



# CITY OF MANOR

TRAVIS COUNTY, TEXAS

# PROPOSED FY 2021-2022 Amended Annual Budget

City of Manor, Texas

**Scott Moore, City Manager**  
**Lydia M. Collins, Director of Finance**  
**April 5, 2023**



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 \$1,402,804 or 17.34%, and of that amount \$851,165 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	\$0.6034
Debt Rate	<u>\$0.1793</u>
Total	\$0.7827

A. The property tax rate;	\$0.7827
B. The no-new-revenue (NNR) tax rate	\$0.7617
C. The NNR M&O tax rate	\$0.5624
D. The voter-approval tax rate	\$0.5820
E. The debt rate	\$0.1793
F. The de minimis rate	\$0.7827

(4) total amount of municipal debt obligations \$ 29,030,000

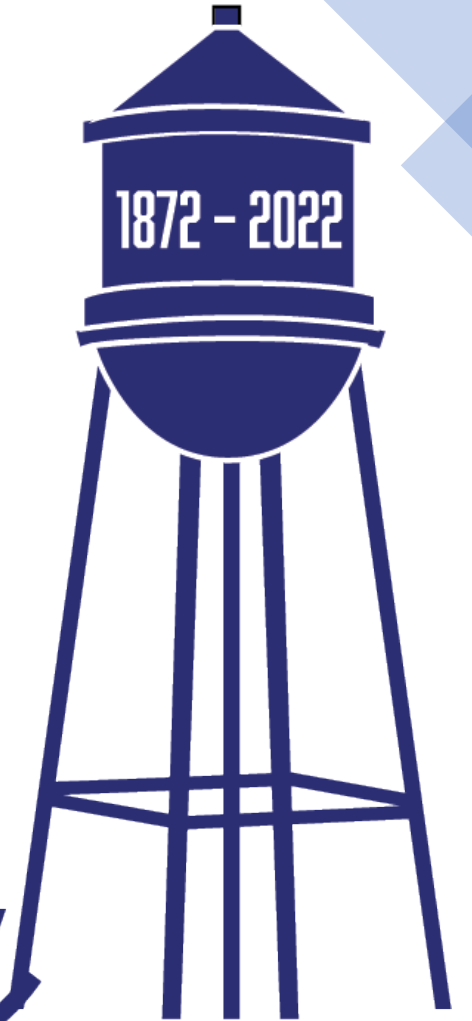


CITY OF MANOR



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  
Community Collaborative Committee  
Healthcare Committee  
Ethics Commission  
Charter Review Commission

### 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



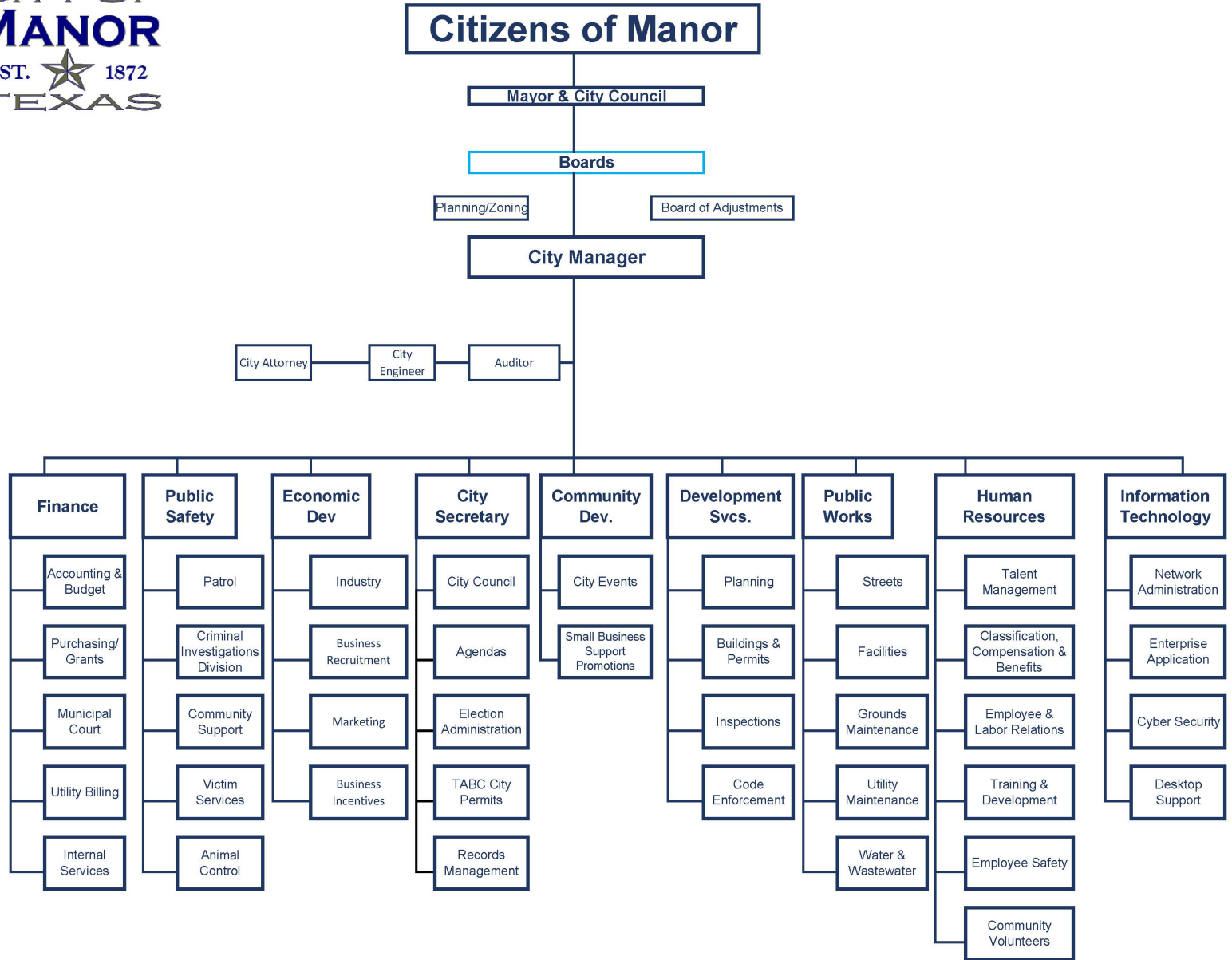
Sonia Wallace  
Council Member  
Place 4



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, 2021 through September 30, 2022, is hereby presented for your consideration.

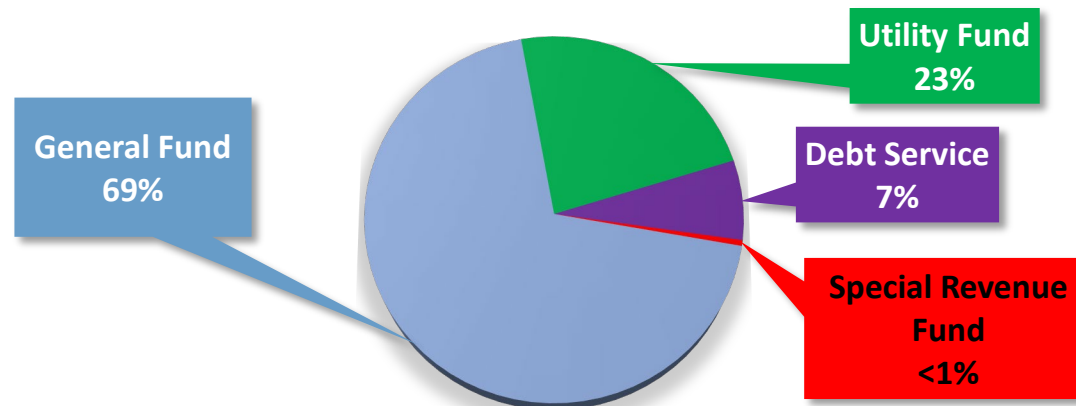
The grand total of all appropriations for all departments, operations, and functions proposed for the FY 2021-2022 Amended Annual Budget is \$19,979,898 to be generally distributed as described herein.

The proposed FY 2021-2022 Amended 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.

The FY 2021-2022 Amended Annual Budget as proposed is delineated into four (4) basic funding categories:

- \* **General Fund (\$19.9M)** – revenues and expenditures related to the provision of primary or traditional city services whose main financial support comes from tax dollars
- \* **Utility Fund (\$6.8M)** – 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 (\$2.2M)** – all proceeds and expenditures related to servicing, annual debt payments, and/or management of various debt obligations
- \* **Special Revenue (\$0.057M)** – revenues and expenditures related to various projects and programs that are supported by a dedicated revenue stream

Total Appropriations - All Funds

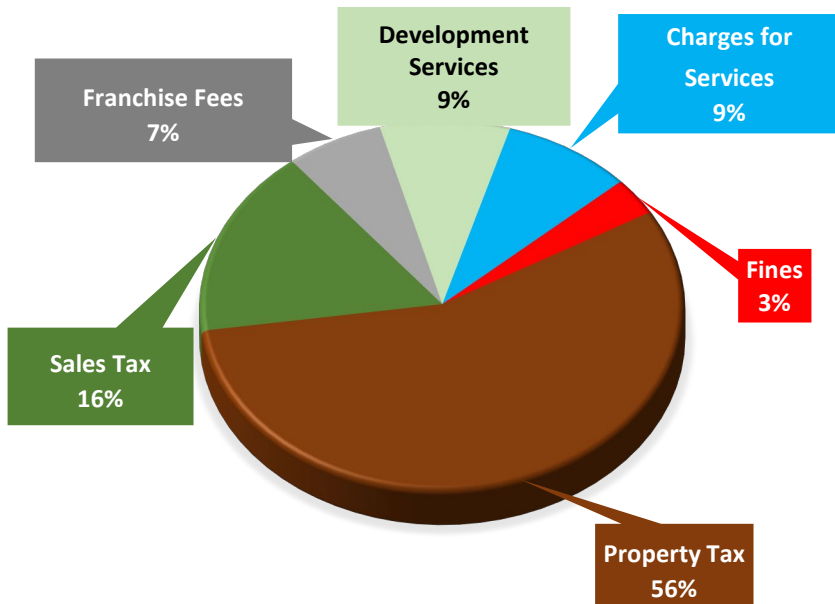


# FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS

## General Fund Revenue

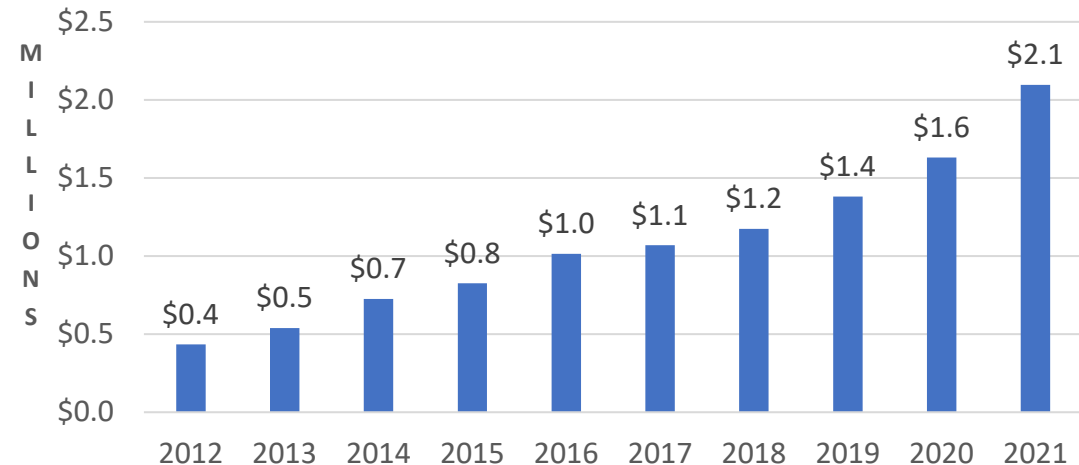
The General Fund is the City of Manor’s principal operating fund for essential city services and is supported by a variety of revenue sources. Property (Ad Valorem) Taxes and Sales Tax, however, provide the primary funding support as the graph below shows.

- **Property Taxes** – Property tax revenue in FY21-22 is moderate growth in the city’s taxable valuation, as home construction is anticipated to continue at its present rate throughout the fiscal year.
  - The FY21-22 Amended Annual Budget has adoption of a tax rate of \$0.7827. This rate will lower the tax rate from \$.8161 by \$.0334.



- **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 was **\$2.1M** by FY21-22 year-end

Historical Sales and Use Tax





## Proposed Amended Annual Budget Fiscal Year 2021-22

Original Budget Adopted: 15-Sep-2021  
Ordinance Number: 621

Amended Budget Adopted: 20-Apr-2022  
Ordinance Number: 643

Amended Budget Adopted: \_\_\_\_\_  
Ordinance Number: \_\_\_\_\_

FY 2021-2022			30-Sep-22			FY 2021-22			FUND BALANCES	
BUDGETED REVENUES	BUDGETED EXPENSES	NET	FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET	BUDGET REVENUES	BUDGET EXPENSES	NET	ESTIMATED 30-Sep-21	PROJECTED 30-Sep-22
10,973,664	1,748,711	9,224,953	14,095,614	1,227,865	12,867,749	14,095,617	1,227,865	12,867,752		
-	794,391	(794,391)	-	831,022	(831,022)	-	831,715	(831,715)		
1,652,474	3,435,385	(1,782,911)	1,575,059	3,343,562	(1,768,503)	1,575,059	3,343,579	(1,768,520)		
3,422,300	908,987	2,513,313	3,601,857	999,396	2,602,461	3,601,782	999,397	2,602,385		
40,000	1,206,418	(1,166,418)	40,000	1,073,185	(1,033,185)	40,000	1,073,313	(1,033,313)		
406,270	596,512	(190,242)	525,334	454,758	70,576	525,334	454,791	70,543		
330,861	4,975,239	(4,644,378)	140,956	4,724,904	(4,583,948)	140,956	4,725,098	(4,584,142)		
-	767,741	(767,741)	-	681,947	(681,947)	-	681,947	(681,947)		
1,150	415,668	(414,518)	1,132	309,521	(308,389)	1,150	309,521	(308,371)		
-	181,009	(181,009)	-	146,375	(146,375)	-	146,377	(146,377)		
<b>16,826,719</b>	<b>15,030,061</b>	<b>1,796,658</b>	<b>19,979,952</b>	<b>13,792,535</b>	<b>6,187,417</b>	<b>19,979,898</b>	<b>13,793,603</b>	<b>6,186,295</b>		
-	563,139	(563,139)	-	551,725	(551,725)	-	551,943	(551,943)		
2,448,743	2,998,967	(550,224)	3,678,398	2,600,497	1,077,901	3,678,398	2,600,499	1,077,899		
2,040,250	1,151,127	889,123	3,138,623	1,277,163	1,861,460	3,138,623	1,277,165	1,861,458		
<b>4,488,993</b>	<b>4,713,233</b>	<b>(224,240)</b>	<b>6,817,021</b>	<b>4,429,385</b>	<b>2,387,636</b>	<b>6,817,021</b>	<b>4,429,607</b>	<b>2,387,414</b>		
<b>21,315,712</b>	<b>19,743,294</b>	<b>1,572,418</b>	<b>26,796,973</b>	<b>18,221,920</b>	<b>8,575,053</b>	<b>26,796,919</b>	<b>18,223,210</b>	<b>8,573,709</b>	<b>17,541,224</b>	<b>26,114,933</b>
<b>2,210,787</b>	<b>2,573,123</b>	<b>(362,336)</b>	<b>2,195,933</b>	<b>2,817,069</b>	<b>(621,136)</b>	<b>2,195,933</b>	<b>2,817,070</b>	<b>(621,137)</b>	<b>91,186</b>	<b>(529,951)</b>
9,500	9,500	-	9,944	7,691	2,253	9,944	7,691	2,253	46,674	48,927
8,400	500	7,900	8,894	-	8,894	8,894	-	8,894	12,518	21,412
33,200	9,000	24,200	81,215	63,945	17,270	81,215	120,545	(39,330)	410,704	371,374
392,006	-	392,006	1,065,066	960,031	105,035	845,134	837,429	7,705	2,282,907	2,290,612
864,500	-	864,500	4,703,534	5,720,540	(1,017,006)	1,967,532	5,078,005	(3,110,473)	7,479,905	4,369,432
-	-	-	192,500	-	192,500	192,500	-	192,500	479,247	671,747
-	-	-	6,283,904	349,701	5,934,204	6,283,904	349,701	5,934,204	-	-
<b>1,307,606</b>	<b>19,000</b>	<b>1,288,606</b>	<b>12,771,879</b>	<b>7,438,260</b>	<b>5,333,619</b>	<b>9,389,123</b>	<b>6,383,371</b>	<b>2,995,753</b>	<b>10,758,927</b>	<b>7,820,476</b>
<b>24,834,105</b>	<b>22,335,417</b>	<b>2,498,688</b>	<b>41,764,785</b>	<b>28,477,248</b>	<b>13,287,536</b>	<b>38,381,975</b>	<b>27,433,651</b>	<b>10,948,325</b>	<b>28,381,338</b>	<b>38,338,662</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.

# FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## 2021 Certificates of Obligation

### Water

FM 973 12" Waterline	
FM 973 12" Waterline (Oversizing from 12" to 16")	
Gregg Manor Water Storage Supply-Ground Storage Tank and Pumps	
US 290 12" Waterline	
Subtotal - Water	

### Wastewater

FM 973 Gravity Wastewater Line (Oversizing from 8" to 12" and 12" to 15")	
Bell Farms Lift Station Expansion	
Presidential Glen Lift Station Expansion	
Subtotal - Wastewater	

Total - All Funds

Issuance Cost/Misc.

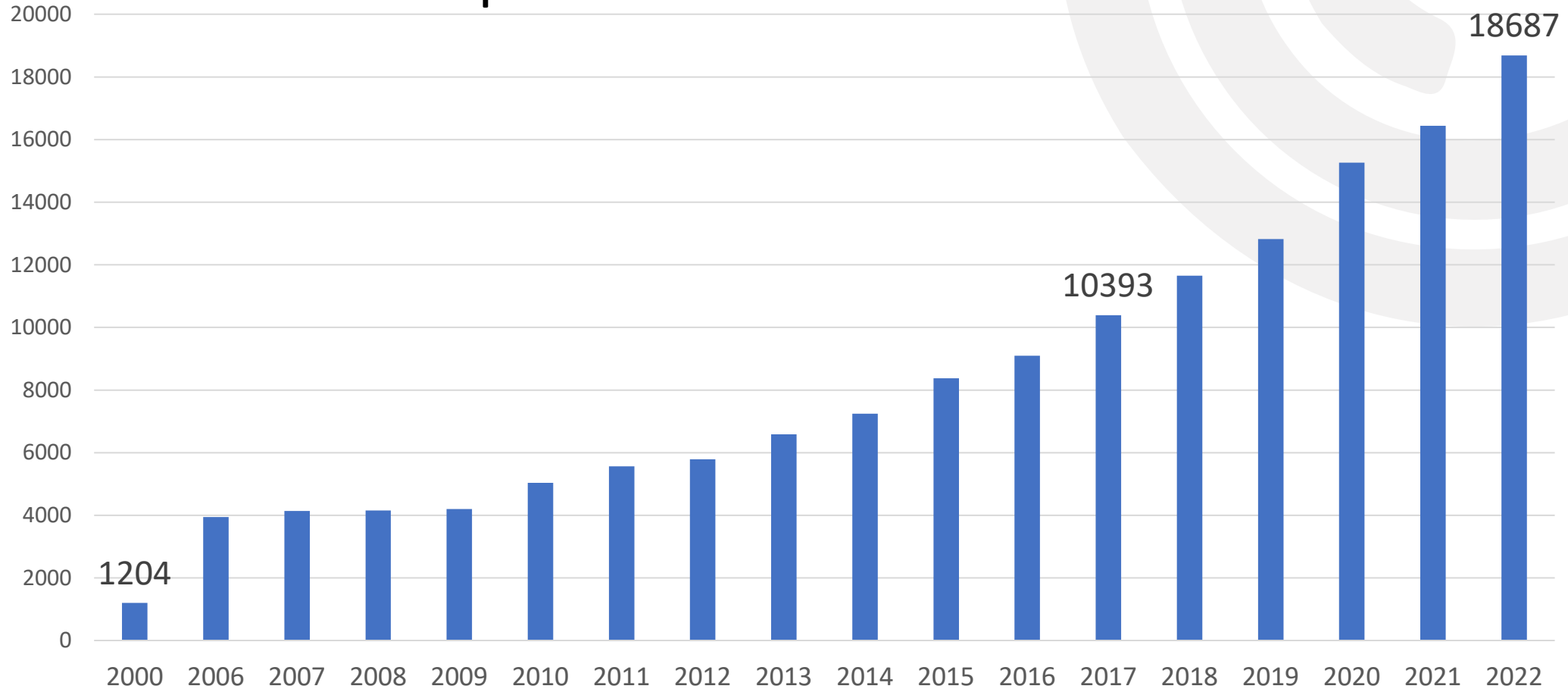
GRAND TOTAL

INITIAL
525,320.00
230,000.00
3,126,620.00
380,765.00
<b>\$4,262,705.00</b>
417,910.00
799,250.00
799,250.00
<b>\$2,016,410.00</b>
<b>\$ 6,279,115.00</b>
\$80,885.00
<b>\$ 6,360,000.00</b>

## 2021 Certificates of Obligation/Capital Improvement Program

- Late 2021, the City Council approved the issuance of the Certificates of Obligation (COs) in a total amount of \$6.36M to fund various water and wastewater projects.
- A majority of Council supported the proposed Capital Improvement Projects (CIP) Program. The purpose of these bonds is to pay for contractual obligations of the City to be incurred for the following purpose, to wit; (1) design and construction of, and the acquisition of equipment and other property for, the improvement and expansion of water and sewer lines, the construction of new water and sewer lines, the addition of new ground storage tanks and pumps, and the expansion of one or more lift stations; and (2) the payment of professional services and costs of issuance related thereto.

# Historical Population Growth



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

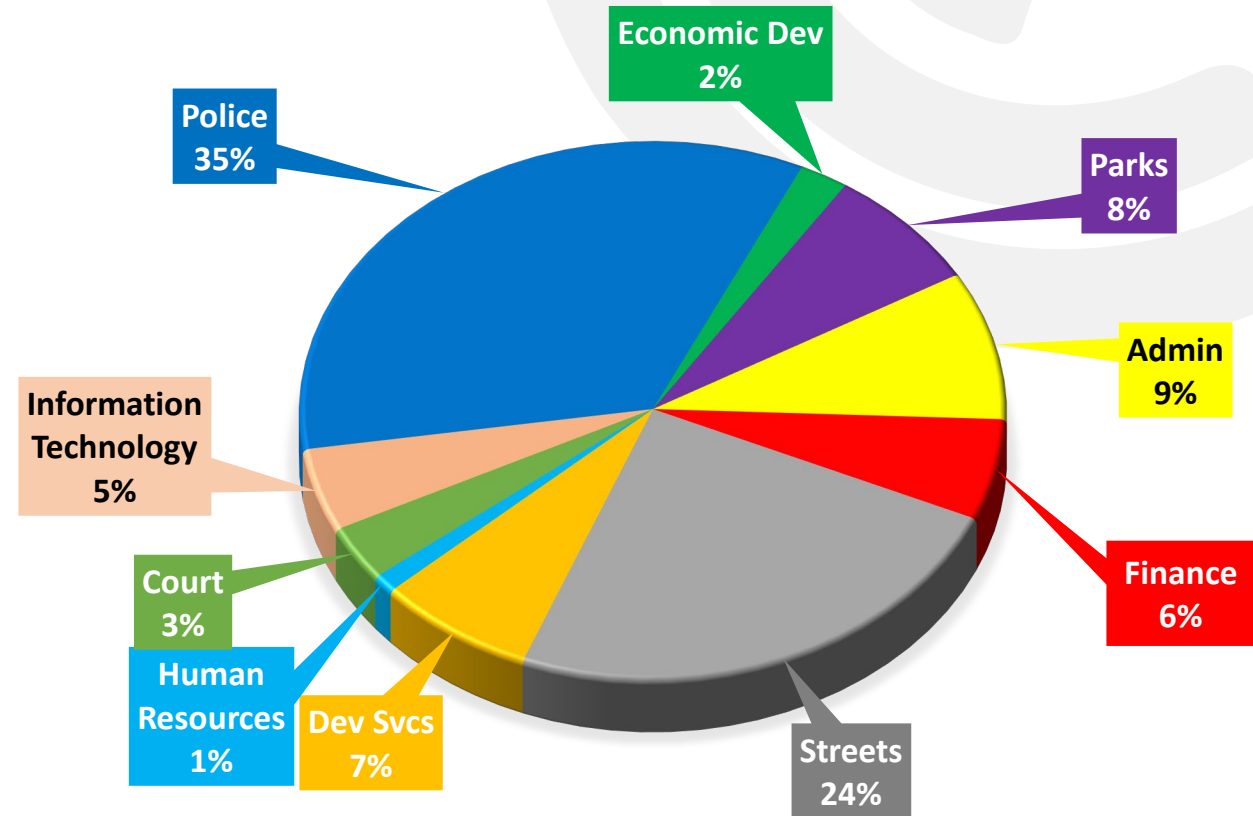


# FY 2021-2022 AMENDED ANNUAL BUDGET- BUDGET HIGHLIGHTS CONT.

## 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 2021-2022 Amended Annual Budget includes total General Fund expenditures of **\$13.8M**.

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.



# 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 received for the 2021-22 fiscal year is \$19,979,898. Direct expenditures were \$13,793,603. The following are general comments on sources and expected trends of revenue for the General Fund.



# 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 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	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>ADMINISTRATION</b>				
TAXES	9,955,027	10,434,245	10,665,656	10,665,659
MISCELLANEOUS	215,000	433,000	3,268,638	3,268,638
PERMITS/LICENSES	6,290	6,290	3,975	3,975
OTHER	100,129	100,129	157,345	157,345
<b>TOTAL ADMINISTRATION</b>	<b>10,276,446</b>	<b>10,973,664</b>	<b>14,095,614</b>	<b>14,095,617</b>
<b>STREET</b>				
MISCELLANEOUS	187,474	187,474	105,018	105,018
SANITATION CHARGES	1,117,130	1,465,000	1,470,042	1,470,041
<b>TOTAL STREET</b>	<b>1,304,604</b>	<b>1,652,474</b>	<b>1,575,059</b>	<b>1,575,059</b>
<b>DEVELOPMENT SERVICES</b>				
MISCELLANEOUS	38,345	49,320	51,078	51,078
PERMITS/LICENSES	1,880,497	3,372,980	3,550,779	3,550,704
<b>TOTAL DEVELOPMENT SERVICES</b>	<b>1,918,842</b>	<b>3,422,300</b>	<b>3,601,857</b>	<b>3,601,782</b>
<b>PARKS/RECREATION</b>				
MISCELLANEOUS	40,000	40,000	40,000	40,000
<b>TOTAL PARKS/RECREATION</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>COURT</b>				
MISCELLANEOUS	1,096	2,200	2,294	2,294
COURT FEES	403,660	404,070	523,039	523,040
<b>TOTAL COURT</b>	<b>404,756</b>	<b>406,270</b>	<b>525,333</b>	<b>525,334</b>
<b>POLICE</b>				
MISCELLANEOUS	272,661	272,661	66,004	66,004
POLICE CHARGES/FEES	57,730	58,200	74,953	74,952
<b>TOTAL POLICE</b>	<b>330,391</b>	<b>330,861</b>	<b>140,956</b>	<b>140,956</b>
<b>ECONOMIC DEV SVCS</b>				
TAXES	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>14,275,439</b>	<b>16,826,719</b>	<b>19,979,953</b>	<b>19,979,898</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	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>ADMINISTRATION</b>				
PERSONNEL	430,840	295,099	298,109	298,108
OPERATING	601,510	638,312	253,534	253,534
REPAIRS & MAINTENANCE	44,000	44,000	29,394	29,394
CONTRACTED SERVICES	651,800	771,300	647,448	646,829
<b>TOTAL ADMINISTRATION</b>	1,728,150	1,748,711	1,228,485	1,227,865
<b>FINANCE</b>				
PERSONNEL	603,665	563,489	530,095	530,096
OPERATING	151,365	165,002	239,647	240,339
REPAIRS & MAINTENANCE	2,700	2,700	1,060	1,060
CONTRACTED SERVICES	57,900	63,200	60,220	60,220
<b>TOTAL FINANCE</b>	815,631	794,391	831,022	831,715
<b>STREET</b>				
PERSONNEL	531,301	373,918	376,747	376,746
OPERATING	183,495	217,195	248,156	248,167
REPAIRS & MAINTENANCE	175,000	335,000	241,471	241,470
CONTRACTED SERVICES	1,923,250	2,395,350	2,351,517	2,351,524
DEBT PAYMENTS	36,359	53,922	86,169	86,169
CAPITAL OUTLAY < \$5K	10,000	10,000	5,353	5,353
CAPITAL OUTLAY > \$5K	50,000	50,000	34,150	34,150
<b>TOTAL STREET</b>	2,909,405	3,435,385	3,343,562	3,343,579
<b>DEVELOPMENT SERVICES</b>				
PERSONNEL	550,904	498,768	468,677	468,677
OPERATING	100,121	135,819	169,618	169,619
REPAIRS & MAINTENANCE	4,400	4,400	1,216	1,216
CONTRACTED SERVICES	270,000	270,000	355,283	353,427
<b>TOTAL DEVELOPMENT SERVICES</b>	925,425	908,987	1,001,252	999,397

# GENERAL FUND EXPENDITURE SUMMARY CON'T

- 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	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>PARKS</b>				
PERSONNEL	417,152	401,179	322,340	322,342
OPERATING	25,850	35,850	38,408	38,534
REPAIRS & MAINTENANCE	183,000	665,621	467,881	467,881
CONTRACTED SERVICES	1,500	1,500	1,518	1,518
DEBT PAYMENTS	24,518	24,518	32,371	32,371
CAPITAL OUTLAY < \$5K	10,750	10,750	716	716
CAPITAL OUTLAY > \$5K	67,000	67,000	209,951	209,951
<b>TOTAL PARKS</b>	<b>729,770</b>	<b>1,206,418</b>	<b>1,073,185</b>	<b>1,073,313</b>
<b>COURT</b>				
PERSONNEL	350,202	237,840	223,998	224,011
OPERATING	51,245	52,245	41,255	41,271
CONTRACTED SERVICES	291,500	291,500	189,505	189,509
CAPITAL OUTLAY < \$5K	1,620	1,620	0	0
CAPITAL OUTLAY > \$5K	13,307	13,307	0	0
<b>TOTAL COURT</b>	<b>707,874</b>	<b>596,512</b>	<b>454,758</b>	<b>454,791</b>
<b>POLICE</b>				
PERSONNEL	3,861,713	3,477,412	3,354,040	3,354,045
OPERATING	336,444	454,095	436,095	436,183
REPAIRS & MAINTENANCE	96,500	147,000	191,292	190,542
CONTRACTED SERVICES	306,207	306,207	284,674	284,674
DEBT PAYMENTS	453,500	507,855	410,105	410,105
CAPITAL OUTLAY < \$5K	6,200	6,200	865	965
CAPITAL OUTLAY > \$5K	125,470	76,470	48,583	48,583
<b>TOTAL POLICE</b>	<b>5,186,034</b>	<b>4,975,239</b>	<b>4,725,654</b>	<b>4,725,098</b>

# GENERAL FUND EXPENDITURE SUMMARY CON'T

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- **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	FY 2021-22	Y-T-D ACTUAL	REQUESTED
	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>INFORMATION TECHNOLOGY (I.T.)</b>				
PERSONNEL	274,649	179,701	174,122	174,122
OPERATING	174,500	221,600	221,183	221,184
REPAIRS & MAINTENANCE	11,085	11,085	4,514	4,514
CONTRACTED SERVICES	190,000	210,471	217,781	192,939
CAPITAL OUTLAY < \$5K	35,000	35,000	72,394	72,394
CAPITAL OUTLAY > \$5K	70,000	109,884	16,794	16,794
<b>TOTAL I.T</b>	755,234	767,741	706,788	681,947
<b>ECONOMIC DEV. SVCS</b>				
PERSONNEL	246,129	174,558	176,313	175,498
OPERATING	137,850	241,110	134,022	134,023
<b>TOTAL COMMUNITY DEV</b>	383,979	415,668	310,336	309,521
<b>HUMAN RESOURCES</b>				
PERSONNEL	121,009	121,009	124,619	124,620
OPERATING	60,000	60,000	21,756	21,757
<b>TOTAL HUMAN RESOURCES</b>	181,009	181,009	146,375	146,377

# 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.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>WATER</b>				
MISCELLANEOUS	525	525	0	0
WATER/SEWER CHARGES	2,448,158	2,448,218	3,678,433	3,678,398
<b>TOTAL WATER</b>	2,448,683	2,448,743	3,678,433	3,678,398
<b>WASTEWATER</b>				
WATER/SEWER CHARGES	2,040,250	2,040,250	3,138,623	3,138,623
<b>TOTAL WASTEWATER</b>	2,040,891	2,040,250	3,138,623	3,138,623
<b>TOTAL REVENUES</b>	<b>4,489,574</b>	<b>4,488,993</b>	<b>6,817,056</b>	<b>6,817,021</b>



# UTILITY 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	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>PUBLIC WORKS</b>				
PERSONNEL	437,745	467,744	485,447	485,447
OPERATING	28,350	28,350	11,163	11,163
REPAIRS & MAINTENANCE	36,000	36,000	21,269	21,269
CONTRACTED SERVICES	3,500	31,045	34,064	34,064
<b>TOTAL PUBLIC WORKS</b>	<b>505,595</b>	<b>563,139</b>	<b>551,943</b>	<b>551,943</b>
<b>WATER</b>				
PERSONNEL	501,562	501,562	228,675	228,675
OPERATING	214,934	258,502	277,357	277,359
REPAIRS & MAINTENANCE	66,500	66,500	89,038	89,038
WATER/WASTEWATER	2,053,750	2,053,750	1,884,712	1,884,713
CONTRACTED SERVICES	3,800	8,300	9,361	9,361
DEBT PAYMENTS	80,353	80,353	81,617	81,617
CAPITAL OUTLAY < \$5K	10,000	10,000	1,727	1,727
CAPITAL OUTLAY > \$5K	20,000	20,000	28,009	28,009
<b>TOTAL WATER</b>	<b>2,950,899</b>	<b>2,998,967</b>	<b>2,600,499</b>	<b>2,600,499</b>
<b>WASTEWATER</b>				
PERSONNEL	196,338	195,568	162,265	162,265
OPERATING	360,315	404,907	495,211	495,211
REPAIRS & MAINTENANCE	59,000	59,000	43,305	43,305
WATER/WASTEWATER	59,650	184,650	253,803	253,803
CONTRACTED SERVICES	239,002	272,002	309,500	309,500
CAPITAL OUTLAY > \$5K	30,000	30,000	13,081	13,081
<b>TOTAL WASTEWATER</b>	<b>949,305</b>	<b>1,151,127</b>	<b>1,277,165</b>	<b>1,277,165</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.

	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>NON-DEPARTMENTAL</b>				
TAXES	2,210,122	2,210,122	2,193,923	2,193,923
OTHER	125	665	2,010	2,010
<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,210,247</b>	<b>2,210,787</b>	<b>2,195,933</b>	<b>2,195,933</b>
<b>TOTAL REVENUES</b>	<b>2,210,247</b>	<b>2,210,787</b>	<b>2,195,933</b>	<b>2,195,933</b>
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>NON-DEPARTMENTAL</b>				
OPERATING	150	150	300	300
DEBT PAYMENTS	2,182,973	2,572,973	2,816,770	2,816,770
<b>TOTAL NON-DEPARTMENTAL</b>	<b>2,183,123</b>	<b>2,573,123</b>	<b>2,817,070</b>	<b>2,817,070</b>
<b>TOTAL EXPENDITURES</b>	<b>2,183,123</b>	<b>2,573,123</b>	<b>2,817,070</b>	<b>2,817,070</b>



# 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
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>ADMINISTRATION</b>				
TAXES	33,200	33,200	81,215	81,215
TOTAL ADMINISTRATION	33,225	33,225	81,215	81,215
<b>TOTAL REVENUES</b>	<b>33,225</b>	<b>33,225</b>	<b>81,215</b>	<b>81,215</b>
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>ADMINISTRATION</b>				
OPERATING	9,000	9,000	120,545	120,545
<b>TOTAL ADMINISTRATION</b>	<b>9,000</b>	<b>9,000</b>	<b>120,545</b>	<b>120,545</b>
<b>TOTAL EXPENDITURES</b>	<b>9,000</b>	<b>9,000</b>	<b>120,545</b>	<b>120,545</b>



# 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
REVENUE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>WATER</b>				
OTHER	392,006	392,006	1,065,066	1,065,066
<b>TOTAL WATER</b>	392,006	392,006	1,065,066	1,065,066
<b>WASTEWATER</b>				
OTHER	864,500	864,500	4,703,534	4,703,534
<b>TOTAL WASTEWATER</b>	864,500	864,500	4,703,534	4,703,534
<b>TOTAL REVENUES</b>	<b>1,256,506</b>	<b>1,256,506</b>	<b>5,768,600</b>	<b>5,768,600</b>
	FY 2021-22	FY 2021-22	Y-T-D ACTUAL	REQUESTED
EXPENDITURE SUMMARY	ORIG. BUDGET	CURR. BUDGET	AS OF 09/30/2022	2021-22 BUDGET
<b>WATER</b>				
REPAIRS/MAINTENANCE	0	0	955,577	955,577
CONTRACTED SERVICES	0	0	4,454	4,454
<b>TOTAL WATER</b>	0	0	960,031	960,031
<b>WASTEWATER</b>				
REPAIRS & MAINTENANCE	0	0	5,699,357	5,699,357
CONTRACTED SERVICES	0	0	21,183	21,183
<b>TOTAL WASTEWATER</b>	0	0	5,720,540	5,720,540
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>6,680,572</b>	<b>6,680,571</b>







**City Sponsored Events for FY 2021-2022**

- October .....Manor Night at the Park
- November .....Arbor Day
- December .....Holidays in the Park
- February .....Black History Luncheon
- July .....4<sup>th</sup> of July Fireworks Show

**City Partnered Events for FY 2021-2022**

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



# PROPOSED FY 2021-2022 AMENDED ANNUAL BUDGET

CITY OF MANOR, TEXAS

