



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

**PRESENT:**

Dr. Larry Wallace Jr., Mayor

**COUNCIL MEMBERS:**

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

**CITY STAFF:**

Scott Dunlop, Interim City Manager  
Lluvia T. Almaraz, City Secretary  
Ryan Phipps, Chief of Police  
Lydia Collins, Director of Finance  
Denver Collins, Captain  
Michael Tulley, Direct of Public Works  
Heath Ferguson, IT Manager  
Veronica Rivera, Assistant City Attorney

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Wallace at 7:10 p.m. on Wednesday, September 1, 2021, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

Mayor Wallace led the Pledge of Allegiance.

## PUBLIC HEARINGS

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

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

Mayor Wallace opened the public hearing.

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

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

The discussion was held regarding the needs assessment process.

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

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

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

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

There was no further discussion.

**Motion to close carried 5-0**

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

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

Mayor Wallace opened the public hearing.

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

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

There was no further discussion.

**Motion to close carried 5-0**

## CONSENT AGENDA

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

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

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

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

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

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

## REGULAR AGENDA

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

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

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

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

There was no further discussion.

**Motion to approve carried 5-0**

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

Mayor Wallace discussed the City Council Attendance reports.

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

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

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

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

There was no action taken.

Mayor Wallace adjourned the regular session of the Manor City Council into Executive Session at 9:02 p.m. on Wednesday, September 1, 2021, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in - *Section 551.074 (Personnel Matters) to deliberate the performance of the City Manager* at 9:02 p.m. on Wednesday, September 1, 2021.

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

## OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 11:15 p.m. on Wednesday, September 1, 2021.

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

There was no action taken.

## ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 11:15 p.m. on Wednesday, September 1, 2021.

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

## APPROVED:

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Dr. Larry Wallace Jr.  
Mayor

## ATTEST:

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Lluvia T. Almaraz, TRMC  
City Secretary



## 2021-2022 Budget Executive Summary

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

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

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

### Administration:

- Human Resources Specialist – Funded

### Development Services:

- Planning Coordinator – Funded

### Police:

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

### Public Works:

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

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

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



## HUMAN RESOURCES SPECIALIST – Funded x1

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

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

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



## Human Resources Specialist Job Description

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

### Reports to:

Human Resources Manager

### Salary:

\$40,451- \$54,729

### Exempt:

Yes

### Essential Functions:

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

Duties include, but are not limited, to:

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

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

#### **Qualification Requirements:**

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

**Education/Experience Required:**

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

**Other Requirements:**

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

**Preferred Certification**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

Yes

**Working Conditions:**

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

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

**Physical Requirements:**

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

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

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

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

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

This job description is subject to change at any time.

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

**The City of Manor is an Equal Opportunity Employer**

## **Development Services New Funded Position: Planning Coordinator**

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

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

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



## Planning Coordinator Job Description

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

**Reports to:**

Building Official

**Salary:**

\$49,169- \$66,524

**Exempt:**

No

**Essential Functions:**

Duties include, but are not limited, to:

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



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

**Qualification Requirements:**

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

**Education/Experience Required:**

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

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

**Other Requirements:**

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

**Preferred Certification:**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

No

**Working Conditions:**

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

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

**Physical Requirements:**

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

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

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

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

the tasks that may be assigned.

This job description is subject to change at any time.

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

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Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_

## POSITION DATA REPORT

### PATROL OFFICER – FUNDED X 4

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

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

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

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

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

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

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

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

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

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

CITY LIMITS AVERAGES	2010-2020 year avg.	9,388	CITY LIMITS, SHADOWGLEN, PRES. MEADOWS AVERAGES	2010-2020 year avg.	16,984
	month avg.	78		month avg.	1,698
	day avg.	2.6		day avg.	142

Notes: Shadowglen & Presidential Meadows are in the Manor ETJ. Certificates of Occupancy are issued in Shadowglen but not in Presidential Meadows so residential totals in Presidential Meadows are based on planned lots. Prior to 2010 the residential multiplier was 2.80, 2010-2013 the multiplier is 3.40, 2014 is 3.47, 2015 on is 3.6. Persons per household is provided by the US Census Bureau. Occupancy rate for all years is 90%. 2030 projections are based on simple linear equations with growth rates based on 2010-2020 estimates. Multi-family is averaged at 2 residents per unit. 33 of the total units are senior multi-family averaged at 1 resident per unit.



## *Manor Police Department*

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

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**Position:** Patrol Officer

**Salary range:** \$23.64-\$31.98

**Exempt:** No

**Closing Date:** Until filled

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

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

#### **Job Summary:**

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

#### **Essential Functions:**

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

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

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

**Minimum Qualifications:**

Applicant must have a minimum of:

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

**Position Requirements:**

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

**Note:**

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

**Applicant Process:**

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

**THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**



## POSITION DATA REPORT

### SOCIAL RESOURCE SPECIALIST – FUNDED X 1

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

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

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

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

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

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



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### **Job Posting SOCIAL RESOURCE SPECIALIST – FUNDED X 1**

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**Opening Date:**

**Closing Date:** Until Filled

**Position:** *Social Resource Specialist*

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

*Effective Requirements for Position (July 21, 2020)*

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

#### **Job Summary:**

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

#### **Essential Functions:**

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

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

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

**Minimum Qualifications:**

Applicant must have a minimum of:

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

**Minimum Certifications and Licenses**

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

**Suitable substitutions for Qualifications and Experience**

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

**Knowledge, Skills, and Abilities**

**Knowledge of:**

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

**Skill in:**

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

**Ability to:**

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

**Physical Requirements:**

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

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

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

### **Working Environment**

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

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

### **Other**

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

### **Note:**

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

### **Applicant Process:**

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

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# **POSITION DATA REPORT**

## **ASSISTANT CHIEF OF POLICE – NOT FUNDED**

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

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

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





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

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**Opening Date: TBD**

**Closing Date: TBD**

**Position: Assistant Chief of Police**

**Salary Range: TBD**

### **Job Summary:**

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

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

### **Essential Functions:**

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

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

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

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

Maintains discipline;

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

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

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

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

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

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

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

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

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

Accomplish other duties as assigned by the Chief of Police.

### **Requirements**

Must meet all requirements of Police Officer and:

15 years of experience or more

Advanced Certificate or higher

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

## **POSITION DATA REPORT**

### CRIME INTELLIGENCE ANALYST TECHNICIAN – NOT FUNDED X 1

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

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

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

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

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

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

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





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

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**Opening Date:**

**Closing Date:** Until Filled

**Position:** *Crime Intelligence Analyst Technician*

**Salary range:** \$34,943 – \$47,277

*Effective Requirements for Position (June 29, 2021)*

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

#### **Job Summary:**

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

#### **Essential Functions:**

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

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

### **Minimum Qualifications:**

Applicant must have a minimum of:

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

### **Equivalent Education and/or Experience**

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

### **Certifications and Licenses**

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

### **Preferred:**

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

### **Knowledge, Skills, and Abilities**

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

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

**Physical Requirements:**

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

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

**Working Environment**

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

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

**Other**

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

**Note:**

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

**Applicant Process:**

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

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## **POSITION DATA REPORT**

### EMERGENCY MANAGEMENT SPECIALIST – NOT FUNDED X 1

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

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



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### **Job Posting – EMERGENCY MANAGEMENT SPECIALIST – NOT FUNDED X 1**

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**Opening Date:**

**Closing Date:** Until Filled

**Position:** *Emergency Management Specialist*

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

*Effective Requirements for Position (July 7, 2021)*

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

#### **Job Summary:**

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

#### **Essential Functions:**

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

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

### **Minimum Qualifications:**

Applicant must have a minimum of:

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

### **Equivalent Education and/or Experience**

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

### **Certifications and Licenses**

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

### **Knowledge, Skills, and Abilities**

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

### **Physical Requirements:**

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

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



### **Working Environment**

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

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

### **Other**

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

### **Note:**

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

### **Applicant Process:**

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

**THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY  
EMPLOYEE**

## **POSITION DATA REPORT**

### **POLICE CLERK – NOT FUNDED**

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

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

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





## *Manor Police Department*

*Ryan S. Phipps - Chief of Police*

*402 W Parsons Street*

*Manor, TX 78653*

*Phone (512)272-8177*

*www.cityofmanor.org*

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

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**Opening Date:** TBD

**Closing Date:** TBD

**Position:** Police Clerk

**Salary Range:** TBD

#### **Job Summary**

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

#### **Reports to:**

Police Lieutenant

#### **Hourly Rate:**

\$16.79- \$ 22.72

#### **Exempt:**

No

#### **Essential Functions:**

Duties include, but are not limited, to:

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

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

**Qualification Requirements:**

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

**Education/Experience Required:**

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

**Other Requirements:**

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

**Preferred Education/Experience:**

- Prior experience in a Law Enforcement related field preferred.

**Preferred Certification**

- First Aid and CPR/AED

**Supervisory Responsibilities:**

No

**Working Conditions**

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

## **10 -GENERAL FUND**

### **Street**

#### **Street/MS4 Inspector- New Position**

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

Duties included are-

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

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

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

#### **Heavy Equipment Operator- Replace one of two Street Foreman**

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

## **10 -GENERAL FUND**

### **Park**

#### **Crewman – New Position**

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

## **20 -GENERAL FUND**

### **Utility**

#### **Utility Inspector- New Position**

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

#### **Utility inspection duties - new subdivisions construction**

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

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

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

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

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

## Scott Dunlop

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

Thank you.

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

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

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

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

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

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

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

Always working to make the world a better place,

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

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

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

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

[www.cityofmanor.org](http://www.cityofmanor.org)

**Mailing Address:**

[P.O. Box 387](#)

[Manor, TX. 78653](#)

**Physical Address:**

[105 E. Eggleston St.](#)

[Manor, TX. 78653](#)

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

## Scott Dunlop

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

Dr. Harvey,

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

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

[Vhfwrq#7;#05dun#0dgg#0hg1fdwlrq1##](#)

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

(h) *Park Fund Established.* A separate fund to be entitled "Park Fund" shall be and is hereby created and the money paid by developers at Final Plat approval in lieu of the dedication of land and interest thereon, shall be held in said fund in trust to be used solely and exclusively for the purpose of purchasing and/or equipping public park and recreational land. Such fund shall be invested or held in an interest-bearing account and all earnings and interest shall accrue to the Park Fund.

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

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

Thanks,

**Scott Dunlop, AICP**

*Interim City Manager*

*Development Services Director*



T. (512) 272-5555 Ext. 4

T. (512) 215-8262 Direct

F. (512) 272-8636

[www.cityofmanor.org](http://www.cityofmanor.org)

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

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## Scott Dunlop

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

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

Day to day coaching and investigations:

1 example-

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

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

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

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

Thank you for your time and consideration,

Tracey Vasquez

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## Scott Dunlop

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

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

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

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

R

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

---

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

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

**10 -GENERAL FUND  
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS  
FY 2021-22**

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

10 -GENERAL FUND  
FINANCIAL SUMMARY

PROPOSED BUDGET WORKSHEETS

FY 2021-22

91.67 % OF YEAR COMPLETE

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

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

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

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

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

<b>HUMAN RESOURCES</b>									
PERSONNEL	0	0	0	0	0	0	0		<b>194,484</b>
OPERATING	0	0	0	0	0	0	0		<b>24,000</b>
<b>TOTAL COMMUNITY DEV</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>		<b>218,484</b>

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

PROPOSED BUDGET WORKSHEETS  
FY 2021-22

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

<b>STREET REVENUES</b>	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
<b>MISCELLANEOUS</b>								
10-4225-42-42098 CAP METRO BCT	84,500	84,500	84,500	169,000	200	-84,500	253,500	169,000
10-4225-42-42099 MISCELLANEOUS	0	0	0	18,474	0	-18,474	27,711	18,474
<b>TOTAL MISCELLANEOUS</b>	<b>84,500</b>	<b>84,500</b>	<b>84,500</b>	<b>187,474</b>	<b>222</b>	<b>-102,974</b>	<b>281,211</b>	<b>187,474</b>
<b>SANITATION CHARGES</b>								
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	1,086,473	120	-182,473	1,629,709	1,100,000
10-4225-44-44025 LATE FEES TRASH	10,500	10,500	10,500	15,964	152	-5,464	23,946	17,130
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0
<b>TOTAL SANITATION CHARGES</b>	<b>914,500</b>	<b>914,500</b>	<b>914,500</b>	<b>1,102,437</b>	<b>121</b>	<b>-187,937</b>	<b>1,653,656</b>	<b>1,117,130</b>
<b>TOTAL STREET REVENUES</b>	<b>999,000</b>	<b>999,000</b>	<b>999,000</b>	<b>1,289,911</b>	<b>129</b>	<b>-290,911</b>	<b>1,934,867</b>	<b>1,304,604</b>

<b>DEVELOPMENT SERVICES REVENUES</b>	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
<b>MISCELLANEOUS</b>								
10-4300-42-42090 TECHNOLOGY FEES	25,000	25,000	25,000	21,215	85	3,785	31,823	25,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,500	2,500	2,500	3,408	136	-908	5,112	2,600
10-4300-42-42099 MISCELLANEOUS				10,750	0	-10,750	16,125	10,745
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0
<b>TOTAL MISCELLANEOUS</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500</b>	<b>35,373</b>	<b>129</b>	<b>-7,873</b>	<b>31,823</b>	<b>38,345</b>
<b>PERMITS/LICENSES</b>								
10-4300-45-42040 PERMITS-CITY MISC.	0	0	0	0	0	0	0	0
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	3,070	201	-1,544	4,605	3,000
10-4300-45-44096 SITE PLAN	9,000	9,000	9,000	19,091	212	-10,091	28,637	19,000
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	6,450	215	-3,450	9,675	4,675
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	127,696	238	-74,127	191,543	100,000
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	801,377	401	-601,377	1,202,065	550,000
10-4300-45-45077 ZONING	3,072	3,072	3,072	3,641	119	-569	5,461	3,072
10-4300-45-45100 BUILDING PERMITS	821,700	821,700	821,700	704,833	86	116,867	1,057,250	821,700
10-4300-45-45101 R.O.W. PERMITS	900	900	900	3,900	433	-3,000	5,850	2,250
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	0	0	1,600	0	1,600
10-4300-45-45200 BUILDINGS INSPECTION FEES	363,000	363,000	363,000	485,768	134	-122,768	728,652	375,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	0	0	100	0	100
<b>TOTAL PERMITS/LICENSES</b>	<b>1,457,567</b>	<b>1,457,567</b>	<b>1,457,567</b>	<b>2,155,826</b>	<b>148</b>	<b>-698,259</b>	<b>3,233,739</b>	<b>1,880,497</b>
<b>TOTAL DEVELOPMENT SERVICES REVENUES</b>	<b>1,485,067</b>	<b>1,485,067</b>	<b>1,485,067</b>	<b>2,191,199</b>	<b>148</b>	<b>-706,132</b>	<b>3,265,561</b>	<b>1,918,842</b>

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

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

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

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

**10 -GENERAL FUND  
DEPARTMENTAL EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS  
FY 2021-22**

**91.67 % OF YEAR COMPLETE**

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



**OPERATING**

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

**REPAIRS & MAINTENANCE**

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

**CONTRACTED SERVICES**

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

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

**OPERATING**

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

**REPAIRS & MAINTENANCE**

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

**CONTRACTED SERVICES**

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

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

**CONTRACTED SERVICES**

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

**DEBT PAYMENTS**

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

**CAPITAL OUTLAY < \$5K**

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

**CAPITAL OUTLAY > \$5K**

10-5225-58-52400 MACHINERY EQUIPMENT-PU	240,810	240,810	240,810	0	0	240,810	0	50,000
<b>TOTAL CAPITAL OUTLAY &gt; \$5K</b>	<b>240,810</b>	<b>240,810</b>	<b>240,810</b>	<b>0</b>	<b>0</b>	<b>240,810</b>	<b>0</b>	<b>50,000</b>

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

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

**OPERATING**

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

**REPAIRS & MAINTENANCE**

10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	4,471	149	-1,471	6,707	4,400
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>4,471</b>	<b>149</b>	<b>-1,471</b>	<b>6,707</b>	<b>4,400</b>

**CONTRACTED SERVICES**

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

**DEBT PAYMENTS**

10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0
<b>TOTAL DEBT PAYMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

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

**CONTRACTED SERVICES**

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

**DEBT PAYMENTS**

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

**CAPITAL OUTLAY < \$5K**

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

**CAPITAL OUTLAY > \$5K**

10-5400-58-52400 MACHINERY EQUIPMENT-PU	46,600	46,600	46,600	0	0	46,600	0	67,000
<b>TOTAL CAPITAL OUTLAY &gt; \$5K</b>	<b>46,600</b>	<b>46,600</b>	<b>46,600</b>	<b>0</b>	<b>0</b>	<b>46,600</b>	<b>0</b>	<b>67,000</b>

<b>TOTAL PARKS EXPENDITURES</b>	<b>675,987</b>	<b>675,988</b>	<b>675,989</b>	<b>309,500</b>	<b>46</b>	<b>366,489</b>	<b>464,060</b>	<b>731,117</b>
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**MUNICIPAL COURT EXPENDITURES**

FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE
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PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
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**PERSONNEL**

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



**OPERATING**

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

**CONTRACTED SERVICES**

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

**CAPITAL OUTLAY < \$5K**

10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620
<b>TOTAL CAPITAL OUTLAY &lt; \$5K</b>	<b>1,620</b>	<b>1,620</b>	<b>1,620</b>	<b>0</b>	<b>0</b>	<b>1,620</b>	<b>0</b>	<b>1,620</b>

**CAPITAL OUTLAY > \$5K**

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

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

**REPAIRS & MAINTENANCE**

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

**CONTRACTED SERVICES**

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

**DEBT PAYMENTS**

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

**CAPITAL OUTLAY < \$5K**

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

**CAPITAL OUTLAY > \$5K**

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

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

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
<b>ECONOMIC DEV. SVCS</b>								
<b>PERSONNEL</b>								
10-5800-50-50010 SALARIES	190,777	190,777	190,777	65,971	35	124,806	98,957	201,606
10-5800-50-50075 LONGEVITY PAY	200	200	200	0	0	200	0	300
10-5800-50-50200 EMPLOYER PAID TAXES	14,610	14,610	14,610	5,010	34	9,600	7,515	15,423
10-5800-50-50255 WORKERS' COMPENSATION	694	694	694	89	13	605	134	694
10-5800-50-50325 HEALTH INSURANCE	7,994	7,994	7,994	425	5	7,569	637	7,994
10-5800-50-50410 EMPLOYER RETIREMENT CO	17,390	17,390	17,390	5,647	32	11,743	8,470	17,056
10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	225	5	4,450	338	3,500
<b>TOTAL PERSONNEL</b>	<b>236,340</b>	<b>236,340</b>	<b>236,340</b>	<b>77,368</b>	<b>33</b>	<b>158,972</b>	<b>116,051</b>	<b>246,573</b>
<b>OPERATING</b>								
10-5800-51-51011 SMALL BUSINESS RENTAL ASST	5,000	5,000	5,000	1,915	38	3,085	2,873	25,000
10-5800-51-51043 CITY EVENTS	37,500	37,500	37,500	27,294	73	10,206	40,941	100,000
10-5800-51-51480 MEETING EXPENSES	2,500	2,500	2,500	126	5	2,375	188	2,500
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	245	13	1,605	368	1,850
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	130	7	1,870	196	2,000
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	0	0	5,000	0	5,000
<b>TOTAL OPERATING</b>	<b>55,350</b>	<b>55,350</b>	<b>55,350</b>	<b>29,710</b>	<b>54</b>	<b>25,640</b>	<b>563</b>	<b>137,850</b>
<b>TOTAL ECONOMIC DEV SVCS EXPENDITURES</b>	<b>291,690</b>	<b>291,690</b>	<b>291,690</b>	<b>107,077</b>	<b>86</b>	<b>184,613</b>	<b>116,614</b>	<b>384,423</b>
<b>HUMAN RESOURCES</b>								
<b>PERSONNEL</b>								
10-5810-50-50010 SALARIES						0	0	146,329
10-5810-50-50075 LONGEVITY PAY						0	0	800
10-5810-50-50200 EMPLOYER PAID TAXES						0	0	11,225
10-5810-50-50255 WORKERS' COMPENSATION						0	0	300
10-5810-50-50325 HEALTH INSURANCE						0	0	7,743
10-5810-50-50410 EMPLOYER RETIREMENT CO						0	0	12,447
10-5810-50-50411 HR REQUIRED EDUCATION								13,500
10-5810-50-50520 EMPLOYEE EDUCATION						0	0	2,140
<b>TOTAL PERSONNEL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>194,484</b>
<b>OPERATING</b>								
10-5810-51-51041 EMPLOYEE APPRECIATION								15,000
10-5810-51-51635 PERIODICALS & PUBLICATIONS								1,000
10-5810-51-51635 PROFESSIONAL/MEMBERSHIP						0	0	2,000
10-5810-51-51746 SUPPLIES-OFFICES						0	0	1,000
10-5810-51-51780 TRAVEL						0	0	5,000
<b>TOTAL OPERATING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,000</b>
<b>TOTAL HUMAN RESOURCES EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>218,484</b>
<b>TOTAL EXPENDITURES</b>	<b>11,934,675</b>	<b>11,934,676</b>	<b>11,934,678</b>	<b>8,405,345</b>	<b>1,006</b>	<b>3,529,333</b>	<b>12,489,445</b>	<b>14,000,424</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>-361,490</b>	<b>-361,891</b>	<b>-361,493</b>	<b>4,605,000</b>		<b>-4,966,493</b>	<b>6,938,341</b>	<b>275,015</b>

**20 -UTILITY FUND  
FINANCIAL SUMMARY**

**PROPOSED BUDGET WORKSHEETS  
FY 2021-22**

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

**91.67 % OF YEAR COMPLETE**

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

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

**PROPOSED BUDGET WORKSHEETS  
FY 2021-22**

**91.67 % OF YEAR COMPLETE**

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

**20 -UTILITY FUND  
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS  
FY 2021-22**

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

**REPAIRS & MAINTENANCE**

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

**CONTRACTED SERVICES**

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

**TOTAL PUBLIC WORKS EXPENDITURES****513,872****513,872****513,873****407,036****79.2****106,838****407,036****506,364****WATER EXPENDITURES**FY 2020-21  
ACTUALFY 2020-21  
ORIG. BUDGETFY 2020-21  
CURR. BUDGETY-T-D ACTUAL  
AS OF 08/06/2021% OF  
BUDGETBUDGET  
BALANCEPROJECTED  
YEAR ENDREQUESTED  
2021-22 BUDGET**PERSONNEL**

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

**OPERATING**

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

**REPAIRS & MAINTENANCE**

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

**WATER/WASTEWATER**

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

**CONTRACTED SERVICES**

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

**DEBT PAYMENTS**

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

**CAPITAL OUTLAY < \$5K**

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

**CAPITAL OUTLAY > \$5K**

20-5250-58-52400 MACHINERY EQUIPMENT-PU	9,000	9,000	9,000	0	0.0	9,000	0	20,000
<b>TOTAL CAPITAL OUTLAY &gt; \$5K</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0.0</b>	<b>9,000</b>	<b>0</b>	<b>20,000</b>

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

**WATER/WASTEWATER**

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

**CONTRACTED SERVICES**

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

**CAPITAL OUTLAY < \$5K**

20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000
<b>TOTAL CAPITAL OUTLAY &lt; \$5K</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>

**CAPITAL OUTLAY > \$5K**

20-5275-58-52400 MACHINERY EQUIPMENT-PU	15,000	15,000	15,000	0	0.0	15,000	0	15,000
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000
<b>TOTAL CAPITAL OUTLAY &gt; \$5K</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0.0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
<b>TOTAL WASTEWATER EXPENDITURES</b>	<b>705,324</b>	<b>705,324</b>	<b>705,324</b>	<b>1,001,515</b>	<b>142.0</b>	<b>(296,191)</b>	<b>1,001,453</b>	<b>949,882</b>

**NON-DEPARTMENTAL EXPENDITURES**

	FY 2020-21 ACTUAL	FY 2020-21 ORIG. BUDGET	FY 2020-21 CURR. BUDGET	Y-T-D ACTUAL AS OF 08/06/2021	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2021-22 BUDGET
<b>CAPITAL OUTLAY &gt; \$5K</b>								
20-5999-58-58005 2016 CO BOND EXPENSES	236,704	236,704	236,704	1,302,397	550.2	(1,065,693)	1,302,397	
<b>TOTAL CAPITAL OUTLAY &gt; \$5K</b>	<b>236,704</b>	<b>236,704</b>	<b>236,704</b>	<b>1,302,397</b>	<b>550.2</b>	<b>(1,065,693)</b>	<b>1,302,397</b>	<b>0</b>
<b>TRANSFERS</b>								
20-5999-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	0
<b>TOTAL TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL NON-DEPARTMENTAL EXPENDITURES</b>	<b>236,704</b>	<b>236,704</b>	<b>236,704</b>	<b>1,302,397</b>	<b>550.2</b>	<b>(1,065,693)</b>	<b>1,302,397</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>3,759,116</b>	<b>3,759,116</b>	<b>3,759,117</b>	<b>4,724,350</b>	<b>125.7</b>	<b>(965,232)</b>	<b>4,724,288</b>	<b>4,408,683</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>73,042</b>	<b>73,042</b>	<b>73,042</b>	<b>-276,264</b>		<b>349,306</b>	<b>(276,202)</b>	<b>80,891</b>

# CERTIFICATION OF 2021 TAX RATE AND HEARING UPLOAD

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

## CITY OF MANOR

5122725555

105 E Eggleston St/

PO Box 387

www.cityofmanor.org

ASSESSOR COLLECTOR | BRUCE ELFANT

## TAXING UNIT

### WEBSITE RATES

ADOPTED RATE **0.7827**

PROPOSED RATE **0.7827**

VOTER APPROVAL RATE **0.7667**

NO NEW REVENUE RATE **0.7617**

ADOPTED RATE DOCUMENTS UPLOADED (YES OR NO)

**NO**

NO NEW REVENUE RATE DOCUMENTS UPLOADED (YES OR NO)

**NO**

### HEARINGS

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

**PREPARED BY**