardless of whether the drop in hours results in a loss of eligibility under the group health plan, the employee may prospectively revoke the group health plan provided the revocation corresponds with enrollment of the employee and any dependents who were also covered in another plan that provides minimum essential coverage. The new coverage must be effective no later than the first day of the second month following the date coverage is revoked.
- 19. If a group health plan's plan year is non-calendar, an employee may revoke coverage mid-plan year to enroll in a marketplace plan during the market place open enrollment period. The effective date of the revocation must be 12/31 and the employee must show enrollment of himself/herself and any dropped dependents in a marketplace plan the following 1/1.

If one of the above circumstances does occur during the plan year, you have thirty one (31) days from the occurrence to change or revoke your elections. The change in coverage must be consistent with the qualifying event (QE). Plan Administrator has the right to request documentation of changes.

Benefits subject to COBRA Continuation of Coverage may include: medical, health reimbursement coverage in conjunction with the medical, dental, vision, prescription and/or the Flexible Spending benefits. FSA Accounts include Unreimbursed Healthcare Spending Accounts and Dependent Care Accounts.

Separation from Service

An employee who terminates employment and later returns to work cannot rejoin the FSA plan for the balance of the Plan Year.

Forfeiture of Benefits

You forfeit any amount of dependent care reimbursement benefits and unreimbursed healthcare spending account benefits if a claim for reimbursement is not provided to the Plan Administrator within ninety (90) days after the last day of participation in the Plan. Upon such forfeiture, your Dependent Care Reimbursement Account or Unreimbursed Healthcare Spending Account shall be reduced to zero (0). At the discretion of the Plan sponsor, forfeitures of benefits under the Plan may be reallocated to Participants in any reasonable manner. Forfeitures of benefits may also be applied toward the cost of administering the Plan. Forfeited benefits shall become the sole property of the Plan Sponsor.

In the event your employment terminates during the Plan Year, you have ninety (90) days after the last day of participation in the Plan to submit incurred expenses. All employee and dependent coverage will terminate on the **earliest** of the end of the month your employment terminates or the end of the month in which you cease to be an active, full-time Employee.

The Plan will make a qualified reservist distribution of any available funds in the Unreimbursed Healthcare Spending Account pursuant to the Heroes Earnings Assistance and Relief Tax of 2008 (26 U.S.C.A. 125(h)) upon written request of the qualified reservist.

No Transfer between Accounts

IRS rules do not allow any transfer of funds between dependent care accounts and unreimbursed healthcare spending accounts. Separate accounts must be mandated for medical expense reimbursement and dependent care reimbursement.

Reimbursements

Dependent care and any unreimbursed healthcare spending account expenses not submitted as a medical claim will be reimbursed by completing a claim form and attaching the appropriate documentation or by the adjudication of the recurring expense. Claims are processed and checks mailed weekly.

FSA Account Statements

Each time a flex check is sent to the enrollee it is accompanied with a statement indicating the account balance. A statement is also sent to the employee ninety (90) days prior to the end of the flexible benefit plan year indicating the spending account balance.

Active Duty Reservist

If the Plan Sponsor considers a call to active duty "<u>unpaid leave</u>" this will be a "qualifying event" to drop dependent coverage and the employee can reinstate the flexible spending plan when they return to work.

If the Plan Sponsor considers a call to active duty "<u>paid leave</u>" this will not be considered a "qualifying event" and the employee cannot change their flexible spending contributions. In other words, the employee's pay will be reduced by the same amount as it was before being called to active duty.

The Effect of the Plan on Other Benefits

Some of the benefits provided by the Plan Sponsor Plan (e.g., pension benefits, group life insurance benefits) are determined on the basis of your earnings. For the purpose of these benefits, the Plan provided by the Plan Sponsor, will be based on your earnings before any salary reduction contributions to the FSA Account plans are taken into account.

Under present law, your earnings for the purpose of determining your Social Security benefits and FICA taxes do not include salary reduction contributions under the Plan Sponsor Plan, including salary reduction contributions to these FSA Account plans. In almost all cases, the value of the FICA, Federal and state income tax savings to you will exceed the reduction in your eventual Social Security benefits.

Further information on this subject is available from the Plan Sponsor.

Claims Information

Payment of Paper Claims

In order to receive reimbursement for an eligible claim for dependent care or unreimbursed healthcare expenses, you must complete the form supplied to you by your employer. This form may require you to submit additional information pertaining to your claims, such as a signed statement from your physician for healthcare services received.

All payments for eligible claims will be reimbursed within ten (10) business days of receipt. If claims remain at the end of the Plan Year for which there are no remaining funds in your account to reimburse you, these claims will <u>not</u> be paid, carried over or charged against the balance in your account in any subsequent Plan Year. You will not be reimbursed for these excess claims.

• All payments for claims will be made directly to you and not any provider of service.

Payment of Debit Card Claims

In order to receive reimbursement for an eligible claim the card can only be used at merchants and service providers that have approved merchant category codes related to healthcare, such as physician, pharmacies, dentists, vision care offices, hospitals, and other merchant code providers.

Premium Conversion Plan

The Premium Conversion Plan allows you to pay for healthcare contributions, which you pay and are payroll deducted by your employer, on a pre-tax basis and reduce your taxable income. Examples are the contributions for dependent medical, dental or vision coverage. Also included are premiums for optional employee life, but not dependent life. It is like getting an instant tax refund every payday. In fact, many employees may even increase their take-home pay just by participating in this option.

Note: A maximum of \$50,000 basic and/or optional life can be claimed on a pre-tax basis. Any group life insurance in excess of \$50,000 is taxable and must be paid with after tax dollars. Employee salary reductions for the excess coverage are not taken into account when determining the amount to include in an employee's taxable income for the excess coverage.

Once enrolled, you may not change your election or pre-tax payroll deductions for the remainder of the Plan Year unless there is a IRS qualifying event.

Unreimbursed Healthcare Spending Account

The Unreimbursed Healthcare Spending Account reimburses an employee's pledge amount not to exceed the employer's unreimbursed healthcare spending amount limit to a standard maximum of \$2,750 per plan year (January 2020 and thereafter).

This maximum amount for unreimbursed health has no effect on the dependent care flex benefit. The dependent care flex benefit will remain at \$5,000 (or \$2,500 in married and filing separately). If the employee at any time becomes covered under a Qualified High Deductible Health Plan ("HDHP"), as prescribed by Section 223 of the Internal Revenue Code) with an accompanying health savings account ("HSA") then the FSA will automatically convert from a general purpose FSA to a post-deductible FSA for any amounts incurred when the HDHP is in effect. This means that expenditure for non-preventive medical costs will not be paid until the deductible for the HDHP has been met, and then only to the extent that those costs exceed the deductible.

What Expenses are Eligible for Reimbursement?

Only medical expenses that are not covered by your medical insurance and that are allowable by the IRS may be reimbursed from your account. Expenses for your dependents are included as long as that person is a dependent as defined by the IRS.

Included is an alphabetical list of items that are encountered frequently by persons utilizing FSA Accounts. Some of these items may be reimbursed, and some may not; a brief note indicating which category the item falls into follows each item.

How to Get Reimbursed

Claiming your before-tax dollars to pay covered expenses is an easy process. In addition, the medical care must be provided during the Plan Year for which you have set up your account.

Your expenses will be reimbursed up to the amount you have pledged for the year in your Unreimbursed Healthcare Spending Account. The total yearly amount is available for reimbursement as soon as the Plan Year starts and the expense incurred.

Step 1

Paper Claim

When you have a covered medical expense, obtain a receipt showing the date of service and the service provided (you do not have to pay for the service before submitting it for reimbursement).

Before applying for reimbursement, submit any medical bills covered by insurance as you normally would to any insurance company that covers you or your dependents. IRS allowable expenses not reimbursable by insurance can then be submitted for reimbursement. If the service is covered under another insurance policy, submit a copy of the Explanation of Benefits from that insurance company along with a Flex Reimbursement Form for reimbursement (A copy of the form is included in this booklet).

If you are enrolled in both an Unreimbursed Healthcare Spending Account and a Health Savings Account, your Unreimbursed Healthcare Spending Account will not reimburse you for any allowable expenses applied toward satisfaction of your medical plan deductible. If you are enrolled in a Health Savings Account, expenses applied toward your medical plan deductible can be reimbursed only under your Health Savings Account. Except, if your medical plan deductible is more than the minimum deductible established by

federal law for a qualified high-deductible health plan, after you have satisfied the minimum deductible required under federal law, either your Unreimbursed Healthcare Spending Account or your Health Savings Account may be used to reimburse expenses applied to your deductible that exceed the federally-established minimum.

Debit Card Claims

Each participating employee certifies upon enrollment for each Plan Year thereafter that the card will only be used for eligible medical care expenses of the employee, the employee's spouse and dependents. The employee also certifies that any expense paid with the card has not been reimbursed and that the employee will not seek reimbursement under any other plan covering health benefits.

Substantiating Procedures for Debit Card Claims

The employer establishes the following procedures for substantiating claimed medical expenses after the card is used.

First, if the dollar amount of the transaction at a healthcare provider equals the dollar amount of the copayment for that service under the accident or health plan the charge is fully substantiated without the need for submission of receipt. This notice expands the copayment match substantiation method to include as automatic substantiations certain matches of multiple copayments in specific dollar amounts, and the dollar amount of the transaction at a healthcare provider (as identified by its merchant category code) equals an exact multiple of not more than five (5) times the dollar amount of the copayment for the specific service. Under this method, the merchant system must collect and download the inventory control of the purchase.

Second, the Administrator permits automatic reimbursement without further review of recurring expenses that match expenses previously approved as to amount, provider and time period.

Third, if the merchant, service-provider, or other independent third-party merchant at the time and point-of-sale provides information to verify the Administrator (including electronically by e-mail) that the charge is for a medical expense. The charge is fully substantiated without the need for submission of a receipt or further review.

All other charges to the card are treated as conditional pending confirmation of the charge by the submission of additional third-party information, such as receipt.

Step 2

Mail your completed reimbursement claim form and documentation to: TML Health Benefits Pool | PO Box 140167 | Austin, Texas 78714-0167 Fax: (512) 719-6505 or (512) 719-6520

Step 3

You will receive an FSA account reimbursement check made out to you and mailed to your home address. Claims are paid within ten (10) working days from the date of receipt.

COBRA Continuation of Coverage (COC) Rights

Introduction

You're getting this notice because you have recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA Continuation of Coverage (COC), which is a temporary extension of coverage under the Plan. This notice explains COBRA Continuation of Coverage, when it may become available to you and your family and what you need to do to protect the right to receive it. When you become eligible for COBRA Continuation of Coverage, you may also become eligible for other coverage options that may cost less than COBRA Continuation of Coverage.

The right to COBRA Continuation of Coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA Continuation of Coverage can become available to you and other members of your family when your group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan booklet or contact TML Health Benefits Pool, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

You may have other options available to you when you lose group health coverage

For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out of pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA Continuation of Coverage?

COBRA Continuation of Coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA Continuation of Coverage must be offered to each person who is a "qualified beneficiary." You, your spouse and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA Continuation of Coverage may be required to pay for coverage depending on the policy of your Employer.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of either one of the following qualifying events:

- 1. Your hours of employment are reduced; or
- 2. Your employment ends for any reason other than your gross misconduct.

If you're the spouse of the employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of any of the following qualifying events:

- 1. Your spouse dies;
- 2. Your spouse's hours of employment are reduced;
- 3. Your spouse's employment ends for any reason other than his or her gross misconduct;
- 4. Your spouse becomes entitled to Medicare benefits (under Part A, Part B and/or Part C); or
- 5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of any of the following qualifying events:

- 1. The parent-employee dies;
- 2. The parent-employee's hours of employment are reduced;
- 3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
- 4. The parent-employee becomes entitled to Medicare benefits (Part A, Part B and/or Part C);
- 5. The parents become divorced or legally separated; or
- 6. The child stops being eligible for coverage under the Plan as a "dependent child."

Any decision of whether an Employee was terminated because of gross misconduct will be made by the Employer. The Employer may not change its decision on whether or not a termination was for gross misconduct later than the forty-fifth (45th) day after the date employment terminated or the date a COBRA Continuation of Coverage election notice was mailed to the employee, whichever is earlier. Any determination of gross misconduct shall be based on events that occurred prior to the termination of employment.

Sometimes, filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to your Employer, and that bankruptcy results in the loss of coverage for any retired employee covered under the Plan, the retired employee will become a qualified beneficiary. The retired employee's spouse, surviving spouse and dependent children will also become qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

Please note that COBRA Continuation of Coverage does not include any life benefits. If you had voluntary life coverage, you may convert it to an individual policy within thirty-one (31) days of your qualifying event. Contact your Employer's human resources office for more information and conversion forms.

When is COBRA Continuation of Coverage available?

The Plan will offer COBRA Continuation of Coverage to qualified beneficiaries only after TML Health Benefits Pool has been notified that a qualifying event has occurred. The Employer must notify TML Health Benefits Pool of the following qualifying events:

- 1. The end of employment or reduction of hours of employment;
- 2. Death of the employee;
- 3. Commencement of a proceeding in bankruptcy with respect to the Employer; or
- 4. The employee's becoming entitled to Medicare benefits (under Part A, Part B and/or Part C).

You must give notice of some Qualifying Events

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify TML Health Benefits Pool within sixty (60) days after the qualifying event occurs. You must provide notice to: TML Health Benefits Pool, 1821 Rutherford Lane, Suite 300, Austin, Texas 78754 or by telephone (800) 282-5385.

How is COBRA Continuation of Coverage provided?

Once TML Health Benefits Pool receives notice that a qualifying event has occurred, COBRA Continuation of Coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA Continuation of Coverage. Covered employees may elect COBRA Continuation of Coverage on behalf of their spouses, and parents may elect COBRA Continuation of Coverage on behalf of their children.

COBRA Continuation of Coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (Part A, Part B and/or Part C), your divorce or legal separation or a dependent child's losing eligibility as a dependent child, COBRA Continuation of Coverage lasts for up to a total of thirty-six (36) months. When the qualifying event is the end of the employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than eighteen (18) months before the qualifying event, COBRA Continuation of Coverage for qualified beneficiaries other than the employee lasts until thirty-six (36) months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare eight (8) months before the date on which his employment terminates, COBRA Continuation of Coverage for his spouse and children can last up to thirty-six (36) months after the date of Medicare entitlement, which is equal to twenty-eight (28) months after the date of the qualifying event (thirty-six (36) months minus eight (8) months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA Continuation of Coverage generally lasts for only up to a total of eighteen (18) months. There are three (3) ways in which this eighteen (18) month period of COBRA Continuation of Coverage can be extended.

Active Duty Reservists extension of COBRA Continuation of Coverage

If covered by the Plan as an employee at the time of call to active duty, active duty reservists or guard members and their covered dependents can maintain eligibility on the Plan for up to twenty-four (24) months as prescribed by and subject to the terms and conditions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). The date on which the person's absence begins is the qualifying event for COBRA Continuation of Coverage (COC) to be offered to the reservist or guard member.

If a fire fighter or police officer is called to active duty for any period, the Employer must continue to maintain any health, dental, or life coverage received on the date the fire fighter or police officer was called to active military duty until the Employer receives written instructions from the fire fighter or police officer to change or discontinue the coverage. Such instruction shall be provided no later than sixty (60) days following the Qualifying Event. If no such instruction is given, then coverage will terminate on the sixty-first (61st) day, which shall then become the Qualifying Event for COBRA Continuation of Coverage purposes. Eligibility will meet or exceed requirements of USERRA and/or regulatory compliance.

In administering this coverage, TML Health Benefits Pool will follow the time guidelines of COBRA Continuation of Coverage under 42 U.S.C.A.300bb-1 *et seq*. To qualify for this coverage, the employee must give written notice to the Employer within sixty (60) days of the qualifying event. The Employer member must notify TML Health Benefits Pool that an employee has been called to active duty and submit a copy of the Employer member's active reservist policy to TML Health Benefits Pool.

Disability extension of COBRA Continuation of Coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify TML Health Benefits Pool within sixty (60) days of that determination, you and your entire family may be entitled to receive up to an additional eleven (11) months of COBRA Continuation of Coverage for a total maximum of twenty-nine (29) months. The disability must start at some time before the sixtieth (60th) day of COBRA Continuation of Coverage and must last at least until the end of the eighteen (18) or twenty-four (24) month period of COBRA Continuation of Coverage. You may contact TML Health Benefits Pool about a disability determination at 1821 Rutherford Lane, Suite #300, Austin, Texas 78754 or by telephone (800) 282-5385.

Second Qualifying Event extension of COBRA Continuation of Coverage

If your family experiences another qualifying event while receiving eighteen (18) or twenty-four (24) months of COBRA Continuation of Coverage, the spouse and dependent children in your family can get up to eighteen (18) additional months of COBRA Continuation of Coverage, for a maximum of thirty-six (36) months, if TML Health Benefits Pool is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA Continuation of Coverage if the employee or former employee dies, becomes entitled to Medicare benefits (Part A, Part B and/or Part C) gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child. This extension is available only if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation of Coverage?

Yes. Instead of enrolling in COBRA Continuation of Coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA Continuation of Coverage. You can learn more about many of these options at http://www.healthcare.gov.

Adding Dependents

If you are a COBRA Continuation of Coverage participant, you have the same rights to add dependents to your COBRA Continuation of Coverage as an active covered employee. For example, you may add dependents to your COBRA Continuation of Coverage within thirty-one (31) days of marriage or sixty (60) days of the birth, adoption or placement for adoption of a child. Also, you may add dependents to your COBRA Continuation of Coverage during your Employer's Open Enrollment. However, these dependents who were not covered under the Plan before your qualifying event occurred are not qualified beneficiaries and do not have individual COBRA Continuation of Coverage rights, except for children added within sixty (60) days of birth, adoption or placement for adoption. Children added to your COBRA Continuation of Coverage within sixty (60) days of birth, adoption or placement for adoption are qualified beneficiaries and have their own COBRA Continuation of Coverage rights.

If you have questions

Questions concerning your Plan or your COBRA Continuation of Coverage rights should be addressed to the contact or contacts identified below. State and local government employees seeking more information about their rights under COBRA Continuation of Coverage, the Health Insurance Portability and Accountability Act (HIPAA) and other laws affecting group health plans, can contact the U.S. Department of Health and Human Services' Centers for Medicare and Medicaid Services at:

- https://www.cms.gov/CCIIO/Programs-and-Initiatives/Other-Insurance-Protections/cobra fact sheet.html; or
- https://www.cms.gov/CCIIO/Resources/Forms-Reports-and-Other-Resources/index.html#COBRA

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep TML Health Benefits Pool informed of any changes in addresses of family members. You should also keep a copy, for your records, of any notices you send to your Employer and TML Health Benefits Pool.

Protecting Your Health Information

A Federal law called Health Insurance Portability and Accountability Act of 1996 (HIPAA), requires the Plan Sponsor of an Unreimbursed Healthcare Spending Account to protect the privacy and security of you and your dependent's health information. The Plan Sponsor and the Plan Administrator take their responsibilities to protect your health information seriously. The Plan Administrator will use and disclose individually identifiable health information only when needed to pay claims submitted for reimbursement under the Unreimbursed Healthcare Spending Account, when needed to administer the Unreimbursed Healthcare Spending Account or when required by law. HIPAA prohibits the Plan Sponsor from using or disclosing any health information from the Unreimbursed Healthcare Spending Account for employment-related actions and decisions, or for the administration of any other employee benefit plan of the Plan Sponsor.

The Plan Sponsor has administrative, physical and technical safeguards in place to protect the privacy of health information. The Plan Sponsor will notify you regarding privacy breaches per Health and Human Services requirements.

In addition to restrictions on how the Plan Sponsor and Plan Administrator may use and disclose individually identifiable health information, HIPAA gives you and your covered dependents certain rights. These rights include the right to access your health information, to amend (or correct) your health information and to receive an accounting of certain disclosures of your health information.

The Plan Sponsor is required to maintain a notice of its privacy practices that explains fully how the Plan Sponsor and its business associates, including the Plan Administrator, may use and disclose your health information and your rights under the Privacy Rule. If you have not received a copy of the Plan Sponsor's notice of privacy practices for your Unreimbursed Healthcare Spending Account, contact the Plan Sponsor.

Dependent Care Reimbursement Account

You may set aside money in your Dependent Care Reimbursement Account to pay childcare expenses up to a maximum of \$5,000 or \$2,500 per year for married employees who file separate tax returns. Maximum benefits notwithstanding any other provision of this Plan, no Participant shall receive Dependent Care Reimbursement Benefits in excess of \$5,000 (or \$2,500 in the case of a married Participant filing a separate Federal income tax return) in a calendar year. An eligible expense must enable the employee (and spouse, if married) to be gainfully employed or to look for gainful employment. Special limitations to this account include the following:

- If you are married, your spouse must be employed in a paying job, a full-time student for five (5) months in the year, or disabled.
- The maximum age for eligible children is through age twelve (12). Other dependents (such as children age thirteen (13) and over, parents or spouse) can receive care if they are disabled or cannot otherwise care for themselves because of physical or mental impairments.
- Tuition for private school is not an eligible expense; only Pre-Kindergarten tuition expenses incurred for a day care type facility will be accepted.
- The child or other dependent receiving the care must live in your home and must be claimed as a dependent on your Federal Income Tax Return.
- You must pay a "qualified person" to care for your eligible dependents at your home, at a licensed day care center, at a day camp, or at another location (except overnight camps). A "qualified person"

providing dependent care does not include any of your children under age nineteen (19) or any other person whom you claim as a dependent.

• You must file a Form 2441 with the IRS, including the name, address and taxpayer identification number of the person or organization, providing the dependent care services.

Money from this account will pay your eligible childcare expenses tax-free. Of course, you may be able to claim tax credit for child and dependent care costs. The credit can be claimed when you file your income tax return. For more information about the tax credit, refer to IRS publication 503 - Child and Dependent Care Expenses. The tax credit can be claimed for any expenses not paid through your Dependent Care Reimbursement Account, but you cannot use the tax credit and the Dependent Care Reimbursement Account for the same expenses.

Why You Should Budget Carefully

It is important that you budget carefully when taking advantage of the Dependent Care Reimbursement Account. The same tax law that permits this benefit also specifies that any money that is left in your account at the end of the plan year must be forfeited. Your account balance cannot be transferred to your Unreimbursed Healthcare Spending Account or carried forward to the next year. However, you will have ninety (90) days after the end of the plan year to claim dependent care expenses incurred in the *previous* plan year before any unused balance is forfeited.

Even if you should over budget and have some money remaining unused in your account, you may still benefit due to the amount of your tax savings.

Once Enrolled, You May Not Change Your Election for the remainder of the Plan Year unless a qualifying event occurs.

How to Get Reimbursed

Claiming your before-tax dollars to pay covered childcare expenses is an easy process. In addition, the childcare must be provided *during* the plan year for which you have set up your account. The recurring expense form may be used for an automated dependent care reimbursement.

Your expenses will be reimbursed up to the amount in your Dependent Care Reimbursement Account. You will be reimbursed for the remainder of your expenses as money is deposited into your account on the first of each month.

Step 1

When you have a covered childcare expense, obtain a bill or receipt once dependent care has been incurred. This is your documentation for the expense. This documentation must include the name of the child/children the care was provided for along with the date the care was provided and the amount charged. If a bill or receipt is not available, your childcare provider can document your expense using the Statement of Certification provided at the bottom of the dependent care reimbursement form or the covered participant may execute a recurring expense form which requires the childcare provider's signature.

Step 2

Fill out the dependent care reimbursement claim form and if appropriate, a recurring expense form. (A copy of the form is included in this booklet.) Be sure to attach proper documentation for the expense to the form. Documentation includes one of the following:

- Bill
- Receipt
- Statement of Certification

Step 3

Mail your completed reimbursement claim form and documentation to:

TML Health Benefits Pool | PO Box 140167 | Austin, Texas 78714-0167

Fax: 512-719-6505

Step 4

The covered participant will receive an FSA Account reimbursement check made out to the covered participant and mailed to the home address.

Claims are paid within ten (10) working days from the day of receipt.

A cafeteria plan may include a "spend-down" provision allowing employees who ceased participation (e.g., because of termination of employment) to be reimbursed for eligible dependent care expenses from the dependent care account through the end of the plan year.

Typical Eligible Medical or Medical-Related Expenses

The following, while not intended to be complete, illustrates medical or medical-related expenses, which may be eligible as part of the Flexible Benefits plan under Internal Revenue Service (IRS) Code Section 213 rules. The list originates from a database of more than 55,000 health and beauty aid items that is continually updated with new product introductions and discontinuations. For complete details, please refer to IRS http://www.irs.gov publication 502 – *Medical and Dental Expense*.

Eligibility Status Definitions

Eligible products include over the counter products that are for medical care and are primarily for medical purposes. They include medicines or products that diagnose, alleviate or treat existing or imminent injuries, illnesses or medical conditions. These drugs and products are not cosmetic in nature, or merely beneficial to general health or used for personal hygiene. As a general rule, most of these products are of short-term use but some do treat chronic medical conditions. Qualified medical expenses include those expenses compliant with federal tax deductions under Section 213(d) as outlined by the Internal Revenue Service.

Not Included as Eligible Products for Approval Dual-Purpose

Some products are considered dual-purpose. These products may have both a medical purpose and a personal/cosmetic or general health purpose. In order to be considered eligible, they must be used to treat a medical condition and cannot be used to improve or maintain general health unless prescribed by a physician to treat a specific illness, condition, or injury. These products may be eligible for reimbursement, but require a letter of medical necessity from a licensed healthcare professional stating the specific diagnosis or medical condition, the specific over the counter medicine recommendation to treat the condition and documentation of the product and cost.

Eligible Over the Counter (OTC)

Eligible products include OTC products that are for medical care and are primarily for a medical purpose. They include products (other than OTC medicines or drugs) that diagnose, alleviate or treat existing or imminent injuries, illnesses or medical conditions. As a general rule, most of these products are of short-term use but some do treat chronic medical conditions. Qualified medical expenses include those over-the-counter items compliant with federal tax rules under IRS Code Section213(d) as outline by the Internal Revenue Service. In these cases, the expense would not have been paid "but for" the disease or illness. An expense is not deductible as medical care if the taxpayer would have paid the expense even in absence of a medical condition. The user does not need to provide a statement from a medical provider or indicate a diagnosis in order to receive reimbursement. Taxes, shipping and surcharge/convenience fees (as permitted by law and card brand/network regulations) directly associated with the purchase of an eligible product can be included.

Prescribed Drugs and Medicines, including Prescribed Over the Counter (OTC)

Drugs and medicines prescribed by a licensed medical professional and dispensed in accordance with state laws including the generation of a Prescription Number are considered Eligible by the IRS. This includes OTC Drugs and medicines other than dual-purpose. Since the prescription serves as the determination of medical eligibility in a merchant location with a properly configured Pharmacy and IIAS POS system, no additional checks are required. These items will not be listed on the Eligible Products list due to their separate processing rules.

Dual-Purpose

Some products are considered dual-purpose. These products may have both a medical purpose and a personal hygiene, cosmetic or general health purpose. In order to be considered eligible, they must be used to treat a medical condition and cannot be used to improve or maintain general health unless prescribed by a physician to treat a specific illness, condition, or injury. These products may be eligible for reimbursement, but require a letter of medical necessity from a licensed healthcare professional stating the specific diagnosis or medical condition, the specific OTC medicine recommendation to treat the condition, and documentation of the product and cost. Dual-purpose items will not be included in the SIGIS List.

Ineligible

Certain products that merely benefit general health or are for cosmetic/personal hygiene are not reimbursable. Typically, these are not referred to as medicines or drugs and are not recognized to treat a medical condition. Medical expenses that are not reimbursable under Section 213(d) of the federal tax code are ineligible. These include food supplements, toiletries, lotions and soaps, shampoos, vitamins and most herbal supplements.

PURSUANT TO SECTION 9003 OF THE PATIENT PROTECTION AND AFFORDABLE CARE ACT OF 2010, REIMBURSEMENTS FOR EXPENSES INCURRED FOR A MEDICINE OR A DRUG SHALL BE TREATED AS A REIMBURSEMENT FOR MEDICAL EXPENSES ONLY IF SUCH MEDICINE OR DRUG IS A PRESCRIBED DRUG (DETERMINED WITHOUT REGARD TO WHETHER SUCH DRUG IS AVAILABLE WITHOUT A PRESCRIPTION) OR IS INSULIN.

Abortion – Medical expenses associated with a legal abortion due to rape, incest or is life threatening to the mother, are reimbursable.

Acid controllers - Pepcid AC, Zantac, Prilosec (not included in eligible product list)

Acid reducer – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Pepcid AC, Zantax, Prilosec

Acne medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Clearasil, OXY (not included in eligible product list)

Acupressure treatments – Products that treat a medical condition are eligible. Weight-loss products are dual purpose.

Acupuncture – Medical expenses paid for acupuncture are reimbursable.

After-school care or extended day programs (supervised activities for children after the regular school program) – Will qualify if used to enable the employee and spouse to be gainfully employed. These programs generally are not educational in nature. Their primary purpose is to care for children while parents are at work. However, educational expenses (e.g., tuition) will not qualify.

Agency fee – Will qualify if it is an expense that must be paid in order to obtain the related care. However, the fee should not be reimbursed until care is provided. Fees that are forfeited (e.g., because the employee selects a different provider) will not qualify.

Air filter – If prescribed to treat a specific medical condition, this expense is reimbursable. *Also see Personal use items*.

Air purifier – To show that the expense is primarily for medical care, a prescription order recommending the item to treat a specific medical condition will be required.

Alcoholism and drug abuse – Medical expenses paid to a treatment center for alcohol or drug abuse are reimbursable. This includes meals and lodging provided by the center during treatment.

Alternative medicine – See Naturopathy.

Allergy medicine – Expenses to alleviate or treat injuries or sickness with a prescription. Alavert, Benadryl, Claritin, Sudafed

Allergy & sinus - Alavert, Benadryl, Claritin, Sudafed (not included in eligible product list)

Allergy pillows, mattress covers, air purifiers, filters, etc. – Treat allergies diagnosed by physicians.

Ambulance - Medical expenses paid for ambulance service are reimbursable.

Antacid - To alleviate or treat sickness with a prescription, includes gum liquid and tablets.

Anti-bacterial hand sanitizers – Purell, Nexcare, Germ-X personal use component; but for test must be established

Antibiotic products – Bacitracin, Neosporin, triple antibiotic ointment (not included in eligible product list)

Anti-diarrhea medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Imodium, Kaopectate (not included in eligible product list)

AntiGas - Gas-X, Phazyme with physician order

Antifungal (Foot) - Lamisil, Lotrimin (not included in eligible product list)

Antiparasitic treatments - Nix, Rid, lice treatments

Antiseptics & wound cleansers - Rubbing alcohol, peroxide, Epsom salt, betadine, hibiclens

Anti-itch lotion – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Caladryl, Lanacane, Sarna, hydrocortisone (not included in eligible product list)

Antiparasitic treatments – Nix, Rid, lice treatments (not included in eligible product list)

Antiseptic wash & wound care – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Rubbing alcohol, peroxide, Epson salt, Betadine, Hibiclens (not included in eligible product list)

Antihistamine – To alleviate or treat sickness with prescription

Application fee – Will qualify if it is an expense that must be paid in order to obtain the related care. However, the fee should not be reimbursed until care is provided. Fees that are forfeited (e.g., because the employee selects a different provider) will not qualify.

Artificial limb – Medical expenses paid for an artificial limb are reimbursable.

Artificial teeth – See Medical aids.

Aspirin – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Assisted living – See Custodial Care and Elder Care.

Attendant – See Nursing services.

Au pair – Amounts paid to an au pair to care for a qualifying individual may qualify as dependent care assistance expenses. In addition, an up-front fee paid to employ the au pair may qualify as a child-care expense if it is an expense that must be paid in order to obtain the related care, but it should not be reimbursed until care is provided.

Autoette - See Wheelchair.

Automobile – See Car.

Baby diapers - Huggies, Pampers, Pullups to treat juvenile incontinence or medical condition

Baby formulas/nutritionals – Pediassure, Progestimila specialty formulas/nutritionals are covered if medically necessary and authorized by medical practitioner. Only the excess cost between regular formula and the specialized formula may be eligible under an employer's plan.

Baby electrolytes and dehydration – Pedialyte, Enfalyte baby electrolytes and dehydration

Baby rash ointments & creams – Desitin, Aveeno Baby includes petroleum jelly merchandized and marketed for baby rash (not included on eligible product list)

Baby teething pain – Baby Orajel, Anbesol Baby Oral Gel (not included in eligible product list)

Babysitting and child care – These expenses are not reimbursable under a health FSA, even if the care allows a parent to get medical care. *Also see Dependent care expenses*.

Backup or emergency care – Will qualify if used to enable the employee and spouse to be gainfully employed and other applicable conditions are met.

Bandages – Medical supplies such as bandages used to cover torn skin.

Before-school care – See After-school care.

Benzocaine swabs – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Birth control pills – Medical expenses paid for birth control pills prescribed by a doctor are reimbursable. Morning-after pill, female contraceptives, spermicidal foam (not included in eligible product list)

Boarding school - Generally will not qualify.

Boric acid powder – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Braille books and magazines – Medical expenses for the cost of Braille books and magazines for use by a visually impaired person that is more than the price for regular books and magazines are reimbursable.

Breast augmentation – Expenses related to breast augmentation (such as implants or injections) are not reimbursable because the procedure is cosmetic in nature. However, medical costs related to the removal of breast implants that are causing a medical problem are reimbursable.

Breast pump and breast feeding supplies – Prescribed breast pump and breast feeding supplies used for the convenience of the mother is reimbursable. Breast Pump (cost or rental fee), Breast Pump Parts (pump valve, replacement tubing piston unit, diaphragms, pump body, flange, shield), Storage Bottles, Storage Bags, Gel Pads, Nursing Pads, Nipple Shields, Nursing Pillows and Covers, Nursing Bras, Bra Shields, and Coolers, Conversion Kits, Areola Stimulator, Car Adapter

Breast reconstruction surgery – Medical expenses related to breast reconstructive surgery are reimbursable only if physician substantiates that the procedure is due to medical necessary surgery (due to an illness or disease).

Breast reductions — Medical expenses related to breast reduction surgery are reimbursable only if a physician substantiates that the procedure is medically necessary and not for cosmetic purposes (that is, to prevent or treat an illness or disease).

Bronchial asthma inhalers – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Broncholidator/Expectorant tablets – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Bunion and blister treatment – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Cancer insurance – See Supplemental insurance policies.

Capital expenses – If their main purpose is medical care, capital expenses paid for special equipment installed in a participant's home or for improvements to the home are reimbursable. For further details, see discussion under the heading, "Capital Expenses" found later in this booklet.

Car – Medical expenses are reimbursable for special hand controls and other special equipment installed in a car for the use of a person with disabilities. Also, the amount by which the cost of a car specially designed to hold a wheelchair exceeds the cost of a regular car is a reimbursable medical expense. However, the cost of operating a specially equipped car is not reimbursable (see *Transportation*).

Chair – The cost of a reclining chair purchased on the advice of a physician to alleviate a heart, back or other condition is reimbursable.

Childcare – See Dependent care expenses.

Childbirth classes – Expenses for childbirth classes are reimbursable, but are limited to expenses incurred by the mother-to-be. Expenses incurred by a "coach" – even if that is the father-to-be are not reimbursable. To qualify as medical care, the classes must address specific medical issues, such as labor, delivery procedures and breathing techniques.

Chiropractor – Expenses paid to a chiropractor for medical care are reimbursable.

Christian Science practitioners – Medical expenses paid to Christian Science practitioners are reimbursable.

Church of Scientology - See Scientology "audits".

Clinic – Medical expenses for treatment at a health clinic are reimbursable.

COBRA premiums – COBRA premiums may not be reimbursed through their health FSAs.

Coinsurance amounts – Medical coinsurance amounts and deductibles are reimbursed.

Cold medicine – Alleviate or treat injuries or sickness with a prescription.

Cold relief syrup – See Cold medicine.

Cold relief tablets – See Cold medicine.

Cold sore medication – Includes fever blister medication; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Only medicated products are covered.

Commuting costs – See Trips.

Compression hosiery – Jobst, TED, Futuro including diabetic socks; may be reimbursed for cost in excess cost over regular hose and socks

Contact lenses – See Vision care.

Condoms - Condoms are eligible for reimbursement.

Contraceptives – Condoms (with and without spermicide), Trojan, Durex, Lifestyle (Excludes drugs and medicines which require a prescription.)

Cord blood storage – Cord blood storage for a healthy baby should not be reimbursed through an FSA. Cord blood is not stored to do things that constitute "medical care," but instead to be available to potentially provide medical care in the future – if necessary. If, however, the child has a specific medical condition that the cord blood is intended to treat, then storage should be a reimbursable expense.

Corn and callus removal medication – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Cosmetic surgery – Medical expenses for cosmetic surgery are reimbursable if the surgery is necessary to improve a deformity arising from, or directly related to, a congenital abnormality, a personal injury resulting from an accident or trauma, or disfiguring disease. However, medical expenses paid for other cosmetic surgery are not reimbursable under a heath FSA. This applies to any procedure that is directed at improving the patient's appearance and does not meaningfully promote the proper function of the body or prevent or treat illness or disease. For example, face lifts, hair transplants, hair removal (electrolysis) and liposuction generally are not deductible. If there is a concern that a medical or dental surgery could be considered cosmetic, a doctor's certification should be obtained explaining how the procedure meaningfully promotes the proper function of the body or prevents or treats an illness or disease. This will help ensure that the claim is reimbursable.

Cotton balls – Only sterile cotton balls are eligible, non-sterile are considered dual purpose.

Cough, cold & flu dietary supplements – Airborne, hall's Defense, Germ Defense Alka Seltzer Immunity products that are merely dietary supplements and marketed as such, including those claiming to "support the immune system" (i.e. Airborne), are not covered (dual). Cold preventative products which are "proven to lessen the severity" or "reduce the duration" of colds or flu are covered. These include homeopathic, natural products, some herbals and some forms of zinc.

Cough drops – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Cough syrup – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Crutches – Medical expenses paid to buy or rent crutches are reimbursable.

Custodial care — Will qualify only if (1) such expenses are not attributable to medical service; (2) the person in custody is a qualifying individual [other than a qualifying child under age thirteen (13)], and (3) the qualifying individual spends at least eight (8) hours each day in the employee's household.

Dancing lessons, swimming lessons, etc. – Dancing lessons, swimming lessons, etc., are not reimbursable even if they are recommended by a doctor.

Day camp – The cost of a day camp or similar program to care for a qualifying individual may qualify, even if the day camp specializes in particular activities. Summer school expenses are considered primarily educational rather than for care and will not qualify. Note that, depending on the circumstances, a day camp may be considered a dependent care center.

Day care – See Dependent care expenses.

Deductibles – Medical insurance deductibles and coinsurance amounts under the employer's plan are reimbursable.

Dental repair - Temporary dental repair products are eligible.

Dental treatment – Medical expenses for dental treatment are reimbursable. This includes fees paid to dentists for X-rays, fillings, braces, extractions, dentures, etc. *Also see Cosmetic surgery*.

Denture adhesives, repair, and cleansers – Denture products and maintenance covered, includes PoliGrip, Benzodent, Plate Weld, and Efferdent.

Denture pain relief

Dependent care — Dependent care expenses (under Section 129, Internal Revenue Code) are not reimbursable under an Unreimbursed Healthcare Account, but may be reimbursable under a Dependent Care Spending Account.

Dependent care center – Will qualify if the center meets the requirement of Code 21(b)(2)(C) including compliance with all applicable laws and regulations. Note that depending on the circumstances, a day camp may be considered a dependent care center.

Diabetes Care – Testing (meters, strips, lancets, alcohols swabs), dosing (syringes, pens, etc.), glucose are eligible. OTC medicines and personal care are eligible or dual purpose.

Diabetes nutritionals – Glucerna, boost glucose to treat symptoms of diabetes when recommended by physician

Diabetes personal care & supplies – Include diabetes skin care, cough & cold, support socks and supplies. Personal care is generally not covered; must test or treat a specific symptom or condition of Diabetes.

Diabetes testing & aids – Ascensia, One Touch, insulin syringes, glucose products (includes glucose tabs/gels, testing and insulin related accessories

Diabetic supplies – Includes lancets, test strips and other supplies.

Diagnostic devices – Medical expenses for the cost of devices used in diagnosing and treating illness and disease. Thermometers, blood pressure monitors, cholesterol testing. *Example*: A diabetic patient may use a blood sugar test kit to monitor your blood sugar level. The cost may include the cost of the blood sugar test kit in your medical expenses. Drug and body fat testers are not covered.

Diagnostic products – Cholesterol screening, thermometers, blood pressure monitors, cholesterol testing. Includes devices that monitor, screen or test for the presence of disease, dysfunction of the body or for other medical conditions; drug, alcohol and body fat testers are dual-purpose.

Diapers – Juvenile Incontinence – Products marketed for juvenile incontinence only. Regular diapers and training pants are not eligible.

Diaper service — Payments for diapers or diaper services are not reimbursable unless they are needed to relieve the effects of a particular disease. Products marketed for juvenile incontinence only. Regular diapers and training pants are not eligible.

Dietary supplements — Essential fatty acids (fish oil), soy, enzymes, amino acids under narrow circumstances, they will be eligible if used to treat a medical condition or at-risk for illness diagnosed by physician, dietary supplement marketed in pain relief, cough & cold and antacids/laxative categories do not automatically qualify as a medical expense 9i.e, Azo Cranberry, Airborne, Culturelle, etc.)

Diets – See Special foods.

Digestive aids - Lactaid, Lactase, Beano with physician order only

Disability – See Braille books and magazines; Capital expenses; Car; Guide dog or other animal; Learning disability; Lifetime care; Mentally retarded, special home for; Personal use items; Schools, special; Television; Therapy; Transportation; and Wheelchair. Also see discussion under the heading "Capital Expenses" found later in this booklet.

Disabled dependent care expenses – Medical expenses may include work related expenses for the purpose of taking a credit for dependent care. The requirement that at least eight (8) hours per day be spent in the employee's household in order for care provided outside the employee's household to qualify for reimbursement does not apply to a qualifying child under the age thirteen (13), whether or not the qualifying child is incapable of self-care. Any care outside the household must enable the employee and spouse to be gainfully employed.

Distilled water – If it serves a medical purpose.

Divorce – No, even when a doctor or psychiatrist recommends it.

Drug & alcohol testing kits – First check drug testing, alcohol breathalyzer. Diagnostics of illegal activities are not eligible.

Drug addictions – See Alcoholism and drug abuse.

Drug testing kits – Diagnostics of illegal activities are typically not covered.

Drugs – See Medicines.

Durable Medical Equipment – Wheel Chairs, Crutches, and Oxygen Machines can be included when manufacturer provides UPC; merchants can mark non-UPC tagged items as private label items

Ear care – Medicated ear drops, syringes, and ear wax removal

Ear piercing – Expenses for ear piercing are not reimbursable.

Ear plugs – Mack's, Flent to treat medical condition (presence of middle/inner ear tubes) diagnosed by physician

Ear water-drying aid – If it serves a medical purpose.

Ear wax removal drops – If it serves a medical purpose.

Eczema cream – If it serves a medical purpose.

Egg donor fees and expenses – The Unreimbursed expense for egg donor fees for an attempted pregnancy. The agency fee for procuring the donor and coordinating the transaction between the donor and recipient, medical and psychological testing of the donor, and the legal fees for preparing a contract between the recipient and the donor are deductible medical expenses under Code Section 213.

Elastics/Athletic treatments – ACE, Futuro, elastic bandages, braces, hot/cold therapy, orthopedic supports & rib belts, etc. Waist shapers, tummy supports, work related back braces and products indicated as "Athletic" or "Sport" are not covered as they are considered dual purpose.

Elder care — Will qualify only if (1) such expenses are not attributable to medical services, (2) the elderly person is a qualifying individual; and (3) in the case of services provided outside the employee's household, the person still regularly spends at least eight (8) hours each day in the employee's household. Elder day care will often qualify, but around-the-clock care in a nursing home will not. Note that long-term care insurance cannot be offered under a cafeteria plan.

Electrolysis or hair removal – See Cosmetic surgery.

Employment-related expenses – Employment-related expenses such as employment physicals are not reimbursable. (Note, however, that physical exams that are not employment-related are reimbursable. *See Physical exams*).

Employment taxes – See Nursing services.

Enemas - Bags, Syringes, prefilled saline enemas - Fleet

Equipment, diagnostic devices – For the diagnosis, cure, mitigation, treatment or prevention of disease, or purpose of affecting any body structure or function.

Equipment, supplies, and diagnostic services – Equipment such as crutches, supplies such as bandages and diagnostic devices such as blood sugar kits may be deductible medical expenses if they are for the diagnosis, cure, mitigation, treatment or prevention of disease, or for the purpose of affecting the body structure or function.

Exercise equipment – To treat medical condition diagnosed by physician, not for general health

Exercise programs – If prescribed by a physician to treat a specific medical condition, exercise programs are related to general health and are not reimbursable.

Eye care - Contact lens care, eyeglass repair kits; visine refresh tears not included in eligible product list

Eye drops – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Eyeglasses – See Vision care.

Eye surgery – Expenses for eye surgery to treat defective vision such as laser eye surgery or radial keratotomy are reimbursable.

Face lifts – See Cosmetic surgery.

Face/Respiratory masks – medical grade or commercial/consumer – 3M cold weather, pollen/dust filtering masks, used for work/general health needs

Family planning – Pregnancy kits, ovulation kits.

Feminine antifungal and anti-itch - Monistat, Gyne-Lotrimin, Vagisil, Soothing Care

Feminine moisturizing - Raplens, Rephresh to treat vaginal dryness caused by medical condition

Feminine protection (pads & liners) – Kotex, Always, Stayfree they are ordinarily considered as being used to maintain general health and for personal care. They are dual if used for post-surgery or child birth.

Fertility – Medical expenses related to the treatment of infertility, including in vitro fertilization, are reimbursable.

Fiber laxatives (bulk forming) – Benefiber, Fibercon, Metamucil (powder or pills) not included in eligible product list unless covered to treat a medical condition for a short duration; bars and drinks that are "nutritional foods" for help with regularity are not covered due to (dual) purpose.

FICA and FUTA taxes of daycare provider – The overall expenses of the care provider will qualify.

First aid burn & scar treatments & skin protectants (petroleum jelly) – Aloe, Mederma, Neosporin Scar Solution, Vaseline Jelly prescribed by a physician for a burn. Tapes and bandages indicated as "Athletic" or "Sport" are not covered.

First aid dressing, supplies, and wipes – Band-Aid, 3M Nexcare, J&J First Aid, non-sport tapes; medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011. Tapes and bandages indicated as "Athletic" or "Sport" are not covered.

Fitness/exercise classes – Only if prescribed by physician for a medical condition.

Fitness programs – Fitness programs or physical therapy for general health are not reimbursable.

Finance charge – See Missed-appointment fees.

Flu relief tables or liquid – See Cold medicine.

Fluoride treatments – Gel-Kam to treat medical condition diagnosed by physician and not for general oral care

Food – See Special foods.

Food thickeners – Thick-it for test must be established

Foot care treatment – Products that treat specific ailments are eligible: un-medicated corn & callus treatments (e.g., callus cushions), devices, therapeutic insoles; products for general use or comfort are not eligible. Products that create specific ailments are eligible; products for general use or comfort are not eligible (due to dual use).

Foot insoles and cushioning – Insoles, Heel & Arch, Dr. Scholl's Air Pillo, Odor Eaters treatment vs general use for comfort, must treat specific ailment to be covered

Foreign countries – Medical expenses incurred in foreign countries outside the United States are reimbursable.

Formula, infant – Formula for an infant is not considered an eligible benefit, even if the mother is unable to breast feed. It is viewed as food that satisfies normal nutritional requirements.

Founder's fee - See Lifetime care.

Funeral expenses – Expenses for funerals are not reimbursable.

Gas treatments – Includes gas prevention food, enzyme dietary supplements and gas relief drops for infants and children Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Gender reassignment – Expenses incurred for gender reassignment surgery and hormone therapy are deductible under Section 213. The IRS announced in Action on Decision (AOD) 2011-03 that it acquiesced to the Tax Court ruling in O'Donnabhain v. Commissioner, 134 T.C. 34 (2010). In that ruling the Tax Court held that because in its view hormone therapy and sex reassignment surgery treat a disease – gender identify disorder – they are medical care and the expenses for that medical care are deductible under Section 213.

Gloves (rubber & cotton) – Protective gloves of any type & cotton beauty gloves are dual purpose and not covered.

Glucosamine and/or chondroitin — Osteo Bi-Flex, Cosamin D, Flex-a-min Nutritional Supplements, medical expenses as long as products are marketed for arthritis treatment (as opposed to mere prevention)

Glucose meters – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Group medical insurance – See Insurance premiums.

Guide dog or other animal — The cost of a guide dog or other animal used by the visually impaired or hearing impaired is reimbursable. Costs associated with a dog or other animal trained to assist persons with other physical disabilities are also reimbursable, as are amounts paid for the care of these specially trained animals.

Hair growth product - Rogain to treat symptom of medical condition diagnosed by physician

Hair transplant – See Cosmetic surgery.

Hand sanitizer — Will not qualify if used for general health, may qualify if used to treat or alleviate a specific medical condition.

Head lice products - Nix Lice Comb, Rid Lice Comb

Headache medications – Must be prescribed.

Health care services – Urgent Care or Primary Care services provided by a licensed practitioner at an IIAS merchant.

Health club dues – Health club dues, YMCA dues, or amounts paid for steam baths for general health or to relieve physical or mental discomfort not related to a particular medical condition are not reimbursable unless incurred to fight a physician-diagnosed disease state of obesity.

Health institute – Medical expense fees you pay for treatment at a health institute only if the treatment is prescribed by a physician and the physician issues a statement that the treatment is necessary to alleviate a physical or mental defect or illness of the individual receiving treatment.

Health supports – Any products with a primary purpose of sports or work/industrial are dual purpose and not eligible. Ace, Futuro, braces, elastic bandages, hot/cold therapy, orthopedic supports, rib belts, back braces, etc.

Healthy baby care – See Nursing services.

Hearing aids/medical batteries – Medical expenses for a hearing aid and batteries are reimbursable. The cost of hearing aid repairs is a qualified medical expense.

Heartburn medicines — Heartburn medicines, including antacids, purchased for personal use of the employee, spouse or dependent to alleviate or treat personal injuries or sickness, without a prescription, are reimbursable.

Hemorrhoid treatments – Must be prescribed, even if available without a prescription.

Herbal and botanicals – Under narrow circumstances, they will be eligible if used to treat medical conditions or at-risk for illness diagnosed by a physician.

Home exercise equipment – Expenses for home exercise equipment are reimbursable only if all of the following conditions are met:

- The home exercise equipment is prescribed by your physician to treat an illness (including obesity) or bodily impairment;
- Your physician certifies, in writing, that the home exercise equipment is medically necessary to treat a disease or impairment and is not being prescribed to promote general health; and
- You certify, in writing, that you would not have purchased the home exercise equipment for any other reason than treating your disease or bodily impairment.

Home health care (limited segments) – Ostomy, walking aids, decubitus/pressure relief, enteral/parenteral feeding supplies, patient lifting aids, orthopedic braces/supports, splints & casts, hydrocollators, nebulizers, electrotherapy products, catheters, un-medicated wound care, wheel chairs. Home Health Care is dual-purpose and not eligible other than what is indicated in Home Health Care eligibility section.

Home health care services (limited segments) – Urgent Care or Primary Care services provided by a licensed practitioner at an IIAS merchant.

Homeopathic earache tablets – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Homeopathic remedies – Products that treat an illness or condition that are eligible with a prescription

Hormone replacement – Will qualify if used primarily for medical care. Will not qualify for maintaining general health. Prescription order will be required.

Hospital expenses – Expenses incurred as a hospital inpatient or outpatient for laboratory, surgical and diagnostic services qualify as medical expenses.

Hot & cold therapy – ACE Hot/Cold Compress, Cara Ice Bag, Bed buddy Back Wrap, Kaz Heating Pad, ThermaCare Heat Wrap

Hot tub – See Capital expenses.

Household help – The cost of household help, even if recommended by a doctor, is not reimbursable. However, certain expenses paid to an attendant providing nursing-type services are reimbursable (see Nursing services).

Human guide – Expenses for a human guide – to take a blind child to school, for example – are reimbursable. *Also see Guide dog or other animal*.

Hydrogen peroxide – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Hypnosis – If the care is rendered by a licensed health care professional for a specific illness or disorder, it can be reimbursed from the FSA.

Imported drugs – Imported drugs are not generally reimbursable FSA expenses because most are not legally imported by individuals. Prescription drugs that the FDA has announced may be legally imported by individuals are, however, reimbursable FSA expenses.

Impotence or sexual inadequacy – Medical expenses related to the treatment of impotence are reimbursable if substantiated by a physician.

Incontinence protection & treatment products – Attends, Depend, GoodNites for juvenile incontinence, Prevail. Skin and cleansing products are not covered (dual).

Incontinence protection personal care – Attends, Depend, Prevail, GoodNites, Underjams

Infant formula – See Formula, infant.

Infertility – See **Fertility**.

Insulin – The cost of insulin is reimbursable.

In-patient meals – See Lodging and meals.

In-vitro fertilization – See Fertility.

Insurance premiums – Premiums for any health plan are not reimbursable under a Health FSA; some policies may be under premium conversion.

Iodine tincture – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Ipecac syrup – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Kindergarten – Such expenses are primarily educational in nature, whether half or full day, private or public school, state-mandated, or voluntary.

Laboratory fees – Laboratory fees that are part of medical care are reimbursable.

Laetrile - Laetrile, even if prescribed by a doctor is <u>not</u> reimbursable.

LASIK – The cost of laser surgery to correct or promote the proper function of the eye is reimbursable. *Also see Radial keratotomy*.

Late fees – Probably will qualify if for late pickup (i.e., the fee is charged to care for the child because the child was picked up late) the payment still relates direct to the care of the child. The fee will not qualify if the late payment is because the child care bill was paid late.

Laxatives - Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Lead-based paint removal – The cost of removing lead-based paints from surfaces in a home to prevent a child who has (or has had) lead poisoning from eating the paint is reimbursable. These surfaces must be in poor repair (peeling or cracking) or within the child's reach. The cost of repainting the scraped area, however, is not reimbursable.

Learning disability – Tuition payments to a special school for a child who has severe learning disabilities caused by mental or physical impairments, including nervous system disorders, are reimbursable. A doctor must recommend that the child attend the school. *See Schools, special*. Also, tutoring fees paid on a doctor's recommendation for a child's tutoring by a teacher who is specially trained and qualified to work with children who have severe learning disabilities are reimbursable.

Legal fees – Legal fees paid to authorize treatment for mental illness are reimbursable. However, any part of a legal fee that is a management fee - for example, a guardianship or estate management fee - is not reimbursable.

Lice treatment – Must be prescribed, even if available without prescription.

Licensing requirement – Neither the tax code nor IRS regulations require a plan participant to determine whether a provider is qualified, authorized under state law or licensed to practice before using his/her services. In Revenue Ruling 63-91, the IRS ruled that: "Amounts paid for medical services rendered by practitioners, such as chiropractors, psychotherapists, and others rendering similar type services, constitute expenses for 'medical care' within the provisions of section 213 of the Code, even though the practitioners who perform the services are not required by law to be, or are not (even though required by law) licensed, certified, or otherwise qualified to perform such services." The main issue is the nature of the treatment, not the license held by the practitioner.

Thus, services provided by a range of organizations and individuals may be reimbursable, including care provided by hospitals, medical doctors, dentists, eye doctors, chiropractors, nurses, osteopaths, podiatrists, psychologists, physical therapists, acupuncturists, psychoanalysts and others.

Life insurance premiums – Life insurance premiums are not reimbursable in a Health FSA.

Lifetime care – Part of a life-care fee or "founder's fee" paid either monthly or as a lump sum under an agreement with a retirement home is reimbursable if it is allocable to medical care. The agreement must require a specified fee payment as a condition for the home's promise to provide lifetime care, treatment and training of an employee's physically or mentally impaired dependent upon the employee's death or

inability to provide care are reimbursable. The payments must be a condition for the institution's future acceptance of the dependent and must not be refundable.

Lip balms – Sun Care Lip balms which are part of a Sun Care line and have an SPF 15+ and state UVA/UVB are eligible.

Liposuction – See Cosmetic surgery.

Lodging and meals – The cost of lodging and meals at a hospital or similar institution are reimbursable if the employee's main reason for being there is to receive medical care. Also see Nursing home.

The cost of lodging not provided in a hospital or similar institution while an employee is away from home is reimbursable if four requirements are met:

- 1. The lodging is primarily for and essential to medical care;
- 2. Medical care is provided by a doctor in a licensed hospital or in a medical care facility related to, or the equivalent of, a licensed hospital;
- 3. The lodging is not lavish or extravagant under the circumstances; and
- 4. There is no significant element of personal pleasure, recreation or vacation in the travel away from home. The reimbursable amount cannot exceed \$50 for each night for each person. Lodging is included for a person assisting the person receiving the medical care. For example, if a parent is traveling with a sick child, up to \$100 per night is reimbursable as a medical expense for lodging. Meals and lodging away from home for medical treatment that is not received at a medical facility, or for the relief of a specific condition, are not reimbursable even if the trip is made on the advice of a doctor.

Long-term care insurance premiums – Long-term care insurance premiums are not reimbursable under a medical FSA. (LTC Insurance plans as defined under Section 7702B to be offered through Cafeteria Plans to the extent the amount of payment does not exceed long-term care premiums as defined by Section 213(d)(10).

Magnifying glasses - Corrective lenses and frames are covered.

Marijuana – Marijuana, even if prescribed for medicinal purposes, is not a reimbursable expense.

Marriage counseling – Expenses for marriage counseling services do not qualify as medical expenses. However, sexual inadequacy or incompatibility treatment is reimbursable if the treatment is provided by a psychiatrist.

Massage – Fees paid for massages are not reimbursable unless prescribed and substantiated by a physician to treat a physical defect or illness.

Mastectomy related special bras – Will qualify when incurred following a mastectomy for cancer.

Maternity clothes – Expenses for maternity clothes are not reimbursable.

Mattresses – Mattresses and mattress boards designed for use in the treatment of arthritis are reimbursable.

Meals – See Lodging and meals.

Medical aids – Expenses for medical aids are reimbursable. Medical aids such as false teeth, hearing aids, orthopedic shoes, crutches and elastic hosiery are reimbursable.

Medical alert devices – Personal emergency transmitters worn as a bracelet or necklace are not reimbursable.

Medical conferences – Expenses for admission and transportation to a medical conference are reimbursable if the medical conference concerns the chronic illness of yourself, your spouse or your dependent. The costs of the medical conference must be primarily for and necessary to the medical care of you, your spouse or

your dependent. You must spend the majority of your time at the conference attending sessions on medical information. The cost of meals and lodging while attending the conference is not reimbursable.

Medical information plan – Amounts paid to a plan that keeps medical information so that it can be retrieved from a computer data bank for medical care are reimbursable.

Medical nutritionals – Treats a specific condition and prescribed by a physician

Medical Savings Accounts (MSAs) - MSAs cannot be offered as part of a flex plan or FSA.

Medical services – Only legal medical services are reimbursable. Amounts paid for illegal operations or treatments, regardless of whether they are rendered by licensed or unlicensed practitioners are not reimbursable.

Medicare Part A – The tax paid for Medicare Part A is not reimbursable.

Medicare Part B – Premiums paid for Medicare Part B are not reimbursable.

Medicare Part D – A voluntary prescription drug insurance program for persons with Medicare A or B. You can include as a medical expense, premiums you pay for Medicare Part D.

Medicated & specialty soaps – to treat skin condition diagnosed by physician

Medicated bath products & specialty soaps – Medical expenses; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011 or to treat a specific condition diagnosed by a physician. Basis Bar, Cetaphil Cleansing Bar to treat skin condition diagnosed by physician

Medicated chest rub – See Cold medicine.

Medicated nasal sprays, drops & inhalers - Afrin Spray (not included in eligible product list)

Medicated respiratory treatments and vapor products – Primatene, Bornkaid, medicated Vics Vapor Rub, includes asthma medications and delivery devices like inhalers and nebulizers; vaporizers and humidifiers not covered (dual)

Medicines - Amounts paid for domestic purchased prescribed medicines and drugs are reimbursable.

Menstrual care products - The CARES Act that was signed into law on March 27, 2020, allows consumers to purchase or receive reimbursement for OTC medications and menstrual care products through an HSA, FSA or HRA without regard to whether the medications are prescribed.

Mentally handicapped, retarded, special home for – The cost of keeping a mentally retarded person in a special home (not the home of a relative) on the recommendation of a psychiatrist to help the person adjust from life in a mental hospital to community living is reimbursable.

Minerals – Calcium Carbonate, Ferrous, Sulfate under narrow circumstances, they will be eligible if used to treat medical condition or at-risk for illness diagnosed by a physician.

Missed-appointment fees – These fees are not directly for medical care or supplies, and therefore should not be treated as reimbursable FSA expenses.

Motion sickness – Dramamine, Sea-band wristband, Bonine (not included in eligible product list)

Mouth guards - Dantek, Night Guard

Nasal care supplies - Includes decongestant inhalers, spray or drops, and nasal strips to improve congestion

Nasal moisturizers & washes - Neilmed Neti Pot & solutions, Ocean Saline Spray, Simply Saline

Nasal strips & snore relief – Breathe Right to treat sleep apena or improper breathing diagnosed by physician

Naturopathy - Non-traditional healing treatments to treat a medical condition. Naturopathy expenses are

not reimbursable unless used to treat medical condition or at-risk for illness diagnosed by physician.

Nicotine patches and gum – Even if prescribed, over-the-counter drugs to help stop smoking are not deductible under Section 213. They may be reimbursable, however. Also see Over-the-counter and Smoking cessation program.

Non-prescription drugs and medicines - See Over-the-counter.

Nursing home – The cost of medical care in a nursing home or home for the aged for an employee, or for an employee's spouse or dependent, is reimbursable. This includes the cost of meals and lodging in the home if the main reason for being there is to get medical care.

Nursing services — Wages and other amounts paid for nursing services are reimbursable. Services need not be performed by a nurse as long as the services are of a kind generally performed by a nurse. This includes services connected with caring for the patient's condition, such as giving medication or changing dressings, as well as bathing and grooming the patient. Only the amount spent for nursing services is reimbursable. If the attendant also provides personal and household services, these amounts must be divided between the time spent performing household and personal services and the time spent on nursing services.

- Meals Amounts paid for an attendant's meals are also reimbursable. This cost may be calculated by dividing a household's total food expenses by the number of household members to find the cost of the attendant's food, then apportioning that cost in the same manner used for apportioning an attendant's wages between nursing services and all other services (see above).
- Upkeep Additional amounts paid for household upkeep because of an attendant are also reimbursable. This includes extra rent or utilities paid because of having to move to a larger apartment to provide space for an attendant.
- Infant care Nursing or babysitting services for a normal, healthy infant are not reimbursable.
- Social Security, unemployment (FUTA) and Medicare taxes paid for a nurse, attendant or other person who provides medical care are reimbursable.

Nutritional foods – Ensure, Boost; to treat medical condition diagnosed by physician and not for general health

Nutritional supplements – The cost of nutritional supplements, vitamins, herbal supplements, "natural medicines", etc. are not reimbursable, unless prescribed by a physician and are medically ordered to treat a specific medical condition. See Special foods.

Obesity – Uncompensated amounts paid by individuals for participation in a weight-loss program as treatment for a specific disease or diseases diagnosed by a physician are eligible. The costs of purchasing diet food items are not eligible.

Operations – Medical expense amount you pay for legal operations that are not for unnecessary cosmetic surgery.

Optometrist – See Vision care.

Oral remedies or treatments – Saliva substitutes, mouth sore treatments, dental repair, Salivart, Anbesol, Orajel, Bentemp. Only dry mouth remedies that are saliva substitutes are covered (gels, sprays, etc. not mouthwash, rinses, toothpaste (not included in eligible product list)

Orthodontia – May reimburse expenses or reimburse advance payments for orthodontia services without violating the no-deferred-compensation rule, so long as the covered individual has actually made the advance payments in order to receive the services. Services for orthodontic care are generally reimbursable, except care for cosmetic purposes. *See Cosmetic surgery*.

Orthopedic shoes – See Medical aids.

Organ donor – See Transplants.

Osteopath – Osteopathic expenses are reimbursable.

Over-the-counter — Over-the-counter drugs (that is, drugs available without a prescription) are reimbursable when prescribed by a physician. However, to be reimbursed over-the-counter drugs must be legally procured; generally accepted as falling within the category of medicine and drugs; used to diagnose, cure, mitigate, treat or prevent a disease or disorder of a structure or function of the body; and not used for general good health. Reimbursable over-the-counter drugs include antacids, allergy medicines, pain relievers and cold medicines. Dietary supplements, such as vitamins, cosmetics and other products used to maintain general good health are not reimbursable. The CARES Act that was signed into law on March 27, 2020, states purchases made or reimbursements of expenses incurred after December 31, 2019 will not require a prescription from a physician.

Oxygen – Amounts paid for oxygen or oxygen equipment to relieve breathing problems caused by a medical condition are reimbursable.

Pain reliever – The cost of purchasing a pain reliever, with a prescription, is reimbursable when purchased to treat or alleviate personal injury or sickness. Tylenol, Advil, Midol, Bayer not included in eligible product list.

Patterning exercises – See Therapy.

Personal trainer – Only if prescribed by a physician for a medical condition.

Personal use items – Items that are ordinarily used for personal, living and family purposes are not reimbursable unless they are used primarily to prevent or alleviate a physical or mental defect or illness. For example, the cost of a wig purchased at the advice of a physician for the mental health of a patient who has lost all of his or her hair from disease is reimbursable.

If an item purchased in a special form primarily to alleviate a physical defect is one that in normal form is ordinarily used for personal, living and family purposes, the cost of the special form in excess of the cost of the normal form is reimbursable. Also see **Braille books and magazines**.

Phone equipment – Telephone equipment designed for a hearing-impaired person are reimbursable, as are the cost of repairs.

Physical exams – Physical exams are generally reimbursable, except for employment-related physicals. *See Employment-related expenses*.

Pinworm treatment – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Pre-existing conditions – Medical expenses not covered because of the plan's pre-existing condition limitation are reimbursable.

Pregnancy test – The cost of an over-the-counter pregnancy test is reimbursable. A pregnancy test performed by a physician is reimbursable.

Prenatal vitamins - Stuart Prenatal, Nature's Bounty Prenatal Vitamins

Prescription drugs - See Medicines.

Private hospital room – The extra cost of a private hospital room is reimbursable.

PRK (photorefractive keratectomy) – See Radial keratotomy.

Probiotics and prebiotics – Culturelle, Florastor to treat digestive condition and recommended by physician & not general digestive health

Prosthesis – See Artificial limb.

Psychiatric care – Expenses for psychiatric care are reimbursable. These expenses include the cost of supporting a mentally ill dependent at a specially equipped medical center where the dependent receives medical care. *Also see Psychoanalysis and Transportation*.

Psychoanalysis – Expenses for psychoanalysis are reimbursable.

Psychologist – Expenses for psychological care are reimbursable.

Radial keratotomy - Radial keratotomy (RK) is a reimbursable expense. Also see LASIK.

Reading glasses and maintenance accessories – Reading glasses are a reimbursable expense. Chains, etc., are not covered.

Reasonable and customary charges amounts in excess of - Medical expenses in excess of a Medical Plan's reasonable and customary charges are reimbursable.

Resort - See Spa or resort.

Retin-A—Reimbursable when prescribed by a physician to treat a specific medical condition (such as acne), but not for cosmetic purposes (such as wrinkles).

Rogaine – Reimbursable when prescribed by a physician for a specific medical condition (such as hypertension), but not for cosmetic purposes (that is, to stimulate hair growth).

Rubbing alcohol – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Saline nose drops – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011

Schools, special – Expenses paid to a special school for a mentally impaired or physically disabled person are reimbursable if the main reason for using the school is its resources for treating the disability. This includes the cost of a school that:

- teaches Braille to a visually impaired child;
- teaches lip-reading to a hearing-impaired child; or
- provides remedial language training to correct a condition caused by a birth defect.

The cost of meals, lodging and ordinary education supplied by a special school is reimbursable only if the main reason for using the school is its resources for treating the mental or physical disability. The cost of sending a non-disabled "problem child" to a special school for benefits the child may get from the course of study and disciplinary methods is not reimbursable.

Scientology "audits" - Amounts paid to the Church of Scientology for "audits" do not qualify as expenses for medical care.

Service animals – Yes, if animal is primarily for medical care to alleviate a mental defect or illness and would not have been paid but for the defect or illness.

Sexual counseling – Expenses for counseling regarding sexual inadequacy or incompatibility are reimbursable if the counseling is provided to a husband and/or wife by a psychiatrist.

Shampoo, **medicated** – Maybe when used to treat specific medical condition; letter of medical necessity from physician needed

Sinus medications – Sinus medications, allergy and homeopathic nasal spray; medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Skin care-therapeutic hand & body – Eucerin, Acquaphonr, Amlactin to treat or remedy a skin condition diagnosed by a physician

Skin treatments – Psoriasin, MG217, Demarest Eczema (not included in eligible product list). Medical expense as long as intended purpose is to treat skin conditions like eczema, psoriasis, rosacea, etc. (as opposed to mere prevention)

Sleep aids & sedatives - Unisom, Nytol, Sominex (not included in eligible product list)

Smoking deterrents - Nicoderm, Nicorette (not included in eligible product list)

Stomach remedies - Mylanta, Maalox, Tums (not included in eligible product list)

Smoking cessation program – The cost of a stop-smoking program is reimbursable. In June 1999 the IRS reversed its position on this issue based on scientific evidence proving the addictive nature of tobacco. Stop-smoking drugs prescribed by a physician are also reimbursable. The cost of nonprescription drugs such as nicotine patches or gum should be reimbursable when purchased to quit smoking.

Spa or resort – Although a visit to a spa or resort may be prescribed by a physician for medical treatment, only the costs of the medical services provided are reimbursable, not the cost of transportation. *See Transportation and Trips*.

Special education – Medical expense fees that you pay on a doctor's recommendation for a child's tutoring by a teacher who is specially trained and qualified to work with children who have learning disabilities caused by mental or physical impairments, including nervous system disorders. You can include as a medical expenses (tuition, meals and lodging) of attending a school that furnished special education to help a child to overcome a learning disability. A doctor must recommend that the child attend the school. Overcoming the learning disabilities must be a principle reason for attending the school and any ordinary education received must be incidental to the special education provided. Special education includes: teaching Braille to a visually impaired person, teaching lip reading to a hearing-impaired person or giving remedial language training to correct a condition caused by a birth defect. You cannot include in medical expenses the cost of sending a problem child to a school where the course of study and the disciplinary methods have a beneficial effect on the child's attitude if the availability of medical care in the school is not a principle reason for sending the student there.

Special foods – The cost of special foods and/or beverages-even if prescribed- that substitute for other foods or beverages that a person would normally consume and that satisfy nutritional requirements (such as the consumption of bananas for potassium, for example) are not deductible. However, prescribed special foods or beverages are reimbursable if they are consumed primarily to alleviate or treat an illness or disease, that are substantiated by a physician and they are not part of normal nutritional fees. Special foods purchased as part of a weight loss program are not reimbursable expenses because, according to the IRS, reduced-calorie foods are substitutes for the food individuals would normally eat. Special foods and beverages are reimbursable only to the extent that their cost is greater than the cost of the commonly available version of the same product. In December 2001 letter ruling, the IRS set four standards for determining whether cayenne pepper qualifies under Code Section 213. There may be circumstances, however, when special foods do get favorable tax treatment. The IRS allows the cost of special food to be treated for tax purposes as medical care.

To qualify, the special food must:

- alleviate or treat an illness;
- not be part of the normal nutritional needs of the individual; and
- be substantiated by a physician that is needed as part of treatment.

Spouse medical expenses – These may be reimbursable if the spouse does not file a separate tax return.

Sterilization – The cost of a legal sterilization (a legally performed operation to make a person unable to have children) is reimbursable.

Stomach care – Includes acid reducers and antacid gum, liquid and tablets; Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Sublimated sulfur powder – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Substance abuse – See Alcoholism and drug abuse.

Stop-Smoking programs – Medical expenses amounts you pay for a program to stop smoking; however, you cannot include in medical expenses amounts you pay for drugs that do not require a prescription, such as nicotine gum or patches, that are designed to help stop smoking.

Sunburn relief, sun protection and sunscreens – Sunscreen and sunburn relief are over-the-counter products that prevent disease (such as skin cancer) or alleviate injuries (such as sunburns) and therefore should be reimbursable FSA expenses; Coppertone, Banana Boat SPF 15+ and UVA/UVB protection; protection against skin cancer and premature skin aging

Sunglasses – Prescription sunglasses are reimbursable. Non-prescription sunglasses may be reimbursable if they meet the Section 213 definition of medical care, for example, if an optometrist recommends them for a patient with contact lenses that correct a retinal condition causing sensitivity to light.

Sun protection (SPF 15 & above and "Broad Spectrum") – Primary use must be for protection against skin cancer and premature skin aging with indication of UVA and UVB protection (Broad Spectrum) and 15 and above (15+).

Substance abuse - See Alcoholism and drug abuse.

Supplemental insurance policies – A health FSA cannot reimburse participants for premiums paid for supplemental insurance policies, such as policies covering cancer or other specific diseases, hospital confinement and intensive care; however, premiums for these policies can be paid by premium conversion under a cafeteria plan.

Swimming lessons – See Dancing lessons, swimming lessons, etc.

Taxes – Sales and service taxes imposed on qualified medical care or products are reimbursable.

Teeth guards – These devices, prescribed to treat the grinding of teeth while sleeping, are reimbursable. Guards designed for sports are not reimbursable.

Teeth whitening – These expenses are cosmetic and are not reimbursable.

Telephone – The costs of purchasing and repairing special telephone equipment that lets a hearing-impaired person communicate over a regular telephone are reimbursable.

Television – The cost of equipment that displays the audio part of TV programs as subtitles for a hearing-impaired person is reimbursable. This may include an adapter that attaches to a regular TV or the cost of a specially equipped TV in excess of the cost of the same model regular TV set.

TENS - Homedics Rapid+Relief, Icy Hot Smart Relief, Zewa Spa Buddy

Tests – Diagnostic or screening tests, such as those that detect or evaluate the risk of heart disease, stroke, diabetes, osteoporosis, cancer, etc. – qualify as medical care under Section 213 if there is a direct relationship between the test and a medical diagnosis.

Therapeutic shampoo & scalp treatments (medicated) – Nizoral, Neutrogena T-Gel to treat skin/scalp condition for short duration diagnosed by physician

Therapy – Amounts paid for therapy received as medical treatment are reimbursable. Payments made to an individual for special exercises administered to a mentally retarded child are also reimbursable. These

so-called "patterning" exercises consist mainly of coordinated physical manipulation of the child's arms and legs to imitate crawling and other normal movements. Also see Fitness programs.

Toiletries – Toiletries are not reimbursable in a Health FSA.

Transplants – Payments for surgical, hospital, laboratory and transportation expenses for a donor or a possible donor of a kidney or other organ are reimbursable.

Transportation – Amounts paid for transportation primarily for, and essential to, medical care are reimbursable (except as provided below), these include:

- bus, taxi, train or plane fare, or ambulance service;
- actual car expenses, such as gas and oil (but not expenses for general repair, maintenance, depreciation and insurance);
- parking fees and tolls;
- transportation expenses of a parent who must accompany a child who needs medical care;
- transportation expenses of a nurse or other person who can give injections, medications or other treatment required by a patient who is traveling to get medical care and is unable to travel alone;
- transportation expenses for regular visits to see a mentally ill dependent if these visits are recommended as a part of treatment; and
- transportation and registration fees (but not meals or lodging expenses) incurred to attend a medical conference on a chronic disease of the employee or a dependent.

Instead of actual expenses, it is acceptable to use a flat rate of \$0.23 per mile for each mile a car is used for medical purposes in 2012. The cost of tolls and parking may be added to this amount. Reimbursable expenses do not include:

- transportation expenses to and from work, even if a medical condition requires an unusual means of transportation; or
- transportation expenses incurred if, for non-medical reasons, an employee chooses to travel to another city, such as a resort, for an operation or other medical care prescribed by a doctor.

Trips – Amounts paid for transportation to another city if the trip is primarily for and essential to receiving medical services are reimbursable (also see Lodging and meals). A trip or vacation taken for a change in environment, improvement of morale or general improvement of health, is not reimbursable, even if it is taken at the advice of a doctor. See Spa or resort. The cost of commuting to a job not explicitly prescribed as therapy for a medical condition also is not reimbursable.

Tuition — Charges for medical care included in the tuition of a college or private school are reimbursable if the charges are separately stated in the tuition bill. Also see Learning disability and Schools, special.

Tutors' fees – See Learning disability.

Umbilical cord blood banking – Yes, if there is an existing or imminently probable disease, physical or mental defect or illness (for example, stem cells).

Unmedicated nasal sprays, drops & inhalers - Ocean Nasal Spray (not included in eligible product list)

Unmedicated vapor products – Sudacare, un-medicated Vicks Vapor Rub (not included in eligible product list). Includes asthma medications and delivery devices like inhalers and nebulizers, vaporizers and humidifiers.

Unscheduled office visits – Physicians' offices may charge a fee for coming without an appointment. Fees charged for an unscheduled visit can be considered a qualified medical expense that can be reimbursed through FSA funds, if the participant received qualified services as defined by Section 213(d) during that visit.

Upset stomach medications – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Vacation – See Trips.

Vaccinations – Flu Shots, Pneumonia Vaccinations

Vaccines – Expenses for vaccines are reimbursable.

Vapor patch cough suppressant – Medical expenses paid per Patient Protection and Affordable Care Act (PPACA) 1.1.2011.

Vaporizers & humidifiers and Accessories – Vicks, Sunbeam, Kaz if used to treat illness, not covered for normal household use

Vasectomy – Expenses for vasectomies are reimbursable.

Viagra – If prescribed to treat impotence as a specific medical condition, the cost of Viagra is reimbursable.

Vision care — Optometric services and medical expenses for eyeglasses and contact lenses needed for medical reasons are reimbursable. Eye exams and expenses for contact lens solutions are also reimbursable. However, premiums for contact lens replacement insurance are not reimbursable. Also see Radial keratotomy.

Vitamins – Only expenses for vitamins prescribed by a physician that are prescription strength to treat a specific medical condition are reimbursable. Dietary supplements, such as vitamins, cosmetics and other products used to maintain general good health are not reimbursable.

Wage continuation policies – Premiums paid under wage continuation policies are not reimbursable because they could provide benefits that would be received in a subsequent plan year, resulting in prohibited deferred compensation.

Wart removal medication – Wart removal medication is reimbursable.

Wart removers - Cryo Products - Compound W Freeze Off, Dr. Scholl's Freeze Away, Wartner

Weight control supplements – To treat obesity diagnosed by a physician.

Weight loss program – The cost of a weight loss program for general health is not reimbursable even if a doctor prescribes the program. However, the cost of a weight loss program may be reimbursable in two (2) instances. First, if attendance at a weight loss program is prescribed by a physician to treat a specific illness (e.g., heart disease), the expense is reimbursable. The physician should substantiate the necessity of this treatment. Second, obesity is now medically recognized by the IRS as a disease in its own right, and weight loss programs to treat obesity are reimbursable expenses. Apparently, weight loss programs to treat obesity do not have to be prescribed by a physician, but obesity must be diagnosed. Also see Special foods. A medical expense for weight loss can be reimbursed if the treatment is for a specific disease diagnosed by a physician. Exercise equipment and exercise programs are covered if prescribed by a physician. Alli, Slim Fast to treat obesity diagnosed by a physician

Well baby care – See Nursing services.

Wigs – If prescribed for the mental health of a patient who has lost all of his/her hair from disease or treatment.

Wheelchair – Amounts paid for an autoette or a wheelchair used mainly for the relief of sickness or disability, and not just to provide transportation to and from work, are reimbursable. The cost of operating and maintaining the autoette or wheelchair is also reimbursable.

Whole Life insurance premiums – Whole Life insurance premiums are not reimbursable in a Health FSA; not allowed in premium conversion because they could provide benefits that would be received in a subsequent plan year, resulting in prohibited deferred compensation.

Wigs – See Personal use items.

X-ray fees – Amounts paid for X-rays taken for medical reasons are reimbursable.

Definitions

Dependent

A Participant's Spouse or an individual who is a dependent within the meaning of Section 152(a) of the Internal Revenue Code of a Participant or a former Participant in the Plan.

- 1. a child (including adopted children and eligible foster children) or a descendant of a child up to the attained age of twenty-seven (27);
- 2. a brother, sister, stepbrother, or stepsister;
- 3. the father or mother, or an ancestor of either;
- 4. a stepfather or stepmother;
- 5. a son or daughter of a brother or sister of the plan participant;
- 6. a brother or sister of the father or mother of the plan participant;
- 7. a son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law; or
- 8. an individual, who is not the plan participant's spouse, who lives with the plan participant and is a member of the plan participant's household.

A relative described above is a qualifying relative only if he or she receives more than one-half of his or her support from the plan participant. Special rules apply in cases of multiple support agreements, in which no one person contributes over one-half of the individual's support. The individual also must have gross income less that the exemption amount (see current IRS Form 1040), not including certain income earned by disabled individuals.

A Dependent for whom expenses can be reimbursed from the Dependent Care Account must meet the following criteria:

- 1. Can be claimed as a dependent for Federal income tax purposes; and
- 2. Is under the age of thirteen (13); or
- 3. If over the age of thirteen (13), requires full time care because of physical or mental incapacity; or
- 4. Is the spouse of the employee and is physically or mentally incapable of caring for himself or herself.

If the covered participant is divorced, the covered participant can generally have your child's dependent care expenses reimbursed if you are the custodial parent, i.e., if you have custody of the child for a longer period of time during the Plan Year than the other parent. However, the following exceptions would override the custodial parent rule and permit you, as a non-custodial parent, to have your child's dependent care expenses eligible for the reimbursement account:

- 1. The custodial parent formally releases claim to the Federal income tax dependent exemption for the tax year;
- 2. You provide over half of the support of the child under a multiple support agreement; or

3. You are entitled to the dependent exemption for Federal income tax as a result of an agreement executed prior to 1985.

Payments made directly to a child or any other person that you can claim as a dependent cannot be reimbursed by this Plan.

Employee

An individual employed by the Plan Sponsor who regularly works at least twenty (20) hours per week, and at least five (5) months per year, except for:

- 1. Employees covered by a collective bargaining agreement;
- 2. Employees who are non-resident aliens who receive no earned income from the Employer which constitutes income from sources within the United States;
- 3. Employees who are self-employed individuals as defined in Section 401(c) of the Internal Revenue Code (including sole proprietors and partners in a partnership); and
- 4. Employees who own (or are considered to own within the meaning of Section 318 of the Internal Revenue Code) more than two (2) percent of the outstanding stock of an S corporation or stock possessing more than two (2) percent of the total combined voting power of all stock of such corporation.

Participant

Any Employee who has met the eligibility requirements of the Plan and has elected to participate in the Plan by providing the Plan Sponsor with an executed Benefits Enrollment Form.

Plan Year

The twelve (12) consecutive month period beginning the first (1st) day of the plan year.

Salary Reduction Agreement

The agreement by an Employee authorizing the Plan Sponsor to reduce the Employee's compensation while a Participant during the Plan Year for purposes of making contributions toward benefits under the Plan.

Spouse

An individual who is legally married to a Participant but shall not include an individual separated from a Participant under a decree of legal separation.

Qualifying Event

An event as prescribed by IRS Rule 1.125-4.

- 1. With regards to the election to participate in the Plan and election for benefits other than Accident, Health and Group Term Life, Qualifying Event shall include a change in status such as the marriage or divorce of the Participant; the adoption, placement for adoption, birth or death of a child or other Dependent of the Participant or the Participant's Spouse; the emancipation or coming of age of a child of the Participant so that the child is no longer eligible as a Dependent under change in status in the opinion of the Plan Sponsor.
- 2. With regards to elections for accident, Health or Group Term Life benefits, Qualifying Event shall

include events that change an eligible Employee's legal marital status, number of dependents, the eligible Employee's, Spouse's or dependent's employment status, work schedule, residence or work site, an event that causes an eligible Employee's Dependent to satisfy or cease to satisfy the requirements for coverage, and such other events as provided in code or regulation.

Capital Expenses

Medical expenses incurred by employees for special equipment installed in the home or for improvements are reimbursable under an FSA account (subject to the discussion below) if their main purpose is medical care. Under Internal Revenue Code Section 213, the cost of permanent improvements that increase the value of the property may be partly deducted as a medical expense. The cost of the improvement is reduced by the increase in the value of the property; the difference is a deductible medical expense. If the value of the property is not increased by the improvement, the entire cost is deductible as a medical expense.

Improvements made to accommodate a residence to a person's disability do not usually increase the value of the residence, and the full cost is usually reimbursable. These improvements include, but are not limited to:

- constructing entrance or exit ramps;
- widening doorways at entrances or exits;
- widening or otherwise modifying hallways and interior doorways;
- installing railing, support bars or other modifications to bathrooms;
- lowering or making other modifications to kitchen cabinets and equipment;
- moving or otherwise modifying electrical outlets and fixtures;
- installing porch lifts and other forms of lifts (but generally not elevators);
- modifying fire alarms, smoke detectors and other warning systems;
- modifying stairways;
- adding handrails or grab bars;
- modifying hardware on doors;
- modifying areas in front entrance and exit doorways; and
- re-grading the ground to provide access to the residence.

Only reasonable costs to accommodate a personal residence to a disabled condition are considered medical care. Additional costs for personal motives, such as for architectural or aesthetic reasons, are not reimbursable.

Operation and Maintenance

If a capital expense qualifies as a reimbursable medical expense, then expenses related to operation and maintenance also qualify as medical expenses, as long as the medical reason for the capital expense still exists. This is so even if none or part of the original capital expense qualified as a medical care expense.

Improvements to Property Rented by a Person with Disabilities

Amounts paid by a person with disabilities to buy and install special plumbing fixtures, mainly for medical reasons, in a rented house are reimbursable medical expenses. For example, Don has arthritis and a heart condition. He cannot climb stairs or get into a bathtub. On his doctor's advice, he installs a bathroom with a shower stall on the first floor of his two-story rented house. Don's landlord did not pay any of the cost of buying and installing the special plumbing and did not lower the rent. Don can deduct the entire amount he paid.

It is important that you budget carefully when taking advantage of the Medical Expense Reimbursement Account. The same tax law that permits this benefit also specifies that any money that is left in your account

at the end of the plan year must be forfeited. Your account balance cannot be transferred to your Child Care Reimbursement Account or carried forward to the next year.

All employee and dependent coverage will terminate on the earliest of the end of the month your employment terminates or the end of the month in which you cease to be an active, full-time Employee.

If your employment terminates or you lose coverage before the end of the plan year, you have ninety (90) days from the end of the plan year to claim medical expenses incurred prior to your date of termination. If your coverage is still effective on the last day of the plan year, you have ninety (90) days from the end of the plan year to claim medical expenses incurred during the plan year.

Even if you should over budget and have some money remaining unused in your account, you may still benefit due to the amount of your tax savings.

Money from your Unreimbursed Healthcare Spending Account will pay your medical expenses with before tax dollars. Any expenses paid from this account may not be claimed again as a deduction on your income tax return.

Capital Expenses Worksheet

The following worksheet may be used to figure the amount of a reimbursable capital expense.

1.	Enter the cost improvements.	\$
2.	Enter the value of the home immediately after improvements	\$
3.	Enter the value of your home immediately before the improvements	\$
4.	Subtract line 3 from line 2. This is the increase in the value of your home due to improvements (If line 4 is more than or equal to line 1, you have no medical expenses due to the home improvements; stop here) (If line 4 is less than line 1, go to line 5)	
5.	Subtract line 4 from line 1. These are your medical expenses due to home improvements.	\$

Attachment 2 FSA Schedule of Fees for Plan Administrator Services

Item	Cost	Payable
Setup Fee	\$ <u>50</u> /Group	One time ⁽¹⁾
Monthly Service Fee ⁽²⁾	\$\frac{3.70}{\text{Participant Debit}}\$\$\frac{3.70}{\text{Participant Paper}}\$\$	Monthly
Special Reports ⁽³⁾	As agreed upon	30 days following receipt of report

- (1) One time set up fee for each group that enrolls in the Flexible Spending Arrangement.
- (2) Monthly Service Fee includes:
 - a) processing contribution;
 - b) processing claims (review and verification);
 - c) paying claims (direct mail to employee);
 - d) paying dependent premium (if applicable);
 - e) employee fund balance statement with each reimbursement; and
 - f) statement of fund balances and projected year-end balance at close of Plan Year fourth quarter.
- (3) Normal Reports to the Plan Sponsor, at no additional cost are:
 - a) initial enrollment verification;
 - b) quarterly fund balance; and
 - c) projected year-end fund balance at the close of the Plan Year fourth quarter.

Attachment 4 Flexible Spending Arrangement – Carry-Over Service Addendum

The City of Manor has authorized the Flexible Spending Arrangement ("FSA") – Carry
Over Addendum. The operation of the FSA – Carry-Over Addendum will continue on the same terms and conditions as the HRA with the following employer decisions regarding the FSA account.
FSA participants may carryover a designated balance ("designated carryover") to the next Plan Year of 1
(Unreimbursed Healthcare Carryover not in excess of \$500)
t year's end on qualified health expenses, pursuant to IRS Notice 2013-71. Expenses for health FSA qualified benefits accurred during the current plan year may be paid or reimbursed from benefits or contributions remaining unused at the not of the immediately preceding plan year, not to exceed the designated carryover. Upon exhaustion of that benefit, nonies can be accessed from current year contributions. The plan cannot permit cash-out or conversion of unused benefits or contributions, to any other taxable or nontaxable benefit. If the employee at any time becomes covered under a qualified High Deductible Health Plan ("HDHP"), as prescribed by Section 223 of the Internal Revenue Code) with an ecompanying health savings account ("HSA") then the FSA will automatically convert from a general purpose FSA to a ost-deductible FSA for any amounts incurred when the HDHP is in effect.
This means that expenses for non-preventive medical costs will not be paid until the deductible for the HDHP has been met, and then only to the extent that those costs exceed the deductible.
 Responsibility of the \$\frac{3.70}{\text{administration fee}} is as follows (choose one): Employee is responsible for the entire administration fee.
Employer will be responsible for the entire administration fee.
2. Employer contribution is as follows (choose <u>one</u>):
Employer will not make contribution to the FSA.
Employer will make monthly contribution to the FSA in the amount of \$
Monthly contributions to the FSA shall be made in an amount authorized, paid and deposited by Employer. ADOPTED:
3y
(Signature)
Name
Title
Address

Attachment 5 Flexible Spending Arrangement Forms

Section 125 Medical Necessity Availability Form



Under the IRS rules, some healthcare services and products are only eligible for reimbursement through a Flexible Spending Arrangement (FSA), Health Reimbursement Arrangement (HRA) or Health Savings Account (HSA) when a physician or healthcare provider certifies they are medically necessary. Please have your provider complete the attached form.

Date	Employee Name
Social Security #	Subscribers Policy Holder's Name
Provider Address	Provider Phone Number
	Diagnosis
Start Date of Treatment	End Date of Treatment
Recommended Medical Treatment	
Explanation: How the Medical Treatment All	eviates the Diagnosis
Provider Signature	Date

Section 125 Employee Enrollment Form



Employer Name	,	Employ	yer Group #				
Employee Name		Social	Security #				
Employee Preferred Contact Pho	ne#	Employ	yee E-mail				
Street Address	City	State	Zip Code	☐ Check he	re if new		
Mailing Address	City	State	Zip Code	☐ Check he	re if new		
Date of Birth	Check One Male Female	Check One Single Married	Widowed Divorced	Date Emp			
Spouse Name (First, M.I.)	Date of Birth		I request that my salary	be reduced as follo	ows:		
		,		Annually	Monthly		
Dependent Name (First, M.I.)	Date of Birth	Contributi	on for Medical Coverage	\$	\$		
3		Contributi	on for Dental Coverage	\$	\$		
Dependent Name (First, M.I.)	Date of Birth	1	tributions (SPECIFY)	,			
				\$	\$		
Dependent Name (First, M.I.)	Date of Birth						
		Unreimbu	rsed Healthcare Expenses	\$	\$		
Dependent Name (First, M.I.)	Date of Birth	Dependen	t Care Expense (DCA)	\$	\$		
		Total Auth	norized Reductions	\$	\$		
AUTHORIZATION: I certify the above information to be correct and true to the best of my knowledge and that any children listed are dependents under Section 152 of the Internal Revenue Code. I understand that any amounts remaining in my account(s) not used for expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. I also understand that the Flexible Spending reduction(s) will be in effect for the plan year and cannot be revoked unless I experience a change in my family status, significant change in cost or coverage of my health plan or my spouse's health plan or separation from service as prescribed by IRS rules. If a change in family status occurs, you have thirty-one (31) days from the occurrence to change or revoke your election. Furthermore, I hereby authorize my employer to transfer my required health benefits contribution on a monthly basis to the TML Health Benefits Pool. I agree to only submit claims which qualify as medical expenses under Section 213, Internal Revenue Code or dependent care expenses under Section 129, Internal Revenue Code.							
I ACCEPT: Pre-tax Premium Only Unreimbursed Healthcare DCA Unreimbursed Capital Health Expense							
En	nployee Signature			Date			
WAIVER OF PARTICIPATION: The benefits of the plan have been thoroughly explained to me and I decline to participate.							
EIII	ployee Signature			Date			

CONFIDENTIALITY NOTICE: The information contained in this transmission, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited by Federal law. If you are not the intended recipient of this message, you are notified that you may not disclose, print, copy or disseminate this information. If you have received this transmission in error, please reply to the sender and delete or destroy the message. Unauthorized interception of this transmission may be a violation of criminal law.

Please return this form to your employer.

Section 125 Employee Change Form



Employer Name					Employe	Employer Group #				
Employee Name					Social Se	Social Security #				
Employee Preferred Contact Phone #					Employe	e E-mail				
Street Address	City			S	tate	Zip (Code	Checl	k here i	f new
Mailing Address	City			S	tate	Zip (Code	Checl	k here i	f new
Effective Date of Change		Rea	ason fo	r Ch	nange					
ADD OR REMOVE FAMILY MEMBE	RS (COMPLE	TE BE	LOV	N)					
Add Name (First, M.I.) Change					Relation				Date o	of Birth
Add Name (First, M.I.) Change					Relation	-			Date o	of Birth
CHANGE IN COVERAGE TYPE (COM	IPLE	TE BELO	W)	T		1 Page 2 1 1 1 1				
Coverage			Chan	ge		Pledge Amount	From Monthly Amount	Pledge A	Amount	To Monthly Amount
Medical Contribution	F	Add Remov	re [_	Increase Decrease					,
Dental Contribution	F	Add Remov	re [=	Increase Decrease					
Unreimbursed Health Care Expense	E	Add Remov	re [Increase Decrease	3				
Dependent Care Expense (DCA)		Add Remov	e [=	Increase Decrease					
Other Contribution (Please specify)		Add Remov	e [_	Increase Decrease					*
AUTHORIZATION: I certify the above is dependents under Section 152 of the expenses incurred during the plan year Flexible Spending reduction(s) will be in significant change in cost or coverage of change in family status occurs, you have authorize my employer to transfer my monly submit claims which qualify as med 129, Internal Revenue Code.	Interwill Interpreted in effection of the contraction of the contracti	nal Reve be forfeit ect for the health pl ty-one (3 red healt	enue Co ted in a ne plan an or n 31) day th bene	ode. acco yea ny sp s fro efits	. I understand rdance with an and cann pouse's head on the occurribution	and that any an current plan ot be revoked lith plan or sepurrence to chap on a month	amounts remainin provisions and ta: I unless I experier paration from serv nge or revoke you ly basis to the TM	ig in my x laws. I a nce a cha rice as pro ir election L Health	accour also un inge in escribe n. Furth Benefit	nt(s) not used for derstand that the my family status, d by IRS rules. If a nermore, I hereby ts Pool. I agree to
Employee	Sig	nature			~			Date	Management of the second	
		Please	retur	n th	his form to	your emplo	yer.			

Section 125 Unreimbursed Reimbursement Form



Employer Name			Employer Group		, ,
Employee Name			Social Security #	‡	
Street Address	City	State	Zip Code	Check here	e if new
Mailing Address	City	State	Zip Code	Check her	e if new
Description of Eligible Expense	Incurred Date	Total Amount of Bill	Amount paid by any Plan	Amount to be Reimbursed	Expense for: (Name)
		\$	\$	\$	
	2	\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
	e es v	\$ **	\$	\$	2. Particular (1997)
	TOTAL	\$	\$	\$	
AUTHORIZATION: I certify the a dependents under Section 152 of expenses incurred during the pla Flexible Spending reduction(s) we significant change in cost or cover change in family status occurs, you authorize my employer to transferonly submit claims which qualify	of the Internal Rev n year will be forfe ill be in effect for t rage of my health p ou have thirty-one er my required hea	renue Code. I understa ited in accordance with the plan year and cann plan or my spouse's hea (31) days from the occu lth benefits contribution	and that any amounts h current plan provision not be revoked unless alth plan or separation urrence to change or re on on a monthly basis	remaining in my according and tax laws. I also of a change a change from service as prescribe yoke your election. Further and a change are as prescribe as prescr	nunt(s) not used for understand that the in my family status, bed by IRS rules. If a rthermore, I hereby
Er	nployee Signatur	е		Date	

Please return this form to TML Health Benefits Pool.

PO Box 140167 | Austin, Texas 78714-0167 | Fax: (512) 719-6505

Section 125 Dependent Care Reimbursement Form



Employer Name		Employer Grou	Employer Group #			
Employee Name			Social Security	#		
Street Address	City	State	Zip Code	Ch	eck here if new	
Mailing Address	City	State	Zip Code	Zip Code Check here if new		
Name of Individual or Organization providing Dependent Care Services	Tax ID or SS#	Date Incurred		nount to be eimbursed	Expense for Care of: (<i>Name</i>)	
Name			\$		-	
Name			\$			
Name			TOTAL \$			
Employee Signature AUTHORIZATION: I certify the above information to be correct and true to the best of my knowledge and that any children listed are dependents under Section 152 of the Internal Revenue Code. I understand that any amounts remaining in my account(s) not used for expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. I also understand that the Flexible Spending reduction(s) will be in effect for the plan year and cannot be revoked unless I experience a change in my family status, significant change in cost or coverage of my health plan or my spouse's health plan or separation from service as prescribed by IRS rules. If a change in family status occurs, you have thirty-one (31) days from the occurrence to change or revoke your election. Furthermore, I hereby authorize my employer to transfer my required health benefits contribution on a monthly basis to the TML Health Benefits Pool. I certify that the expenses listed above qualify as expenses under Section 129, Internal Revenue Code.						
STATEMENT OF CERTIFICATION dependent) from to	, , ,		e was	's c	hild (children or	
Name and Address of Provider			Provide	r's Signature		
Tax ID or SS#						

Please return this form to TML Health Benefits Pool.

PO Box 140167 | Austin, Texas 78714-0167 | Fax: (512) 719-6505

Section 125 Recurring Expense Service Form



INSTRUCTIONS: This form is used to request your Dependent Care Account or Transportation Account contributions be reimbursed to you on a per pay period basis. By completing this form you will not need to provide continuing documentation. Please complete all fields and include appropriate documentation stating your dependent will be attending throughout the year or specific time frames. All information must be completed by you & your Dependent Care provider to receive reimbursement. CLAIMS WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE AND THE PROVIDER'S SIGNATURE.

I request reimbursement for the below listed timeframe for qualified Dependent Care Services Or	A. DECLARATION OF SERVICES			
Dependent Care Services Or	I reque	st reimbursement for the belo	w listed timeframe for qualifi	ed
It have included signed copies of the independent provider's charges, which will include the total amount of for the dates provided above. Total Amount of Services (MM/DD/YY)	D	ependent Care Services o	r Transportation Ex	rpenses
It have included signed copies of the independent provider's charges, which will include the total amount of for the dates provided above. Total Amount of Services (MM/DD/YY)				laka a
I have included signed copies of the independent provider's charges, which will include the total amount of for the dates provided above. Total Amount of Services For the dates provided above, please notify TML Health Benefits Pool at (800) 282-5385 or fax (512) 719-6505. B. PARTICIPANT INFORMATION	I certify	•		ates:
Services NOTE: If you have any changes during the dates referenced above, please notify TML Health Benefits Pool at (800) 282-5385 or fax (512) 719-6505. B. PARTICIPANT INFORMATION Name of Participant Address: Street City State Zip Preferred Contact Phone # Name of Dependent C. CARE PROVIDER INFORMATION Name of Dependent Care/Transportation Expense Provider Address: Street City State Zip Date Participant Signature Participant Signature Participant Signature Participant Signature Participant Signature Participant Signature amount will be calculated per the amount you have elected for the year based on the amount	Start Date o			MM/DD/YY)
Total Amount of Services NOTE: If you have any changes during the dates referenced above, please notify TML Health Benefits Pool at (800) 282-5385 or fax (512) 719-6505. B. PARTICIPANT INFORMATION Name of Participant Address: Street City State Zip Preferred Contact Phone # E-Mail Name of Dependent C. CARE PROVIDER INFORMATION Name of Dependent Care/Transportation Expense Provider Address: Street City State Zip D. SIGNATURES Participant Signature Participant Signature Participant Signature Pate PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	I have included signed co	pies of the independent provid	der's charges, which will includ	de the total amount of
Total Amount of Services NOTE: If you have any changes during the dates referenced above, please notify TML Health Benefits Pool at (800) 282-5385 or fax (512) 719-6505. B. PARTICIPANT INFORMATION Name of Participant Address: Street City State Zip Preferred Contact Phone # E-Mail Name of Dependent C. CARE PROVIDER INFORMATION Name of Dependent Care/Transportation Expense Provider Address: Street City State Zip D. SIGNATURES Participant Signature Participant Signature Participant Signature Pate PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount		\$	for the dates provi	ded above.
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D. SIGNATURES Authorized Signature of Provider Participant Signature Date Please Note: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	Address. Street	City		F
Authorized Signature of Provider Participant Signature Date Please Note: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	Federal Tax ID			
Participant Signature Date PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	D. SIGNATURES	1. (A) 人物 (T) (T) (T)		
Participant Signature Date PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount				
Participant Signature Date PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	Authorized Signatu	uro of Provider		Date
PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	Authorized Signatu	ire of Frovider		
PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount	Participant Signatu	ıre		Date
PLEASE NOTE: Your total reimbursement amount will be calculated per the amount you have elected for the year based on the amount of payrolls that occur throughout the plan year. For questions regarding your maximum contribution amount, please				d facility and another are and
contact TML Health Renefits Pool at (800) 282-5385 or fax (512) 719-6505	PLEASE NOTE: Your total reimburs of payrolls that of	occur throughout the plan year. Fo	or questions regarding your maxi	mum contribution amount, please

Section 125 Account Claim Form



INSTRUCTIONS: Please complete this form for the submission of any EOBs, prescription orders or receipts. Number your EOBs and receipts to correspond with the "Item #" column in sections B, C and/or D. Fax form to (512) 719-6505 or mail form to TML Health Benefits Pool. This form must be submitted with each EOB or receipt; claims will not be processed unless proper documentation is supplied. **Please Note:** Section B applies only to plans in which Flexible Spending Funds are available after meeting a Flexible Spending deductible. For more information about your plan, consult your enrollment materials, your HR Department or TML Health Benefits Pool.

A. ACCO	OUNT HOL	DER INFORM	ATION*						
NAME	Last			First		Middle Initial			
MAILING A	ADDRESS :	Street		City	State	Zip			
Social Sec	urity#			Employer					
Preferred	Contact Pho	ne#		E-mail					
B. EOBS FOR PROOF OF DEDUCTIBLE (necessary only for plans in which Flexible Spending Funds are available after meeting a Flexible Spending Deductible)									
Item #		Date			Provider				
E1	/	/		A Maria de Santa Maria de Cara	2				
E2	/	/							
E3	/	/							
E4	/	/							
E5	/	/							
C. REC	EIPTS FOR	R REIMBURSE	MENT	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1					
MISSESSES CONTRACTOR SES				oursements from your Flexible	Spending funds. You must provi	de a corresponding receipt			
in order to	be reimbur	sed. NOTE: You i	may have to meet vour Fl	exible Spendina Deductible (se	e Section B above) before you are	eliaible for reimbursement			
Consult yo	ur HR Depar	tment or TML He	alth Benefits Pool for you	ır plan info.		engiale for reimbursement.			
Item #		Date		Provider		Amount			
R1	/	/							
R2	/	/							
R3	/	/							
R4	/								
R5	/								
					TOTAL				
D PECEI	DTS EOD E	PHARMACY P	IIDCHASES	STREET, STREET	TOTAL				
				You must provide receipts for	r all what was as a surphase a	CARDON TO CARONIA CAL			
Item #		Date	Jany pharmacy receipts.		Provider				
P1	/	/			Flovidei				
P2	/								
P3		/							
		/							
P4		/							
P5	/	/							
		AND SIGNATI		American Markey (1971)		A CALL CALLS AND A			
trauma, or	medical cond	ition. I understand	d that expenses incurred n	neans the service has been provi	for cosmetic purposes but for the tr ded that gave rise to the expense, ro pursement elsewhere. I understand t	egardless of when I am billed			
may not be	claimed on r	me or my spouse'	s income tax returns. I un	derstand that I am not eligible for	or reimbursement before I have rea	ched the Flexible Spending			
may not be claimed on me or my spouse's income tax returns. I understand that I am not eligible for reimbursement before I have reached the Flexible Spending deductible set by my employer. I have received and read the printed material regarding the reimbursement accounts and under all of the provisions.									
	Employee S					Date			
	MAILTO		FAX TO:	Please keep copies of all re	eceipts, prescription orders and EO	Bs for your own records			
TM	L Health Bene		TML Health Benefits		rns, please call TML Health Benefits				
Διισ	PO Box 140 tin, Texas 787		Pool (512) 719-6505		re required. Use only Sections B, C				
Aus	uii, ICAGS / 0 /	/ 14-010/	(312) /13-0303						

AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: 9/16/2020

PREPARED BY: Tracey Vasquez, HR Manager

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2020 - 2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.

BACKGROUND/SUMMARY:

LEGAL REVIEW: Yes

FISCAL IMPACT: No - Budgeted

PRESENTATION: No **ATTACHMENTS:** Yes

• TML Health Renewal Notice and Benefits Verification Form

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council renew the re-rate notice and benefits verification form for FY 2020-2021 between the City of Manor and the health insurance pool, TML-Health; and authorize the City Manager to execute the re-rate notice and benefits verification form.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



TML Health Renewal Notice and Benefit Verification Form

Item 19.

Camily.

Manor

Original

Plan Year 2020-2021 (12 Months)

Rates are subject to change if there is any legislation passed during the plan year affecting benefits. Supplemental benefits cannot be accessed without accessing the TML Health Medical Benefit Plan.

This renewal notice contains proprietary and confidential information of TML Health.

Medical

Employer Group Medical Plan

<u>Plan</u> <u>Benefit</u> <u>In Net</u> <u>Out Net</u> <u>In Net</u> <u>Office</u> <u>Rates</u> <u>Current</u> <u>New</u>

Percent Ded Ded OOP* Visit

Empleyee

P85-50-35-DAW1&2 80/50 \$500 \$750 \$3500 \$30 EE Only: \$534.58 \$566.66

EE + Spouse: \$1,085.20 \$1,150.32 EE + Child(ren): \$940.86 \$997.32

EE + Family: \$1,577.02 \$1,671.66

Child

Monthly Employer Contribution Amounts

TML Health requires 60% employer contribution toward employee medical – Minimum employer contribution is \$340.00

	<u>Er</u>	<u>npioyee</u>		<u> </u>	<u>pouse</u>		7	<u>JNIIQ</u>		<u>F3</u>	<u>amiiy</u>	
Employer Contribution for	Amount	% of Rate		Amount	% of Rate		Amount	% of Rate		Amount	% of Rate	
Active Employees	\$	or	_%	\$	_ or	_%	\$	_ or	_%	\$	_ or	_%

Dental III

Rates	Current	<u>New</u>
EE Only:	\$37.64	\$37.64
EE + Spouse:	\$77.26	\$77.26
EE + Child(ren):	\$81.22	\$81.22
EE + Family:	\$115.54	\$115.54

Vision Plan

No Vision Coverage

Basic Life and AD&D: Plan 8 (\$10,000)

	Current Rate	New Rate
Life:	\$0.194	\$0.194
AD&D:	\$0.040	\$0.040

^{*}In Network Deductible applies towards In Network OOP.

Additional Employee Life and AD&D Item 19. Age of Employee Current Rate per \$1000 New Rate per \$1000 Under 30 0.061 0.061 30 - 34 0.069 0.069 0.100 35 - 39 0.100 0.130 0.130 40 - 44 0.198 45 - 49 0.198 0.332 0.332 50 - 54 0.595 0.595 55 - 59 60 - 64 0.913 0.913 65 - 69 1.513 1.513 70 and over 2.431 2.431 Dependent Life: Plan 3 (\$10,000/\$2,000) New Rate Current Rate \$2.76 per \$2.76 per dependent unit dependent unit Voluntary AD&D No Voluntary AD&D Coverage LTD No LTD Coverage **STD** No STD Coverage **Pre-65 Retiree Medical** No Pre-65 Retiree Medical Coverage **Employee Spouse** Child **Family Employer** % of Rate **Amount** % of Rate % of Rate **Amount** % of Rate **Amount** Amount **Contribution for Pre-65 Retirees** % % % % or or or **Pre-65 Retiree Dental** No Pre-65 Retiree Dental Coverage **Pre-65 Retiree Vision** No Pre-65 Retiree Vision Coverage **Basic & Additional Retiree Life**

No Basic & Additional Retiree Life Coverage

Retiree Dependent Life

No Retiree Dependent Life Coverage

Continuation of Coverage (Cobra)

Yes

Benefit Waiting Period

30 days after date of hire

315

Item 19.

 Flex Admin
 HRA Admin
 HSA Admin
 RRA Admin

 No
 No
 No
 No

If employer accesses Flex and/or HRA, HSA or RRA, only one charge of \$3.70 per participant per month will be incurred.

Signature Section

The undersigned employer hereby acknowledges that for an employee to receive coverage, TML Health must receive enrollment information within thirty-one (31) days of the commencement of employment regardless of whether the Employer has a waiting or a waiting and orientation period. If an employee is not enrolled within thirty-one (31) days of hire, the employee cannot be added to the Plan until the next Open Enrollment period or a qualifying event occurs.

741664745		
Tax ID Number	Authorized Signature	Date
Printed Name	Titlo	

The entity named on this Rerate and Benefit Verification Form desires large claim information as specified in Article 21.49-15 of the Insurance Code in Section 2.(2), to be for individual claims that reach or exceed \$35,000 during the plan year. This information is considered confidential for purposes of Chapter 552 of the Local Government Code.

The rates are based on census information five months prior to plan year. If the census changes by more than 10%, TML Health reserves the right to revise rates due to census change and underwriting impact.

YOUR RENEWAL QUOTE INCLUDES PROPRIETARY INFORMATION THAT SHOULD NOT BE SHARED WITH OTHER COMPETITORS OR USED TO CIRCUMVENT THE REQUIREMENTS OF TEXAS COMPETITIVE BIDDING LAWS. IN THE EVENT YOU RECEIVE A RENEWAL QUOTE AND LATER DECIDE TO ISSUE AN RFP, THE RENEWAL QUOTE MAY NOT BE SHARED WITH ANY OTHER COMPETITORS AS DOING SO WOULD DISADVANTAGE TML HEALTH IN THE COMPETITIVE PROCESS. TML HEALTH ALSO RESERVES THE RIGHT TO REVISE PREVIOUSLY ISSUED RATES IN RESPONSE TO YOUR RFP.

AGENDA ITEM NO.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Tracey Vasquez, HR Manager

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on renewing the FY 2020 - 2021 contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP).

BACKGROUND/SUMMARY:

The City offers supplemental Insurance programs to provide extended benefits and options to assist in the employee's health and wellness needs.

The yearly rate has increased 8% from \$1767 per year to \$1998 per year.

LEGAL REVIEW: Yes

FISCAL IMPACT: No - Budgeted

PRESENTATION: No **ATTACHMENTS:** Yes

• Purchase Services Agreement

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and renew the contract between the City of Manor and Alliance Work Partners for the Employee Assistance Program (EAP).

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

Alliance Work Partners

 $\label{lem:approx} \textit{A professional service of Workers Assistance Program, Inc.}$

PURCHASE OF SERVICES AGREEMENT

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This PURCHASE OF SERVICES AGREEMENT, hereinafter AGREEMENT, is executed on the 7th day of July, 2020 by and between Alliance Work Partners, hereinafter AWP and City of Manor, Tax I.D.# 74-1664745 hereinafter COMPANY, and the parties do hereby covenant and agree as follows:

- 1. **PURCHASE OF SERVICES:** COMPANY purchases and AWP agrees to provide the following services for the term and upon the conditions set forth in this AGREEMENT and in the Exhibits below:
 - **a.** <u>Description of Services</u> See <u>Exhibit I</u> for a description of services purchased under this AGREEMENT.
 - **b.** <u>Fee Schedule and Conditions</u> See Exhibit II for the cost of services to be provided by AWP to COMPANY.
- 2. <u>TERM:</u> This AGREEMENT shall commence, and services will begin on <u>December 1st</u>, 2020 and is self-renewing each year, unless either party provides written notice of termination. This AGREEMENT can be terminated by either party upon a ninety (90) day written notice. AWP reserves the right to cancel services immediately due to delinquent payments of 90 days or more.
- 3. **LOCATION:** All training, consultation, professional and organizational development for COMPANY personnel shall take place on premises provided by COMPANY, unless otherwise agreed to by AWP for a specific event. Assessment, referral, and brief counseling services provided to COMPANY eligible participants will be conducted at a convenient, appropriate AWP office or affiliate office accessible by the client and AWP staff.
- 4. <u>AMENDMENTS</u>: This AGREEMENT may be amended at any time by mutual agreement of the parties hereto, but any such amendment shall not be operative or valid unless the same is reduced to writing, executed by the parties involved, and attached hereto.
- 5. CONFIDENTIALITY: AWP and COMPANY agree not to use for any purpose other than the performance of this AGREEMENT, or to disclose to others any confidential or proprietary technical or business information of the other party obtained in connection with the performance of any services rendered without the prior written consent of the other party. Each party will treat and will require its employees to treat as strictly confidential all information it has learned in the course of this AGREEMENT, including any client identifiable information received pursuant to the client's consent.
- 6. **NOTICES:** Any notices required or permitted to be given hereunder shall be mailed, postage prepaid, certified mail, return receipt requested, or delivered in person to the parties at the following addresses:

AWP Initials:	COMPANY Initials:	HOW YES
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Alliance Work Partners 2525 Wallingwood Drive, Building 5 Austin, Texas 78746

City of Manor 105 E. Eggleston St. Manor, TX 78653

Other addresses, including, but not limited to invoicing address may be designated by either party upon written notice to the other party. All communications, notices, or other written instruments shall be deemed to have been delivered when actually delivered in person to the respective party, or if mailed, done in accordance with this section on the mailing date.

7. <u>ADDITIONAL TEI</u>	RMS: Not applicable
AWP initials:	COMPANY initials:
parties relating to the matters or e-mail agreement, understa	This AGREEMENT constitutes the entire understanding of the discussed herein, and no prior, contemporaneous or subsequent oral anding, representations or agreement shall be binding unless this in writing pursuant to the terms of Paragraph 4, above.
Signatory with the ability and binding contract agreement of the contract. Authorized Signatory: Office.	ng throughout the agreement, indicates that signer is an Authorized d authority to commit monies and resources to satisfy this legally on behalf of authorizing Customer/Company/Organization, for the terror or representative vested (explicitly, implicitly, or through conduct the authorizing organization to a binding agreement.
ALLIANCE WORK PART	<u>'NERS</u>
Signature:	Date:
Print Name:	Title:
COMPANY	
Signature:	Date:
Print Name:	Title:

AWP Initials: COMPANY Initials:

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Exhibit I Description of Services

STANDARD SERVICES INCLUDED IN THIS AGREEMENT

Subject to the terms and conditions described herein, AWP will provide, as needed:

1. Unlimited Consultation Including the Development of Policies and Procedures.

AWP provides workplace assistance to develop drug-free and alcohol-free workplace policies and procedures integrated with current human resource policies that will meet all applicable state and federal requirements, including U.S. DOT regulations. Management Consultation is included at no extra charge in the form of coaching and telephone consultation to help management with confronting troubled employees, recommending procedural referrals, intervention techniques, follow-up, impact on the work team, and disclosure of confidential information. Ongoing support is also provided for oversight and ongoing technical assistance for HR policy and procedure coordination and review, unlimited management consultations, and workplace-related activities.

2. Unlimited Critical Incident Stress Debriefings.

Critical Incident Stress Debriefing (CISD) is provided on an unlimited and as-needed basis to relieve the stress and trauma induced by a crisis impacting the work group. COMPANY, in conjunction with AWP will define what constitutes a crisis situation.

3. Call Center Services 24 / 7 / 365, Provides Unlimited Assessment and Referral Services to Employees and Family Members.

Includes unlimited calls to our Intake and Referral Department for the purpose of need assessment and referral to either additional EAP services or resources in the community. Our staff can conduct research on behalf of the caller and attempt to provide at least three (3) targeted referrals specific to the needs of the employee or eligible member.

4. Case Management Services.

Case Management Services include crisis intervention, referral to outside treatment resources, referral to community resources, consultation with treatment and service providers, and follow-up support to the individual client.

5. Program Orientations to Supervisors and Staff.

Employee and Supervisor Program Orientations are designed to provide information on how to access AWP workplace services. Supervisors also learn how beneficial AWP can be for increasing employee performance and retention when facing challenges.

6. Promotional Materials Including Brochures, Wallet-cards, Posters and a Monthly Newsletter for Employees and a Monthly Newsletter for Supervisors.

Additionally, an orientation in either CD or online video-streaming formats is made available to all programs.

7. Personal, Professional Training and Onsite Services.

AWP Initials:	COMPANY Initials:

Up to zero (0) hours per year of onsite training, webinar training, health fair participation, open enrollment participation, or wellness fair participation will be provided by AWP. Onsite training, webinar training, health fair participation, etc., not otherwise covered above, are available for purchase on a fee-for-service basis as per Exhibit II, Section 3.

Professional Development Seminars and Organizational Training are designed to provide useful information and practical skills to employees and supervisors; as well as, to reduce risk or liability for companies and organizations.

Topics may be selected at the discretion of COMPANY and coordinated with AWP for presentation. Please reference the Training Catalog for a listing of available topics.

TRAINING REQUESTS & SCHEDULING:

Generally, training requests require a minimum one (1) hour and five (5) participants per class. Any exemption request to the participant minimum must be discussed and agreed to prior to finalizing such training request.

A 48-hour advance notice is required for cancellations on finalized and scheduled onsite services or trainings. Cancellations of less than 48-hour notice will result in a reduction in annual hours allotted for onsite services and training to COMPANY, or a \$200 per hour fee be charged COMPANY, in an amount equal to the hours scheduled and then subsequently cancelled.

8. Short-term Counseling Services.

For each participant, up to six (6) sessions are provided per issue, per year for face-to-face or telephonic counseling for short-term problem resolution. Clients are required to complete counseling on their initial issue prior to starting counseling with a different counselor on a new issue. Clients may call back with a new issue at any time. If it has been less than ninety (90) days since completion of EAP counseling with one provider, the client will be referred to a different counselor for a new issue. If it has been over ninety (90) days, the client may see the same counselor again.

EAP counseling is short term in nature. It may be necessary to refer a client into their network for long-term therapy if more than six (6) sessions are necessary to address the presenting issue.

All Work/Life balance, legal and financial issues may be addressed simultaneously and independently from this process.

9. Referrals to Long-term Treatment Resources, if Appropriate.

AWP will refer clients to the treatment resources AWP considers appropriate, including but not limited to financial and legal advisors, physicians, psychologists, public and private agencies, and in/out network treatment facilities within the financial means of the client. All fees charged by the long-term resources will be the responsibility of the client.

10. Safe Ride Program.

The Safe Ride Program can save lives. It encourages employees and their immediate family members, whose driving may become impaired while away from home, to call a cab. The process is simple and confidential - the employer will never know - and the cab fee is reimbursed by AWP. To promote healthy choices, the program may only be used up to three times. Clients using Safe Ride more than once in a 12-month period or three (3)

AWD Initiale:	COMPANY Initials:	

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times within a 36-month period will be scheduled for a confidential visit with one our substance abuse counselors in order to receive cab reimbursement. Three (3) years from the third use, the individual's ability to utilize Safe Ride will be reinstated.

11. Appropriate Statistical Reporting Subject to the Restrictions Under Applicable Laws Relating to Client Confidentiality and Privacy.

Trending and Reports include utilization, follow-up, and statistical information that meet standards for ethics, legality, and confidentiality.

12. LawAccess - Legal and Financial Services.

Legal and financial assistance is provided through LawAccess, by offering a free half-hour consultation by phone or in-person per issue per year, and a discount of up to 25% on continued consultation. AWP reserves the right to change the vendor providing this service, as long as the new service provides the same or similar services.

13. HelpNet - Online Services.

HelpNet web-based services provide resource articles, tips, and tools on balancing work and family life, as well as a comprehensive wellness platform with a health risk and wellbeing assessment that instantly connects participants to the EAP and health coaches. AWP reserves the right to change the vendor providing this service, as long as the new service provides the same or similar services.

Exhibit II Fee Schedule and Conditions

1. **FLAT RATE:** Payment shall be made annually by COMPANY to AWP for all fee-for-services covered under this AGREEMENT, including Exhibits and Addenda. The flat rate shall total \$1,998.00 per year, and shall be due annually within thirty (30) days of the date of the AWP invoice. The current rate is predicated on 67 covered employees with the first year's fee based upon the number of covered employees noted above.

Following the first year of service AWP will e-mail to COMPANY, on an annual basis, an 'employee count' request asking for a COMPANY reporting of the number of employees covered for the requested year. All subsequent fees will be adjusted and invoiced annually, based upon your reporting response to our e-mail 'employee count' requests. Any additional services, billed on a fee-for-service basis, are due within thirty (30) days of the date of the AWP invoice.

Should COMPANY not provide an e-mail response to AWP requests for the 'employee count' within 5 days of the request, AWP will invoice, and COMPANY shall pay the AWP invoiced amount - based upon the last available 'employee count' AWP received. COMPANY will make no adjustments or deductions to an AWP provided invoice resulting from lack of an e-mail response by COMPANY. Any necessary invoice adjustments will be prepared by AWP and submitted to COMPANY in the next subsequent billing cycle.

- 2. **RATE GUARANTEE:** AWP will provide thirty (30) days notice prior to any rate escalation. Fees are based on the headcount reported by COMPANY. The headcount should include all active employees. Household members, dependents, retirees and terminated employees although covered, are not included in the headcount.
- 3. **FEE-FOR-SERVICE RATES AND CONDITIONS:** Services billed on a fee-for-service basis are itemized as follows:

Ad hoc reporting (any requested report outside of our normal reporting) is available for \$150.00 per hour with a one-hour minimum for all requests.

Mediation services are available by arrangement. Contact the account manager for a price quote.

On-site counseling is available on a fee for service basis at the rate of \$150.00 per hour plus travel expenses.

For services beyond the number of hours allotted in EXHIBIT I #7 of this AGREEMENT, the fee is \$200 per hour plus travel expenses if applicable.

A Training Inventory Catalog with specialized curriculum, Talent Management, and Organizational Development services is available from the Account Manager. Rates are \$200 per hour for specialized curriculum in the Training Inventory Catalog. These services are not included in those provided through EXHIBIT I #7. A separate quote from the Account Manager can be provided upon request.

Scheduled onsite services and/or trainings require a 48-hour, in advance cancellation notice. Cancellations received with less than the required 48-hour notice will result in either an adjustment to the annual hours allotted for onsite services and training to COMPANY, or a \$200 per hour charge to COMPANY, in an amount equal to the hours scheduled and cancelled without the required advance notice.

AWP In	itials:	COMPANY	Initials:	
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Rev. Approved :3/17/2017

Exhibit III Optional Services

VALUE ADDED SERVICES INCLUDED IN THIS AGREEMENT

Subject to the terms and conditions described herein, AWP will provide, as needed:

1. WellCoach

WellCoach delivers preventive health and complementary care coaching and educational services to encourage employees and their families to become and remain healthy, helping to contain healthcare costs.



COMPANY Initials:



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Tracey Vasquez, HR Manager

DEPARTMENT: Human Resources

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an agreement between AED 123 and the City of Manor regarding AED Devices and Services.

BACKGROUND/SUMMARY:

The City staff is recommending adding a total of eight (8) additional Automated External Defibrillator (AED) to the City's current inventory of two (2) devices:

Public Works- Two (2) AED devices; One (1) device for each facility.

Police- Six (6) devices; One (1) device for each Police vehicle on patrol.

Sudden cardiac arrest, due to heart disease, is one of the top ten causes of out-of-hospital death in the United States. An Automated External Defibrillator (AED) is critical within the first few minutes when waiting for ambulatory services.

LEGAL REVIEW: Yes

FISCAL IMPACT: No - Budgeted

PRESENTATION: No **ATTACHMENTS:** Yes

• AED123 Customer Agreement

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve an agreement between AED 123 and the City of Manor regarding AED devices and services.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



AED123 CUSTOMER AGREEMENT

This agreement (the "Agreement") is entered into on ______ between AED123, LLC, with primary office at 3232 McKinney Ave, Suite 500, Dallas, Texas 75204 ("AED123"), and City of Manor ("Customer") with primary office at 105 E Eggleston St, Manor, TX 78653 (each, a "Party" and collectively the "Parties").

AED Location(s): 10 Automated External Defibrillator (hereinafter referred to as "AED") Locations are listed in Appendix A.

Start Date: 10/01/2020

TERMS

- 1. **Services Provided.** For each AED Location, AED123 will provide the following services:
 - a. Install an AED, AED cabinet, signage, and fast response kit;
 - b. Visit AED Location monthly to check AED and address any issues;
 - c. Replace AED batteries/pads as needed and per the device manufacturer's guidelines;
 - d. Monitor for recalls and changes to the American Heart Association's AED/CPR (CPR is cardiopulmonary resuscitation) guidelines and update AED software when required;
 - e. Replace the AED itself as needed and per the device manufacturer's guidelines;
 - f. Ensure AED equipment and program are compliant with state and federal laws;
 - g. Ensure AED program and program are properly working and fit for use for its intended purpose;
 - h. Provide physician oversight, including post-use reporting and support;
 - Notify EMS of AED placement and device usage (notification is NOT real-time; responder(s) MUST dial 911 for EMS);
 - j. Manage required record keeping, including retention of AED maintenance and use records; and
 - k. Cover Customer as an additional insured through AED123's product liability, general liability, and umbrella insurance policies and provide the Customer with such certifications as soon as possible after the execution of this Agreement.
- 2. **CPR Training.** AED123 will not provide CPR training under the current Agreement. CPR training can be added to the provided services through a contract addendum.
- 3. **Monthly Service Fee.** Customer will pay AED123 \$810.00 per month for services (the "Service Fee"). The first payment will be made on the Start Date, and subsequent payments will be made on or about the same day of each month thereafter, through recurring automated billing of the payment method on file.
- 4. **Option for Annual Service Fee.** AED123 will waive one month's Service Fee if Customer elects to pay Service Fee annually instead of monthly. In this case, Customer will pay AED123 a Service Fee of \$8,910.00 per year, with the first payment being made on the Start Date, and subsequent payments being made on or about the same day of each year thereafter, through recurring automated billing of the payment method on file if the contract is automatically renewed.
- 5. **Customer Responsibility.** Customer shall:
 - a. Support AED123 in installing, moving, or removing any AED cabinet(s).
 - While AED123 prefers to hang cabinet(s) for Customer, some buildings have rules about who can attach items to the walls, and Customer agrees to assist AED123 in complying with such rules;
 - ii. Customer is responsible for any building-specific costs associated with hanging a cabinet (e.g. fees for building staff to hang a cabinet, fees for holes in the wall after a cabinet is moved or removed, cost to repair any other damage to the building or structure);
 - b. Allow AED123 to have access to the AED during normal business hours;
 - c. Take reasonable measures to protect AEDs from abuse, tampering, and theft;
 - d. Notify AED123 promptly if an AED needs to be moved or was moved for any reason;

- e. Notify AED123 promptly if anyone notices that the device is emitting an audible chirp between AED123's monthly visits; and
- f. Contact AED123 with any questions or concerns at 1-833-AED-1231 or support@aed123.com and submit any ideas, notices, or feedback to feedback@aed123.com.
- 6. **Service Term.** This Agreement will be effective on the Start Date and for 36 months thereafter (the "Initial Term"). AED123 will not increase the Service Fee during the Initial Term (see Section 11).
- 7. **Renewal.** After the Initial Term, this Agreement shall automatically renew for successive 12-month periods (each a "Renewal Term") unless Customer gives written notice to AED123 of Customer's desire to cancel automatic renewal of this Agreement as provided in Section 8.
- 8. **Canceling Automatic Renewal.** Customer may cancel automatic renewal of this Agreement by giving written notice to AED123 of Customer's decision to cancel automatic renewal at least 30 days prior to the end of the Initial Term or the Renewal Term (as the case may be). In such event, this Agreement shall not automatically renew.
- 9. Termination without Cause. If Customer desires to terminate service before the end of its Initial Term or any Renewal Term, it can do so, provided that it pays AED123 the unpaid Service Fees attributable to the remainder of that Initial Term or Renewal Term. If Customer chooses to terminate without cause during the period that is less than 30 days prior to the start of any Renewal Term, it shall pay AED123 the monthly or annual service fees associated with that Renewal Term.
- 10. **Termination for Cause.** Either Party may terminate this Agreement due to the other Party's failure to comply with any provision of this Agreement, after it has 1) provided the other Party with notice of the intent to terminate based on the failure to comply, and 2) provided the other Party 30 days after such notice to cure the failure. If the issue remains uncured 30 days after such notice is provided, then the Party providing such notice will have the right to terminate this Agreement. In the event that AED123 terminates this Agreement because the terms of this Agreement were breached by Customer, Customer will owe AED123 the unpaid monthly or annual Service Fees attributable to the remainder of the then current Initial Term or Renewal Term (as the case may be).
- 11. **Service Fee Adjustments.** The amount of the Service Fee shown above will not be adjusted during the Initial Term of this Agreement. AED123 may adjust the amount of the Service Fee to be charged and paid during any Renewal Term, provided that AED123 notifies Customer of such Service Fee adjustment at least 60 days before the start of such Renewal Term. Customer retains the option to cancel automatic renewal of this Agreement after receiving notification of a Service Fee adjustment (as outlined in Section 8).
- 12. **Late Fees.** Interest will accrue on Service Fees that are not paid when due, starting on the date the payment was due, at an interest rate equal to the lesser of 1.5% per month or the highest rate permissible by applicable law. AED123 will notify Customer if the payment method on file is declined; AED123 will not assess a late fee in situations where the payment method on file is declined and Customer provides a valid payment method within 14 days of such notice.
- 13. **Post Termination of Agreement.** Upon termination of this Agreement, AED123 will recover the AEDs, cabinets, and fast response kits that it owns from Customer's AED Location(s). Customer agrees to provide AED123 with access to Customer's premises and to cooperate with AED123 in the removal of such AEDs, cabinets, and fast response kits. If Customer has previously vacated any AED Location(s), either voluntarily or after an eviction, then Customer is responsible for returning to AED123 the AEDs, cabinets, and fast response kits that AED123 owns.
- 14. **Marketing.** Customer has the right to publicize that it has deployed an AED through AED123, and AED123 has the right to include Customer's name and logo in a section on its website listing its customers.
- 15. **Indemnification:** Each Party agrees to indemnify, defend, and hold harmless the other party from and against any loss, cost, or damage of any kind (including reasonable outside attorneys' fees) to the extent the loss, cost, or damage arose out of its breach of this Agreement, and/or its negligence or willful misconduct.
- 16. **Limitation of Liability.** While nothing in this Agreement limits or excludes the liability of AED123 for death or personal injury resulting from its negligence, fraud or fraudulent misrepresentation, AED123 shall not be liable for loss of profits or for any special, punitive, indirect or consequential loss, costs, damages, charges or expenses, and AED123's liability in contract, tort, restitution or otherwise arising in connection

- with the performance or contemplated performance of this Agreement shall be limited to the total Service Fees for the Service Term and attorney's fees.
- 17. **Governing Law.** This Agreement will be governed by the laws of the State of Texas and venue shall be established in Travis County, Texas.
- 18. **Mediation.** In the event that any dispute arises between the Parties with respect to this Agreement, the Parties acknowledge and agree that prior to initiating any litigation regarding such dispute, they shall submit the dispute to a mutually agreeable mediator for purposes of conducting non-binding mediation in an effort to resolve the dispute without the necessity of litigation.
- 19. Disclaimer: To the fullest extent permitted by applicable law, AED123 disclaims all express and implied warranties, oral or written, including but not limited to, implied warranties of merchantability, fitness for a particular purpose, noninfringement and any warranties arising from course of dealing, course of performance or usage of the trade.
- 20. User of Services. If any service provided by AED123 is considered to be classified as repair or maintenance to tangible personal property, then that service is considered to be used and consumed by the Customer's employees and tenants who are trained in CPR, and not Customer itself.
- 21. **Entire Agreement.** This Agreement sets forth the full and complete understanding of the Parties, and supersedes all prior agreements, whether made orally or in writing. This Agreement is not cancelable except as provided herein.
- 22. Amendment. No amendment or modification of this Agreement shall be effective unless set forth in writing and agreed to by both Parties. However, AED123 may determine from time-to-time that this Agreement requires amendment to address current, or future laws. As such, AED123 reserves the right to give at least 30 days' notice to Customer of such requested amendment and its effective date. If Customer is unwilling for this Agreement to continue with any such amendment, Customer may terminate this Agreement by giving notice to AED123 no later than the effective date of the amendment with no consequences.
- 23. **Severability.** In the event that any clause or provision of this Agreement is found by a court of competent jurisdiction to be unenforceable, then such clause or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be given full force and effect.
- 24. **Assignment.** This agreement is binding upon AED123, Customer, and their respective heirs, personal representatives, successors, and assigns. While AED123 does not foresee an acquisition, AED123 may assign this Agreement to an acquiring entity but such an assignment will require Customer's written consent. Any assignment by Customer will require AED123's written consent, which will not be withheld unreasonably.
- 25. **Survival.** The following Sections shall survive termination or expiration of this Agreement: 5a, 9, 10, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 24.
- 26. Interested Party. AED123 acknowledges that Texas Government Code Section 2252.908 ("Section 2252.908") requires disclosure of certain matters by a business entity entering a contract with a government entity such as the Customer. AED123 confirms that it has reviewed Section 2252.908 and will 1) complete Form 1295 and electronically file it with the Texas Ethics Commission ("TEC"); and 2) submit the signed Form 1295, including the certification of filing number of the Form 1295 with the TEC, to the Customer at the same time AED123 executes and submits this Agreement to Customer. Form 1295 is available at the TEC's website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. This Agreement is not effective until the requirements listed above are satisfied and any award of this Agreement by Customer is expressly made contingent upon AED123's compliance with such requirements. The signed Form 1295 may be submitted to Customer in an electronic format.
- 27. **Conflicts of Interest.** AED123 acknowledges that Texas Local Government Code Chapter 176 ("Chapter 176") requires the disclosure of certain matters by vendors doing business with or proposing to do business with local government entities such as Customer. AED123 confirms that it has reviewed Chapter 176 and, if it is required to do so, will complete and return FORM CIQ promulgated by the TEC and available on the TEC website at :https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf seven (7) days of the date of

submitting this Agreement to Customer or within seven (7) days of becoming aware of a matter that requires disclosure under Chapter 176, whichever is applicable.

- 28. Verification under Chapter 2271, Texas Government Code. For purposes of Chapter 2271 of the Texas Government Code, AED123 represents and warrants that, at the time of execution and delivery of this Agreement, neither AED123, nor any wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of the same, boycotts Israel or will boycott Israel during the term of this Contract. The foregoing verification is made solely to comply with Section 2271.002, Texas Government Code, and to the extent such Section does not contravene applicable Federal law. As used in the foregoing verification, "boycotts Israel" and "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. AED123 understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with AED123 and exists to make a profit.
- 29. Verification under Chapter 2252, Texas Government Code. AED123 represents and warrants that, neither AED123, nor any wholly owned subsidiary, majority owned subsidiary, parent company, or affiliate of the same, if any, are companies 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/publications/divestment.php. 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 AED123 and each parent company, wholly- or majority-owned subsidiaries, and other affiliates of the same, 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. AED123 understands "affiliate" to mean any entity that controls, is controlled by, or is under common control with AED123 and exists to make a profit.
- 30. Independent Contractor. AED123 is an independent contractor not affiliated with Customer and shall retain its independent status throughout this Agreement and use its own discretion in performing the tasks assigned. AED123 shall perform in all respects as an independent contractor and not as an employee, partner, joint venture or agent of the Customer. No employment relationship is created by this Agreement. The work to be performed by the AED123 shall be subject to the Customer's review, approval and acceptance but the detailed manner and method of performance shall be under the control of AED123. The accuracy, completeness, and scheduling of the work and the application of proper means and methods for performance of the work are entirely the responsibility of the AED123. AED123 shall be solely responsible for hiring, supervising and paying its employees. AED123 shall be solely responsible for payment of all (i) compensation, including any employment benefits, to its employees, (ii) taxes, including withholding for federal income tax purposes, employment and unemployment taxes, and (iii) such other expenses as may be owed to AED123's employees. However, because AED123's work may be associated in the minds of the public with Customer, AED123 shall ensure that all work by its employees is performed in an orderly, responsible and courteous manner. AED123 will report as income to the appropriate government agencies all compensation received pursuant to this Agreement and will pay all applicable taxes.

Item 21.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date and year first written above.

AED123,	LLC	
Signature	Bobby Wehmeyer, Founder & CEO	
City of M	anor	
Signature		
Name:		
Title:		

AED Location(s)

Physical Address of Location	Description of Location (e.g. which floor or wing)	AED Type	AED Owner	Monthly Service Fee
105 E Eggleston St, Manor, TX 78653	City Hall Main Lobby	HeartStart OnSite Adult Pads In Cabinet	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Department Main Lobby	HeartStart OnSite Adult Pads In Cabinet	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 1	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 2	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 3	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 4	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 5	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
402 W. Parsons St Manor, TX 78653	Police Vehicle 6	HeartStart OnSite Adult Pads In Pelican Case	AED123	\$81
547 Llano St Manor, TX 78653	Public Works Main Lobby	HeartStart OnSite Adult Pads In Cabinet	AED123	\$81
105 E Eggleston St, Manor, TX 78653	Location TBD	HeartStart OnSite Adult Pads In Cabinet	AED123	\$81

Note:

- Cabinet and signage will not be installed for AEDs in Pelican Cases
- AED123 may deploy a comparable AED Type, in lieu of any AED Type listed above, either temporarily or permanently, if/as required by device recalls, discontinuation, or availability in AED123's inventory

AGEN	IDA	ITFN	Л	NO



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an appointment (s) to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.

BACKGROUND/SUMMARY:

Currently Mayor Wallace Jr., serves as the representative for the City of Manor. According to the CAPCOG Council's bylaws, full members are entitled to appoint at least one representative to the General Assembly; however, members can have additional representatives based on their population. Based on the State Data Center's most recent population estimates the City of Manor qualifies for 2 representative (s) on the General Assembly.

Mayor Wallace Jr. was reappointed at the September 2, 2020, Regular Council Meeting. Appointment for second representative was postponed for September 16, 2020, regular council meeting.

CAPCOG has confirmed second appointment can happened anytime and can wait until after November 3, 2020, General Election.

LEGAL REVIEW: Not Applicable FISCAL IMPACT: Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

- CAPCOG Letter
- General Assembly Representation Summary for City of Manor
- CAPCOG Application Form

STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION:

Recommend Approval

Disapproval

None

Item 22.



Capital Area Council of Governmer

6800 Burleson Road, Building 310, Suite 165 Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

August 14, 2020

The Honorable Larry Wallace Jr. Mayor of the City of Manor P. O. Box 387 Manor, TX 78653

Dear Mayor Wallace Jr.,

This year the services we have traditionally provided to our 10-county region have become more important than ever before as we adapted to new challenges for delivering them — we moved all law enforcement training online, enhanced our coordination of regional emergency response between local governments, and assisted communities to apply for economic development grants made possible by coronavirus funding. Our Aging Services staff quickly redirected federal funds for seniors to increase shelf-stable meal delivery, transportation for medical trips, and income assistance to keep older adults and disabled individuals in their homes. Meanwhile, our Emergency Communications division has continued testing 9-1-1 infrastructure upgrades to activate Next Generation 9-1-1 that will deliver digital information including photos and video and will accurately locate callers, ultimately enhancing our first responders' work. We are assessing the impact of teleworking on the region's air quality and planning how to increase economic resiliency by adding more jobs in the manufacturing sector.

Our agency exists because of the member cities, counties and organizations — your representatives on our General Assembly play an important role in guiding what we can do for this region. Your ongoing support with membership dues allows us to provide the match for grants that cover our services for disabled and elderly persons, the community and economic development technical assistance we provide, and our law enforcement training. We are also able to work on projects that aren't funded by state and federal agencies — this year we started working on broadband service starting with Blanco, Burnet, and Llano counties in January.

This year marks the 50th anniversary of CAPCOG — we hope to continue serving the region for many years to come. We have prepared a presentation on CAPCOG's history looking at where we started compared to our work today; this is available to any of our members, in person or virtually. I will provide an abbreviated version of the presentation at our upcoming online General Assembly meeting on September 9th; your General Assembly Representatives can RSVP for the meeting at https://training.capcog.org/by-topic/general-assembly.

As always, please contact me at 512-916-6008 or bvoights@capcog.org if any of my staff or I can assist you.

Best regards,

Betty Voights

Enc. M

Membership Invoice

General Assembly Representation Summary General Assembly Appointment Form



6800 Burleson Road, Building 310, Suite
Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for the City of Manor

CAPCOG's General Assembly serves as the organization's governing body for purposes of selecting the Executive Committee, adopting operational bylaws and budgets, determining membership dues, and guiding the organization's mission. General Assembly membership is comprised of local representatives from each member jurisdiction in the ten-county region. According to the Council's bylaws, full members — counties and municipalities — are entitled to appoint at least one representative to the General Assembly; however, members can have additional representatives based on their population as shown below:

Counties	Municipalities	No. of Representatives
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. Sustaining members, any person or organization with a positive interest in the welfare of the region, can participate as a non-voting General Assembly representative.

At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the State Data Center's most recent population estimates the **City of Manor** qualifies for **2 representative(s)** on the General Assembly. Its current representatives are:

- · Rita G. Jonse Dr. Larry Wallace JR.
- New Position

Please provide any updates to **City of Manor's** representative(s) by completing the attached form. More information about CAPCOG's General Assembly representation, its membership and membership dues is available at https://www.capcog.org/who-we-are/general-assembly/.

All General Assembly Representatives are invited to CAPCOG's September 9th General Assembly Meeting which will be held online this year. CAPCOG request that representatives RSVP at https://training.capcog.org/by-topic/general-assembly.

Capital Area Council of Governments

CAPCOG

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APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIV CAPITAL AREA COUNCIL OF GOVERNMENTS

Item 22.

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties:	Official appointments are made at Commissioners Court.
Cities, Towns, Villages:	Official appointments are made at City Council meetings.
Organizations:	Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:	
County Commission	ners Court (e.g., <u>Travis</u> County Commissioners Court)
-OR-	
City Council (e.g.,	Austin City Council)
-OR-	
Other (Board or ot	her governing body)
City, County, or Organization being represe	nted
Name of Representative	Position
Address	= = = = = = = = = = = = = = = = = = =
City, Zip Code	
Telephone Number	Fax Number
Email address (General Assembly Reps. will	be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.
Check One:	
Reappointment	
Filling Vacancy	
Changing Representative	
	Name of Previous Representative
I confirm our governing body appointed	the above individual to serve as a CAPCOG General Assembly
Representative for the above entity on	
	Date of Meeting
Signature of Chief Elected Official/Chair of	Governing Board Date



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Dr. Larry Wallace Jr., Mayor

DEPARTMENT: City Council

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution in support of the Paris Agreement.

BACKGROUND/SUMMARY:

Climate Mayors is a network of 392 U.S. mayors representing 69 million Americans – working together to strengthen local efforts for reducing greenhouse gas emissions and supporting efforts for binding federal and global-level policy making.

Climate Mayors (aka the Mayors National Climate Action Agenda) is a Mayor-to-Mayor network of US Mayors collaborating on climate.

There are no binding commitments as a Climate Mayors member, only that cities are pursuing actions to achieve an emissions reduction target through:

- 1. Developing a community Greenhouse Gas (GHG) inventory
- 2. Setting near- and long-term targets to reduce emissions
- 3. Developing a Climate Action Plan aligned with the city's targets.

LEGAL REVIEW: Yes

FISCAL IMPACT: Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

Resolution No. 2020 -10

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2020-10 in support of the Paris Agreement.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, IN SUPPORT OF THE PARIS AGREEMENT.

WHEREAS, the City Council of the City of Manor (the "City Council") desires to work on local efforts to reduce greenhouse gas ("GHG") emissions and efforts for binding federal and global-level policy making; and

WHEREAS, consensus exists among the world's leading climate scientists that global warming caused by emissions of greenhouse gases from human activities is among the most significant problems facing the world today; and

WHEREAS, documented impacts of global warming include but are not limited to increased occurrences of extreme weather events (e.g. droughts and floods), adverse impacts on ecosystems, demographic patterns and economic value chains; and

WHEREAS, responding to the climate change provides communities an opportunity to access first mover advantage in the range of products, services and know-how that transitioning to a climate-compatible future brings; and

WHEREAS, the Paris Agreement resulted in a commitment from almost every nation to take action and enact programs to limit global temperature increase to less than 2 degrees Celsius, with an expectation that this goal would be reduced to 1.5 degrees in the future; and

WHEREAS, the City Council has determined it is in the best interest of the City of Manor (the "City") to support the Paris Agreement and strive to meet the Paris Agreement goal of carbon neutrality by 2050.

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

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Council hereby indicates its commitment to reducing GHG emissions through an implementation of a climate action plan that sets goals providing evidenced-based measures for the reduction of GHG emissions and outlines strategies for achieving these goals (the "Climate Action Plan").

SECTION 3. The City of Manor hereby joins other US cities in the Climate Mayors network in adopting and supporting the goals of the Paris Agreement.

RESOLUTION NO. 2020-10

SECTION 4. The City Council commits to exploring the potential benefits and costs of adopting policies and programs that promote the long-term goal of GHG emissions reduction while maximizing economic and social co-benefits of such action.

SECTION 5. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 16th day of September 2020, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

ATTEST:	Dr. Larry Wallace Jr., Mayor
Lluvia T. Almaraz, City Secretary City of Manor, Texas	



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 16, 2020

PREPARED BY: Scott Dunlop, Assistant Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to appoint two (2) Planning and Zoning Commission Members and two (2) City Councilmembers to serve on the Comprehensive Plan Request for Proposals (RFP) Review Committee.

BACKGROUND/SUMMARY:

An RFP was released September 8th for a Comprehensive Plan for the City. Proposals to that RFP are due by October 23rd. This Committee will review and score the submitted RFPs the week of October 26th, then shortlist 3-5 proposals to have the applicants come in for in-person interviews the week of November 2nd, then the highest rank proposer will be invited to enter contract negotiations with staff. Once a contract is agreed upon Council will award the contract.

LEGAL REVIEW: Not Applicable **FISCAL IMPACT:** Not Applicable

PRESENTATION: No **ATTACHMENTS:** Yes

• RFP 2020-21

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council appoint members to the Comprehensive Plan Request for Proposals (RFP) Review Committee.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



REQUEST FOR PROPOSAL FOR COMPREHENSIVE PLAN RFP # 2020-21

DUE DATE: OCTOBER 23, 2020 at 2:00 p.m. C.S.T

CITY OF MANOR, TEXAS 105 East Eggleston Street Manor, TX 78653 (512) 272-5555 ext. 5 www.cityofmanor.org

Section I: General Information

Article 1. City Overview

Located in east Travis County and situated along US Highway 290 East, the City of Manor has experienced rapid growth over the past twenty years. Since incorporation in 1913 Manor has grown from 282 acres to 6,228 or 10 square miles today. In that time the population has increased from 827 people to an estimated 13,866 with almost all that growth occurring since the year 2000 when Manor's population was 1,204. Manor continues to attract new residents at an ever increasing rate, with new home permits expected to exceed 700 for the 19-20 FY and over 1,300 apartment units either under construction or in the permitting process.

With a feasibility study currently underway for the planned expansion of US Hwy 290 East as a continuation of the tolled Manor Expressway by the Central Texas Regional Mobility Authority as well as the re-routing and expanding of FM 973 North by the Texas Department of Transportation and the conversion of a freight line to a commuter rail line by Capital Metro, Manor's access to Austin and the Central Texas region is poised to be greatly enhanced and fuel even more growth in the coming decades.

Article 2. Statement of Need

The City of Manor is seeking proposals from qualified, professional consultants who will assist the City in creating a comprehensive plan and policy framework for intelligent growth over a 30 year planning horizon ("RFP"). The consultant awarded this contract will have the primary responsibility of developing the Manor 2050 Comprehensive Plan document ("Comprehensive Plan" or "Plan") and will work in coordination with the City of Manor's Development Services Department, City Engineer, Public Works Department, and others as needed. The City does not currently have an adopted comprehensive plan.

Article 3. Submission Information and Schedule

The City intends to award a single contract for this project. The proposal should address the consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the consultant's methodologies and approach for completing the work requested.

The official title for this project is:

Manor 2050 Comprehensive Plan

Questions regarding the content of this proposal shall be submitted to:

Assistant Development Services Director Scott Dunlop, AICP 105 East Eggleston Street Manor, TX 78653

Phone: 512-272-5555 ext. 5 Fax: 512-272-8636

Email: sdunlop@cityofmanor.org

Schedule of Important Dates

September 8, 2020 Release of RFP to Vendors:

September 8, 2020 – October 9, 2020 Advertisement Dates:

October 9, 2020 Deadline for Questions and Inquires:

Proposal Submission Deadline: October 23, 2020 at 2:00 p.m. C.S.T

Oral Interviews (if advanced): November 2 - 6,2020Earliest Award by City: November 18, 2020

Article 4. Preparation Cost

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of the proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Article 5. Rules Governing Competition

Examination of Proposal

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposal Acceptance Period

Award of this proposal is anticipated to be announced with thirty-one (31) calendar days, although all offers must be completed and irrevocable for ninety (90) days following the submission date.

Confidentiality

The content of all proposals and scoring sheets may be subject to confidentiality pursuant to the Texas Public Information Act ("Act"). After the award of the contract, all information related to proposals received may be subject to release pursuant to the Act.

Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on

conformance to RFP instructions, responsiveness to RFP requirements, overall completeness, and clarity of content.

Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of privately owned vendor; or other agent if property authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Proposal Submission

Ten (10) copies of the finished and bound proposal and one (1) flash drive of the proposal must be received by the City of Manor, City Secretary no later than 2:00 p.m. C.S.T on Friday, October 23, 2020. All copies of the proposal must be under sealed cover and plainly marked with the project name.

Proposals shall be delivered or mailed to:

The City of Manor, ATTN: City Secretary 105 East Eggleston Street, Manor, Texas 78653

News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City's Development Services Department.

Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Manor. One copy shall be retained for the official files of the City and will become public record after award of the contract.

Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time before the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer my thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be charged or withdrawn after the time designated for the receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid unless issued as a written addendum. A written addendum shall be issued when the City deems changes, clarifications, or amendments to proposal documents necessary.

Late Submissions

Proposals not received before the date and time specified will not be considered and will be returned unopened after recommendation of award.

Rejection of Proposals

The City of Manor reserves the right to reject any and all proposals, to waive irregularities in the submittal and evaluation process and to accept that proposal deemed what in its judgement is in the best interest of the City and/or the most advantageous to the City.

Project Completion

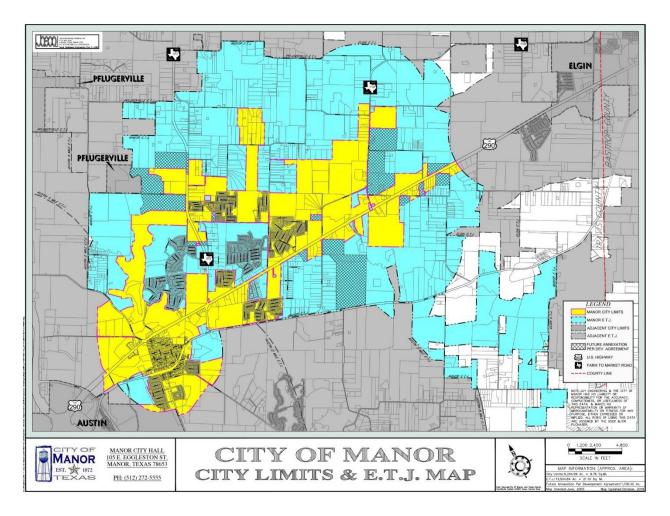
Based on a timeline provided in the submission and agreed upon by both the City and consultant who is awarded the contract.

Section II: Scope of Work

Article 1: Area of Project

The City of Manor and its extraterritorial jurisdiction (ETJ) currently extends along US Hwy 290 East from the City of Austin's eastern limits, roughly Parmer Lane, 7 miles to approximately Ballerstedt Road. The City and its ETJ extends 4 miles north along FM 973 North as well as FM 1100 and with the exception of Old Manor, the City does not extend south of Old Highway 20 but the ETJ extends Southeast across various tracts some 4 miles. See map below.

The City is primarily growing north and east with most projects being residential subdivisions. Limited commercial development is occurring along US Hwy 290 East and FM 973 North.



Article 2. Expectation of Selected Consultant

Throughout the process the selected consultant will be expected to utilize their experience and drive the process. To achieve this goal, and utilize the experience of the selected consultant, the City of Manor will require the following expectations be met and identified within the consultant's proposal:

- 1. Initial meeting with City staff to review project timeline, schedule meetings and being the process of data acquisition.
- 2. Review all existing plans, maps, documents, data and other materials relevant to the project. The City will provide all available existing documentation to the selected consultant. The selected consultant will study, amend as needed, and consolidate applicable materials into the Plan.
- 3. Conduct meetings with key elected and appointed officials. The selected consultant will lead stakeholder outreach and participation efforts with City staff providing assistance where needed.

- 4. Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations and the general public.
- 5. Develop Plan goals, objectives, and implementation strategies based on technical data and public input.
- 6. Draft materials for review and comment by the City in accordance with a schedule at the beginning of the planning process.
- 7. Confirm the final Plan conforms to all Federal, State, and local codes.
- 8. Analyze consistency of current City ordinances and policies in relationship to the Plan goals and objectives.
- 9. Prepare draft document for public review and comment, and present to City boards, committees, commissions, and City Council as necessary.
- 10. Prepare final draft document and present to all associated meetings and public hearings for adoption of the Plan.
- 11. Provide at least weekly updates, primarily through email or telephone and occasionally inperson, to update City staff on project status, discuss issues and review drafts. Periodic written status reports and status presentations may also be required to the Planning and Zoning Commission and City Council.

Article 3: Project Scope

1. Infrastructure

Incorporate the current infrastructure in place and recommend goal, policy, and action items for future infrastructure to include Capital Improvements Plan update and service provision to recently annexed areas. Address growth management strategies as it relates to infrastructure, as well as projections for needed items.

2. Traffic/Transportation

Review and update the City's 2014 Thoroughfare Plan to include projections for traffic management in relation to future developments of the City.

3. Current and Future Land Use

Develop realistic population projections and build-out scenarios utilizing preferred landuse patterns for the City and ETJ. The build-out scenarios shall include land use projections, population densities, development phasing models, and infrastructure improvements as required. Review, analyze and provide the land use and development character goal, policy and action items of the Plan and refine as needed to account for shifting demographics and vision of the community.

4. 290 Corridor Plan, TOD Overlay Plan and Historic Overlay Plan

Specific focus shall be made to create a US Hwy 290 East corridor plan that provides for consistent and unified development along the corridor including current and future land uses, architectural standards, site design standards, landscaping, and signage.

Implementation policies to create an overlay zone shall be included for Capital Metro's Transit Oriented Development (TOD) Plan for the half-mile area around their proposed station area identified as the Green Line in the TOD Corridor Plan.

Objectives and action items to implement design standards for Manor's Historic District including current and future land uses, architectural standards, site design standards, landscaping, and signage.

5. Facilities

Review and analyze the needs for community facilities including a library, community center, pool, and athletic fields and courts based on population projections.

6. Parks, Trails and Open Space

Review and update the City's Hike and Bike Trails Master Plan. Develop a parks and open space plan for the City and ETJ as well as reviewing the City's parkland dedication requirements to align with goals of the parks and open space plan.

7. Economic Development and Downtown Revitalization Plan

Review and update as necessary the city's economic development incentives including ordinances, PID policy, and Opportunity Zone and develop an Economic Development Plan.

Provide strategies and policies for a Downtown Revitalization Plan that spurs economic activity in the historic downtown area including various funding methods, land use changes, and streetscape enhancements.

8. Sustainability

Focus should be made on integrating sustainable practices throughout the Plan elements. Additionally, goals or policy recommendations should be put forth that make the city more sustainable and climate change resilient such as building standards, renewable energy, stormwater management, water conservation, and waste minimization.

9. **Branding**

Create a branding scheme to create an identity for the City. Specify the implementation strategies, key factors, and projects to form a full identity for the future. Items included may be logos, wayfinding, entry monument signs, event recommendations, and city slogan.

Article 4: Public Participation

The City of Manor considers public participation essential to a successful Comprehensive Plan. The Plan process shall be structured to efficiently maximize citizen involvement and participation. The selected consultant shall be responsible for designing a public engagement strategy, to include an online platform, which incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations, all city departments, and public officials is a must throughout the planning process. The proposed public engagement strategy must include the latest technologies and be creative, inclusive, efficient and reliable with the goal of channeling this input into realistic alternatives for consideration by the public. The selected consultant team must demonstrate extensive expertise and experience in the public participation and facilitation process. The selected consultant team must have strong leadership and creativity to provide clear direction in participation techniques that result in inclusive and timely decisions.

Section III: Proposal and Submission Requirements

The City of Manor requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Proposers shall follow the described proposal narrative. The intent of the proposal narrative requirements is to expedite review and evaluation. It is not the intent to constrain Proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

Article 1: Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been check sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following 7 items and that is be presented in the following order:

- 1. Cover
- 2. Title Page (1 page)
- 3. Letter of Transmittal (1 page)
- 4. Table of Contents (1 page)
- 5. Core Content (6 pages maximum)
 - a. Consultant Project Approach
 - b. Key Project Personnel
 - c. Past Project Performance
 - d. Rates and Expenses
 - e. References
- 6. Supporting Attachments (10 pages maximum)
- 7. The City intends to execute a contract with the successful Proposer that substantially includes the general terms and conditions attached hereto in Exhibit A.
 - a. The Proposer shall include all objections, deletions to the general terms and conditions, or required additions to the contract sought by Proposer. The number of

additions, deletions, modifications, and objections to the general terms and conditions will be considered in the City's evaluation of the proposals.

Title Page

Show the RFP title being proposed on, the name of your firm, address, telephone numbers, name of a contact person and date.

Letter of Transmittal

- 1. Identify the RFP project for which the proposal has been prepared.
- 2. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide services as specified.
- 3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- 4. A corporate officer or another individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Table of Contents

Clearly identify the materials by Section and Page Number.

Details of Core Content

- 1. Recent Comprehensive Planning Experience
 - Include a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposal effort. Do not include firm experiences unless individuals who will work on this project participated in that experience. If the consultant proposal includes sub-consultants, a list of such consultants shall be submitted, and qualifications and experience stated for each subconsultant.
- 2. Consultant Work Approach
 - The proposal must include a brief description of the Proposer's overall approach to comprehensive planning and any unique capabilities the firm can bring to the project. Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.
- 3. Key Project Personnel
 - It is recommended personnel have a thorough knowledge and understanding of Municipal Government operations to provide perspective related to comprehensive planning analysis and recommendations.

Specific background information for key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that the personnel assigned will carry this project to its conclusion. If for unforeseen reasons key personnel can no longer contribute to the discipline specialties for which they have been selected, the selected consultant may petition the City in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the selected consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City of Manor reserves the right to approve all personnel changes, as well as reserves the right to cancel any task request in effect should it determine that the proposed personnel are not available or assigned to the task ordered.

4. Rates and Expenses

Provide a proposed fee schedule broken down by task. Express your administrative fee in a lump sum not-to-exceed maximum amount and separate price for travel and related expenses (if applicable). Firms shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. Proposers may submit proposals on any task or combination of tasks, and may propose alternative payment methods (ie: hourly rates). However, expenses not specifically listed will be considered. The actual contract amount will be negotiated after the consultant has been selected and the scope of work finalized.

5. Past Project Performance

Information is to be provided on the firm's performance on past projects (include City projects if applicable), regarding the project management items identified. Provide the names, addresses, current telephone numbers, and brief project description of three past or current clients who can comment on aspects of your work relevant to this proposal.

Supporting Attachments

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Include a timeline for estimated completion dates from start to finish with a summary of key benchmarks.

Contract General Terms and Conditions

Include all objections, deletions, or required additions to the general terms and conditions sought by Proposer to the general terms and conditions to the contract contained in Exhibit A of this RFP.

Section IV: Evaluation Criteria and Selection Process

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

- 40% Recent Comprehensive Planning Experience and Past Performance
- 25% Rates and Expenses
- 20% Consultant Project Approach
- 10% **Key Project Personnel**
- 5% Conformance to RFP Instructions and Contract General Terms and Conditions Changes or Additions

A committee of individuals representing the City of Manor shall evaluate the proposals and will rank the proposals as submitted.

The City of Manor reserves the right to award a contract solely on the written proposal. The City also reserves the right to request oral interviews with the highest ranked firms. The purpose of the interviews with the highest ranks firms is to allow expansion upon written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each firm. If interviews are conducted, a maximum of three firms will be shortlisted. The Consultant's project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest ranked Proposer(s), after the second scoring, if performed, may be invited to enter final negotiations with the City for the purpose of Contract award.

Section V: Contract Negotiation Process

The highest ranked Proposer(s) may be invited to enter Contract negotiations with the City of Manor. If an agreement cannot be reached with the highest ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Manor reserves the right to reject all proposals submitted.

Exhibit A: Contract General Terms and Conditions

CONTRACT GENERAL TERMS AND CONDITIONS

A. Scope of Services

The general Scope of Work ("SOW") for this Contract is a Comprehensive Plan that encompasses the present conditions of the City as well as projects that it will include in the coming years ("Project"). The specific SOW shall consist of the following documents, attached hereto and incorporated herein by this reference:

- Request for Proposal ("RFP") issued by the City on [date];
- Any Addenda to the RFP issued by the City, bearing the date(s) of [date(s)];
- The Consultant's Response to RFP, dated [date]; and
- Additional services requested by the City, listed in Exhibit ____.

The SOW shall be governed by the above-identified documents, except as may be amended by the issuance of change orders pursuant to this Contract.

B. Payment

Consultant agrees to accept the fee sum of \$ ______ based on the rates provided in Exhibit ____, as full payment for the performance of the SOW services contemplated under this Contract, which sum shall be increased or decreased only by the amount representing the associated cost of any and all change orders approved as provided in this Contract. The City shall render payment based on key benchmarks as approved in Exhibit ____. Invoices shall be submitted to the City once a month. Payment shall be made by the City within thirty (30) calendar days of the City's receipt of the invoice. Upon termination of this Contract, payments under this section shall cease, provided, however, that Consultant shall be entitled to payments for work performed in accordance with this Contract before the date of termination and for which Consultant has not yet been paid.

C. Change Orders

The City may from time to time request changes in the scope and focus of the activities, investigations, and studies conducted or to be conducted by Consultant pursuant to this Contract, provided, however, that any such change that in the opinion of Consultant or the City Manager varies significantly from the SOW set out herein and would entail an increase in cost or expense to the City shall be mutually agreed upon in advance in writing by Consultant and the City Manager.

- 1. Any material change to the SOW contemplated under this Contract shall be accomplished only as provided in this section.
- 2. When the original contract amount plus all change orders is equal to or less than \$_______, the City Manager or his designee may approve the written change order provided the change order does not exceed \$_______, and provided the sum of all change orders does not exceed 25% of the original contract amount. When a change order

exceeds \$_____ or when the sum of all change orders exceeds 25% of the original contract amount, the City Council must approve such change order prior to commencement of the services or work. Thereafter, any additional change orders exceeding \$50,000 or any additional change orders totaling 25 percent following such City Council approval, must be approved by City Council.

- 3. Should either party determine that a material change to the SOW is necessary or advisable, the particular change shall be set forth in a writing entitled "Change Order, [date]," and shall bear the signatures of an authorized representative of each party. Upon execution by both parties of any such change order, the SOW shall be deemed modified and incorporated by this reference into this Contract as if set forth fully herein. The City will retain all original change orders approved pursuant to this section and Consultant shall be provided a copy for its files.
- 4. Any request by the Consultant for an increase in the SOW and an increase in the amount listed in Section B. of this Contract shall be made and approved by the City prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the City with respect to any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the SOW included in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

D. Time of Performance

- 1. Consultant's SOW services shall be completed as presented in Exhibit ____ on or before _____ [date]. Consultant will undertake the SOW services in a thorough and workmanlike manner in every respect and in compliance with the applicable standard of care for such professionals.
- 2. The SOW services will be considered complete when all services described in the SOW have been finished, and the final work product materials have been accepted by the City.

E. Independent Consultant

1. In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the City. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the City, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the project. The Consultant shall have ultimate control over the execution of the work under this Contract. The Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees and sub-contractors, and the City shall have no control of or supervision over the employees of the Consultant or any of the

Consultant's sub-contractors except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the City's behalf are binding on the City only when within the SOW contained herein and approved by the City.

2. The City's Project Manager for all purposes under this Contract is the City Manager, or his designee, and all communications from Consultant to City arising out of this Contract shall be directed to the City Manager's attention, or his designee.

F. Authorization

- 1. The City shall direct Consultant to commence work on the Project by sending Consultant a "letter of authorization" to begin work on the Project.
- 2. Upon receipt of the letter of authorization to begin work on the implementation of the Project, Consultant shall meet with the City for the purpose of determining the nature of the Project, including but not limited to the following: meeting with the City's staff to coordinate Project goals, schedules, and deadlines; coordinating data collection; briefing the City's management staff; documenting study assumptions and methodologies; devising the format for any interim reports and the final report to the City.
- 3. Consultant shall consult with the City and may in some limited circumstances, act as the City's representative, but it is understood and agreed by the parties that for all purposes related to this Contract, Consultant shall be an independent Consultant at all times and is not to be considered either an agent or an employee of the City.

G. Representations and Warranty

- 1. The Consultant has familiarized itself with the nature and the extent of this Contract, the SOW, the locality, all characteristics of the City considering the local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the SOW services, or apply in any manner whatsoever to the work.
- 2. As an experienced and qualified professional, Consultant warrants that the information provided by Consultant reflects high professional and industry standards, procedures, and performances and has the personnel and resources to complete the Project within the time frame set forth herein. Approval or acceptance by the City of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its employees, agents, or associates for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the City's approval or acceptance be deemed to be the assumption of responsibility by the City for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or sub-contractors.

- 3. Consultant shall keep the City informed of the progress of the work and shall guard against any defects or deficiencies in its work.
- 4. Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the City, remedy any errors, deficiencies or any work product found unacceptable, in the City's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.
- 5. Any and all of Consultant's work product ("Work Product") hereunder considered work(s) made by Consultant for the City and shall be the exclusive property of the City. Upon completion or termination of this Contract, Consultant shall promptly deliver to the City all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the City's property or relate to the City or its business. If by operation of law, any of the Work Product, including all related documents, is not owned in its entirety by the City automatically upon creation thereof, then Consultant agrees to assign, and hereby assigns, to the City and its designees the ownership of such Work Product, including all related property rights. "Work Product" shall mean any writings (including excel, power point, emails, etc.), programming, documentation, data compilations, reports, and any other media, materials, or other objects produced as a result of Consultant's work hereunder or delivered by Consultant in the course of performing that work.
- 6. Consultant warrants to City that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant's employees during the course of their employment by Consultant, and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, and (v) to the best of the Consultant's knowledge, no other person or entity, except City, has any claim of any right, title, or interest in or to the Work Product.
- 7. Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to City by Consultant in this section of the Contract.

H. Indemnification and Release

1. Indemnity

a. To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless the City, its Council members, officials, officers, agents, employees, and volunteers (separately and collectively referred to in this paragraph as "Indemnitee") from and against all claims, damages losses and expenses

(including but not limited to attorney's fees) arising out of or resulting from any negligent act, error or omission, intentional tort or willful misconduct, intellectual property infringement or breach of contract including failure to pay a sub-contractor, or supplier occurring in the course of performance of professional services pursuant to this Contract by Consultant, its employees, sub-contractors, or others for whom Consultant may be legally liable ("Consultant Parties"), but only to the extent caused in whole or in part by the Consultant Parties. IF THE CLAIMS, ETC. ARE CAUSED IN PART BY CONSULTANT PARTIES, AND ALSO IN PART BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY OR ALL OF THE INDEMNITEES OR ANY OTHER THIRD PARTY, THEN CONSULTANT SHALL ONLY INDEMNIFY ON A COMPARATIVE BASIS, AND ONLY FOR THE AMOUNT FOR WHICH CONSULTANT PARTIES ARE FOUND LIABLE AND NOT FOR ANY AMOUNT FOR WHICH ANY OR ALL INDEMNITEES OR OTHER THIRD PARTIES ARE LIABLE.

- b. To the fullest extent permitted by law, Consultant agrees to defend the Indemnitees where the indemnifiable acts listed above occur outside the course of performance of professional services (i.e. non- professional services) and the claim is not based wholly or partly on the negligence of, fault of, or breach of contract by the governmental agency, the agency's agent, employee, or other entity over which the governmental agency exercises control, other than the Consultant or Consultant Parties.
- c. It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.
- d. It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with tile requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect.
- 2. Release. The Consultant releases, relinquishes, and discharges the City, its Council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the City and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this

release shall apply regardless of whether such loss, damage, injury, or death was caused .in whole or in part by the City, any other party released hereunder, the Consultant, or any third party.

I. Insurance

- 1. Consultant shall not commence work under this Contract until it has presented Certificates of Insurance as required below, confirming it has obtained all insurance and bonds required by this section and with the minimum insurance coverage as follows:
 - a. Workers' Compensation: statutory limits.
 - b. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations.
 - c. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate with respect to each of Consultant's owned, hired and/or non-owned vehicles assigned to or used in performance of the services.
 - d. Professional Liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000).
- 2. The policies required above, except for the Workers' Compensation insurance, shall be endorsed to include the City as an additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Consultant. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
- 3. Certificates of Insurance shall be completed by the Consultant's insurance agent as evidence that policies providing the required coverage, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. Each certificate shall provide that the coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

4. Failure on the part of the Consultant to procure or maintain policies as provided herein shall constitute a material breach of contract upon which the City may immediately terminate this Contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

J. Termination

- 1. At any time, the City may terminate the Project for convenience, in writing. At such time, the City shall notify Consultant, in writing, who shall cease work immediately. Consultant shall be compensated for the services performed. In the event that the City terminates this Contract for convenience, the City shall pay Consultant for the services properly performed and expenses incurred prior to the date of termination.
- 2. No term or provision of this Contract shall be construed to relieve the Consultant of liability to the City for damages sustained by the City or because of any breach of contract by the Consultant. The City may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the City from the Consultant is determined and paid.

K. Form 1295

Texas law and the City requires that business entities, as defined in Texas Government Code, Section 2252.908, who contract with the City complete the on-line of Form 1295 "Certificate of Interested Parties" as promulgated by the Texas Ethics Commission (https://www.ethics.state.tx.us/filinginfo/1295/). Form 1295 is also required for any and all contract amendments, extensions or renewals. Prior to any payment to Consultant hereunder, Consultant shall provide proof of submission to the City Secretary that the appropriate Form 1295 documentation has been submitted.

L. Miscellaneous Provisions

- 1. This Contract is to be governed by and shall be construed in accordance with the laws of the State of Texas. Proper venue for any dispute or litigation shall be only in Travis County, Texas.
- 2. This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the City. However, Consultant shall have the right to employ such assistance as may be required for the performance of the project, including the use of subcontractors, which employment shall not be deemed an assignment of the Consultant's rights and duties hereunder.
- 3. In the event of litigation enforcing or interpreting the terms of the within Contract, the City shall be entitled an award of reasonable attorney fees and all

costs of suit, including expert witness fees, court reporter fees and similar litigation expenses. Nothing in this section shall be deemed a waiver of any constitutional or statutory protections afforded to municipal governments under Texas law.

- 4. To the extent permitted by State law, no public official or employee shall be personally responsible for any liability arising under or growing out of this Agreement.
- 5. Notices shall be mailed to the addresses designated and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

City:	Consultant:
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- This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 7. This Contract represents the entire and integrated agreement between the City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by authorized representatives of each party.
- 8. No action or failure to act by the City shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.
- 9. This Contract and the rights, obligations and liabilities created hereunder shall be binding upon and inure to the benefit of the heirs, executors, administrators, legal representatives, successors, and assigns of each of the parties hereto, but no rights, obligations, or liabilities hereunder shall be assignable or delegable by CONSULTANT without the prior written consent of the CITY. CITY may assign or delegate the rights, obligations, or liabilities created hereunder to its successor in interest without the consent of CONSULTANT.

- 10. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 11. All obligations by either party which expressly or by their nature survive the expiration or termination of this Contract shall continue in full force and effect subsequent to and notwithstanding its expiration or termination and until they are satisfied in full or by their nature or within one year of termination, provided however that any obligations regarding protecting confidential information shall continue in perpetuity.
- 12. The terms, provisions, representations, and warranties contained in this Contract that by their sense and context are intended to survive the performance thereof by either or both parties hereunder shall so survive the completion of performances and termination of this Contract, including the making of any and all payments due hereunder.
- 13. This Contract has been jointly negotiated by the parties and shall not be construed against a party because that party may have primarily assumed responsibility for the drafting of this Contract.
- 14. To the extent this Contract constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, Consultant represents that neither Consultant nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Consultant (i) boycotts Israel or (ii) will boycott Israel through the term of this Contract. 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.
- 15. To the extent this Contract constitute 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, Consultant represents that Consultant nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Consultant is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.