



**CITY COUNCIL  
REGULAR SESSION MINUTES  
SEPTEMBER 21, 2022**

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5 (Absent)  
Vacant, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Lydia Collins, Director of Finance  
Ryan Phipps, Chief of Police  
Denver Collins, Captain  
Scott Jones, Economic Development Director  
Debbie Charbonneau, Heritage and Tourism Manager  
Tracey Vasquez, HR Manager  
Michael Tuley, Director of Public Works  
Matthew Woodard, Director of Public Works  
Sarah Friberg, Court Administrator  
Phil Green, IT Director  
Veronica Rivera, Assistant City Attorney

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:04 p.m. on Wednesday, September 21, 2022, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PUBLIC COMMENTS

Manuel Dasilva, 13725 Andrew Johnson Street, Manor, Texas, submitted a speaker card and spoke in support of the Bocce Ball Courts and requested for the city to consider and reopen the courts.

Robert Battaile, 502 E. Eggleston Street, Unit A, Manor, Texas, submitted a speaker card and spoke in regard to a newsletter another city's council member provides to the community and the proposed park plan he previously presented to council. He's requesting for the city to spend \$300,000 for the parks within six (6) weeks.

Michael Strand and Jesse Samparipa with Jesse Samaripa American Legion Post No. 331 presented a \$500 donation to the Leadership Manor class to enhance Jennie Lane Park and help with the Veteran's Memorial Wall project.

Bobby Orr, class member of Leadership Manor class thanked the American Legion and Lions club for their donations.

Barbara Labruzzo, 12219 Highway 290 E., #223, Manor, Texas, submitted a speaker card and spoke in regard to the four-way stop needed at Ring Drive and Skimmer Run. Golf at Timmermann Park. She expressed a safety concern that is needed for the area.

No one else appeared at this time.

## PUBLIC HEARINGS

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

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

Mayor Harvey opened the public hearing.

Robert Battaile, 502 E. Eggleston St., Unit A, Manor, Texas, submitted a speaker card and inquired about how items are requested and submitted in the budget proposal and requested additional details on specific items.

Mayor Harvey discussed the process on how items are submitted for the proposed budget and how the city is working on the comprehensive plan that includes park amenities. He invited Mr. Battaile to join the city and residents in unison to be able to understand and be in the same team when communicating information to the public.

Mr. Battaile expressed his opinion and insisted for council to move forward with his proposal.

Director of Finance Collins presented and discussed the attached PowerPoint regarding the proposed FY 2022-23 Annual Budget.

Discussion was held regarding FY2022-23 Highlights:

- Water
- Wastewater
- Streets
- General Fund Expenditures
- Staffing
- Employee Compensation
- Parks
- Street Maintenance
- Utility Rates
- City Vehicles
- City Equipment
- H.O.T Funds
- City Sponsored Events for FY2022-2023

Mayor Harvey thanked the staff and budget committee for the detail information that had been provided and thanked staff for the presentation.

Council Member Deja Hill inquired how the community was informed if they had inquiries about the proposed budget.

Discussion was held regarding a proposed amended budget process, if necessary.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Moreno, to close the Public Hearing.

There was no further discussion.

**Motion to close carried 7-0**

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

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

Mayor Harvey opened the public hearing.

Director of Finance Collins discussed the FY2022-23 Proposed Property Tax Rate and stated there was an error regarding the tax rate amount, should be .7470 per \$100.

Discussion was held regarding business taxes.

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

There was no further discussion.

**Motion to close carried 7-0**

- 3. Conduct a public hearing on an Ordinance rezoning 22.78 acres more or less, out of the Greenbury Gates Survey No 63, and being located at 12200 Tower Rd, Manor, Tx from Light Industrial (IN-1) to Multi-Family 25 (MF-2).**

*Applicant: Kenneth Tumlinson; Owner: Kenneth Tumlinson*

The city staff recommended that the City Council postpone item to the October 19, 2022, Regular Council Meeting per applicant's request.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir, to postpone item to the October 19, 2022, Regular Council Meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

**CONSENT AGENDA**

- 4. Consideration, discussion, and possible action to approve the City Council Minutes of the September 7, 2022, City Council Regular Meeting.**
- 5. Consideration, discussion, and possible action on the acceptance of the August 2022 Departmental Reports.**

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

Chief Phipps spoke in regard to the decrease of calls for service for Manor PD.

Economic Development Director Jones spoke in regard to new proposed developments.

HR Manager Vasquez introduced new Public Works Director Matthew Woodard.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Emily Hill to approve the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:19 p.m. on Wednesday, September 21, 2022, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071 Consultation with Attorney and Section 1.05, Texas Disciplinary Rules of Professional Conduct - Regarding Interlocal Agreement for Fire Code Enforcement Services; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Springs development; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the EntradaGlen PID; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the LanZola Communities development; and Section 551.074 Personnel Matters to discuss duties of the City Manager at 8:19 p.m. on Wednesday, September 21, 2022.*

The Executive Session was adjourned at 11:07 p.m. on Wednesday, September 21, 2022.

**OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 11:07 p.m. on Wednesday, September 21, 2022.

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

There was no action taken.

## REGULAR AGENDA

6. **First Reading: Consideration, discussion, and possible action on an Ordinance rezoning 22.78 acres more or less, out of the Greenbury Gates Survey No 63, and being located at 12200 Tower Rd, Manor, Tx from Light Industrial (IN-1) to Multi-Family 25 (MF-2).**

*Applicant: Kenneth Tumlinson; Owner: Kenneth Tumlinson*

The city staff recommended that the City Council postpone item until the October 19, 2022, Regular Council meeting per applicant's request.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno to postpone item until the October 19, 2022, Regular Council meeting.

There was no further discussion.

**Motion to postpone carried 7-0**

7. **Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project.**

The city staff recommended that the City Council approve Change Order No. 1 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project with R Construction Civil, LLC in the amount of \$90,424.00.

City Engineer Phelan discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Hill, to approve Change Order No. 1 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvement project with R Construction Civil, LLC in the amount of \$90,424.00.

Discussion was held regarding the developer's payment.

There was no further discussion.

**Motion to approve carried 7-0**

8. **Consideration, discussion, and possible action on a change order to the construction contract for the Cottonwood Creek Wastewater Collection System Improvements project.**

The city staff recommended that the City Council approve Changer Order No. 2 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements project with D Guerra Construction LLC in the amount of \$200,816.46.

City Engineer Phelan discussed the proposed Change Order.

Discussion was held regarding what the city could do to prevent unexpected expenses on projects.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Change Order No. 2 to the construction contract for the Cottonwood Creek Phase 2 Wastewater Collection System Improvements project with D Guerra Construction LLC in the amount of \$200,816.46.

There was no further discussion.

**Motion to approve carried 7-0**

**9. Consideration, discussion, and possible action on a change order to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project.**

The city staff recommended that the City Council approve Change Order No.4 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project with Austin Engineering Company, Inc. in the amount of \$5,100.00

City Engineer Phelan discussed the proposed change order.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua to approve Change Order No.4 to the construction contract for the Wilbarger Creek Wastewater Treatment and Collection System Improvements Phase 2 project with Austin Engineering Company, Inc. in the amount of \$5,100.00

There was no further discussion.

**Motion to approve carried 7-0**

Council Member Wallace advised she would be abstaining from discussion and consideration of the following item, as she is part of the Leadership Manor Class. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

Council Member Wallace removed herself from the dais.

**10. Consideration, discussion, and possible action on the Sesquicentennial Leadership Manor Class Project – Veteran’s Memorial Wall and park improvements at Jennie Lane Park.**

The city staff recommended that the City Council approve the Sesquicentennial Leadership Manor Class Project – Veteran’s Memorial Wall and Park improvements at Jennie Lane Park.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas submitted a speaker card in support of this item. Mr. Battaile inquired about the veteran’s wall proposal. Mr. Battaile also discussed his proposal for Jennie Lane Park.

Mayor Harvey explained how the item was proposed and presented to council by the Leadership Manor class early this year and how a veteran’s memorial discussion was held with previous Mayor in 2019.

Chief Phipps clarified that Friends of Manor Parks was not funding the project but only helping the Leadership Manor class to receive donations for the project.

City Secretary Almaraz presented a rendering of a veteran’s mural theme that would be proposed at Jennie Lane Park bathroom exterior walls.

Discussion was held regarding other mural options.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, to approve the Sesquicentennial Leadership Manor Class Project – Veteran’s Memorial Wall and Park improvements at Jennie Lane Park to include the rendering mural to the bathroom wall as presented.

Discussion was held regarding clarification on the budget approval of the mural proposal and completion date of the project.

Discussion was held regarding the opportunities that were given to local artists within Manor.

Discussion was held regarding the call for artists that was done by the city.

Discussion was held regarding the wrapping of the entire exterior bathroom wall.

**Motion to approve failed 0-6**

Council Member Weir requested for a friendly amendment for consideration.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve the Sesquicentennial Leadership Manor Class Project – Veteran’s Memorial Wall and Park improvements at Jennie Lane Park to limiting the wrapping of the mural only to the front area to allow manor artists to participate.

Discussion was held regarding the limitation of the mural wrapping



Council Member Deja Hill stated she would like for the class to consider other local artists to be part of the main wall and would recommend approval of project only and not the mural to give the class additional time to advertise for local artists.

Council Member Weir rescinded her motion.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Amezcua, to approve the Sesquicentennial Leadership Manor Class Project – Veteran’s Memorial Wall and Park improvements at Jennie Lane Park.

There was no further discussion.

**Motion to approve carried 6-0**

Council Member Wallace returned to the dais.

**11. Consideration, discussion, and possible action on renewing the re-rate notice and benefits verification form for FY 2022- 2023 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 form.**

The city staff recommended that the City Council renew the re-rate notice and benefits verification form for FY2022-2023 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.

HR Manager Vasquez discussed the proposed TML benefits for FY2023-2023 for city employees.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve and renew the re-rate notice and benefits verification form for FY2022-2023 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 with Option 2.

There was no further discussion.

**Motion to approve carried 7-0**

**12. Consideration, discussion, and possible action on establishing a dedicated Economic Development Reserve Fund for the City of Manor, Texas.**

The city staff recommended that the City Council approve and authorize the City Manager and Director of Finance to open a designated Economic Development Reserve Fund in the amount of \$500,000.

Director of Finance Collins discussed the proposed reserve fund.

Discussion was held regarding the funding amount.

Discussion was held regarding if amount had been proposed in the proposed budget.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve and authorize the City Manager and Director of Finance to open a designated Economic Development Reserve Fund in the amount of \$500,000.

Discussion was held regarding how additional funds would be presented to council for approval as needed.

There was no further discussion.

**Motion to approve carried 7-0**

**13. Consideration, discussion and possible action on an ordinance adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2022 and ending September 30, 2023.**

The city staff recommended that the City Council approve Ordinance No. 674 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

Robert Battaile, 502 E. Eggleston Street, Manor, Texas, submitted a speaker card; however, he did not wish to speak and withdrew his request.

Discussion was held regarding the separation of the Economic Development Department and the Heritage and Tourism Department.

Discussion was held regarding the title change for the Heritage and Tourism Manager to Director.

Discussion was held regarding the recommendation from the budget committee to separate departments.

Discussion was held regarding the Extraterritorial Jurisdiction budget items.

Discussion was held regarding the employee cost of living salary adjustment of 10%.

Ordinance No. 674: An Ordinance of The City of Manor, Texas, Adopting an Annual Budget for The Ensuing Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Appropriating the Various Amounts Thereof, and Repealing all Ordinances or Parts of Ordinances in Conflict Therewith; and Providing for an Effective Date.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to approve Ordinance No. 674 adopting the Annual Budget for the City of Manor for the fiscal year beginning October 1, 2022, and ending September 30, 2023.

There was no further discussion.

**Motion to approve carried 7-0 : Mayor Harvey voted yes; Mayor Pro Tem Emily Hill voted yes; Council Member Amezcua voted yes; Council Member Weir voted yes; Council Member Wallace voted yes; Council Member Moreno votes yes; and Council Member Deja Hill voted yes.**

**14. Consideration, discussion, and possible action on an ordinance levying Ad Valorem taxes for the use and support of the municipal government of the City of Manor for fiscal year beginning October 1, 2022 and ending September 30, 2023.**

The city staff recommended that the City Council approve Ordinance No. 675 for FY 2022-2023 Property Tax Rate “I move that the property tax rate be decreased by the adoption of a tax rate of \$0.7470 on each \$100.00 valuation of property, which is effectively a 4.56% decrease in the tax rate.”

Director of Finance discussed the proposed property tax rate.

Ordinance No. 675: 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, 2022, and Ending September 30, 2023; Providing for Apportioning Each Levy for Specific Purposes; and Establishing When Taxes Shall Become due and Same Shall Become Delinquent, if Not Paid.

**MOTION:** Upon a motion made by Council Member Deja Hill and seconded by Council Member Wallace, to approve Ordinance No. 675 for FY 2022-2023 Property Tax Rate “*I move that the property tax rate be decreased by the adoption of a tax rate of \$0.7470 on each \$100.00 valuation of property, which is effectively a 4.56% decrease in the tax rate.*”

There was no further discussion.

**Motion to approve carried 7-0**

**15. Consideration, discussion and possible action on revising the First Amendment to the Professional Services Contract with Freese and Nichols, Inc. for the 2050 Comprehensive Plan.**

The city staff recommended that the City Council authorize the City Manager make the necessary revisions to the First Amendment to the Professional Services Contract with Freese and Nichols, Inc. for the 2050 Comprehensive Plan.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed the importance of notifying the community of upcoming comprehensive meetings.

City Manager Moore discussed the proposed amendment to the professional services contract with Freese and Nichols, Inc. for the 2050 Comprehensive Plan.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to authorize the City Manager make the necessary revisions to the First Amendment to the Professional Services Contract with Freese and Nichols, Inc. for the 2050 Comprehensive Plan to reflect a repayment amount of \$135,000.00 and authorizes the mayor to execute the First Amendment as revised.

There was no further discussion.

**Motion to approve carried 7-0**

**16. Consideration, discussion, and possible action on a resolution authorizing the City to fund partnerships with governmental entities and not for profit corporations in support of youth programs and juvenile delinquency prevention efforts.**

The city staff recommended that the City Council approve Resolution No. 2022-15 to fund partnerships with governmental entities and not for profit corporations in support of youth programs and juvenile delinquency prevention efforts and allocate up to \$100,000 for these partnerships from revenue received from the City's sales tax.

City Manager Moore discussed the proposed resolution.

Discussion was held regarding the support of Manor ISD programs and other entities.

Discussion was held regarding the allocating amount of no less than \$100,000 annually for the use in funding partnerships.

Resolution No. 2022-15: A Resolution of the City Council of the City of Manor, Texas, Authorizing the City to Fund Partnerships with Governmental Entities and not for Profit Corporations in Support of Youth Programs and Juvenile Delinquency Prevention Efforts.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Wallace, to authorize the City Manager make the necessary revisions to the First Amendment to the Professional Services Contract with Freese and Nichols, Inc. for the 2050 Comprehensive Plan to reflect a repayment amount of \$135,000.00 and authorizes the Mayor to execute the First Amendment as revised.

There was no further discussion.

**Motion to approve carried 7-0**

**ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 1:21 p.m. on Wednesday, September 21, 2022.

These minutes approved by the Manor City Council on the 3<sup>rd</sup> day of October 2022. *(Audio recording archived)*

**APPROVED:**

\_\_\_\_\_  
Dr. Christopher Harvey  
Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia T. Almaraz, TRMC  
City Secretary

Draft Minutes



# CITY OF MANOR

TRAVIS COUNTY, TEXAS

# PROPOSED FY 2022-2023 Annual Budget

City of Manor, Texas

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



As required by section 102.005 (d) of the Texas Local Government Code, the City of Manor provides the following statement on this cover page of its budget:

This budget will raise more total property taxes than last year's budget by \$1,607,868 or 21%, and of that amount \$1,522,937 is tax revenue to be raised from new property added to the tax roll this year.

(2) the record vote of each member of the governing body;

Christopher Harvey, Mayor \_\_\_\_\_ Emily Hill, Mayor Pro Tem \_\_\_\_\_ Councilmembers; Anne Weir \_\_\_\_\_, Maria Amezcua \_\_\_\_\_, Sonia Wallace \_\_\_\_\_, Aaron Moreno \_\_\_\_\_, Deja Hill \_\_\_\_\_.

(3) the municipal property tax rates for the preceding fiscal year:

Operation and Maintenance Rate	\$0.5090
Debt Rate	<u>\$0.2380</u>
Total	\$0.7470
A. The property tax rate;	\$0.7470
B. The no-new-revenue (NNR) tax rate	\$0.6235
C. The NNR M&O tax rate	\$0.4807
D. The voter-approval tax rate	\$0.4975
E. The debt rate	\$0.2380
F. The de minimis rate	\$0.7472

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



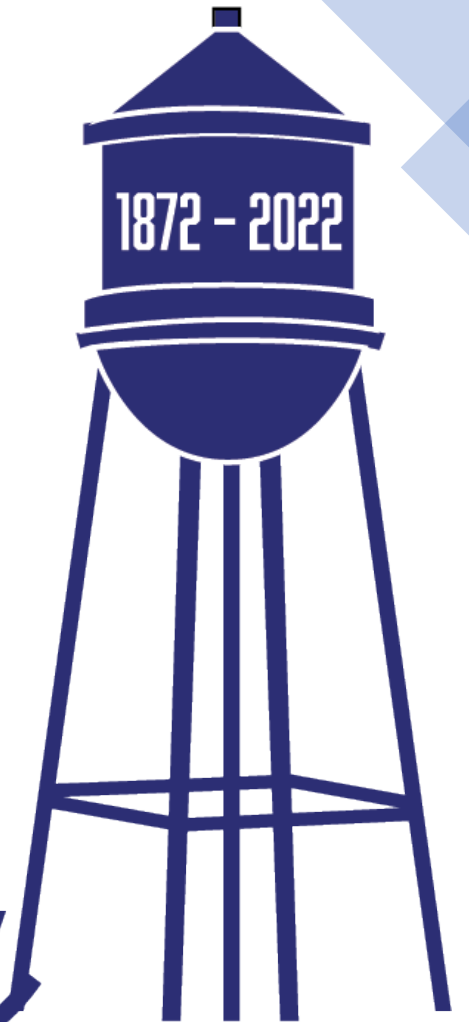


CITY OF MANOR



150<sup>TH</sup>

*Anniversary*



# CITY OF MANOR

## COUNCIL-APPOINTED ADVISORY GROUPS, ORGANIZATIONS, AND REPRESENTATIVE AGENCIES

### CITY

Board of Adjustment  
Planning & Zoning Commission  
Budget Committee  
Public Improvement District (PID) Committee  
Tax Increment Reinvestment Zone, No. 1 (TIRZ)  
Park Committee  
Public Tree Advisory Board  
Economic Development Committee  
Emergency Management Committee  
Public Safety Committee  
Capital Improvement Committee  
Education Committee  
Healthcare Committee

### REGION

Capital Area Council of Governments (CAPCOG)  
Capital Area Metropolitan Planning Organization (CAMPO)  
Capital Metro  
Travis County ESD#12  
Friends of Manor Parks  
Keep Manor Beautiful  
Manville Water  
EPCOR  
Oncor Electric  
Bluebonnet Electric  
Texas Film Commission  
Travis County Office of Emergency Management



# City of Manor – City Council



Dr. Christopher Harvey  
Mayor



Emily Hill  
Council Member  
Place 1  
Mayor Pro Tem



Anne Weir  
Council Member  
Place 2



Maria Amezcua  
Council Member  
Place 3



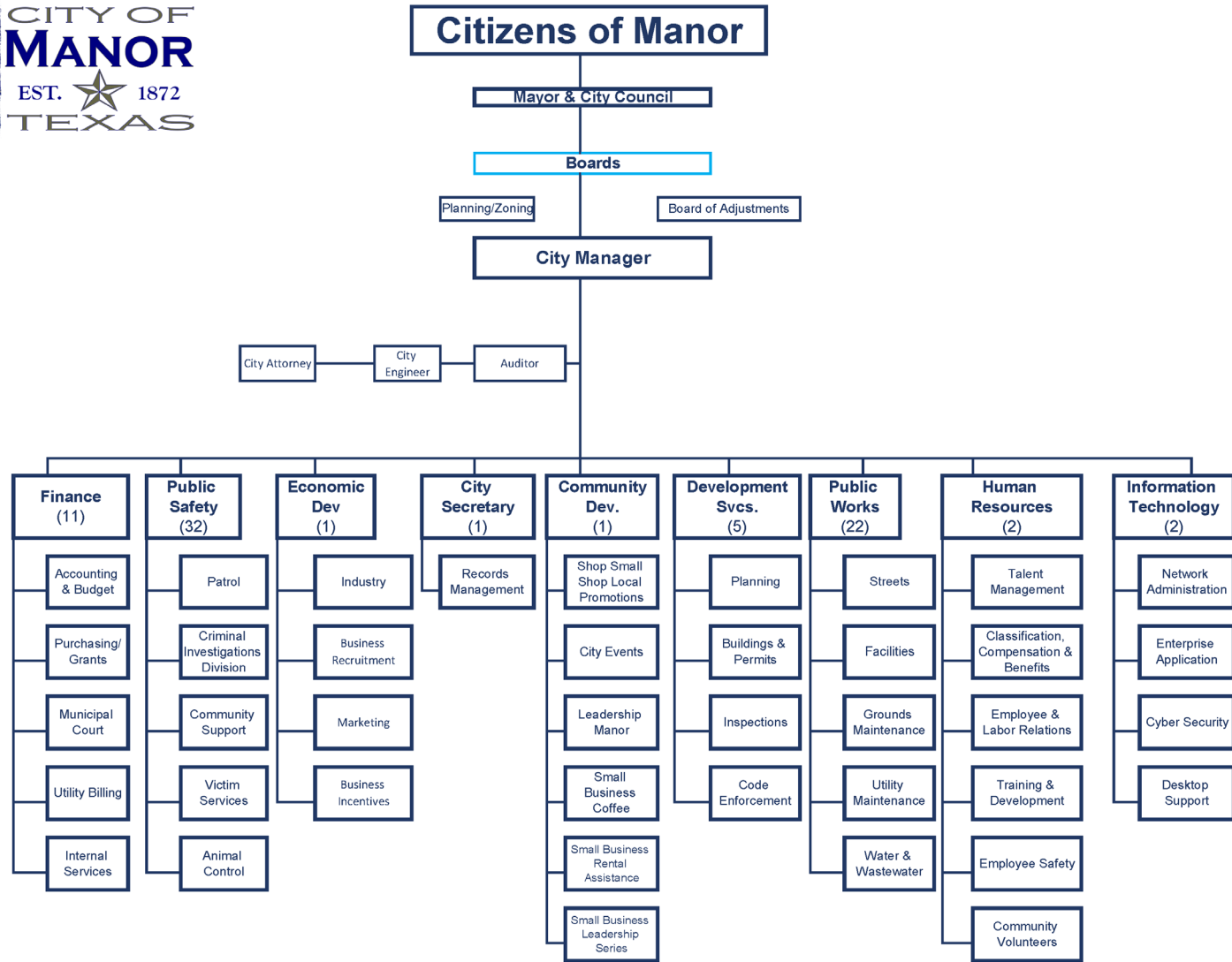
Sonia Wallace  
Council Member  
Place 4



Aaron Moreno  
Council Member  
Place 5



Deja Hill  
Council Member  
Place 6



# CITY OF MANOR SENIOR MANAGEMENT TEAM

- Scott Moore**.....City Manager
- Lydia Collins**.....Director of Finance
- Ryan Phipps**.....Chief of Police
- Lluvia Almaraz**.....City Secretary
- Matthew Woodard**.....Director of Public Works
- Scott Dunlop**.....Director of Development Services
- Debra Charbonneau**.....Director of Community Services
- Tracey Dubois-Vasquez**.....Director of Human Resources
- Scott Jones**.....Director of Economic Development
- Phil Green**.....Director of Information Technology





## Mayor and City Council,

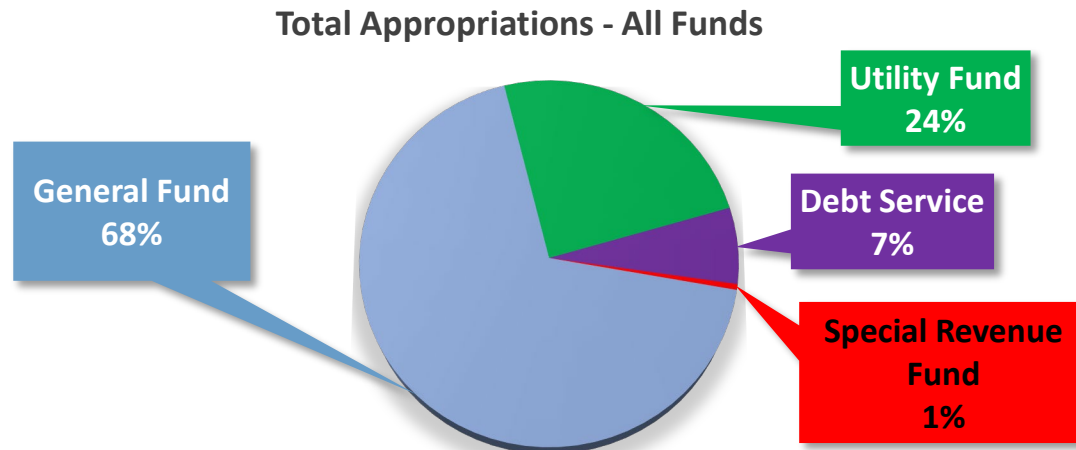
In accordance with the provisions of Article III Section 8.04 of the Manor City Charter, the proposed *Annual Operating Budget* for the City of Manor for the Fiscal Year of October 1, 2022 through September 30, 2023, is hereby presented for your consideration.

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

The proposed FY 2022-2023 Annual Budget is a zero based, balanced, and appropriately conservative financial plan wherein all operating expenditures are supported by revenue generated during the fiscal year; and was developed through a comprehensive review of financing for all existing programs, operations and services. Our primary goal of this proposed budget is to maintain existing levels of service, staff remains focused on enhancing service levels wherever possible.

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

- \* **General Fund (\$17.2M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- \* **Utility Fund (\$6.2M)** – an enterprise fund monitoring all financial transactions relating to the provision of potable water and sanitary sewer services through the city’s systems
- \* **Debt Service (\$4.1M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- \* **Special Revenue (\$0.057M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

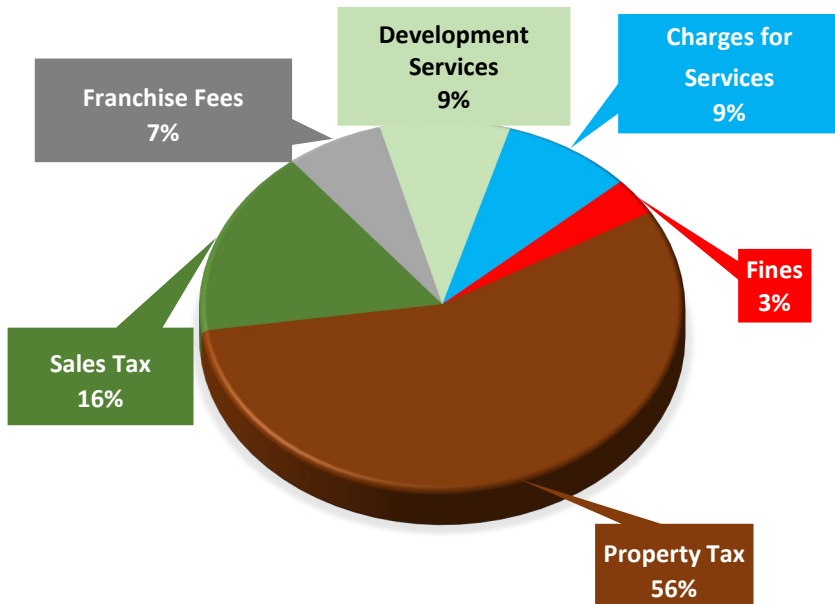


# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS

## General Fund Revenue

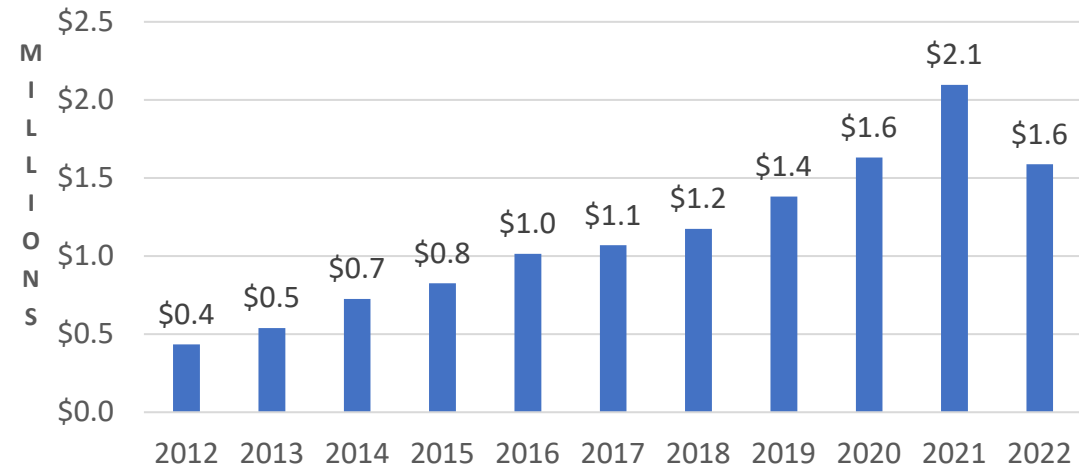
The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

- Property Taxes** – Property tax revenue projected in FY22-23 assumes moderate growth in the city’s taxable valuation, as home construction is anticipated to continue at its present rate throughout the fiscal year.
  - The proposed FY22-23 Budget is predicated on adoption of a tax rate of \$0.7470. This rate will lower the tax rate from \$.7827 by \$.0357.



- Sales Tax** – The State of Texas imposes a 6.25% sales and use tax on “all retail sales, leases and rentals of most goods, as well as taxable services”. The City of Manor imposes an additional 2.0% sales tax to create a maximum combined rate of 8.25%. Of that total Austin MTA (Capital Metro) receives 1.0%, and Travis County Emergency Services District 12 0.05%. The City has experienced steady annual increases in sales tax revenue over the last decade, but the last two years have produced historical income levels:
  - Total Sales Tax Revenue is currently projected to exceed **\$2.8M** by FY22-23 year-end – which would be the City’s highest annual total ever (with last year’s total of **\$2.4M** being the second highest)

## Historical Sales and Use Tax







# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## Tax Notes Series 2022

### Water

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

### Wastewater

Cottonwood WWTP Phase III Expansion	\$ 4,160,000.00
Subtotal - Wastewater	<b>\$ 4,160,000.00</b>

### Streets

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

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

## Tax Notes Series 2022

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

# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS AND ISSUES

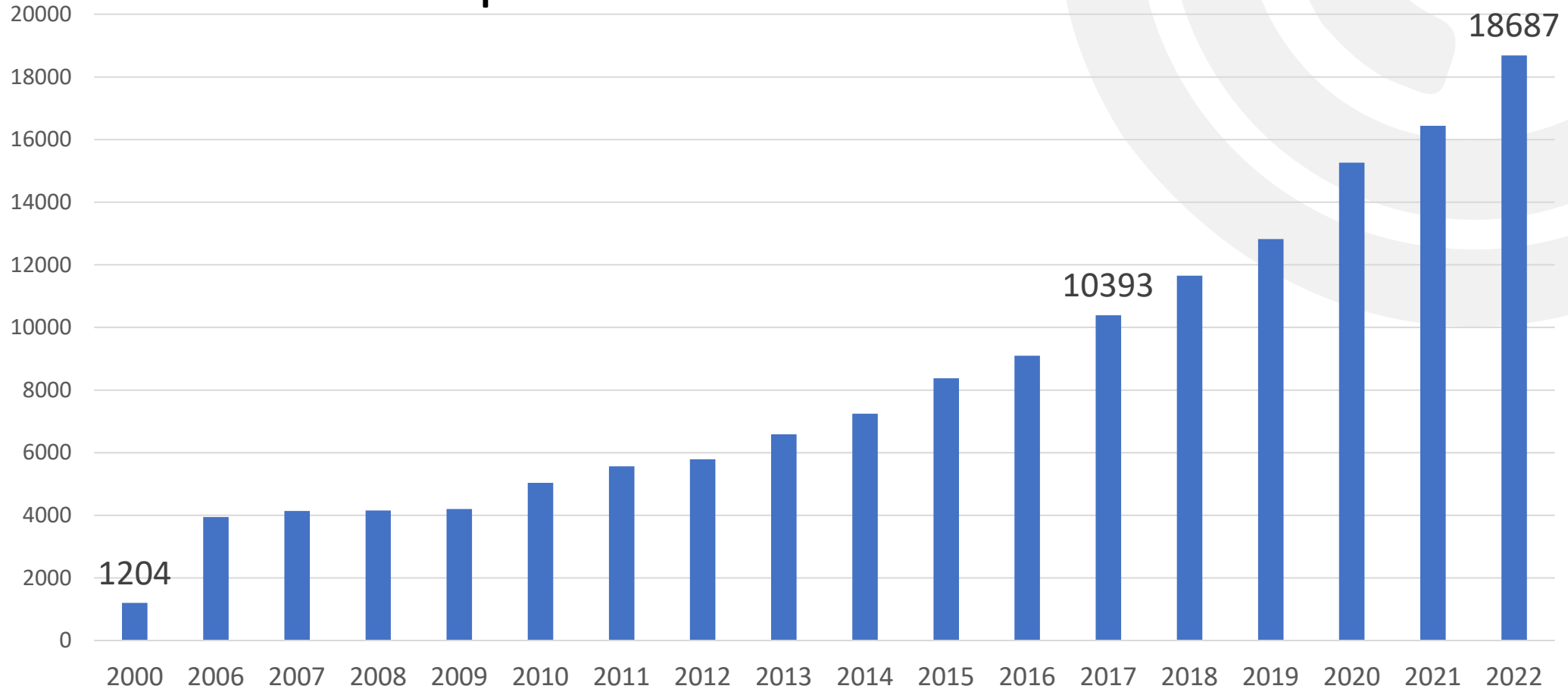
As the City Council is aware, Manor has been growing tremendously over the past two decades, but particularly in the past couple years that growth has super charged. From a city of 1,204 residents in 2000 to an estimated population of 18,687 today - with half that growth having occurred only in the last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

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

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



# Historical Population Growth



**\*Graph shows population within City limits**

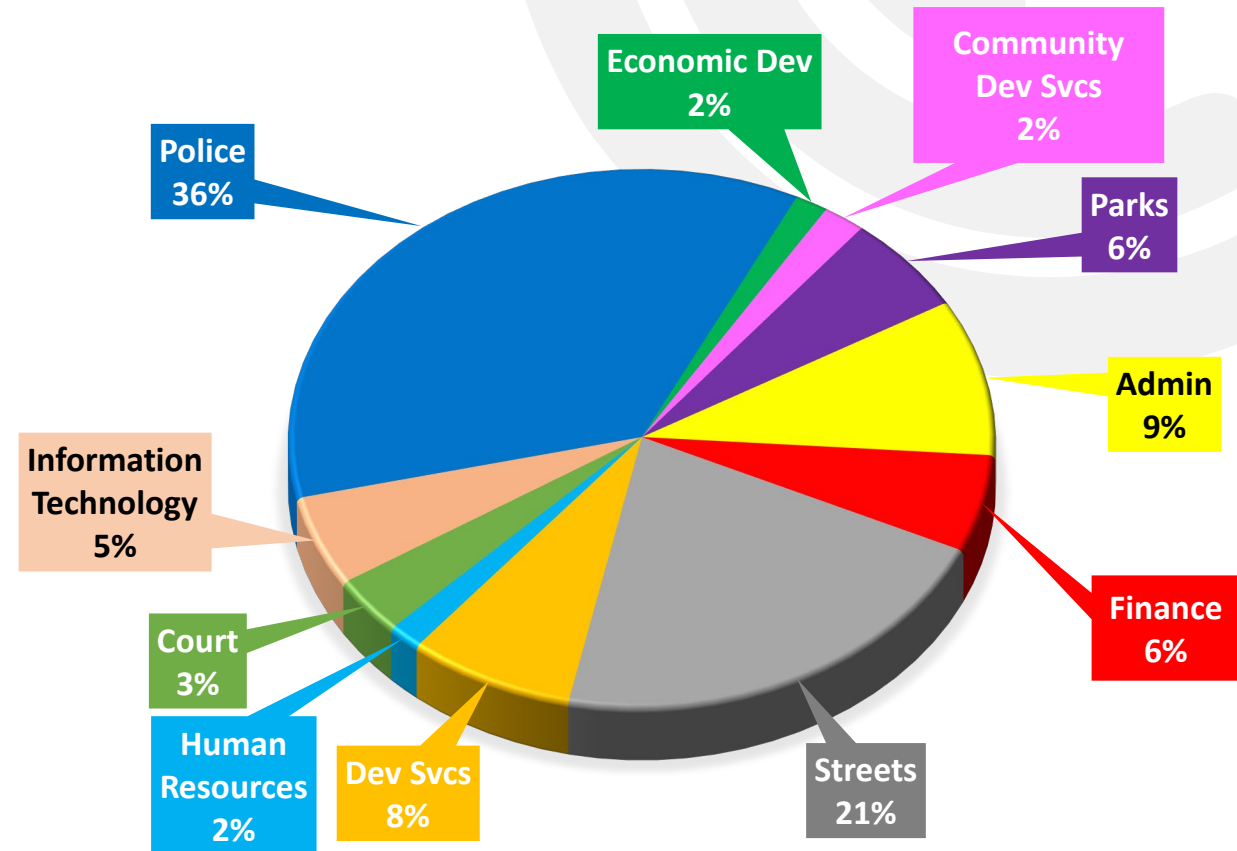


# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## General Fund Expenditures

The General Fund is the primary operating fund of the City of Manor and is utilized to account for all costs traditionally associated with city government. The proposed FY 2022-2023 Annual Budget includes total General Fund expenditures of **\$17.2M**.

Within City of Manor operations, General Fund Expenditures are those costs associated with the provision of essential city services including, but not limited to public safety, parks, public works, mobility and asset maintenance. The primary sources of income supporting the General Fund are Property and Sales Taxes.



# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## Staffing

The proposed budget includes full-year funding for up to **one hundred eleven (111) total city employees with only 78 filled positions**: one hundred ten (110) full-time, one (1) part-time position and two (2) police reserve positions. Police reserve position is not paid, the city does include workers comprehensive and auto liability insurance.

These staffing positions include changes approved by Council in the FY 21-22 mid-year budget amendment for both full-year funding of new positions and the deletion/reclassify of others:

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

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

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



# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## EMPLOYEE COMPENSATION

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

Analysis is on-going, but it is currently anticipated that there will be a **13%** increase in overall costs associated with *Employee Health Insurance* – for both the City and employees. This is due to the City’s rolling loss ratio at 114%.

## PARKS

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

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

## STREETS MAINTENANCE

The proposed FY22-23 Budget includes a \$700,000 investment in street maintenance and/or improvements. This amount will go towards Blake Manor Road. This will involve full-depth repair for portions of the road and mill and overlay. The work will be from the City Limits to Lexington.



# FY 2022-2023 ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## UTILITY RATES

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

## CITY VEHICLES

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

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

## CITY EQUIPMENT

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

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



# FINANCIAL SUMMARY OF ALL FUNDS PROJECTED FY 2022-23

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

\* Reference Exhibit "A"





## Proposed Annual Budget Fiscal Year 2022-23

Original Budget Adopted: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_

Amended Budget Adopted: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_

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

The General Fund is the general operating fund and the largest fund of the city as it includes all traditional government services such general administration, street and drainage, maintenance, development services, police and courts, and parks.

The Utility Fund accounts for the city's water and wastewater enterprise. Unlike the general fund it operates as a proprietary fund functioning more like a business.

The Restricted Funds are used only for specific purposes. Revenues and payments are limited either by state law or local ordinance.

# General Fund

Article III Section 8.05 of the Manor City Charter states “the City Manager is responsible for the timely preparation and presentation of the budget”. The **General Fund** is the primary operating fund in the budget used to account for resources not required to be accounted for in other funds devoted to specific activities. It is used to account for operations of basic City functions such as public safety, public works, cultural and leisure programs, community planning/development plus direction and management of all municipal functions. Services provided by the City are classified according to activity and presented as operating departments in the Budget.

As a spending plan for the year the budget contains estimates of revenues expected to be generated in the forthcoming year as well as the cost of programs that are planned for the year. Two basic elements of all funds are revenue and expenditures, the latter of which authorize expenditures for line items that appear in each departmental breakdown. These are detailed in the budget document for each activity in each fund. The former are estimates of fiscal resources that are expected to be generated during the subject fiscal year and are intended to finance programs of “Expenditures” for that same time frame.

Total revenue estimated to be received for the 2022-23 fiscal year are \$17,274,799. Direct expenditures are proposed to be \$17,274,799. The following are general comments on sources and expected trends of revenue for the General Fund in the forthcoming fiscal year.

# General Fund Revenue Summary

Revenues are generally a function of certain “rates” applied to specific quantifiable amounts such as assessed property values, volumes of water used, a percentage of gross revenues (franchise fees), etc. The chart summarizes estimated revenue for the general fund by major funding category. This is followed by a more detailed look at revenue by general category.

	FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 09/16/2022	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>				
TAXES	9,955,027	10,062,775	10,365,253	12,140,315
MISCELLANEOUS	215,000	433,000	460,425	102,000
PERMITS/LICENSES	6,290	6,290	3,975	5,800
OTHER	100,129	100,129	76,386	50,129
<b>TOTAL ADMINISTRATION</b>	<b>10,276,446</b>	<b>10,602,194</b>	<b>10,906,039</b>	<b>12,298,244</b>
<u>STREET</u>				
MISCELLANEOUS	187,474	187,474	105,018	102,974
SANITATION CHARGES	1,117,130	1,117,130	1,342,145	1,210,566
<b>TOTAL STREET</b>	<b>1,304,604</b>	<b>1,304,604</b>	<b>1,447,163</b>	<b>1,313,540</b>
<u>DEVELOPMENT SERVICES</u>				
MISCELLANEOUS	38,345	38,345	49,030	43,185
PERMITS/LICENSES	1,880,497	2,298,854	3,365,161	3,105,850
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>1,918,842</b>	<b>2,337,199</b>	<b>3,414,191</b>	<b>3,149,035</b>
<u>COURT</u>				
MISCELLANEOUS	1,096	1,200	2,200	1,200
COURT FEES	403,660	404,070	503,014	417,970
<b>TOTAL COURT</b>	<b>404,756</b>	<b>405,270</b>	<b>505,214</b>	<b>419,170</b>
<u>POLICE</u>				
MISCELLANEOUS	272,661	272,661	32,249	42,513
POLICE CHARGES/FEES	56,380	58,200	65,186	56,850
<b>TOTAL POLICE</b>	<b>329,041</b>	<b>330,861</b>	<b>97,434</b>	<b>99,363</b>
<u>COMMUNITY DEV SVCS</u>				
MISCELLANEOUS	400	1,150	1,132	1,150
<b>TOTAL COMMUNITY SERVICES</b>	<b>400</b>	<b>1,150</b>	<b>1,132</b>	<b>1,150</b>
<b>TOTAL REVENUES</b>	<b>14,274,089</b>	<b>15,021,278</b>	<b>16,411,174</b>	<b>17,280,502</b>

# GENERAL FUND EXPENDITURE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

**Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 09/16/2022	REQUESTED 2022-23 BUDGET
<u>ADMINISTRATION</u>				
PERSONNEL	430,840	295,099	282,183	464,787
OPERATING	576,510	638,312	231,417	445,532
REPAIRS & MAINTENANCE	44,000	44,000	24,254	44,000
CONTRACTED SERVICES	651,800	771,300	545,453	673,300
<b>TOTAL ADMINISTRATION</b>	<b>1,703,150</b>	<b>1,748,711</b>	<b>1,083,307</b>	<b>1,627,619</b>
<u>FINANCE</u>				
PERSONNEL	603,665	563,489	505,960	703,212
OPERATING	151,365	165,002	220,247	237,680
REPAIRS & MAINTENANCE	2,700	2,700	1,060	2,700
CONTRACTED SERVICES	57,900	63,200	60,160	63,200
<b>TOTAL FINANCE</b>	<b>815,631</b>	<b>794,391</b>	<b>787,427</b>	<b>1,006,792</b>
<u>STREET</u>				
PERSONNEL	531,301	373,918	357,946	574,079
OPERATING	183,495	217,195	209,555	243,095
REPAIRS & MAINTENANCE	175,000	335,000	223,089	190,000
CONTRACTED SERVICES	1,973,250	2,395,350	1,591,089	2,444,000
DEBT PAYMENTS	36,359	53,922	86,169	235,301
CAPITAL OUTLAY < \$5K	10,000	10,000	2,166	10,000
CAPITAL OUTLAY > \$5K	50,000	50,000	34,150	10,000
<b>TOTAL STREET</b>	<b>2,959,405</b>	<b>3,435,385</b>	<b>2,504,163</b>	<b>3,706,475</b>
<u>DEVELOPMENT SERVICES</u>				
PERSONNEL	550,904	498,768	444,722	883,461
OPERATING	100,121	135,819	150,269	140,899
REPAIRS & MAINTENANCE	4,400	4,400	1,151	4,400
CONTRACTED SERVICES	270,000	270,000	305,459	270,000
<b>TOTAL DEVELOPMENT SVCS</b>	<b>925,425</b>	<b>908,987</b>	<b>908,059</b>	<b>1,318,760</b>

# GENERAL FUND EXPENDITURE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for all funded staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

**Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2020-21	FY 2020-22	Y-T-D ACTUAL	REQUEST
	ORIG. BUDGET	CURR. BUDGET	AS OF 9/16/2022	2022-21 BUDGET
<u>PARKS</u>				
PERSONNEL	417,152	401,179	304,984	502,589
OPERATING	25,850	35,850	32,823	42,250
REPAIRS & MAINTENANCE	183,000	665,621	441,732	393,500
CONTRACTED SERVICES	1,500	1,500	1,003	4,000
DEBT PAYMENTS	24,518	24,518	32,371	41,889
CAPITAL OUTLAY < \$5K	10,750	10,750	416	8,250
CAPITAL OUTLAY > \$5K	67,000	67,000	60,422	25,000
<b>TOTAL PARKS</b>	<b>729,770</b>	<b>1,206,418</b>	<b>873,750</b>	<b>1,017,478</b>
<u>COURT</u>				
PERSONNEL	350,202	237,840	213,218	237,840
OPERATING	51,245	52,245	33,533	52,245
CONTRACTED SERVICES	291,500	291,500	148,931	291,500
CAPITAL OUTLAY < \$5K	1,620	1,620	0	1,620
CAPITAL OUTLAY > \$5K	13,307	13,307	0	13,307
<b>TOTAL COURT</b>	<b>707,874</b>	<b>596,512</b>	<b>395,681</b>	<b>596,512</b>
<u>POLICE</u>				
PERSONNEL	3,861,713	3,586,682	3,190,958	4,613,172
OPERATING	336,444	415,895	399,181	462,762
REPAIRS & MAINTENANCE	96,500	121,500	134,264	96,500
CONTRACTED SERVICES	306,207	306,207	284,649	346,000
DEBT PAYMENTS	453,500	453,500	393,012	565,500
CAPITAL OUTLAY < \$5K	6,200	6,200	670	1,000
CAPITAL OUTLAY > \$5K	125,470	76,470	31,688	126,470
<b>TOTAL POLICE</b>	<b>5,186,034</b>	<b>4,966,454</b>	<b>4,434,423</b>	<b>6,211,404</b>

# GENERAL FUND EXPENDITURE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

**Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2020-21	FY 2020-22	Y-T-D ACTUAL	REQUEST
	ORIG. BUDGET	CURR. BUDGET	AS OF 9/16/2022	2022-21 BUDGET
<u>INFORMATION TECHNOLOGY (I.T.)</u>				
PERSONNEL	274,649	179,701	165,211	262,385
OPERATING	174,500	221,600	201,072	250,600
REPAIRS & MAINTENANCE	11,085	11,085	4,514	5,000
CONTRACTED SERVICES	190,000	210,471	180,363	274,371
CAPITAL OUTLAY < \$5K	35,000	35,000	69,616	35,000
CAPITAL OUTLAY > \$5K	70,000	109,884	16,794	109,884
<b>TOTAL I.T.</b>	<b>755,234</b>	<b>767,741</b>	<b>637,570</b>	<b>937,240</b>
<u>ECONOMIC DEV. SVCS</u>				
PERSONNEL	246,129	174,560	165,043	167,085
CONTRACT SERVICES	0	0	11,175	15,000
OPERATING	137,850	241,110	124,056	81,200
<b>TOTAL ECONOMIC DEV SVCS</b>	<b>258,979</b>	<b>415,670</b>	<b>300,274</b>	<b>263,285</b>
<u>COMMUNITY DEV. SVCS</u>				
PERSONNEL	0	0	0	125,349
OPERATING	0	0	0	212,850
<b>TOTAL COMMUNITY DEV</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>338,199</b>
<u>HUMAN RESOURCES</u>				
PERSONNEL	121,009	121,009	118,644	219,934
OPERATING	60,000	60,000	17,263	46,100
<b>TOTAL HUMAN RESOURCES</b>	<b>181,009</b>	<b>181,009</b>	<b>135,907</b>	<b>266,034</b>
<b>TOTAL EXPENDITURES</b>	<b>14,727,497</b>	<b>14,767,286</b>	<b>12,060,559</b>	<b>17,289,799</b>

# UTILITY FUND REVENUE SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

**Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

## WATER

MISCELLANEOUS

WATER/SEWER CHARGES

OTHER

TRANSFERS

**TOTAL WATER**

## WASTEWATER

OTHER FINANCING SOURCES

WATER/SEWER CHARGES

OTHER

TRANSFERS

**TOTAL WASTEWATER**

**TOTAL REVENUES**

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/16/2022	2022-23 BUDGET
	525	525	97,935	525
	2,448,158	2,448,218	3,393,674	3,328,429
	0	0	0	0
	0	0	0	0
	2,448,683	2,448,743	3,491,609	3,328,954
	0	0	0	0
	2,040,250	2,040,250	2,831,496	2,878,132
	641	0	0	0
	0	0	0	0
	2,040,891	2,040,250	2,831,496	2,878,132
	4,489,574	4,488,993	6,323,104	6,207,086

# UTILITY FUND EXPENDITURES SUMMARY

A summary of expenditures is included for each department. Expenditures are grouped into the following categories; these categories apply to both the General and Utility Fund.

**Personnel** - Accounts for staff salaries, benefits, overtime, all insurance, payroll taxes as well as the City's portion of retirement contribution.

**Operating** – Expenditures for the operations of the department; and supplies and services utilized by the department.

**Repairs & Maintenance** – Expenditures for the maintenance of equipment and buildings

**Contracted Services** – Expenditures for engineering and legal services; and document storage.

**Debt Payments** – The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF	2022-23
			09/16/2022	BUDGET
<u>PUBLIC WORKS</u>				
PERSONNEL	437,745	467,744	400,384	413,704
OPERATING	28,350	28,350	8,186	28,450
REPAIRS & MAINTENANCE	36,000	36,000	16,262	11,500
CONTRACTED SERVICES	3,500	31,045	15,110	31,045
<b>TOTAL PUBLIC WORKS</b>	<b>505,595</b>	<b>563,139</b>	<b>439,942</b>	<b>484,699</b>
<u>WATER</u>				
PERSONNEL	501,562	501,562	187,158	487,951
OPERATING	214,934	258,502	237,991	296,219
REPAIRS & MAINTENANCE	66,500	66,500	84,632	66,500
WATER/WASTEWATER	2,053,750	2,053,750	1,495,682	2,267,750
CONTRACTED SERVICES	3,800	8,300	6,300	138,300
DEBT PAYMENTS	80,353	80,353	81,618	129,308
CAPITAL OUTLAY < \$5K	10,000	10,000	845	8,000
CAPITAL OUTLAY > \$5K	20,000	20,000	13,204	20,000
TRANSFERS	0	0	0	0
<b>TOTAL WATER</b>	<b>2,950,899</b>	<b>2,998,967</b>	<b>2,107,429</b>	<b>3,414,028</b>
<u>WASTEWATER</u>				
PERSONNEL	196,338	195,568	136,366	203,733
OPERATING	360,315	404,907	375,763	585,357
REPAIRS & MAINTENANCE	59,000	59,000	32,635	71,500
WATER/WASTEWATER	59,650	184,650	218,938	68,000
CONTRACTED SERVICES	239,002	272,002	255,440	804,000
DEBT PAYMENTS	0	0	0	9,210
CAPITAL OUTLAY < \$5K	5,000	5,000	0	5,000
CAPITAL OUTLAY > \$5K	30,000	30,000	13,081	30,000
TRANSFERS	0	0	0	0
<b>TOTAL WASTEWATER</b>	<b>949,305</b>	<b>1,151,127</b>	<b>1,032,223</b>	<b>1,776,800</b>
<b>TOTAL EXPENDITURES</b>	<b>4,405,799</b>	<b>4,713,233</b>	<b>3,579,594</b>	<b>5,675,527</b>



# DEBT SERVICE FUND SUMMARY

**Debt Service** – The City’s obligation to pay the principal and interest of all bonds according to a pre-determined payment schedule.

NON-DEPARTMENTAL

TAXES  
OTHER  
TRANSFERS  
TOTAL NON-DEPARTMENTAL

**TOTAL REVENUES**

FY 2021-22 ORIG. BUDGET	FY 2021-22 CURR. BUDGET	Y-T-D ACTUAL AS OF 09/16/2022	REQUESTED 2022-23 BUDGET
2,210,122	2,210,122	2,179,684	4,176,588.00
125	665	545	125.00
0	0	0	-
2,210,247	2,210,787	2,180,229	4,176,713.00
2,210,247	2,210,787	2,180,229	4,176,713.00

NON-DEPARTMENTAL

OPERATING  
DEBT PAYMENTS  
TRANSFERS  
TOTAL NON-DEPARTMENTAL

**TOTAL EXPENDITURES**

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

# SPECIAL RESERVE H.O.T. FUND SUMMARY

**Hotel Tax Fund** – Funds from this source are collected from lodging establishments located in the City and its ETJ, that offer rooms for rent daily. Revenue from this source is to be used for promotional activities of the City

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/16/2022	2022-23 BUDGET
<u>ADMINISTRATION</u>				
TAXES	33,200	33,200	66,556	66,610
OTHER	25	25	0	25
TOTAL ADMINISTRATION	33,225	33,225	66,556	66,635
<b>TOTAL REVENUES</b>	33,225	33,225	66,556	66,635
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 07/31/2022	2022-23 BUDGET
<u>ADMINISTRATION</u>				
OPERATING	292,002	292,002	341,939	100,000
TOTAL ADMINISTRATION	292,002	292,002	341,939	100,000
<b>TOTAL EXPENDITURES</b>	292,002	292,002	341,939	100,000

# SPECIAL RESERVE IMPACT FEE FUND SUMMARY

**Impact Fee Funds:** Impact fees are mechanisms authorized by the Local Government Code and used by City's to build up reserves for future costs of extending water and wastewater facilities to new development and provide for the expansion of treatment facilities that are needed because of the addition of new users.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/16/2022	2022-23 BUDGET
<b>REVENUE SUMMARY</b>				
<b>WATER</b>				
OTHER	392,006	392,006	765,928	492,006
TOTAL WATER OTHER	392,006	392,006	765,928	492,006
<b>WASTEWATER</b>				
OTHER	864,500	864,500	3,775,739	964,500
TOTAL WASTEWATER OTHER	864,500	864,500	3,775,739	964,500
<b>TOTAL REVENUES</b>	<b>1,256,506</b>	<b>1,256,506</b>	<b>4,541,666</b>	<b>1,456,506</b>
<b>EXPENDITURE SUMMARY</b>				
<b>WATER</b>				
REPAIRS & MAINTENANCE	0	0	0	1,100,000
CONTRACTED SERVICES	0	0	954,987	6,500
TOTAL WATER	0	0	954,987	1,106,500
<b>WASTEWATER</b>				
REPAIRS & MAINTENANCE	0	0	5,199,000	5,300,000
CONTRACTED SERVICES	0	0	21,183	25,000
TOTAL WASTEWATER	0	0	5,220,183	5,325,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>6,175,170</b>	<b>6,431,500</b>





**City Sponsored Events for FY 2022-2023**

- October .....Manor Night at the Park
- November .....Arbor Day
- December .....Holidays in the Park
- January .....Martin Luther King Day
- February .....Black History Luncheon
- April .....Easter Egg Dash
- July .....4<sup>th</sup> of July Fireworks Show
- September.....Hispanic Heritage Luncheon

**City Partnered Events for FY 2022-2023**

- May .....ManorPalooza
- June .....Juneteenth
- November .....Veteran's Day Service



# PROPOSED FY 2022-2023 ANNUAL BUDGET

CITY OF MANOR, TEXAS

