



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

City Council Regular Meeting

Wednesday, September 02, 2020 at 7:00 PM

Manor City Hall, Council Chambers, 105 E. Eggleston St.

AGENDA

This meeting will be live streamed on Manor Facebook Live

You can access the meeting at <https://www.facebook.com/cityofmanor/>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PROCLAMATION

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

PUBLIC COMMENTS

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

PUBLIC HEARINGS

- 1. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Annual Budget of the City of Manor, Texas.**
Submitted by: Thomas Bolt, City Manager
- 2. Consideration, discussion, and possible action on the FY 2020-2021 Proposed Property Tax Rate of the City of Manor, Texas.**
Submitted by: Thomas Bolt, City Manager

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

- 3. Consideration, discussion, and possible action to approve the City Council Minutes of the August 19, 2020, Regular Meeting.**
Submitted by: Lluvia T. Almaraz, City Secretary

REGULAR AGENDA

- 4. Consideration, discussion, and possible action to approve an amendment to the agreement with the City's Bond Counsel for Public Improvement District (PID) bond counsel services.**
Submitted by: Thomas Bolt, City Manager
- 5. Consideration, discussion, and possible action on a Service Level Agreement – Addendum between TimeClock Plus, LLC, and the City of Manor for timekeeping services.**
Submitted by: Lydia Collins, Director of Finance
- 6. Consideration, discussion, and possible action on Resolution authorizing the release of a Request for Proposals for a Comprehensive Plan.**
Submitted by: Scott Dunlop, Assistant Development Services Director
- 7. Consideration, discussion, and possible action on an appointment (s) to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.**
Submitted by: Thomas Bolt, City Manager

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, August 28, 2020, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

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



PROCLAMATION

WHEREAS, September is National Preparedness Month, which serves as a reminder that we all must take action to prepare, now and throughout the year, for the types of emergencies that could affect us where we live, work, and also where we visit; and

WHEREAS, “National Preparedness Month” creates an opportunity for the residents and businesses in the City of Manor to prepare their homes, establishments, and communities for any type of emergency including natural disasters and potential terror attacks; and

WHEREAS, this year it’s even more imperative for the City of Manor to recognize the need for preparedness. In the midst of this pandemic, keeping our residents informed about public health issues is paramount; and

WHEREAS, the City of Manor, along with other regional, state and national partners, support the WarnCentralTexas.org campaign to increase public readiness in preparing for emergencies and educating citizens on how to take action; and

WHEREAS, preparedness is an ongoing effort of all citizens in the CAPCOG region, including youth, older adults, and people with access and functional needs; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation throughout our nation; and

WHEREAS, emergency preparedness is the responsibility of every citizen in the City of Manor and all citizens are encouraged to make preparedness a priority.

NOW, THEREFORE, I, Dr. Larry Wallace Jr., Mayor of the City of Manor, Texas, and on behalf of the Manor City Council, do hereby proclaim the month of September 2020, as:

“National Preparedness Month”

in the City of Manor and encourage all citizens and businesses to develop their own emergency preparedness plan, go to WarnCentralTexas.org to register to receive emergency alerts, and work as a team towards that end.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Manor on this 2nd day of September 2020.

Dr. Larry Wallace Jr., Mayor
City of Manor

AGENDA ITEM NO. 1**AGENDA ITEM SUMMARY FORM**

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: No
ATTACHMENTS: Yes

- FY2020-2021 Proposed Annual Budget

STAFF RECOMMENDATION:

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

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

PROPOSED Annual Budget

Fiscal Year 2020 - 2021



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



PROPOSED Annual Budget Fiscal Year 2020-21

Original Budget Adopted: _____
Ordinance Number: _____

Amended Budget Adopted: _____
Ordinance Number: _____

FY 2019-2020		
BUDGETED REVENUES	BUDGETED EXPENSES	NET
7,543,304	1,124,261	6,419,043
0	714,517	(714,517)
1,061,408	2,173,982	(1,112,574)
1,417,017	835,726	581,291
40,000	614,240	(574,240)
717,950	670,572	47,378
269,279	4,200,550	(3,931,271)
-	598,072	(598,072)
-	162,827	(162,827)
-	-	-
11,048,958	11,094,747	(45,789)

0	430,164	(430,164)
2,090,321	2,390,535	(300,214)
1,741,838	1,186,889	554,949
-	-	-
3,832,159	4,007,588	(175,429)

14,881,117	15,102,335	(221,218)
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2,597,376	2,176,104	421,272
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12,000	40,000	(28,000)
8,600	24,620	(16,020)
31,025	9,000	22,025
392,006	-	392,006
755,977	20,000	735,977
-	-	-
3,893,250	-	3,893,250
5,376,897	128,620	5,248,277

22,855,390	17,407,059	5,448,331
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31-Aug-20		
FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET
7,790,235	898,151	6,892,084
0	614,144	(614,144)
948,464	1,822,816	(874,352)
2,750,877	656,366	2,094,511
40,000	335,820	(295,820)
660,496	577,083	83,414
210,954	3,557,628	(3,346,674)
-	472,068	(472,068)
-	96,686	(96,686)
-	-	-
12,401,027	9,030,762	3,370,264

0	389,325	(389,325)
2,441,864	2,210,167	231,698
2,082,875	1,002,830	1,080,045
-	-	-
4,524,739	3,602,322	922,417

16,925,766	12,633,084	4,292,681
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2,172,371	2,181,442	(9,071)
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13,877	27,086	(13,209)
10,408	342	10,066
40,286	31,048	9,238
388,310	4,254	384,056
1,287,785	373,382	914,403
-	-	-
3,893,250	2,599,289	1,293,961
6,060,738	3,371,753	2,688,984

25,158,874	18,186,280	6,972,595
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GENERAL FUND

ADMINISTRATION	8,195,331	1,219,554	6,975,777
FINANCE DEPT.	-	763,189	(763,189)
STREET DEPT.	999,000	2,416,219	(1,417,219)
DEVELOPMENT SERVICES	1,485,067	988,209	496,858
PARKS	40,000	676,989	(636,989)
MUNICIPAL COURT	630,150	681,128	(50,978)
POLICE DEPT.	269,279	4,213,461	(3,944,182)
IT DEPT.	-	653,570	(653,570)
COMMUNITY DEV	-	164,027	(164,027)

TRANSFERS

GENERAL FUND TOTALS

FY 2020-21		
BUDGET REVENUES	BUDGET EXPENSES	NET
8,195,331	1,219,554	6,975,777
-	763,189	(763,189)
999,000	2,416,219	(1,417,219)
1,485,067	988,209	496,858
40,000	676,989	(636,989)
630,150	681,128	(50,978)
269,279	4,213,461	(3,944,182)
-	653,570	(653,570)
-	164,027	(164,027)
-	-	-
11,618,827	11,776,346	(157,519)

UTILITY FUND

PUBLIC WORKS	0	513,873	(513,873)
WATER	2,089,796	2,303,216	(213,420)
WASTEWATER	1,741,838	705,324	1,036,514
TRANSFERS	-	-	-

UTILITY FUND TOTALS

0	513,873	(513,873)
2,089,796	2,303,216	(213,420)
1,741,838	705,324	1,036,514
-	-	-
3,831,634	3,522,413	309,221

TOTAL POOLED FUNDS

15,450,461	15,298,759	151,702
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TOTAL DEBT SERVICE

2,207,164	2,189,128	18,036
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RESTRICTED FUNDS

COURT TECH FUND	9,500	9,500	-
COURT BLDG SEC FUND	8,400	500	7,900
HOTEL OCCUPANCY	33,200	30,000	3,200
CAPT IMPACT-WATER	864,500	-	864,500
CAPT IMPACT-WW	392,006	-	392,006
PARK FUNDS	-	-	-
BOND FUNDS	3,856,948	3,856,948	-

RESTRICTED FUND TOTALS

9,500	9,500	-
8,400	500	7,900
33,200	30,000	3,200
864,500	-	864,500
392,006	-	392,006
-	-	-
3,856,948	3,856,948	-
5,164,554	3,896,948	1,267,606

GRAND TOTALS

22,822,179	21,384,835	1,437,344
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FUND BALANCES	
ESTIMATED 30-Sep-20	PROJECTED 30-Sep-21

975,727	1,127,429
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91,186	109,222
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46,674	46,674
12,518	20,418
457,267	460,467
734,293	1,598,793
2,208,728	2,600,734
8,450	8,450
-	-
3,514,901	4,782,507

4,581,814	6,019,158
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The General Fund is the general operating fund and the largest fund of the city as it includes all traditional government services such general administration, street and drainage, maintenance, development services, police and courts, and parks.

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

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



PROPOSED Annual Budget SUMMARY FOR FISCAL YEAR 2020-21

Item 1.

Original Budget Adopted: _____
Ordinance Number: _____

Amended Budget Adopted: _____
Ordinance Number: _____

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

FUND	Existing FY 2019-20 Amended Budget	PROPOSED FY 2020-21 Municipal Budget	PROPOSED BUDGET DIFFERENCE
UTILITY FUND			
PUBLIC WORKS			
REVENUES	-	-	-
EXPENSES	430,164	513,873	83,709
NET	(430,164)	(513,873)	(83,709)
WATER DEPARTMENT			
REVENUES	2,090,321	2,089,796	(525)
EXPENSES	2,390,535	2,303,216	(87,319)
NET	(300,214)	(213,420)	86,794
WASTEWATER DEPARTMENT			
REVENUES	1,741,838	1,741,838	-
EXPENSES	1,186,889	705,324	(481,565)
NET	554,949	1,036,514	481,565
TRANSFERS			
REVENUES	-	-	-
EXPENSES	-	-	-
NET	-	-	-
UTILITY FUND TOTALS			
REVENUES	3,832,159	3,831,634	(525)
EXPENDITURES	4,007,588	3,522,413	(485,175)
NET	(175,429)	309,221	484,650

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

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

**10 -GENERAL FUND
FINANCIAL SUMMARY**
**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

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

**10 -GENERAL FUND
FINANCIAL SUMMARY**
PROPOSED BUDGET WORKSHEETS
FY 2020-21
83.33 % OF YEAR COMPLETE

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

PARKS

PERSONNEL	395,889	395,889	401,090	237,070	59.1	164,020	335,857	421,771	20,681
OPERATING	34,600	34,600	34,850	9,676	27.8	25,174	13,619	20,850	0
REPAIRS & MAINTENANCE	129,000	129,000	129,000	36,755	28.5	92,245	52,071	157,500	0
CONTRACTED SERVICES				1,238					
DEBT PAYMENTS	28,200	28,200	28,200	24,517	86.9	3,683	34,733	24,518	0
GRANT EXPENDITURES	0	0	0	0	0.0	0	0	-	0
CAPITAL OUTLAY < \$5K	9,600	9,600	9,100	2,816	30.9	6,284	3,990	5,750	0
CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0.0	12,000	0	46,600	0
TOTAL PARKS	609,289	609,289	614,240	312,072	233.3	303,405	440,271	676,989	20,681

COURT

PERSONNEL	297,207	297,207	312,700	222,643	71.2	90,057	315,419	323,456	10,756
OPERATING	48,245	48,245	51,445	41,348	80.4	10,097	58,576	51,245	(200)
CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101.0	(2,985)	417,197	291,500	0
CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0.0	1,620	0	1,620	0
CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0.0	13,307	0	13,307	0
TOTAL COURT	670,572	670,572	670,572	558,476	83.3	112,096	791,191	681,128	10,556

POLICE

PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78.4	657,616	3,390,925	3,067,434	16,280
OPERATING	311,583	311,583	308,584	208,283	67.5	100,301	295,074	310,094	1,510
REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91.0	15,407	221,882	96,500	(75,526)
CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94.4	12,543	300,018	268,463	44,147
DEBT PAYMENTS	279,000	279,000	355,000	277,089	78.1	77,911	392,552	398,500	43,500
CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57.1	2,573	4,855	6,000	0
CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18.3	37,133	8,044	66,470	21,000
TOTAL POLICE	3,970,933	3,970,933	4,162,550	3,259,066	78.3	903,484	4,613,351	4,213,461	50,911

INFORMATION TECHNOLOGY (I.T.)

PERSONNEL	142,085	142,085	142,085	114,607	80.7	27,478	162,364	147,985	5,900
OPERATING	149,852	149,852	149,852	108,299	72.3	41,553	0	169,500	19,648
REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	37.5	3,802	0	6,085	0
CONTRACTED SERVICES	155,000	155,000	205,050	184,411	89.9	20,640	0	160,000	(45,050)
CAPITAL OUTLAY < \$5K	65,000	65,000	65,000	14,191	21.8	50,809	368	65,000	0
CAPITAL OUTLAY > \$5K	30,000	30,000	30,000	0	0.0	30,000	5,034	105,000	75,000
TOTAL I.T	548,022	548,022	598,072	423,790	70.9	174,282	14,754	653,570	55,498

COMMUNITY DEV.

PERSONNEL	101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200
OPERATING	66,850	66,850	66,850	16,731	0	0	0	67,850	1,000
TOTAL COMMUNITY DEV	168,464	168,464	162,827	87,077	53.5	25,632	99,658	164,027	1,200
TOTAL EXPENDITURES	10,613,527	10,613,528	11,119,747	8,079,931	518	2,661,898	9,466,537	11,776,346	656,599
REVENUES OVER/(UNDER) EXPENDITURES	198,143	198,142	(70,789)	3,655,203		(3,725,992)	7,092,601	(157,519)	(86,730)

PROPOSED BUDGET WORKSHEETS

FY 2020-21

10 -GENERAL FUND
REVENUES

83.33 % OF YEAR COMPLETE

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
ADMINISTRATION REVENUES									
<u>TAXES</u>									
10-4100-40-40000 AD VALOREM TAXES - CURRENT	5,516,349	5,516,349	5,516,349	5,476,094	99	40,255	7,757,982	5,909,577	393,228
10-4100-40-40010 AD VALOREM TAXES - PRIOR	15,000	15,000	53,325	67,053	126	-13,728	94,994	15,000	-38,325
10-4100-40-40015 RENDITION PAYMENTS	0	0	0	0	0	0	0	0	0
10-4100-40-40016 VEHICLE DEALER INVENTORY	5,788	5,788	5,788	4,920	85	868	6,970	5,000	-788
10-4100-40-40020 AD VALOREM TAXES P&I	57,750	57,750	57,750	67,704	117	-9,954	95,916	57,750	0
10-4100-40-40025 SALES TAX COMPTROLLER	1,046,388	1,046,388	1,046,388	1,284,866	123	-238,478	1,820,270	1,381,300	334,912
10-4100-40-40040 FRANCHISE TAX-ELECTRIC	250,000	250,000	250,000	159,413	64	90,587	225,840	250,000	0
10-4100-40-40043 FRANCHISE TAX-CABLE TE	64,000	64,000	64,000	40,001	63	23,999	56,669	64,000	0
10-4100-40-40044 FRANCHISE PEG TAX - CABLE TV	20,000	20,000	20,000	7,187	36	12,813	10,182	9,000	-11,000
10-4100-40-40045 FRANCHISE TAX-GAS/PROP	30,000	30,000	30,000	23,338	78	6,662	33,063	25,000	-5,000
10-4100-40-40047 FRANCHISE TAX-TELEPHONE	74,000	74,000	74,000	104,636	141	-30,636	148,238	100,000	26,000
10-4100-40-40050 FRANCHISE TAX-SOLID WASTE	82,000	82,000	140,000	118,290	84	21,710	167,581	140,000	0
10-4100-40-40051 SIGN KIOSK FEES	2,825	2,825	5,885	4,200	71	1,685	5,950	5,885	0
10-4100-40-40060 MIXED BEVERAGE TAXES	12,200	12,200	12,200	13,592	111	-1,392	19,255	12,200	0
10-4100-40-40061 OPEN RECORD FEES	0	0	1,200	1,498	125	-298	2,122	1,200	0
TOTAL TAXES	7,176,300	7,176,300	7,276,885	7,372,791	101	-95,906	10,445,033	7,975,912	699,027
<u>MISCELLANEOUS</u>									
10-4100-42-42099 MISCELLANEOUS	56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
10-4100-42-42100 GRANTS	0	0	0	0	0	0	0	0	0
10-4100-42-42500 DONATIONS	0	0	0	0	0	0	0	0	0
10-4100-42-48100 UNCLAIMED PROPERTY	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	56,000	56,000	56,000	35,179	63	20,821	49,838	9,000	-47,000
<u>PERMITS/LICENSES</u>									
10-4100-45-42010 PERMITS-PET	440	440	440	190	43	250	269	440	0
10-4100-45-42020 HEALTH PERMITS	0	0	0	0	0	0	0	0	0
10-4100-45-42040 PERMITS- CITY MISC	150	150	150	0	0	150	0	150	0
10-4100-45-42050 LICENSES- ALCHOLIC BEV	5,000	5,000	5,700	585	10	5,115	829	5,700	0
TOTAL PERMITS/LICENSES	5,590	5,590	6,290	775	12	5,515	1,098	6,290	0
<u>OTHER</u>									
10-4100-48-42050 NOTARY FEES	100	100	129	129	100	0	183	129	0
10-4100-48-42100 REIMBURSED EXPENSES	0	0	0	0	0	0	0	0	0
10-4100-48-48000 INTEREST INCOME	204,000	204,000	204,000	193,112	95	10,889	273,581	204,000	0
TOTAL OTHER	204,100	204,100	204,129	193,241	95	10,889	273,764	204,129	0
TOTAL ADMINISTRATION REVENUES	7,441,990	7,441,990	7,543,304	7,601,985	101	-58,681	10,769,733	8,195,331	652,027

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	BUDGET DIFF.
STREET REVENUES									
MISCELLANEOUS									
10-4225-42-42098 CAP METRO BCT	137,500	137,500	137,500	0	0	137,500	0	84,500	-53,000
10-4225-42-42099 MISCELLANEOUS	0	0	0	351	0	-351	497	0	0
TOTAL MISCELLANEOUS	137,500	137,500	137,500	351	0	137,149	497	84,500	-53,000
SANITATION CHARGES									
10-4225-44-44010 SOLID WASTE REVENUE	904,000	904,000	904,000	835,110	92	68,890	1,183,101	904,000	0
10-4225-44-44025 LATE FEES TRASH	19,908	19,908	19,908	12,441	62	7,467	17,625	10,500	-9,408
10-4225-44-44031 ADJUSTMENTS	0	0	0	0	0	0	0	0	0
TOTAL SANITATION CHARGES	923,908	923,908	923,908	847,551	92	76,357	1,200,726	914,500	-9,408
TOTAL STREET REVENUES	1,061,408	1,061,408	1,061,408	847,902	80	213,506	1,201,223	999,000	-62,408

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
DEVELOPMENT SERVICES REVENUES									
MISCELLANEOUS									
10-4300-42-42090 TECHNOLOGY FEES	23,000	23,000	23,000	27,445	119	-4,445	38,881	25,000	2,000
10-4300-42-42091 ONLINE PAYMENT FEE	2,000	2,000	2,000	3,036	152	-1,036	4,301	2,500	500
10-4300-42-42092 FILMING PROJECT FEES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	25,000	25,000	25,000	30,481	122	-5,481	38,881	27,500	2,500
PERMITS/LICENSES									
10-4300-45-42040 PERMITS-CITY MISC.	1,000	1,000	11,000	11,000	100	0	15,584	0	-11,000
10-4300-45-44095 SIGN PERMITS	1,526	1,526	1,526	2,052	134	-526	2,907	1,526	0
10-4300-45-44096 SITE PLAN	8,271	8,271	9,000	12,905	143	-3,905	18,283	9,000	0
10-4300-45-44097 NOTIFICATIONS	3,000	3,000	3,000	4,135	138	-1,135	5,858	3,000	0
10-4300-45-45000 DEVELOPER FUNDINGS	0	0	0	0	0	0	0	0	0
10-4300-45-45050 PLAT AND PLAN FEES	53,569	53,569	53,569	55,045	103	-1,476	77,982	53,569	0
10-4300-45-45075 BLDG. PLAN REVIEW	100	100	100	0	0	100	0	100	0
10-4300-45-45076 SUBDIVISION TEST & INSP	200,000	200,000	200,000	588,289	294	-388,289	833,429	200,000	0
10-4300-45-45077 ZONING	3,072	3,072	3,072	2,839	92	233	4,022	3,072	0
10-4300-45-45100 BUILDING PERMITS	788,150	788,150	788,150	1,116,803	142	-328,653	1,582,175	821,700	33,550
10-4300-45-45101 R.O.W. PEMITS	900	900	900	1,400	156	-500	1,983	900	0
10-4300-45-45102 GAMING MACHINES	1,600	1,600	1,600	1,600	100	0	2,267	1,600	0
10-4300-45-45200 BUILDINGS INSPECTION FEES	200,000	200,000	320,000	588,579	184	-268,579	833,840	363,000	43,000
10-4300-45-45201 SUBDIV CONSTRUCTION	0	0	0	0	0	0	0	0	0
10-4300-45-45500 PROFESSIONAL DEPOSIT FEES	100	100	100	5,609	5,609	-5,509	7,946	100	0
TOTAL PERMITS/LICENSES	1,261,288	1,261,288	1,392,017	2,390,257	172	-998,240	3,386,276	1,457,567	65,550
TOTAL DEVELOPMENT SERVICES REVENUES	1,286,288	1,286,288	1,417,017	2,420,738	171	-1,003,721	3,425,158	1,485,067	68,050

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
PARKS/RECREATION									
MISCELLANEOUS									
PARKS MISCELLANEOUS									
10-4400-42-42101 PARK LAND MAINT PMNTS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL MISCELLANEOUS	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
TOTAL PARKS REVENUES	40,000	40,000	40,000	40,000	100	0	56,668	40,000	0
COURT REVENUES									
10-4500-42-42090 ONLINE PAYMENT FEES	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
10-4500-42-42099 TCDC REVENUES	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS	6,500	6,500	6,500	4,302	66	2,198	6,095	6,500	0
COURT FEES									
10-4500-46-46100 COURT TECHNOLOGY FEE	12,000	12,000	12,000	9,432	79	2,568	13,362	12,000	0
10-4500-46-46200 COURT BUILDING SECURITY	8,600	8,600	8,600	8,404	98	196	11,906	8,600	0
10-4500-46-46300 COURT COSTS EARNED	690,000	690,000	690,000	600,178	87	89,822	850,272	600,000	-90,000
10-4500-46-46301 JUVENILE CASE MGR FUND	0	0	800	3,500	438	-2,700	4,958	3,000	2,200
10-4500-46-46302 JURY FUND	0	0	50	70	140	-20	99	50	0
TOTAL COURT FEES	710,600	710,600	711,450	621,584	87	89,866	875,540	623,650	-87,800
TOTAL COURT REVENUES	717,100	717,100	717,950	625,886	87	92,064	881,635	630,150	-87,800
POLICE REVENUES									
MISCELLANEOUS									
10-4600-42-41015 GRANT PROCEEDS - POLIC	22,513	22,513	22,513	0	0	22,513	0	22,513	0
10-4600-42-41016 OVC 2018-V3-GX-0024	57,207	57,207	57,207	15,415	27	41,792	21,838	57,207	0
10-4600-42-41017 VOCA GRANT	91,924	91,924	91,924	87,805	96	4,119	124,393	91,924	0
10-4600-42-42099 MISCELLANEOUS	36,880	36,880	40,000	42,634	107	-2,634	60,399	40,000	0
TOTAL MISCELLANEOUS	208,524	208,524	211,644	145,853	69	65,791	206,630	211,644	0
POLICE CHARGES/FEES									
10-4600-47-47000 ASSET SEIZURES	1,000	1,000	1,250	1,250	100	0	1,771	1,250	0
10-4600-47-47009 ALARM PERMIT	7,000	7,000	7,000	5,865	84	1,135	8,309	7,000	0
10-4600-47-47010 POLICE REPORTS	1,350	1,350	1,350	0	0	1,350	0	1,350	0
10-4600-47-47011 FINGER PRINTING	100	100	100	100	100	0	142	100	0
10-4600-47-47110 MOTOR VEHICLE DISB	4,500	4,500	4,500	4,596	102	-96	6,511	4,500	0
10-4600-47-47200 WARRANT AND FTA FEES	2,410	2,410	2,410	79	3	2,331	112	2,410	0
10-4600-47-47310 IMPOUNDS	10,000	10,000	11,025	14,400	131	-3,375	20,400	11,025	0
10-4600-47-47325 AUCTIONS	0	0	0	0	0	0	0	0	0

10-4600-47-47400 POLICE CAR RENTAL INCO	30,000	30,000	30,000	26,480	88	3,521	37,514	30,000	0
TOTAL POLICE CHARGES/FEES	56,360	56,360	57,635	52,770	92	4,866	74,759	57,635	0
TOTAL POLICE REVENUES	264,884	264,884	269,279	198,623	74	70,656	281,389	269,279	0
NON-DEPARTMENTAL REVENUES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
OTHER FINANCING SOURCES									
10-4999-41-41050 LOAN PROCEEDS	0	0	0	0	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES	0	0	0	0	0	0	0	0	0
TRANSFERS									
10-4999-49-50005 TRANSFERS IN	0	0	0	0	0	0	0	0	0
10-4999-49-50010 TRANSFERS FROM CPF	0	0	0	0	0	0	0	0	0
10-4999-49-59000 TRANSFERS FROM UF	0	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0	0	0	0	0
TOTAL NON-DEPARTMENTAL REVENUES	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	10,771,670	10,771,670	11,048,958	11,735,134	106	-686,176	16,559,138	11,618,827	569,869

10 -GENERAL FUND

DEPARTMENTAL EXPENDITURES

PROPOSED BUDGET WORKSHEETS

FY 2020-21

				83.33 % OF YEAR COMPLETE					
ADMINISTRATION EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
PERSONNEL									
10-5100-50-50010 SALARIES	394,447	394,447	419,640	285,151	68	134,489	403,973	415,747	-3,893
10-5100-50-50075 LONGEVITY	2,500	2,500	2,500	1,000	40	1,500	1,417	3,100	600
10-5100-50-50200 EMPLOYER PAID TAXES	30,366	30,366	32,248	18,614	58	13,634	26,370	28,176	-4,072
10-5100-50-50255 WORKERS' COMPENSATION	1,300	1,300	1,300	512	39	788	725	1,979	679
10-5100-50-50325 HEALTH INSURANCE	20,516	20,516	20,516	10,757	52	9,759	15,239	29,745	9,229
10-5100-50-50335 HEALTH ASSISTANCE	260	260	260	221	85	39	313	260	0
10-5100-50-50410 EMPLOYER RETIREMENT CO	37,078	37,078	33,594	24,404	73	9,190	34,573	33,381	-213
10-5100-50-50520 EMPLOYEE EDUCATION	7,500	7,500	7,500	4,010	53	3,490	5,681	7,500	0
10-5100-50-50521 COUNCIL EDUCATION	12,886	12,886	12,886	2,322	18	10,564	3,289	12,886	0
10-5100-50-50650 VEHICLE ALLOWANCE	7,500	7,500	7,500	6,092	81	1,408	8,631	7,500	0
10-5100-50-50655 CELL PHONE ALLOWANCE	1,200	1,200	1,200	762	63	439	1,079	1,200	0
10-5100-50-50700 REIMBURSABLE UNEMPLOYM	6,000	6,000	6,000	0	0	6,000	0	6,000	0
TOTAL PERSONNEL	521,553	521,553	545,144	353,844	65	191,300	501,291	547,474	2,330
OPERATING									
10-5100-51-51010 ADVER/NOTIFICATION/PUBLIC HEARING	4,500	4,500	5,010	10,879	217	-5,869	15,413	14,500	9,490
10-5100-51-51011 PRE-EMPLO SCREENING	50	50	50	0	0	50	0	50	0

10-5100-51-51012 ADMIN RENT	0	0	0	50	0	-50	71	50	
10-5100-51-51041 EMPLOYEE APPRECIATION	10,000	10,000	10,000	7,077	71	2,923	10,025	10,000	0
10-5100-51-51043 CITY EVENTS	10,000	10,000	0	0	0	0	0	0	0
10-5100-51-51160 ELECTION EXPENSES	6,500	6,500	6,500	0	0	6,500	0	6,500	0
10-5100-51-51335 INSURANCE-PROPERTY, CA	1,700	1,700	3,720	1,766	47	1,954	2,502	3,720	0
10-5100-51-51480 MEETING EXPENSES	1,000	1,000	1,000	801	80	199	1,134	1,000	0
10-5100-51-51485 MISCELLANEOUS	25,000	25,000	21,200	12,265	58	8,935	17,376	21,200	0
10-5100-51-51602 PENALTIES & INTEREST	150	150	150	0	0	150	0	150	0
10-5100-51-51603 PERIODICALS AND PUBLIC	650	650	650	92	14	558	130	650	0
10-5100-51-51625 POSTAGE/DELIVERY	550	550	2,000	1,767	88	233	2,503	2,000	0
10-5100-51-51634 EDC BEAUTIFICATION	50,000	50,000	50,000	0	0	50,000	0	50,000	0
10-5100-51-51635 PROFESSIONAL & MEMBERS	7,500	7,500	7,500	5,867	78	1,633	8,312	7,500	0
10-5100-51-51746 SUPPLIES-OFFICE	8,562	8,562	8,562	5,863	68	2,699	8,306	8,562	0
10-5100-51-51747 COVID 19 SUPPLIES		0	20,000	25,929	130	-5,929	36,734	20,000	0
10-5100-51-51748 GRANTS FOR SIX PATHWAYS			25,000					0	-25,000
10-5100-51-51780 TRAVEL	7,500	7,500	7,500	1,732	23	5,768	2,454	7,500	0
10-5100-51-51813 UTILITIES-ELECTRIC BLU	9,500	9,500	9,500	7,531	79	1,969	10,669	9,500	0
10-5100-51-51817 UTILITIES-NATURAL GAS	1,352	1,352	1,352	612	45	740	867	1,000	-352
10-5100-51-52110 OFFICE EQUIPMENT LEASE	4,000	4,000	4,000	3,692	92	308	5,230	4,400	400
TOTAL OPERATING	157,514	157,514	183,694	85,923	47	97,771	121,727	168,282	-15,412

REPAIRS & MAINTENANCE

10-5100-52-52010 BUILDING REPAIRS & MAI	30,000	30,000	30,000	4,705	16	25,295	6,666	30,000	0
10-5100-52-52012 CLEANING & MAINTENANCE	14,000	14,000	14,000	3,032	22	10,968	4,295	14,000	0
TOTAL REPAIRS & MAINTENANCE	44,000	44,000	44,000	7,737	18	36,263	10,962	44,000	0

CONTRACTED SERVICES

10-5100-54-51165 ENGINEERING/PLANNING S	85,000	85,000	85,000	51,830	61	33,170	73,428	85,000	0
10-5100-54-51440 LEGAL FEES	65,000	65,000	65,000	47,061	72	17,939	66,671	65,000	0
10-5100-54-51441 JUSTFOIA	2,875	2,875	2,875	0	0	2,875	0	3,250	375
10-5100-54-51442 MEETING/AGENDA MANAGEMENT		0	3,800	3,800	100	0	5,383	3,800	0
10-5100-54-51502 SALES TAX REBATE GREENVIEW	170,000	170,000	170,000	186,777	110	-16,777	264,607	200,000	30,000
10-5100-54-51503 AD VALEROM REBATE GREENVIEW	63,000	63,000	67,448	67,448	100	0	95,554	67,448	0
10-5100-54-51504 MUNICODE								15,000	15,000
10-5100-54-51590 DOCUMENT STORAGE/DESTRUCTION	1,800	1,800	1,800	457	25	1,343	647	1,800	0
10-5100-54-51760 TAXING DISTRICT FEES	18,500	18,500	18,500	25,610	138	-7,110	36,282	18,500	0
TOTAL CONTRACTED SERVICES	406,175	406,175	414,423	382,984	92	31,439	542,574	459,798	45,375

TOTAL ADMINISTRATION EXPENDITURES	1,129,242	1,129,242	1,187,261	830,488	70	356,773	1,176,553	1,219,554	32,293
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FINANCE EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
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PERSONNEL									
10-5150-50-50010 SALARIES	419,454	419,454	419,454	300,346	72	119,108	425,500	420,262	808
10-5150-50-50050 OVERTIME	2,452	2,452	2,452	1,262	51	1,190	1,788	3,443	991
10-5150-50-50075 LONGEVITY	3,000	3,000	3,000	1,700	57	1,300	2,408	3,900	0

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10-5150-50-50200 EMPLOYER PAID TAXES	27,088	27,088	27,088	22,767	84	4,321	32,254	32,681	8
10-5150-50-50255 WORKERS' COMPENSATION	2,500	2,500	1,900	853	45	1,047	1,208	1,900	0
10-5150-50-50325 HEALTH INSURANCE	46,460	46,460	46,460	30,230	65	16,230	42,827	52,054	5,594
10-5150-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5150-50-50410 EMPLOYER RETIREMENT CO	38,951	38,951	38,951	25,417	65	13,534	36,008	37,946	-1,005
10-5150-50-50520 EMPLOYEE EDUCATION	2,500	2,500	2,500	672	27	1,828	952	2,500	0
TOTAL PERSONNEL	542,663	542,663	542,063	383,468	71	158,595	543,259	554,944	12,881

OPERATING

10-5150-51-51010 ADVER/POSTING/PUBLIC HEARING	4,500	4,500	4,500	406	9	4,095	574	4,500	0
10-5150-51-51011 PRE-EMPLOYMENT SCREEN	100	100	100	0	0	100	0	100	0
10-5150-51-51042 CREDIT CARD MERCHANT SVCS	39,600	39,600	39,600	46,118	116	-6,518	65,335	65,000	25,400
10-5150-51-51080 CASH SHORT & OVER	500	500	500	36,093	7,219	-35,593	51,133	500	0
10-5150-51-51335 INSURANCE-PROPERTY, CA	2,650	2,650	2,650	2,754	104	-104	3,902	3,305	655
10-5150-51-51338 INSURANCE LIABILITY	3,404	3,404	3,404	92	3	3,312	130	110	-3,294
10-5150-51-51480 MEETING EXPENSES	500	500	500	15	3	485	21	500	0
10-5150-51-51485 MISCELLANEOUS	1,250	1,250	1,250	0	0	1,250	0	1,250	0
10-5150-51-51602 PENALTIES & INTEREST	600	600	600	0	0	600	0	600	0
10-5150-51-51603 PERIODICALS AND PUBLIC	100	100	100	0	0	100	0	100	0
10-5150-51-51625 POSTAGE/DELIVERY	48,000	48,000	48,000	44,228	92	3,772	62,658	58,100	10,100
10-5150-51-51635 PROFESSIONAL & MEMBERS	100	100	240	240	100	0	340	240	0
10-5150-51-51746 SUPPLIES-OFFICE	3,000	3,000	3,000	2,952	98	48	4,182	3,000	0
10-5150-51-51780 TRAVEL	5,000	5,000	5,000	1,756	35	3,244	2,488	5,000	0
10-5150-51-52110 OFFICE EQUIPMENT LEASE	3,475	3,475	3,475	2,062	59	1,413	2,921	3,475	0
10-5150-51-52340 VEHICLE FUEL & OIL	3,185	3,185	3,185	1,818	57	1,367	2,576	3,185	0
TOTAL OPERATING	115,964	115,964	116,104	138,533	119	-22,429	196,260	148,965	32,861

REPAIRS & MAINTENANCE

10-5150-52-52000 OFFICE EQUIPMENT REPAI	250	250	250	0	0	250	0	0	-250
10-5150-52-52320 VEHICLE REPAIRS & MAINT	600	600	1,800	1,781	99	19	2,523	2,000	200
TOTAL REPAIRS & MAINTENANCE	850	850	2,050	1,781	87	269	2,523	2,000	-50

CONTRACTED SERVICES

10-5150-54-51000 ACCOUNTING & AUDITING	52,000	52,000	52,000	37,942	73	14,058	53,752	45,000	-7,000
10-5150-54-5xxxxx PAYROLL APPLICATION								9,780	9,780
10-5150-54-51440 LEGAL FEES	1,000	1,000	1,000	1,095	110	-95	1,551	1,200	200
10-5150-54-51590 DOCUMENT STORAGE	1,300	1,300	1,300	370	28	930	524	1,300	0
TOTAL CONTRACTED SERVICES	54,300	54,300	54,300	39,407	73	14,893	55,828	57,280	2,980

DEBT PAYMENTS

10-5150-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	7,634	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	7,634	0	0	0

TOTAL FINANCE EXPENDITURES	713,777	713,777	714,517	563,189	79	151,328	797,870	763,189	48,672
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	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	BUDGET DIFF.
STREET EXPENDITURES									
PERSONNEL									
10-5225-50-50010 SALARIES	263,892	263,892	216,451	159,252	74	57,199	225,612	222,211	5,760
10-5225-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5225-50-50050 OVERTIME	7,917	7,917	7,917	1,472	19	6,445	2,085	6,666	-1,251
10-5225-50-50051 COVID 19 OVERTIME				0	0	0	0	0	
10-5225-50-50075 LONGEVITY	1,800	1,800	2,000	1,900	95	100	2,692	2,200	200
10-5225-50-50200 EMPLOYER PAID TAXES	20,931	20,931	17,193	12,296	72	4,897	17,420	17,677	484
10-5225-50-50255 WORKERS' COMPENSATION	20,126	20,126	8,500	8,706	102	-206	12,334	9,830	1,330
10-5225-50-50325 HEALTH INSURANCE	47,870	47,870	41,031	23,992	58	17,039	33,989	44,618	3,587
10-5225-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5225-50-50410 EMPLOYER RETIREMENT CO	25,083	25,083	17,597	13,399	76	4,198	18,982	20,525	2,928
10-5225-50-50520 EMPLOYEE EDUCATION	500	500	774	774	100	0	1,097	2,000	1,226
10-5225-50-50700 REIMB UNEMPLOYMENT	9,069	9,069	9,069	0	0	9,069	0	9,069	0
TOTAL PERSONNEL	397,446	397,446	320,790	222,012	69	98,778	314,524	335,055	14,265
OPERATING									
10-5225-51-51011 PRE-EMPLOYMENT SCREENING	100	100	200	129	65	71	183	200	0
10-5225-51-51335 INSURANCE-PROPERTY, CA	1,400	1,400	1,820	1,509	83	311	2,138	1,820	0
10-5225-51-51338 INSURANCE LIABILITY	2,220	2,220	2,290	1,905	83	385	2,699	2,290	0
10-5225-51-51610 LICENSES	250	250	250	100	40	150	142	250	0
10-5225-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5225-51-51640 DUES & SUBSCRIPTIONS	100	100	100	0	0	100	0	0	-100
10-5225-51-51740 SUPPLIES CHEMICALS & MAT'LS	74,000	74,000	74,000	22,380	30	51,620	31,706	45,000	-29,000
10-5225-51-51746 SUPPLIES-OFFICE	500	500	500	4	1	496	5	500	0
10-5225-51-51780 TRAVEL	200	200	200	45	22	155	63	200	0
10-5225-51-51800 UNIFORMS & ACCESSORIES	3,135	3,135	3,135	2,708	86	427	3,837	3,135	0
10-5225-51-51813 UTILITIES-ELECTRIC BLU	75,000	75,000	75,000	55,843	74	19,157	79,113	68,000	-7,000
10-5225-51-51815 UTILITIES-ELECTRIC TX	10,000	10,000	10,000	8,104	81	1,896	11,481	10,000	0
10-5225-51-52340 FUEL & OIL	16,500	16,500	16,500	15,703	95	797	22,246	20,000	3,500
10-5225-51-52440 EQUIPMENT RENTAL	2,000	2,000	2,000	0	0	2,000	0	5,000	3,000
10-5225-51-54020 STREET SIGNS	7,000	7,000	7,000	5,475	78	1,525	7,756	7,000	0
TOTAL OPERATING	192,605	192,605	193,195	113,905	59	79,290	161,186	163,595	-29,600
REPAIRS & MAINTENANCE									
10-5225-52-52010 BUILDING REPAIRS & MAI	1,500	1,500	3,400	3,378	99	22	4,786	3,400	0
10-5225-52-52320 VEH REPAIRS & MAINTENA	7,000	7,000	7,000	2,381	34	4,619	3,373	5,000	-2,000
10-5225-52-52430 MACHINERY EQUIP-REPAIR	13,000	13,000	13,000	5,218	40	7,782	7,392	10,000	-3,000
10-5225-52-54010 STREET REPAIRS & MAINT	30,000	30,000	30,000	21,630	72	8,370	30,643	150,000	120,000
TOTAL REPAIRS & MAINTENANCE	51,500	51,500	53,400	32,607	61	20,793	46,195	168,400	115,000
CONTRACTED SERVICES									
10-5225-54-51165 ENGINEERING/PLANNING S	10,000	10,000	22,000	30,663	139	-8,663	43,440	22,000	0
10-5225-54-51166 STREET CONTRACTED REPAIRS	225,000	225,000	412,000	161,257	39	250,743	228,452	420,000	0

10-5225-54-54100 TRASH COLLECTION FEES	1,075,000	1,075,000	1,075,000	855,371	80	219,629	1,211,804	1,020,000	0
TOTAL CONTRACTED SERVICES	1,310,000	1,310,000	1,509,000	1,047,291	69	461,709	1,483,697	1,462,000	-47,000

DEBT PAYMENTS

10-5225-55-52310 VEHICLE LEASE EXPENSE	31,797	31,797	31,797	6,609	21	25,188	9,363	6,609	-25,188
10-5225-55-52410 MACHINERY EQUIPMENT LE	29,800	29,800	29,800	29,740	100	60	42,132	29,750	-50
TOTAL DEBT PAYMENTS	61,597	61,597	61,597	36,349	59	25,248	51,495	36,359	-25,238

CAPITAL OUTLAY < \$5K

10-5225-57-52400 MACHINERY EQUIPMENT-PU	6,000	6,000	6,000	364	6	5,636	516	5,000	-1,000
10-5225-57-52450 TOOLS	5,000	5,000	5,000	2,172	43	2,829	3,076	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	11,000	11,000	11,000	2,536	23	8,465	3,592	10,000	-1,000

CAPITAL OUTLAY > \$5K

10-5225-58-52400 MACHINERY EQUIPMENT-PU	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810
TOTAL CAPITAL OUTLAY > \$5K	25,000	25,000	25,000	6,546	26	18,454	9,273	240,810	215,810

TOTAL STREET EXPENDITURES	2,049,148	2,049,148	2,173,982	1,461,245	67	712,737	2,069,963	2,416,219	242,237
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DEVELOPMENT SERVICES EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
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PERSONNEL

10-5300-50-50010 SALARIES	293,952	293,952	323,315	250,281	77	73,034	354,573	293,952	-29,363
10-5300-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5300-50-50050 OVERTIME	200	200	200	0	0	200	0	1,845	1,645
10-5300-50-50075 LONGEVITY	2,600	2,600	2,600	2,000	77	600	2,833	3,100	500
10-5300-50-50200 EMPLOYER PAID TAXES	22,827	22,827	25,070	18,483	74	6,587	26,185	25,070	-2,205
10-5300-50-50255 WORKERS' COMPENSATION	165	165	720	583	81	137	826	720	0
10-5300-50-50325 HEALTH INSURANCE	34,193	34,193	34,193	25,078	73	9,115	35,528	37,182	2,989
10-5300-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37	313	258	0
10-5300-50-50410 EMPLOYER RETIREMENT CO	27,356	27,356	25,659	20,985	82	4,674	29,729	26,362	1,219
10-5300-50-50520 EMPLOYEE EDUCATION	4,600	4,600	4,600	370	8	4,230	524	4,600	0
10-5300-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	386,651	386,651	417,115	318,001	76	99,114	450,512	393,588	-23,527

OPERATING

10-5300-51-51011 PRE-EMPLOYMENT SCREENING	20	20	20	0	0	20	0	20	0
10-5300-51-51042 CREDIT CARD MERCHANT	29,400	29,400	32,100	27,758	86	4,342	39,325	32,100	0
10-5300-51-51330 BLDG INSPECTION FEES	7,000	7,000	7,000	0	0	7,000	0	7,000	0
10-5300-51-51331 SUB DIV & INSP. FEES	10,000	10,000	10,000	0	0	10,000	0	10,000	0
10-5300-51-51332 OVERPAYMENT/REFUNDS	5,000	5,000	10,500	11,264	107	-764	15,957	10,500	0
10-5300-51-51335 INSURANCE-PROPERTY, CA	200	200	200	207	104	-7	293	210	10
10-5300-51-51338 INSURANCE LIABILITY	100	100	930	773	83	157	1,095	930	0
10-5300-51-51485 MISCELLANEOUS	1,250	1,250	5,600	5,549	99	51	7,861	1,250	-4,350
10-5300-51-51603 POSTING & NOTIFICATION	4,516	4,516	4,516	2,708	60	1,808	3,836	4,516	0

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10-5300-51-51610 PERMITS & LICENSES	100	100	100	113	113	-13	159	120	0
10-5300-51-51611 TRAVIS CO RECORDATION FEES	2,000	2,000	2,000	2,226	111	-226	3,154	2,500	500
10-5300-51-51625 POSTAGE/DELIVERY	1,475	1,475	1,475	747	51	728	1,058	1,475	0
10-5300-51-51635 PROF/MEMBERSHIP DUES	2,000	2,000	2,000	688	34	1,312	975	2,000	0
10-5300-51-51746 SUPPLIES-OFFICE	2,500	2,500	2,500	2,138	86	362	3,029	2,500	0
10-5300-51-51780 TRAVEL	7,000	7,000	7,000	1,605	23	5,395	2,274	7,000	0
10-5300-51-51800 UNIFORMS & ACCESSORIES	2,000	2,000	2,000	57	3	1,943	81	2,000	0
10-5300-51-52110 OFFICE EQUIP LEASES	1,670	1,670	1,670	2,062	123	-392	2,921	2,500	830
10-5300-51-52340 VEHICLE FUEL & OIL	5,000	5,000	5,000	2,645	53	2,355	3,747	5,000	0
TOTAL OPERATING	81,231	81,231	94,611	60,539	64	34,072	46,441	91,621	-2,990

REPAIRS & MAINTENANCE

10-5300-52-52320 VEHICLE REPAIRS & MAIN	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0
TOTAL REPAIRS & MAINTENANCE	3,000	3,000	3,000	2,734	91	266	3,873	3,000	0

CONTRACTED SERVICES

10-5300-54-51165 ENG/PLANNING SERVICES	110,000	110,000	110,000	135,126	123	-25,126	191,433	150,000	40,000
10-5300-54-51440 LEGAL FEES	8,200	8,200	46,000	58,769	128	-12,769	83,258	50,000	4,000
10-5300-54-51450 COMPREHENSIVE PLANNING SVC	150,000	150,000	150,000	0	0	0	0	300,000	150,000
10-5300-54-51590 DOCUMENT STORAGE	0	0	0	63	0	-63	89	0	0
10-5300-54-53240 ORDINANCE CODIFICATION SVC	15,000	15,000	15,000	9,296	62	5,704	13,170	0	-15,000
TOTAL CONTRACTED SERVICES	283,200	283,200	321,000	203,254	63	117,746	287,950	500,000	179,000

DEBT PAYMENTS

10-5300-55-52310 VEHICLE LEASE EXPENSE	0	0	0	0	0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0	0	0	0	0

TOTAL DEVELOPMENT SERVICES EXPENDITURES	754,082	754,082	835,726	584,528	295	251,198	788,776	988,209	152,483
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PARKS EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
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PERSONNEL

10-5400-50-50010 SALARIES	279,088	279,088	279,088	173,349	62	105,739	245,584	291,443	12,355
10-5400-50-50011 COVID 19 SALARIES		0	0	148	0	-148	210	1,000	
10-5400-50-50050 OVERTIME	8,373	8,373	8,373	737	9	7,636	1,044	8,744	371
10-5400-50-50075 LONGEVITY	5,100	5,100	5,100	2,600	51	2,500	3,683	4,100	-1,000
10-5400-50-50200 EMPLOYER PAID TAXES	22,381	22,381	22,381	13,091	58	9,290	18,546	23,279	898
10-5400-50-50255 WORKERS' COMPENSATION	1,256	1,256	6,732	7,746	115	-1,014	10,974	9,900	3,168
10-5400-50-50325 HEALTH INSURANCE	47,870	47,870	47,870	23,153	48	24,717	32,801	52,054	4,184
10-5300-50-50335 HEALTH ASSISTANCE	0	0	0	221	0	-221	313	221	221
10-5400-50-50410 EMPLOYER RETIREMENT CO	26,821	26,821	26,821	15,120	56	11,701	21,421	27,030	209
10-5400-50-50520 EMPLOYEE EDUCATION	2,000	2,000	1,725	905	52	820	1,282	1,000	-725
10-5400-50-50700 REIMB UNEMPLOYMENT	3,000	3,000	3,000	0	0	3,000	0	3,000	0
TOTAL PERSONNEL	395,889	395,889	401,090	237,070	59	164,020	335,857	421,771	1

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OPERATING

10-5400-51-51011 PRE-EMPLOYMENT SCREENING	0	0	250	63	25	187	89	250	0
10-5400-51-51485 MISCELLANEOUS	0	0	100	27	27	73	38	100	0
10-5400-51-51610 LICENSES	500	500	0	240	0	-240	340	0	0
10-5400-51-51620 PHYSICALS/DRUG TESTING	200	200	200	0	0	200	0	200	0
10-5400-51-51640 DUES & SUBSCRIPTIONS	100	100	0	0	0	0	0	0	0
10-5400-51-51740 SUPPLIES	20,000	20,000	20,000	4,261	21	15,739	6,037	10,000	-10,000
10-5400-51-51780 TRAVEL	200	200	200	26	13	174	38	200	0
10-5400-51-51800 UNIFORMS & ACCESSORIES	2,600	2,600	2,600	1,072	41	1,528	1,519	2,600	0
10-5400-51-51813 UTILITIES-ELECTRIC BLU	2,000	2,000	2,000	635	32	1,365	900	1,200	-800
10-5400-51-52340 FUEL & OIL	6,000	6,000	6,000	1,218	20	4,782	1,726	3,000	-3,000
10-5400-51-52440 EQUIPMENT RENTAL	2,000	2,000	2,500	1,784	71	716	2,527	2,700	200
10-5400-51-54020 PARKS SIGNS	1,000	1,000	1,000	350	35	650	496	600	-400
TOTAL OPERATING	34,600	34,600	34,850	9,676	28	25,174	13,619	20,850	-14,000

REPAIRS & MAINTENANCE

10-5400-52-52010 BUILDING REPAIRS & MAI	4,000	4,000	4,000	2,542	64	1,458	3,601	2,500	-1,500
10-5400-52-52320 VEH REPAIRS & MAINTENA	5,000	5,000	5,000	908	18	4,092	1,286	3,000	-2,000
10-5400-52-52430 MACHINERY EQUIP-REPAIR	10,000	10,000	10,000	5,981	60	4,019	8,473	7,000	-3,000
10-5400-52-54015 PARK REPAIRS /MAINTENAN	105,000	105,000	105,000	25,954	25	79,046	36,769	140,000	35,000
10-5400-52-54016 CEMETARY REPAIRS/MAINTENANCE	5,000	5,000	5,000	1,370	27	3,630	1,941	5,000	0
TOTAL REPAIRS & MAINTENANCE	129,000	129,000	129,000	36,755	28	92,245	52,071	157,500	28,500

CONTRACTED SERVICES

10-5400-54-51165 ENGINEERING/PLANNING S	0	0	0	0	0	0	0	0	0
10-5400-54-51440 LEGAL FEES	0	0	0	1,238	0	-1,238	1,753	0	0
10-5400-54-54100 TRASH COLLECTION FEES	0	0	0	0	0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	0	1,238	0	-1,238	1,753	0	0

DEBT PAYMENTS

10-5400-55-52310 VEHICLE LEASE EXPENSE	15,000	15,000	15,000	15,000	100	0	21,251	15,000	0
10-5400-55-52410 MACHINERY EQUIPMENT LE	13,200	13,200	13,200	9,517	72	3,683	13,483	9,518	-3,682
TOTAL DEBT PAYMENTS	28,200	28,200	28,200	24,517	87	3,683	34,733	24,518	-3,682

CAPITAL OUTLAY < \$5K

10-5400-57-52400 MACHINERY EQUIPMENT-PU	7,100	7,100	7,100	2,707	38	4,393	3,835	5,000	-2,100
10-5400-57-52450 TOOLS	2,500	2,500	2,000	110	5	1,890	155	750	-1,250
TOTAL CAPITAL OUTLAY < \$5K	9,600	9,600	9,100	2,816	31	6,284	3,990	5,750	-3,350

CAPITAL OUTLAY > \$5K

10-5400-58-52400 MACHINERY EQUIPMENT-PU	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600
TOTAL CAPITAL OUTLAY > \$5K	12,000	12,000	12,000	0	0	12,000	0	46,600	34,600

TOTAL PARKS EXPENDITURES	609,287	609,288	614,240	312,072	51	302,168	442,024	676,989	62,749
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MUNICIPAL COURT EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	BUDGET DIFF.
PERSONNEL									
10-5500-50-50010 SALARIES	188,140	188,140	188,140	138,326	74	49,814	195,966	198,166	10,026
10-5500-50-50011 COVID 19 SALARIES				0	0	0	0	0	0
10-5500-50-50050 OVERTIME	1,166	1,166	16,000	8,694	54	7,306	12,317	16,000	0
10-5500-50-50075 LONGEVITY	1,300	1,300	1,300	1,300	100	0	1,842	1,500	200
10-5500-50-50150 MUNICIPAL JUDGES SALAR	42,600	42,600	42,600	27,485	65	15,115	38,938	42,600	0
10-5500-50-50200 EMPLOYER PAID TAXES	14,581	14,581	15,240	12,248	80	2,992	17,352	15,449	-15
10-5500-50-50255 WORKERS' COMPENSATION	3,100	3,100	3,100	182	6	2,918	258	480	-2,620
10-5500-50-50325 HEALTH INSURANCE	27,354	27,354	27,354	20,618	75	6,736	29,210	29,745	2,391
10-5500-50-50335 HEALTH ASSITANCE	258	258	258	221	86	37	313	258	0
10-5500-50-50410 EMPLOYER RETIREMENT CO	15,208	15,208	15,208	12,549	83	2,659	17,779	15,758	550
10-5500-50-50520 EMPLOYEE EDUCATION	3,000	3,000	3,000	1,020	34	1,980	1,445	3,000	0
10-5500-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	297,207	297,207	312,700	222,643	71	90,057	315,419	323,456	10,756
OPERATING									
10-5500-51-51011 PRE-EMPLOYMENT SCREENING	25	25	25	1	4	24	1	25	0
10-5500-51-51042 COURT TECHNOLOGY EXPEN	15,000	15,000	36,300	30,469	84	5,831	43,165	36,300	0
10-5500-51-51080 CASH SHORT (OVER)	100	100	100	0	0	100	0	100	0
10-5500-51-51485 MISCELLANEOUS	500	500	500	243	49	257	344	500	0
10-5500-51-51603 PERIODICALS & PUBLICAT	100	100	100	0	0	100	0	100	0
10-5500-51-51625 POSTAGE/DELIVERY	1,600	1,600	3,600	2,186	61	1,414	3,097	3,600	0
10-5500-51-51635 PROFESSIONAL & MEMBERS	320	320	320	57	18	263	81	320	0
10-5500-51-51746 SUPPLIES-OFFICE	3,000	3,000	4,000	4,152	104	-152	5,882	4,500	500
10-5500-51-51780 TRAVEL	1,500	1,500	1,500	629	42	871	891	1,500	0
10-5500-51-52100 COURT SECURITY	23,000	23,000	1,900	1,852	97	48	2,623	1,900	0
10-5500-51-52110 OFFICE EQUIPMENT LEASE	3,100	3,100	3,100	1,759	57	1,341	2,493	2,400	-700
TOTAL OPERATING	48,245	48,245	51,445	41,348	80	10,097	58,576	51,245	-200
CONTRACTED SERVICES									
10-5500-54-51440 LEGAL FEES	23,000	23,000	37,000	34,894	94	2,106	49,434	37,000	0
10-5500-54-51595 COLLECTION FEES	32,000	32,000	32,000	32,338	101	-338	45,813	32,000	0
10-5500-54-56010 STATE COURT COST	222,000	222,000	222,000	227,217	102	-5,217	321,898	222,000	0
10-5500-54-56425 JURY EXPENSE	500	500	500	36	7	464	51	500	0
TOTAL CONTRACTED SERVICES	277,500	277,500	291,500	294,485	101	-2,985	417,197	291,500	0
CAPITAL OUTLAY < \$5K									
10-5500-57-56105 CAP OUTLAY-COURT SECUR	1,620	1,620	1,620	0	0	1,620	0	1,620	0
TOTAL CAPITAL OUTLAY < \$5K	1,620	1,620	1,620	0	0	1,620	0	1,620	0
CAPITAL OUTLAY > \$5K									
10-5500-58-56105 CAP OUTLAY-COURT SECUR	6,000	6,000	6,000	0	0	6,000	0	6,000	0
10-5500-58-56108 CAP OUTLAY-COURT TECH	40,000	40,000	7,307	0	0	7,307	0	7,307	0

TOTAL CAPITAL OUTLAY > \$5K	46,000	46,000	13,307	0	0	13,307
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TOTAL MUNICIPAL COURT EXPENSES	670,572	670,572	670,572	558,476	253	112,096
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POLICE EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE
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PERSONNEL

10-5600-50-50010 SALARIES	2,192,224	2,192,224	2,192,224	1,753,398	80	438,826
10-5600-50-50011 COVID 19 SALARIES		0	20,000	13,481	67	6,519
10-5600-50-50050 OVERTIME	87,317	87,317	87,317	80,441	92	6,876
10-5600-50-50051 COVID 19 OVERTIME		0	15,000	12,847	86	2,153
10-5600-50-50075 LONGEVITY PAY	17,600	17,600	22,488	23,376	104	-888
10-5600-50-50200 EMPLOYER PAID TAXES	175,731	175,731	175,731	138,848	79	36,883
10-5600-50-50255 WORKERS' COMPENSATION	30,000	30,000	38,202	30,664	80	7,538
10-5600-50-50325 HEALTH INSURANCE	253,025	253,025	253,025	172,728	68	80,297
10-5600-50-50335 HEALTH ASSISTANCE	258	258	258	221	86	37
10-5600-50-50410 EMPLOYER RETIREMENT CO	211,409	211,409	211,409	157,702	75	53,707
10-5600-50-50520 EMPLOYEE EDUCATION	35,000	35,000	35,000	9,832	28	25,169
10-5600-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500
TOTAL PERSONNEL	3,003,064	3,003,064	3,051,154	2,393,538	78	657,616

OPERATING

10-5600-51-51010 ADVER/POSTING NOTIFICATIONS	500	500	500	0	0	500
10-5600-51-51335 INSURANCE-PROPERTY, CA	900	900	1,940	1,752	90	188
10-5600-51-51338 INSURANCE LIABILITY	35,000	35,000	35,000	31,729	91	3,271
10-5600-51-51485 MISCELLANEOUS	6,500	6,500	6,500	2,240	34	4,260
10-5600-51-51603 PERIODICALS & PUBLICAT	250	250	250	0	0	250
10-5600-51-51610 LICENSING	500	500	610	645	106	-35
10-5600-51-51620 PHYSICALS/DRUG TESTING	2,500	2,500	1,500	1,297	86	203
10-5600-51-51625 POSTAGE/DELIVERY	2,000	2,000	2,000	1,412	71	588
10-5600-51-51635 PROFESSIONAL & MEMBERS	900	900	11,880	11,879	100	1
10-5600-51-51746 SUPPLIES-OFFICE	8,500	8,500	8,500	10,290	121	-1,790
10-5600-51-51748 SUPPLIES-POLICE SPECIA	20,000	20,000	20,000	10,773	54	9,227
10-5600-51-51780 TRAVEL	10,000	10,000	10,000	3,062	31	6,938
10-5600-51-51798 CRIME LAB	7,500	7,500	7,500	600	8	6,900
10-5600-51-51799 CID SPECIALTY EQUIPMENT	8,500	8,500	8,500	8,594	101	-94
10-5600-51-51800 UNIFORMS & ACCESSORIES	42,133	42,133	42,133	31,061	74	11,072
10-5600-51-51801 SAFETY & ACCESSORIES	3,000	3,000	3,000	1,962	65	1,039
10-5600-51-51802 AMMO/RANGE	25,000	25,000	25,000	14,724	59	10,276
10-5600-51-51803 HONOR GUARD	4,000	4,000	4,000	3,914	98	86
10-5600-51-51804 CITIZEN POLICE ACADEMY	7,500	7,500	7,500	457	6	7,043
10-5600-51-51805 POLICE BANQUET	2,500	2,500	3,371	3,371	100	0
10-5600-51-51806 TRAFFIC SPECIALTY EQUIP	25,000	25,000	10,000	152	2	9,848
10-5600-51-51813 UTILITIES-ELECTRIC BLU	12,000	12,000	12,000	6,890	57	5,110
10-5600-51-52110 OFFICE EQUIPMENT LEASE	6,400	6,400	6,400	5,598	87	802

0	13,307	0
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791,191	681,128	10,556
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PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
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2,484,039	2,185,841	-6,383
19,099	20,000	0
113,961	89,617	2,300
18,200	15,000	0
33,117	28,204	5,716
196,706	175,291	-440
43,442	38,202	0
244,704	275,145	22,120
313	258	0
223,417	204,376	-7,033
13,928	35,000	0
0	500	0
3,390,925	3,067,434	16,280

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10-5600-51-52340 FUEL & OIL	80,000	80,000	80,000	55,882	70	24,118	79,168	80,000	0
10-5600-51-57400 WRECKER SERVICE	500	500	500	0	0	500	0	500	0
TOTAL OPERATING	311,583	311,583	308,584	208,283	67	100,301	295,074	310,094	1,510

REPAIRS & MAINTENANCE

10-5600-52-52010 BUILDING REPAIRS & MAI	15,000	15,000	15,000	5,548	37	9,452	7,860	17,500	2,500
10-5600-52-52012 CLEANING & MAINTENANCE	4,000	4,000	4,000	2,381	60	1,619	3,373	4,000	0
10-5600-52-52320 VEHICLE REPAIRS & MAIN	60,000	60,000	60,000	55,382	92	4,618	78,460	60,000	0
10-5600-52-52321 VEHICLE DAMAGE	15,000	15,000	93,026	93,308	100	-282	132,189	15,000	-78,026
TOTAL REPAIRS & MAINTENANCE	94,000	94,000	172,026	156,619	91	15,407	221,882	96,500	-75,526

CONTRACTED SERVICES

10-5600-54-51440 LEGAL FEES	2,500	2,500	2,500	345	14	2,155	489	2,500	0
10-5600-54-51502 CONSULTING SERVICES	1,000	1,000	1,000	0	0	1,000	0	1,000	0
10-5600-54-51590 DESTRUCTION SERVICES	1,000	1,000	1,000	250	25	750	354	1,000	0
10-5600-54-57001 RRS EMERGENCY RADIO SYS	15,500	15,500	15,500	6,862	44	8,638	9,721	29,000	13,500
10-5600-54-57350 EMERGENCY DISPATCH SER	204,316	204,316	204,316	204,316	100	0	289,454	234,963	30,647
TOTAL CONTRACTED SERVICES	224,316	224,316	224,316	211,773	94	12,543	300,018	268,463	44,147

DEBT PAYMENTS

10-5600-55-52310 VEHICLE LEASE EXPENSE	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500
TOTAL DEBT PAYMENTS	279,000	279,000	355,000	277,089	78	77,911	392,552	398,500	43,500

CAPITAL OUTLAY < \$5K

10-5600-57-57100 ANIMAL CONTROL EQUIPME	5,000	5,000	5,000	20	0	4,980	28	5,000	0
10-5600-57-57101 OFFICE EQUIP PURCHASE	4,500	4,500	1,000	3,407	341	-2,407	4,827	1,000	0
TOTAL CAPITAL OUTLAY < \$5K	9,500	9,500	6,000	3,427	57	2,573	4,855	6,000	0

CAPITAL OUTLAY > \$5K

10-5600-58-52101 PD CONSTRUCTION SITE	5,000	5,000	1,000	539	54	461	764	1,000	0
10-5600-58-52330 POLICE SPECIALTY EQUIP	20,000	20,000	20,000	3,960	20	16,040	5,610	20,000	0
10-5600-58-57300 POLICE COMMUNICATION E	15,000	15,000	15,000	142	1	14,858	201	36,000	21,000
10-5600-58-58000 GRANT EXPENDITURES	9,470	9,470	9,470	1,037	11	8,433	1,469	9,470	0
10-5600-58-58001 OVC GRANT 2018-V3-GX-0024	0	0	0	2,659	0	-2,659	3,767	0	0
TOTAL CAPITAL OUTLAY > \$5K	49,470	49,470	45,470	8,337	18	37,133	8,044	66,470	21,000

TOTAL POLICE EXPENDITURES	3,970,933	3,970,933	4,162,550	3,259,066	78	903,484	4,613,351	4,213,461	50,911
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IT EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
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PERSONNEL

10-5700-50-50010 SALARIES	95,871	95,871	95,871	85,221	89	10,650	120,733	101,900	6,029
10-5700-50-50050 OVERTIME	3,901	3,901	3,901	950	24	2,951	1,346	2,000	-1,901
10-5700-50-50075 LONGEVITY PAY	400	400	400	400	100	0	567	700	300
10-5700-50-50200 EMPLOYER PAID TAXES	7,663	7,663	7,663	6,422	84	1,241	9,098	7,929	266
10-5700-50-50255 WORKERS' COMPENSATION	1,150	1,150	1,150	396	34	754	561	1,150	0

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10-5700-50-50325 HEALTH INSURANCE	13,677	13,677	13,677	9,614	70	4,063	13,620	14,873	6
10-5700-50-50410 EMPLOYER RETIREMENT CO	9,623	9,623	9,623	7,543	78	2,080	10,686	9,633	10
10-5700-50-50520 EMPLOYEE EDUCATION	4,500	4,500	4,500	0	0	4,500	0	4,500	0
10-5700-50-50650 VEHICLE ALLOWANCE	4,800	4,800	4,800	4,061	85	739	5,753	4,800	0
10-5700-50-50700 REIMB UNEMPLOYMENT	500	500	500	0	0	500	0	500	0
TOTAL PERSONNEL	142,085	142,085	142,085	114,607	81	27,478	162,364	147,985	5,900

OPERATING

10-5700-51-51625 POSTAGE/DELIVERY	100	100	100	0	0	100	0	100	0
10-5700-51-51635 PROFESSIONAL/MEMBERSHIP	900	900	900	260	29	640	368	900	0
10-5700-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	3,553	178	-1,553	5,034	2,000	0
10-5700-51-51769 INTERNET SERVICE	35,000	35,000	35,000	0				35,000	0
10-5700-51-51770 TELEPHONE COMMUNICATION	15,000	15,000	15,000	10,414	69	4,586	14,754	15,000	0
10-5700-51-51775 WIRELESS COMMUNICATION	94,552	94,552	94,552	94,072	99	480	133,272	115,000	20,448
10-5700-51-51780 TRAVEL	2,300	2,300	2,300	0	0	2,300	0	1,500	-800
TOTAL OPERATING	149,852	149,852	149,852	108,299	72	41,553	153,427	169,500	19,648

REPAIRS & MAINTENANCE

10-5700-52-52000 COMPUTER R & M	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0
TOTAL REPAIRS & MAINTENANCE	6,085	6,085	6,085	2,283	38	3,802	3,234	6,085	0

CONTRACTED SERVICES

10-5700-54-51500 COMPUTER/HARDWARE LEASE	0	0	50,050	52,550	105	-2,500	74,448	0	-50,050
10-5700-54-51501 IT CONSULTING SERVICES	25,000	25,000	25,000	9,956	40	15,044	14,105	15,000	-10,000
10-5700-54-52005 EMERGENCY NOTIFICATION	5,000	5,000	5,000	4,516	90	485	6,397	5,000	0
10-5700-54-52240 SOFTWARE ANNUAL FEES	125,000	125,000	125,000	117,389	94	7,611	166,305	140,000	15,000
TOTAL CONTRACTED SERVICES	155,000	155,000	205,050	184,411	90	20,640	186,807	160,000	5,000

CAPITAL OUTLAY <\$5K

10-5700-57-52200 COMPUTER EQUIPMENT	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	0
TOTAL CAPITAL OUTLAY<\$5K	65,000	65,000	65,000	14,191	22	50,809	20,104	65,000	0

CAPITAL OUTLAY >\$5K

10-5700-58-52200 COMPUTER EQUIPMENT	30,000	30,000	30,000	0	0	30,000	0	105,000	75,000
TOTAL CAPITAL OUTLAY>\$5K	30,000	30,000	30,000	0	0	30,000	0	105,000	75,000
TOTAL IT EXPENDITURES	548,022	548,022	598,072	423,790	71	174,282		653,570	105,548

COMMUNITY DEV.	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
PERSONNEL									
10-5800-50-50010 SALARIES	77,005	77,005	77,005	59,234	77	17,771	83,917	77,005	0
10-5800-50-50075 LONGEVITY PAY	0	0	0	0	0	0	0	200	200
10-5800-50-50200 EMPLOYER PAID TAXES	5,891	5,891	5,891	4,500	76	1,391	6,375	5,891	0
10-5800-50-50255 WORKERS' COMPENSATION	347	347	347	131	38	216	186	347	0
10-5800-50-50325 HEALTH INSURANCE	6,637	6,637	1,000	-58	-6	1,058	-82	1,000	0
10-5800-50-50410 EMPLOYER RETIREMENT CO	7,059	7,059	7,059	4,883	69	2,176	6,918	7,059	0

10-5800-50-50520 EMPLOYEE EDUCATION	4,675	4,675	4,675	1,655	35	3,020	2,345	4,675	0	
TOTAL PERSONNEL	101,614	101,614	95,977	70,345	73	25,632	99,658	96,177	200	
OPERATING										
10-5800-51-51010 ADVERTISING	5,000	5,000	5,000	3,299	66	1,701	4,674	5,000	0	
10-5800-51-51043 CITY EVENTS	50,000	50,000	50,000	11,850	24	38,150	16,788	50,000	0	
10-5800-51-51480 MEETING EXPENSES	1,500	1,500	1,500	479	32	1,021	679	2,500	1,000	
10-5800-51-51625 POSTAGE/DELIVERY	1,500	1,500	1,500	0	0	1,500	0	1,500	0	
10-5800-51-51635 PROFESSIONAL/MEMBERSHIP	1,850	1,850	1,850	0	0	1,850	0	1,850	0	
10-5800-51-51746 SUPPLIES-OFFICES	2,000	2,000	2,000	612	31	1,388	867	2,000	0	
10-5800-51-51780 TRAVEL	5,000	5,000	5,000	491	10	4,509	696	5,000	0	
TOTAL OPERATING	66,850	66,850	66,850	16,731	25	50,119	1,562	67,850	1,000	
TOTAL COMMUNITY DEV EXPENDITURES	168,464	168,464	162,827	87,077	98	75,750		164,027	1,200	
TOTAL EXPENDITURES	10,613,527	10,613,528	11,119,747	8,079,931	1,062	3,039,816	0	10,679,727	11,776,346	705,449
REVENUES OVER/(UNDER) EXPENDITURES	158,143	158,142	-70,789	3,655,203	-3,725,992		5,879,410	-157,519	-86,730	

**20 -UTILITY FUND
FINANCIAL SUMMARY**
**PROPOSED BUDGET WORKSHEETS
FY 2020-21**
83.33 % OF YEAR COMPLETE

REVENUE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
<u>WATER</u>									
MISCELLANEOUS	525	525	525	332					
WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
OTHER	0	0	0	0	0.0	0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER	2,090,846	2,090,846	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,089,796	(525)
<u>WASTEWATER</u>									
OTHER FINANCING SOURCES	0	0	0	0	0.0	0	0	0	0
WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(105,565)	2,060,176	1,660,250	0
OTHER	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	0
TOTAL REVENUES	3,760,846	3,760,846	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,831,634	(525)

83.33 % OF YEAR COMPLETE

EXPENDITURE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
<u>PUBLIC WORKS</u>									
PERSONNEL	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252
OPERATING	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678
REPAIRS & MAINTENANCE	7,000	7,000	7,000	4,101	58.6	2,899	4,785	74,500	67,500
CONTRACTED SERVICES	0	0	5,221	5,221	100.0	0	6,091	6,500	1,279
TOTAL PUBLIC WORKS	518,307	518,307	430,164	358,277	83.3	71,887	417,835	513,873	83,709
<u>WATER</u>									
PERSONNEL	350,904	350,304	355,574	238,474	67.1	117,100	278,227	382,544	26,970
OPERATING	185,060	185,060	192,351	145,823	75.8	46,528	170,131	186,169	(6,182)
REPAIRS & MAINTENANCE	63,500	63,500	65,500	46,355	70.8	19,145	54,082	53,000	(12,500)
WATER/WASTEWATER	1,446,000	1,446,000	1,729,000	1,438,102	83.2	290,898	1,677,833	1,584,000	(145,000)
CONTRACTED SERVICES	150	150	150	142	94.7	8	166	150	0
DEBT PAYMENTS	30,300	30,300	33,960	80,222	236.2	(46,262)	93,595	80,353	46,393
CAPITAL OUTLAY < \$5K	8,000	8,000	5,000	2,672	53.4	2,328	3,118	8,000	3,000
CAPITAL OUTLAY > \$5K	9,000	9,000	9,000	0	0.0	9,000	0	9,000	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER	2,092,914	2,092,314	2,390,535	1,951,790	81.6	438,745	2,277,153	2,303,216	(87,319)
<u>WASTEWATER</u>									
PERSONNEL	171,954	171,954	171,954	107,062	62.3	64,892	124,826	193,584	21,630
OPERATING	250,645	250,645	254,645	174,075	68.4	80,570	203,093	245,390	(9,255)
REPAIRS & MAINTENANCE	60,500	60,500	60,500	40,668	67.2	19,832	47,447	57,500	(3,000)
WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)
CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	(0)

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

20 - UTILITY FUND
REVENUES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

Item 1.

83.33 % OF YEAR COMPLETE									
	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
WATER REVENUES									
WATER/SEWER CHARGES									
20-4250-42-42099 MISCELLANEOUS	525	525.00	525.00	332	63.3	193	388	525	0
TOTAL MISCELLANEOUS	525	525.00	525.00	332	63	193	388	525	
20-4250-43-42099 CREDIT CARD PAYMENT FEE	40,000.00	40,000.00	40,000.00	40,679	101.7	(679)	47,460	40,000	0
20-4250-43-43000 ADJUSTMENTS	-	-	-	0	0.0	0	0	0	0
20-4250-43-43010 WATER SALES	1,725,953.79	1,725,953.79	1,725,954.00	1,716,246	99.4	9,708	2,002,344	1,725,954	(0)
20-4250-43-43015 BULK WATER SALES	92.00	92.00	92.00	0	0.0	92	0	92	0
20-4250-43-43025 LATE FEES WATER	35,000.00	35,000.00	35,000.00	32,142	91.8	2,858	37,500	35,000	0
20-4250-43-43028 RETURN CHECK FEES	1,000.00	1,000.00	1,000.00	175	17.5	825	204	1,000	0
20-4250-43-43075 WATER TAP FEES	225,000.00	225,000.00	225,000.00	298,500	132.7	(73,500)	348,260	225,000	0
20-4250-43-43076 WATER METER FEE	250.00	250.00	250.00	0	0.0	250	0	250	0
20-4250-43-43080 CONNECTION CHARGES	62,500.00	62,500.00	62,500.00	61,391	98.2	1,110	71,624	62,500	0
TOTAL WATER/SEWER CHARGES	2,090,321	2,090,321	2,089,796	2,149,133	102.8	(59,337)	2,507,393	2,089,796	(0)
OTHER									
20-4250-48-48000 INTEREST INCOME	0	0	0	0	0.0	0	0	0	0
20-4250-48-48100 UNCLAIMED PROPERTY < \$	0	0	0	0	0.0	0	0	0	0
TOTAL OTHER	0	0	0	0	0.0	0	0	0	0
TRANSFERS									
20-4250-49-50010 TRANSFER FROM CPF	0	0	0	0	0.0	0	0	0	0
20-4250-49-50020 TRANSFER FROM CIFF (W)	0	0	0	0	0.0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER REVENUES	2,090,321	2,090,321	2,090,321	2,149,465	102.8	(59,144)	2,507,393	2,090,321	(0)

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
WASTEWATER REVENUES									
WATER/SEWER CHARGES									
20-4275-43-41320 SLUDGE DUMP FEES	25,000.00	25,000.00	25,000.00	2,570	10.3	22,430	2,998	25,000	0
20-4275-43-43000 ADJUSTMENTS	-	-	-	0	0.0	0	0	0	0
20-4275-43-43110 SEWER SERVICE	1,400,000.00	1,400,000.00	1,400,000.00	1,419,816	101.4	(19,816)	1,656,499	1,400,000	0
20-4275-43-43125 LATE FEES SEWER	35,000.00	35,000.00	35,000.00	26,929	76.9	8,071	31,418	35,000	0
20-4275-43-43175 SEWER TAP FEES	200,000.00	200,000.00	200,250.00	316,500	158.1	(116,250)	369,261	200,250	0
TOTAL WATER/SEWER CHARGES	1,660,000	1,660,000	1,660,250	1,765,815	106.4	(105,565)	2,060,176	1,660,250	0
OTHER									
20-4275-48-48000 INTEREST INCOME	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
TOTAL OTHER	10,000	10,000	81,588	96,202	117.9	(14,614)	112,239	81,588	0
TOTAL WASTEWATER REVENUES	1,670,000	1,670,000	1,741,838	1,862,017	106.9	(120,179)	2,172,415	1,741,838	0
TOTAL REVENUES	3,760,321	3,760,321	3,832,159	4,011,482	104.7	(179,323)	4,679,808	3,832,159	(0)

20 - UTILITY FUND
EXPENDITURES

PROPOSED BUDGET WORKSHEETS
FY 2020-21

83.33 % OF YEAR COMPLETE									
	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
PUBLIC WORKS EXPENDITURES									

PERSONNEL

20-5200-50-50010 SALARIES	367,726.00	367,726.00	298,449.00	267,438	89.6	31,011	312,020	305,091	
20-5200-50-50011 COVID 19 SALARIES				143					
20-5200-50-50050 OVERTIME	1,600.00	1,600.00	500.00	40	8.0	460	47	560	60
20-5200-50-50075 LONGEVITY	4,800.00	4,800.00	4,500.00	4,800	106.7	(300)	5,600	4,900	400
20-5200-50-50200 EMPLOYER PAID TAXES	28,620.00	28,620.00	23,293.00	20,766	89.2	2,527	24,228	23,757	464
20-5200-50-50255 WORKERS' COMPENSATION	5,000.00	5,000.00	5,000.00	306	6.1	4,694	357	5,000	0
20-5200-50-50325 HEALTH INSURANCE	34,193.00	34,193.00	27,354.00	16,516	60.4	10,838	19,269	29,745	2,391
20-5200-50-50335 HEALTH ASSISTANCE	258.35	258.35	258.35	221			258	258	0
20-5200-50-50410 EMPLOYER RETIREMENT CO	34,737.00	34,737.00	24,217.00	23,294	96.2	923	27,177	28,011	3,794
20-5200-50-50520 EMPLOYEE EDUCATION	3,500.00	3,500.00	3,500.00	190	5.4	3,310	222	1,000	(2,500)
20-5200-50-50650 VEHICLE ALLOWANCE	4,800.00	4,800.00	4,800.00	4,062	84.6	739	4,739	4,800	0
20-5200-50-50700 REIMBURSABLE UNEMPLOYMENT	4,000.00	4,000.00	4,000.00	0	0.0	4,000	0	4,000	0
TOTAL PERSONNEL	489,234	489,234	395,871	337,776	85.3	58,096	393,916	407,123	11,252

OPERATING

20-5200-51-51010 ADVERTISING/POSTING/NOTIFICATION	2,000.00	2,000.00	2,000.00	1,806	90.3	194	2,107	2,400	400
20-5200-51-51011 PRE-EMPLOYMENT SCREENING	1.00	1.00	65.00	64	98.5	1	75	65	0
20-5200-51-51012 SAFETY & ACCESSORIES	1,200.00	1,200.00	1,200.00	276	23.0	924	322	1,200	0
20-5200-51-51040 BAD DEBTS	-	-	-	0	0.0	0	0	0	0
20-5200-51-51485 MISCELLANEOUS	1,500.00	1,500.00	1,500.00	243	16.2	1,257	284	1,000	(500)
20-5200-51-51610 LICENSES	400.00	400.00	400.00	0	0.0	400	0	400	0
20-5200-51-51620 PHYSICALS/DRUG TESTING	150.00	150.00	85.00	0	0.0	85	0	85	0
20-5200-51-51625 POSTAGE/DELIVERY	400.00	400.00	400.00	12	3.0	388	14	200	(200)
20-5200-51-51635 PROFESSIONAL & MEMBERS	200.00	200.00	200.00	0	0.0	200	0	100	(100)
20-5200-51-51743 SUPPLIES-EQUIPMENT	-	-	-	0	0.0	0	0	0	0
20-5200-51-51746 SUPPLIES-OFFICE	5,500.00	5,500.00	5,500.00	4,441	80.7	1,059	5,181	5,500	0
20-5200-51-51780 TRAVEL	1,200.00	1,200.00	1,200.00	395	32.9	805	461	300	(900)
20-5200-51-51800 UNIFORMS & ACCESSORIES	2,022.00	2,022.00	2,022.00	687	34.0	1,335	802	1,500	(522)
20-5200-51-51813 UTILITIES-ELECTRIC BLU	4,500.00	4,500.00	4,500.00	1,996	44.4	2,504	2,329	10,000	5,500
20-5200-51-52110 OFFICE EQUIPMENT LEASE	3,000.00	3,000.00	3,000.00	1,259	42.0	1,741	1,468	3,000	0
TOTAL OPERATING	22,073	22,073	22,072	11,179	50.6	10,893	13,043	25,750	3,678

REPAIRS & MAINTENANCE

20-5200-52-52010 BUILDING REPAIRS & MAI	2,500.00	2,500.00	2,500.00	1,310	52.4	1,190	1,528	70,000	67,500
20-5200-52-52012 CLEANING & MAINTENANCE	4,500.00	4,500.00	4,500.00	2,791	62.0	1,709	3,256	4,500	0
TOTAL REPAIRS & MAINTENANCE	7,000	7,000	7,000	4,101	58.6	2,899	4,785	74,500	67,500

CONTRACTED SERVICES

20-5200-54-51001 CONSULTANT FEES - RATE STUDY	0	0	0	0	0.0	0	0	0	0
20-5200-54-51165 ENGINEERING/PLANNING SVCS	0	0	2,491	2,491	100.0	0	2,906	3,500	1,009
20-5200-54-51440 LEGAL FEES	0	0	2,730	2,730	100.0	0	3,185	3,000	270
20-5200-54-51501 I/T CONSULTANT SERVICES	0	0	0	0	0.0	0	0	0	0
20-5200-54-51590 DOCUMENT STORAGE	0	0	0	0	0.0	0	0	0	0
TOTAL CONTRACTED SERVICES	0	0	5,221	5,221	100.0	0	6,091	6,500	1,279

DEBT PAYMENTS

20-5200-55-52210 COMPUTER EQUIPMENT LEA	0	0	0	0	0.0	0	0	0	0
20-5200-55-52245 LEASE- INCODE SOFTWARE	0	0	0	0	0.0	0	0	0	0
20-5200-55-52290 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
20-5200-55-52311 INTEREST EXPENSE	0	0	0	0	0.0	0	0	0	0
TOTAL DEBT PAYMENTS	0	0	0	0	0.0	0	0	0	0

CAPITAL OUTLAY < \$5K

20-5200-57-52210 COMPUTER EQUIP PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY < \$5K	0	0	0	0	0.0	0	0	0	0

CAPITAL OUTLAY > \$5K

20-5200-58-52100 OFFICE EQUIPMENT PURCH	0	0	0	0	0.0	0	0	0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0	0	0

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

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

WATER/WASTEWATER

20-5275-53-53010 TESTING WATER AND WAST	25,000	25,000	25,000	16,349	65.4	8,651	19,074	32,000	7,000
20-5275-53-53040 WATER FEES-MANVILLE	1,000	1,000	1,000	486	48.6	515	566	650	(350)
20-5275-53-53160 WASTEWATER FEES-AUSTIN	550,000	550,000	550,000	443,708	80.7	106,292	517,674	125,000	(425,000)
TOTAL WATER/WASTEWATER	576,000	576,000	576,000	460,543	80.0	115,458	537,315	157,650	(418,350)

CONTRACTED SERVICES

20-5275-54-51165 ENGINEERING/PLANNING S	15,000	15,000	770	769	99.8	2	897	1,200	430
20-5275-54-51440 LEGAL FEES	10,000	10,000	0	0	0.0	0	0	0	0
20-5275-54-53150 SLUDGE DISPOSAL	10,000	10,000	61,000	117,769	193.1	(56,769)	137,401	15,000	(46,000)
TOTAL CONTRACTED SERVICES	35,000	35,000	61,770	118,538	191.9	(56,768)	138,298	16,200	(45,570)

DEBT PAYMENTS

20-5275-55-52310 VEHICLE LEASE EXPENSE	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)
TOTAL DEBT PAYMENTS	18,160	18,160	21,020	0	0.0	21,020	0	0	(21,020)

CAPITAL OUTLAY < \$5K

20-5275-57-52400 MACHINERY EQUIPMENT-PURCHASES	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0
TOTAL CAPITAL OUTLAY < \$5K	5,000	5,000	5,000	0	0.0	5,000	0	5,000	0

CAPITAL OUTLAY > \$5K

20-5275-58-52400 MACHINERY EQUIPMENT-PU	21,000	21,000	21,000	0	0.0	21,000	0	15,000	(6,000)
20-5275-58-52410 CAPITAL OUTLAY	15,000	15,000	15,000	0	0.0	15,000	0	15,000	0
TOTAL CAPITAL OUTLAY > \$5K	36,000	36,000	36,000	0	0.0	36,000	0	30,000	(6,000)
TOTAL WASTEWATER EXPENDITURES	1,153,259	1,153,259.00	1,186,889	900,884	75.9	286,005	1,050,979	705,324	(481,565)

NON-DEPARTMENTAL EXPENDITURES

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
CAPITAL OUTLAY > \$5K									
20-5999-58-58005 2016 CO BOND EXPENSES		0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	7,266,356	(0)
TOTAL CAPITAL OUTLAY > \$5K	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL NON-DEPARTMENTAL EXPENDITURES	0	0	7,266,356	10,203,793	140.4	(2,937,437)	11,904,765	0	(7,266,356)
TOTAL EXPENDITURES	3,764,480	3,763,880	11,273,944	13,414,744	119.0	(2,140,800)	15,650,733	3,522,413	(7,751,531)
REVENUES OVER/(UNDER) EXPENDITURES	(4,160)	(3,560)	(7,441,785)	-9,403,262		1,961,477	(10,970,924)	309,745	7,751,531

**30 -DEBT SERVICE FUND
FINANCIAL SUMMARY**

PROPOSED BUDGET WORKSHEET
FY 2020-21

Item 1.

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

**30 -DEBT SERVICE FUND
REVENUES**
**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

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

**30 -DEBT SERVICE FUND
EXPENDITURES**
**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

	83.33 % OF YEAR COMPLETE							
NON-DEPARTMENTAL EXPENDITURES	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
OPERATING								
30-5999-51-51050 BANK ADMIN FEES	1,500	1,500	150	150	100.0	0	213	150
TOTAL OPERATING	1,500	1,500	150	150	100.0	0	213	150
DEBT PAYMENTS								
30-5999-55-53000 BOND ADMIN FEES	1,085	1,085	935	300	32.1	635	425	670
30-5999-55-59030 INTEREST - 2010 GO BONDS	20,389	20,389	20,389	9,400	46.1	10,989	13,317	13,748
30-5999-55-59031 INTEREST - 2012 GO BONDS	42,203	42,203	42,202	21,101	50.0	21,101	29,895	34,808

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

**40 -CAPITAL PROJECTS FUND
FINANCIAL SUMMARY**

PROPOSED BUDGET WORKSHEET
FY 2020-21

Item 1.

83.33 % OF YEAR COMPLETE

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

**40 -CAPITAL PROJECTS FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

Item 1.

83.33 % OF YEAR COMPLETE

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

**40 -CAPITAL PROJECTS FUND
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

83.33 % OF YEAR COMPLETE

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

TOTAL IMPACT FEE PROJECTS EXPENDITURES	0	0	0	0	0.0	0
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0	0
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	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
BOND PROJECTS EXPENDITURES						

PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
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CAPITAL OUTLAY > \$5K

40-5997-58-58041 CP-2016 CO BOND WWTP EXPAN	0	0	0	0	0.0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0

0	0
0	0

TOTAL BOND PROJECTS EXPENDITURES	0	0	0	0	0.0	0
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0	0
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	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
GRANT PROJECTS EXPENDITURES						

PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
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CAPITAL OUTLAY > \$5K

40-5999-58-58005 2016 CO BOND EXPENSES				0		0
40-5998-58-58006 GRANT EXPENSES - SIDEW	0	0	0	0	0.0	0
40-5998-58-58110 GRANT EXPENSES - STREE	0	0	0	0	0.0	0
40-5998-58-58115 GRANT- POLICE COMPUTER	0	0	0	0	0.0	0
40-5998-58-58120 GRANT- 09 CAPT METRO P	0	0	0	0	0.0	0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0

0	0
0	0
0	0
0	0
0	0

TOTAL GRANT PROJECTS EXPENDITURES	0	0	0	0	0.0	0
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0	0
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	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
NON-DEPARTMENTAL EXPENDITURES						

PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
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CAPITAL OUTLAY > \$5K

40-5999-58-57000 CP- WEST ELEV TANK & C	0	0	0	0	0.0	0
40-5999-58-57001 CP - PG EAST ELEV TANK	0	0	0	0	0.0	0
40-5999-58-57005 CP-CARRIAGE HILLS OFFS	0	0	0	0	0.0	0
40-5999-58-57015 CP - CHAMBERLAIN HOUSE	0	0	0	0	0.0	0
40-5999-58-57025 CP- CITY HALL ANNEX	0	0	0	0	0.0	0
40-5999-58-57050 BOND ISSUE COSTS	0	0	0	0	0.0	0
40-5999-58-58000 CP-WILBARGER WWTP (CIF	0	0	0	0	0.0	0
40-5999-58-58001 PHASE I - STREETS & DR	0	0	0	0	0.0	0
40-5999-58-58005 2016CO BOND EXPENSES	0	0	0	0	0.0	0

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0	0
0	0

										Item 1.
40-5999-58-58007 CP- MANVILLE LINE EXT	0	0	0	0	0.0	0	0			
40-5999-58-58008 CP- COA INTERCONNECT	0	0	0	0	0.0	0	0			0
40-5999-58-58009 CP- WATER MASTER PLAN	0	0	0	0	0.0	0	0			0
40-5999-58-58015 CP- END OP WATER	0	0	0	0	0.0	0	0			0
40-5999-58-58020 CP- WASTEWATER PH 3	0	0	0	0	0.0	0	0			0
40-5999-58-58025 CP-ST & DRAINAGE PH II	0	0	0	0	0.0	0	0			0
40-5999-58-58030 CP- 2008 CAP METRO PAV	0	0	0	0	0.0	0	0			0
40-5999-58-58035 CP- S. LEXINGTON TURN	0	0	0	0	0.0	0	0			0
40-5999-58-58045 CP- 973 (S. LEXINGT) T	0	0	0	0	0.0	0	0			0
40-5999-58-58100 GRANT EXPENSES - MANOR	0	0	0	0	0.0	0	0			0
40-5999-58-58105 GRANT EXPENSES - HOME	0	0	0	0	0.0	0	0			0
40-5999-58-58125 CP- JOYCE TURNER	0	0	0	0	0.0	0	0			0
40-5999-58-58130 CP- LEXINGTON-MURRAY S	0	0	0	0	0.0	0	0			0
40-5999-58-58141 CP- PFG - MANVILLE CON	0	0	0	0	0.0	0	0			0
TOTAL CAPITAL OUTLAY > \$5K	0	0	0	0	0.0	0	0			0
TRANSFERS										
40-5999-59-50010 TRANSFER TO GF	0	0	0	0	0.0	0	0			0
40-5999-59-60000 TRANSFER TO UF (CIF W)	0	0	0	0	0.0	0	0			0
40-5999-59-60001 TRANSFER TO UF	0	0	0	0	0.0	0	0			0
40-5999-59-60005 TRANSFER TO UF (WW)	0	0	0	0	0.0	0	0			0
40-5999-59-60010 TRANSFER TO DSF	0	0	0	0	0.0	0	0			0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0			0
TOTAL NON-DEPARTMENTAL EXPENDITURES										0
TOTAL EXPENDITURES										0
REVENUES OVER/(UNDER) EXPENDITURES										0

**60 -SPECIAL REVENUE FUND
FINANCIAL SUMMARY**

83.33 % OF YEAR COMPLETE								
REVENUE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
ADMINISTRATION								
TAXES	31,000	31,000	33,200	33,027	99.5	173	46,790	33,200
OTHER	25	25	25	0	0.0	25	0	25
TOTAL ADMINISTRATION	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
TOTAL REVENUES	31,025	31,025	33,225	33,027	99.4	198	46,790	33,225
EXPENDITURE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET
ADMINISTRATION								
OPERATING	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL ADMINISTRATION	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
TOTAL EXPENDITURES	44,000	44,000	46,345	12,269	26.5	34,077	17,381	9,000
REVENUES OVER/(UNDER) EXPENDITURES	(12,975)	(12,975)	(13,120)	20,759		(33,879)	29,409	24,225

**60 -SPECIAL REVENUE FUND
REVENUES**

PROPOSED BUDGET WORKSHEETS
FY 2020-21

Item 1.

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

**60 -SPECIAL REVENUE FUND
EXPENDITURES**

PROPOSED BUDGET WORKSHEETS
FY 2020-21

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

PROPOSED BUDGET WORKSHEETS
FY 2020-21

44

REVENUE SUMMARY

REVENUE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
<u>WATER</u>									
OTHER	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
TOTAL WATER	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006	0
<u>WASTEWATER</u>									
OTHER	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
TOTAL WASTEWATER	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500	0
TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506	0

ADMINISTRATION

EXPENDITURE SUMMARY	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
ADMINISTRATION									
OPERATING	0	0	0	0	0.0	0	0	0	0
TOTAL ADMINISTRATION	0	0	0	0	0.0	0	0	0	0

CONTRACTED SERVICES	0	0	0	132,797	0.0	(132,797)	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WATER	0	0	0	132,797	0.0	(132,797)	0	0	0

OPERATING	0	0	0	0	0.0	0	0	0	0
REPAIRS & MAINTENANCE	0	0	0	7,745	0.0	(7,745)	0	0	0
WATER/WASTEWATER	20,000	20,000	49,000	65,278	133.2	(16,278)	65,278	0	(49,000)
CONTRACTED SERVICES	0	0	0	0	0.0	0	0	0	0
DEBT PAYMENTS	8,557	8,557	0	0	0.0	0	0	0	0
TRANSFERS	0	0	0	0	0.0	0	0	0	0
TOTAL WASTEWATER	28,557	28,557	49,000	73,022	149.0	(24,022)	65,278	0	(49,000)
TOTAL EXPENDITURES	28,557	28,557	49,000	205,819	420.0	(156,819)	65,278	0	(49,000)

REVENUES OVER/(UNDER) EXPENDITURES	563,843	563,843	1,207,506	2,600,187	(1,392,681)	3,000,532	1,256,506	49,000
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**70 -CAPITAL IMPACT FEES FUND
REVENUES**

**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

Item 1.

83.33 % OF YEAR COMPLETE

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
WATER REVENUES									
OTHER									
70-4250-48-43090 CIF WATER	190,750	190,750	390,506	515,580	132.0	(125,074)	515,580	390,506.00	0
70-4250-48-48000 INTEREST INCOME - WATE	400	400	1,500	4,026	268.4	(2,526)	4,026	1,500.00	0
TOTAL OTHER	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
TOTAL WATER REVENUES	191,150	191,150	392,006	519,606	132.6	(127,600)	779,409	392,006.00	0
WASTEWATER REVENUES									
OTHER									
70-4275-48-43190 CIF WASTEWATER	401,000	401,000	864,000	2,286,400	264.6	(1,422,400)	2,286,400	864,000.00	0
70-4275-48-48000 INTEREST INCOME - WAST	250	250	500	0	0.0	500	0	500.00	0
TOTAL OTHER	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500.00	0
TOTAL WASTEWATER REVENUES	401,250	401,250	864,500	2,286,400	264.5	(1,421,900)	2,286,400	864,500.00	0
TOTAL REVENUES	592,400	592,400	1,256,506	2,806,006	223.3	(1,549,500)	3,065,809	1,256,506.00	0

**70 -CAPITAL IMPACT FEES FUND
EXPENDITURES**

**PROPOSED BUDGET WORKSHEETS
FY 2020-21**

	FY 2019-20 ACTUAL	FY 2019-20 ORIG. BUDGET	FY 2019-20 CURR. BUDGET	Y-T-D ACTUAL AS OF 07/24/2020	% OF BUDGET	BUDGET BALANCE	PROJECTED YEAR END	REQUESTED 2020-21 BUDGET	REQUESTED BUDGET DIFF.
WATER EXPENDITURES									
REPAIRS & MAINTENANCE									
70-5250-52-53001 WATER IMPROVEMENTS	0	0	9,200	132,797	1,443.4	(123,597)	132,797	-	(9,200)
TOTAL CONTRACTED SERVICES	0	0	9,200	132,797	1,443.4	(123,597)	132,797	-	(9,200)
CONTRACTED SERVICES									
70-5250-54-51165 IMPACT FEE STUDY - WAT	0	0	0	0	0.0	0	0	-	0
TOTAL CONTRACTED SERVICES	0	0	0	0	0.0	0	0	-	0
TRANSFERS									
70-5250-59-60010 TRANSFERS TO CPF	0	0	0	0	0.0	0	0	-	0
70-5250-59-60020 TRANSFER TO UF	0	0	0	0	0.0	0	0	-	0
TOTAL TRANSFERS	0	0	0	0	0.0	0	0	-	0
TOTAL WATER EXPENDITURES	0	0	9,200	132,797	1,443.4	(123,597)	0	-	(9,200)

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

AGENDA ITEM NO. 2

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: No
ATTACHMENTS: Yes

- FY2020-2021 Proposed Property Tax Rate

STAFF RECOMMENDATION:

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

PLANNING & ZONING	Recommend Approval	Disapproval	None
COMMISSION:			

CERTIFICATION OF 2020 TAX RATE AND HEARING UPLOAD

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

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

TAXING UNIT

WEBSITE RATES

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

HEARINGS

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

PREPARED BY

AGENDA ITEM NO. 3

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: No
ATTACHMENTS: Yes

- August 19, 2020, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the City Council Minutes of the August 19, 2020, Regular Meeting.

PLANNING & ZONING	Recommend Approval	Disapproval	None
COMMISSION:			



**CITY COUNCIL
REGULAR SESSION MINUTES
AUGUST 19, 2020**

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

PRESENT:

Dr. Larry Wallace Jr., Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Scott Dunlop, Assistant Development Services Director
Debbie Charbonneau, Community Development Manager
Mike Tuley, Director of Public Works
Bryan Estrada, Manor Police Officer

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Wallace Jr. at 7:06 p.m. on Wednesday, August 19, 2020, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

Mayor Wallace Jr. led the Pledge of Allegiance.

PROCLAMATIONS

A. Declaring Friday, August 21, 2020 as “*Senior Citizens Day*”

Mayor Wallace Jr. read a proclamation declaring Friday, August 21, 2020, as “*Senior Citizens Day*” to Council Member Emily Hill.

B. Declaring Wednesday, August 26, 2020 as “*Women’s Equality Day*”

Mayor Wallace Jr. read and presented a proclamation declaring Wednesday, August 26, 2020, as “*Women’s Equality Day*” to Mayor Pro Tem Deja Hill.

PUBLIC COMMENTS

No one appeared to speak at this time.

REPORTS

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

A. Leadership Manor

Community Development Manager Charbonneau gave an update on the upcoming class of Leadership Manor. She spoke briefly on the agenda and training for the class and all registered participants.

CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the August 5, 2020, Regular Meeting.**
2. **Consideration, discussion, and possible action on the acceptance of the July 2020 Departmental Reports:**
 - **Police – Ryan Phipps, Chief of Police**
 - **Development Services – Scott Dunlop, Asst. Dev. Services Director**
 - **Community Development – Debbie Charbonneau, Community Development Manager**
 - **Municipal Court – Sarah Friberg, Court Clerk**
 - **Public Works – Michael Tuley, Director of Public Works**
 - **Finance – Lydia Collins, Director of Finance**

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

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

There was no discussion.

Motion to approve carried 6-0

REGULAR AGENDA

3. Consideration, discussion, and possible action on an ordinance amending the Code of Ordinances to create the Public Safety Committee.

The City staff recommended that the City Council approve Ordinance No. 579 amending the Code of Ordinances to create the Public Safety Committee.

Ordinance No. 579: An Ordinance of the City of Manor, Texas, Amending the Code of Ordinances to Create the Public Safety Committee; Providing for Members of the Committee and its Purpose; Providing for Related Matters.

Chief Phipps discussed the Public Safety Committee Ordinance.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Mayor Pro Tem Deja Hill to approve Ordinance No. 579 amending the Code of Ordinances to create the Public Safety Committee.

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

There was no discussion.

Motion to approve carried 6-0

4. Consideration, discussion, and possible action on the appointment of two (2) Public Safety Committee Council Members to serve a one-year term.

The City staff recommended that the City Council appoint two (2) Public Safety Committee Council Members to serve a one-year term.

Chief Phipps discussed the duties of the committee members.

Mayor Wallace Jr. opened the floor for any nominations.

Council Member Dr. Harvey nominated himself.

Council Member Emily Hill nominated herself.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to appoint Council Member Dr. Harvey and Council Member Emily Hill to serve on the Public Safety Committee for a one-year term.

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

There was no discussion.

Motion to approve carried 6-0

5. Consideration, discussion, and possible action on an Interlocal Agreement between the City of Manor and Travis County Sheriff's Office for Emergency Dispatch Services.

The City staff recommended that the City Council approve the Interlocal Agreement between the City of Manor and Travis County Sheriff's Office for Emergency Dispatch/911 Services; and Authorize the Mayor to sign the agreement.

Chief Phipps discussed the Interlocal Agreement with Travis County Sheriff's Office.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve the Interlocal Agreement between the City of Manor and Travis County Sheriff's Office for Emergency Dispatch Services.

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

Discussion was held regarding the one-year agreement with Travis County Sheriff's Office.

Discussion was held regarding a future plan for a Dispatch Service Center for the City of Manor.

There was no further discussion.

Motion to approve carried 6-0

6. Consideration, discussion and possible action on Amendment Three (3) to the Interlocal Cooperation Agreement for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List.

The City staff recommended that the City Council approve the Amendment Three (3) to the Interlocal Cooperation Agreement for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List; and Authorize the Mayor to sign the agreement.

Chief Phipps discussed the Interlocal Agreement with ARIC.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve the Amendment Three (3) to the Interlocal Cooperation Agreement for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List; and Authorize the Mayor to sign the agreement.

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

Discussion was held regarding the clarification of fees.

There was no further discussion.

Motion to approve carried 6-0

7. Consideration, discussion and possible action on Amendment Three (3) to the Interlocal Cooperation Agreement for Sustainment Funding for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List.

The City staff recommended that the City Council approve the Amendment Three (3) to the Interlocal Cooperation Agreement for Sustainment Funding for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List; and Authorize the Mayor to sign the agreement.

MOTION: Upon a motion made by Council Member Scarbrough and seconded by Council Member Amezcua, to approve the Amendment Three (3) to the Interlocal Cooperation Agreement for Sustainment Funding for the Austin Regional Intelligence Center (ARIC) effectively recognizing the five (5) new agencies to the Partner Agency List; and Authorize the Mayor to sign the agreement.

There was no further discussion.

Motion to approve carried 6-0

8. Consideration, discussion and possible action on a Concept Plan for Presidential Glen Commercial Phase 1, three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo de Presidente Blvd, Manor, TX.

The City staff recommended that the City Council deny a Concept Plan for Presidential Glen Commercial Phase 1, three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo del Presidente Blvd., Manor, Texas.

City Manager Bolt stated City Engineer had not reviewed and approved the plan reason for staff's recommendation to deny at this time.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill to deny a Concept Plan for Presidential Glen Commercial Phase 1, three (3) lots on 5.4 acres, more or less, and being located at US Hwy 290 East and Paseo del Presidente Blvd., Manor, Texas.

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

There was no discussion.

Motion to approve carried 6 -0

9. Consideration, discussion, and possible action on a draft Comprehensive Plan Request for Proposal Scope.

City staff recommended that the City Council discuss the attached draft Comprehensive Plan RFP scope.

Mayor Wallace Jr. open the floor for discussion.

Mayor Wallace Jr. requested to include the FM 973 Corridor Plan and the Green Line developments in the Comprehensive Plan.

Discussion was held regarding land uses that would be added to the Comprehensive Plan.

Mayor Pro Tem Deja Hill requested for lighting to be included in the older part of the city.

Discussion was held regarding the Planning and Assessment Base on Public Participation.

Discussion was held regarding Facilities.

Council Member Dr. Harvey requested for Entertainment/Arts be included in the plan.

Discussion was held regarding historic preservations within the city.

Mayor Wallace Jr. requested to add technology needs for the city to the plan.

Council Member Dr. Harvey requested Hotel Conference to be included in the plan.

There was no further discussion.

Mayor Wallace Jr. closed the discussion.

There was no action taken.

10. Consideration, discussion, and possible action on setting public hearings for the FY2020-2021 Proposed Annual Budget and FY2020-2021 Property Tax Rate.

City staff recommended that the City Council set the Public Hearings on the FY2020-2021 Proposed Annual Budget and FY2020-2021 Tax Rate of the City of Manor, Texas for September 2 and September 16, 2020 at 7:00 p.m.

MOTION: Upon a motion made by Council Member Dr. Harvey and seconded by Council Member Emily Hill to set the Public Hearings on the FY2020-2021 Proposed Annual Budget and FY2020-2021 Tax Rate of the City of Manor, Texas for September 2 and September 16, 2020 at 7:00 p.m.

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

There was no discussion

Motion to approve carried 6-0

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 7:48 p.m. on Wednesday, August 19, 2020.

These minutes approved by the Manor City Council on the 2nd day of September 2020.

APPROVED:

Dr. Larry Wallace Jr.
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

Article 3: Project Scope

1. **Infrastructure**

Incorporate the current infrastructure in place and recommend goal, policy, and action items for future infrastructure to include Capital Improvements Plan update and service provision to recently annexed areas. Address growth management strategies as it relates to infrastructure, as well as projections for needed items.

2. **Traffic/Transportation**

Review and update the City's 2014 Thoroughfare Plan to include projections for traffic management in relation to future developments of the city.

3. **Current and Future Land Use**

Develop realistic population projections and build-out scenarios utilizing preferred land-use patterns for the City and ETJ. The build-out scenarios shall include land use projections, population densities, development phasing models, and infrastructure improvements as required. Review, analyze and provide the land use and development character goal, policy and action items of the Plan and refine as needed to account for shifting demographics and vision of the community.

4. **290 Corridor Plan, TOD Overlay Plan and Historic Overlay Plan**

Specific focus shall be made to create a US Hwy 290 East corridor plan that provides for consistent and unified development along the corridor including current and future land uses, architectural standards, site design standards, landscaping, and signage.

Implementation policies to create an overlay zone shall be included for Capital Metro's Transit Oriented Development Plan for the half-mile area around their proposed station area identified the Green Line TOD Corridor Plan.

Objectives and action items to implement design standards for Manor's Historic District including current and future land uses, architectural standards, site design standards, landscaping, and signage.

5. **Facilities**

The City is undertaking by separate consultant a review of existing city government facilities and future needs. The work of that review shall be incorporated into the Plan. Additional to that study, this project shall review the needs for community facilities including a library, community center and athletic fields and courts based on population projections.

6. **Parks, Trails and Open Space**

Review and update the City's Hike and Bike Trails Master Plan. Develop a parks and open space plan for the City and ETJ as well as reviewing the City's parkland dedication requirements to align with goals of the parks and open space plan.

7. **Economic Development and Downtown Revitalization Plan**

Review, analyze and update local, state, regional and global factors that influence the future development, redevelopment and growth opportunities within the City of Manor. Specify the economic impacts for major components of the Plan.

Provide strategies and policies for a Downtown Revitalization Plan that spurs economic activity in the historic downtown area including various funding methods, land use changes, and streetscape enhancements.

8. Branding

Create a branding scheme to create an identity for the City. Specify the implementation strategies, key factors, and projects to form a full identity for the future. Items included may be logos, wayfinding, monument signs, event recommendations, and more.

9. Planning and Assessment Based on Public Participation

Create a plan to assess public participation comments to implement the most requested topics in a reasonable and time effective manner that fits within this Comprehensive Plan.

Planning Commission Comments:

- Add sustainability goals throughout each section
- Increase accessibility such as sidewalks in the older part of the city (this is included as part of the TOD plan) and greater multi-modal access like busses
- Ensure that under the Facilities review a community pool and/or splash pad is studied
- In 290 Corridor Plan work to maintain north-south access to limit the city being divided
- In Branding ensure that gateway monumentation and city slogan are reviewed
- In Planning and Assessment Based on Public Participation try to disperse as much as possible community input events into each subdivision. Not all meetings at City Hall, try to have some at the elementary schools or amenity centers.

AGENDA ITEM NO. 4

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

On February 6, 2019 the City selected an approved entering into a letter agreement with Bickerstaff Heath Delgado Acosta, LLC ("Bond Counsel") to provide the City with PID bond counsel services. The City Council approved the creation of the Manor Heights PID in November 2018. Bond Counsel at the direction of the City prepared documents for the issuance of bonds, however work on the Manor Heights PID was discontinued and is now underway again. This amendment solely relates to compensation to Bond Counsel for work performed in connection with the issuance of bonds for the Manor Heights PID.

PRESENTATION: No
ATTACHMENTS: Yes

- Letter Agreement Amending Bond Services Dated September 2, 2020
- Letter Agreement for Bond Services Dated January 31, 2019

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the amendment to the agreement with Bickerstaff Heath Delgado Acosta, LLC to provide PID bond counsel services.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None

September 2, 2020

City of Manor, Texas
105 E. Eggleston Street
Manor, Texas 78653

Attention: Thomas M. Bolt
City Manager

Re: Amendment of the City's General Bond Counsel Services Agreement with our firm for Manor Heights Public Improvement District Special Assessment Revenue Bonds

Dear Mr. Bolt:

The City of Manor, Texas (the "City") and our firm have previously entered into an engagement agreement for the firm's services as bond counsel which was accepted by the parties on February 6, 2019 ("Agreement") attached. The Agreement covers the issuance of bonds (the "Bonds") secured by assessment of properties in any Public Improvement Districts ("Districts"). This letter amends the compensation provisions in our Agreement solely as they relate to Bonds to be issued in connection with the Manor Heights Public Improvement District created by the City on November 7, 2018 (the "Manor Heights Project").

Under the Agreement, the City directed our firm to initiate the preparation of documents for the issuance of Bonds in the Manor Heights Project. The City and the developer sponsoring the Manor Heights Project subsequently discontinued, the work on that bond issuance. Substantial efforts were expended by the firm in preparing bond documents for the project before the work was discontinued by the parties (the "Discontinued Bond Project Work"). The City and the developer have subsequently determined to resume work on the Manor Heights Project and contemplate a possible future issuance of Bonds which will require the restart of the project and the incurrence of new and substantial bond counsel services. In consideration for the City's agreement to restart the project, the developer has agreed to compensate our firm for the Discontinued Bond Project Work on the Manor Heights Project and the firm has agreed to resume work on the new project on behalf of the parties based on the following amendment to the Agreement solely as it relates to the Manor Heights Project.

The first paragraph after the end of the item No. 7 at the top of page two of the Bond Counsel Services Agreement is amended to read as follows:

The fee covering the legal services of this firm, as bond counsel, for the above described work on a District and the issuance of the Bonds for a Project ("Issuance Services"), shall be based on 2.5% of the par amount of the Bonds with a minimum fee of \$50,000. Provided however, if the developer remits the Previously Expended Bond Counsel Fees to the City and those fees are paid to our firm by September 30, 2020, at the closing on the Bonds the firm shall

reduce the fee for Issuance Services for the Project by 10% of the Discontinued Bond Project Work for each \$1,000,000 of par amount of bonds sold for the first \$10,000,000 of par amount of bonds.

It is the intent of the City and the firm, by executing this letter agreement, that the modification of the referenced paragraph on page two of the Agreement is the only change to the agreement between the parties.

If the proposed amendment is satisfactory, please indicate the City's acceptance by signing the acceptance clause below and return a fully executed copy of this letter to me.

Respectfully submitted,

BICKERSTAFF HEATH DELGADO ACOSTA LLP

A handwritten signature in black ink, appearing to read 'D. Méndez', written over the printed name.

David Méndez

ACCEPTED this, the _____ day of _____, 2020:

CITY OF MANOR, TEXAS

Name: _____

Title: _____

EXHIBIT A – Client Costs Advanced

Bickerstaff Heath Delgado Acosta LLP

The firm incurs expenses on behalf of clients only when required by the legal needs of the clients. Some cases or matters require extensive use of outside copy facilities, and other cases may not be so paper-intensive. Standard services handled within the firm are not charged, and client specific expenses are billed to the client needing those services. An explanation of the billing structure is as follows:

Not Charged

Secretarial and word processing time, routine postage, file setup, file storage, local or ordinary long distance charges, fax charges, and computerized legal research data charges.

Delivery Services

Outside delivery services are used for pickup and delivery of documents to the client as well as to courts, agencies, and opposing parties. Outside delivery fees are charged to the client at the rate charged to the firm. Overnight delivery services are also charged at the rate charged to the firm. Firm Office Services Department personnel may provide delivery service in urgent situations and charges for such in-house service will not exceed the charge that would be made by an outside service in a similar situation.

Postage

Our postal equipment calculates exact U.S. postage for all sizes and weights of posted material. The rate charged for postage is the same as the amount affixed to the material that is mailed. We will not charge clients for postage on routine correspondence; however, the cost of large-volume mail, certified mail, or other additional mail services will be charged to the client.

Copies and Prints

Our standard rate for black and white copies and prints made by firm personnel is \$0.15 per page. Color copies and prints are charged at a standard rate of \$0.55 per page. These charges cover paper, equipment costs, and other supplies. If savings can be realized within the required time frame by sending copy jobs to subcontractors, the firm uses only qualified legal services copiers and the cost charged to the client is the same as the amount billed to the firm.

Phone Charges

Only charges for conference calls or international calls are charged, and charges are billed at the same amount billed to the firm by the outside provider.

Travel

Attorney and other timekeeper time spent traveling on behalf of a client is billed to the client. Hotel, meals, local transportation, and similar expenses are charged based on receipts and travel expense forms submitted by the attorney. Documentation is available to the client if requested.

Maps

Maps produced in conjunction with a project will be billed at \$50 for each 34 x 44 inch map and \$20 for each smaller map, plus cost (time fees) for preparation.

Other Expenses

Expenses incurred with outside providers in connection with the client's legal services will be paid by the client directly to the outside provider unless specifically arranged in advance. If the firm agrees to pay outside providers, the cost charged to the client is the same as the amount billed to the firm. Examples of such charges include: court reporter fees, filing fees, newspaper charges for publication notices, expert witness fees, consultants and other similar expenses.

Exhibit B – Verification Required by Texas Government Code Chapter 2271
Bickerstaff Heath Delgado Acosta LLP

By signing below, Bickerstaff Heath Delgado Acosta LLP hereby verifies the following:

1. The Firm does not boycott Israel; and
2. The Firm will not boycott Israel during the term of this Engagement Agreement.

SIGNED BY:



David Méndez
September 2, 2020

This Verification is incorporated and made a part of the Engagement Agreement between Bickerstaff Heath Delgado Acosta LLP and the City of Manor, Texas.

January 31, 2019

City of Manor, Texas
105 E. Eggleston Street
Manor, Texas 78653

Attention: Thomas M. Bolt
City Manager

Re: Bond Counsel Services for Public Improvement District Special Assessment
Revenue Bonds

Dear Mr. Bolt:

This letter is submitted to state our fees and describe our legal services in performing the duties of bond counsel for the City of Manor, Texas (the “City”) with reference to the City’s proposed creation and implementation from time to time of one or more Public Improvement Districts (the “District” or “Districts”) and the related issuance of bonds secured by assessment of properties in any such Districts or other financing by the City in the Districts (the “Bonds”). For purposes of this letter, the issuance of each series of Bonds secured by the City’s Special Assessment Revenues in a District constitutes a separate project (a “Project”).

Generally, we will perform all usual and necessary legal services as bond counsel in connection with the authorization, issuance, and delivery of the Bonds for a Project.

As regards, the issuance of the Bonds for a Project, specifically, we will prepare and direct the legal proceedings and perform the other necessary legal services with reference to the authorization, issuance, and delivery of the Bonds, including the following:

1. Prepare all resolutions, orders, notices and other instruments pursuant to which the Bonds will be authorized, issued, delivered and secured, including election proceedings, if necessary, in cooperation and upon consultation with the City Council, City Attorney and other City staff, their consultants, and other legal and financial advisors of the City.
2. Attend meetings of the City with reference to the authorization and issuance of the Bonds to the extent required or requested.
3. Cooperate with the City and all other interested parties in the sale of the Bonds to the purchasers.
4. Submit bond transcript to the Attorney General for approval.

5. Supervise the execution of the Bonds and the delivery thereof to the purchasers.
6. Prepare documents for closings, provide instructions and advice for closings, and attend closings.
7. When the Bonds are issued, we will give our approving opinion covering the validity of the Bonds and if issued as tax-exempt obligations, the exclusion of interest from federal income taxes, it being understood that the approving opinion will be fully acceptable nationally in regular commercial investment banking bond marketing channels.

The fee covering the legal services of this firm, as bond counsel, for the above described work on a District and the issuance of the Bonds for a Project, shall be based on 2% of the par amount of the Bonds.

Also, we would expect to be reimbursed for our actual client costs advanced (expenses) reasonably and necessarily incurred in connection with the authorization, issuance, and delivery of such Bonds, *i.e.*, travel, photocopies, courier, Form 8038-G filing and the Attorney General's filing fee. A list of our current costs for expenses is enclosed.

In addition, upon your request, the firm will provide assistance and advice to the City in connection with the creation of a District, the establishment of a financing structure, and other related aspects of the Project which may need attention before the issuance of bonds is initiated ("Pre-Bond Services").

Also, following the creation of the District, imposition of a PID assessment and the issuance of bonds, the Firm is prepared to assist the City, as requested from time to time, with the preparation and review of the annual updates to the Service and Assessment Plans for such Districts as may be requested by the City.

Our rates for Pre-Bond Services and for services provided in connection with the annual updates, which typically are reimbursed to the City by the Developer through a funding agreement or are paid from administrative funds established as part of a bond issuance, are set out below:

David Méndez, Partner	\$420/hour
Gregory Miller, Associate	\$300/hour
Irv Finkel, Tax Lawyer	\$300/hour
Elizabeth Myers, Legal Assistant	\$180/hour
Esther Moreno, Legal Assistant	\$180/hour
Denise Anderson, Legal Assistant	\$180/hour

The foregoing legal services as special bond counsel do not include any direct responsibility for the "disclosure obligations" owed to the investing public under the federal securities laws and the various state securities laws, and this is to state that our engagement is not that broad. We will, however, provide assistance to the City in identifying what the City's responsibility is in meeting its continuing disclosure responsibilities.

The fees discussed do not apply to litigation work in reference to the Bonds. All fees in respect to litigation shall be agreed upon separately between the City and our firm.

In a typical Project, it is anticipated that your financial advisor or the Underwriter will be responsible for the preparation of an Official Statement or any other disclosure document with respect to the Bonds. While we are not responsible for performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document, our responsibility will include the preparation or review of any description within the Official Statement of: (i) federal law pertinent to the validity of the Bonds and the tax treatment of interest paid on the Bonds, (ii) the terms of the Bonds, and (iii) our opinion.

Our fees and expenses in connection with the issuance of the Bonds for a Project will be payable at the time of the delivery of and payment for the Bonds, but our fees for these services are wholly contingent upon actual issuance of the Bonds. Fees for work performed on annual updates for Projects are payable on a monthly fee basis and will be invoiced separately to the City. The City may also terminate the agreement with bond counsel at any time by providing notice in writing at least thirty days prior to the effective date of termination.

If the arrangement proposed is satisfactory, please indicate the City's acceptance by signing the acceptance clause below and return one copy of this letter to me.

Respectfully submitted,

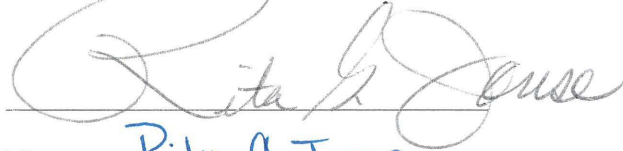
BICKERSTAFF HEATH DELGADO ACOSTA LLP

A handwritten signature in dark ink, appearing to read 'D. Méndez', is written over the printed name.

David Méndez

ACCEPTED this, the 6th day of February, 2019:

CITY OF MANOR, TEXAS

A handwritten signature in blue ink, appearing to read "Rita G. Jonse", written over a horizontal line.

Name: Rita G. Jonse

Title: Mayor

EXHIBIT A – Client Costs Advanced

Bickerstaff Heath Delgado Acosta LLP

The firm incurs expenses on behalf of clients only when required by the legal needs of the clients. Some cases or matters require extensive use of outside copy facilities, and other cases may not be so paper-intensive. Standard services handled within the firm are not charged, and client specific expenses are billed to the client needing those services. An explanation of the billing structure is as follows:

Not Charged

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Maps produced in conjunction with a project will be billed at \$50 for each 34 x 44 inch map and \$20 for each smaller map, plus cost (time fees) for preparation.

Other Expenses

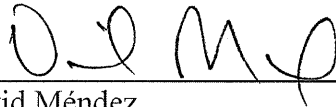
Expenses incurred with outside providers in connection with the client's legal services will be paid by the client directly to the outside provider unless specifically arranged in advance. If the firm agrees to pay outside providers, the cost charged to the client is the same as the amount billed to the firm. Examples of such charges include: court reporter fees, filing fees, newspaper charges for publication notices, expert witness fees, consultants and other similar expenses.

Exhibit B – Verification Required by Texas Government Code Chapter 2270
Bickerstaff Heath Delgado Acosta LLP

By signing below, Bickerstaff Heath Delgado Acosta LLP hereby verifies the following:

1. The Firm does not boycott Israel; and
2. The Firm will not boycott Israel during the term of this Engagement Agreement.

SIGNED BY:



David Méndez
January 31, 2019

This Verification is incorporated and made a part of the Engagement Agreement between Bickerstaff Heath Delgado Acosta LLP and the City of Manor, Texas.

AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Lydia Collins, Finance Director
DEPARTMENT: Finance

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

The TimeClock service will allow for better timekeeping and mainstream our payroll process.

PRESENTATION: No
ATTACHMENTS: Yes

- Service Level Agreement - Addendum

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve the Service Level Agreement – Addendum with TimeClock Plus, LLC in the amount of \$5,820; and Authorize the City Manager to execute the agreement.

PLANNING & ZONING	Recommend Approval	Disapproval	None
COMMISSION:			

Service Level Agreement - Addendum

This Service Level Agreement is an addendum to the Master Licensing Agreement or Perpetual Licensing Agreement – EULA, hereafter referred to as the “Licensing Agreement”, made and entered into by and between TimeClock Plus, LLC (“TCP”) and City of Manor (Client), a home-rule municipality in Travis County, Texas effective September 2, 2020. TCP reserves the right to continuously improve the Support and Maintenance and to adapt such services to changes in technology and to TCP’s business environment. Solely for these purposes, TCP reserves the right to modify, elaborate, remove or add to some or all of the provisions of these Service Level Agreement terms at TCP’s sole discretion and without further notice, provided that any such improvement or adaptation shall not result in a diminution of the overall level of service. All Support and Maintenance will be provided in accordance with applicable data protection laws and the Privacy Policy which can be found at www.timeclockplus.com/privacy.

1. **Definitions.** Capitalized terms herein, but not included in this Section 1, shall have the meaning set forth in the Licensing Agreement and/or attached Addendums.
 1. “24/7 Support” means continuous service is provided for twenty-four hours per day, seven days per week, and throughout the year.
 2. “Issue” means a failure of the Software to substantially conform to the functional specifications set forth in TCP published documentation.
 3. “Major Release” means a release in which the version number to the left of the first decimal point increases (e.g., 7.0 to 7.1).
 4. “Minor Release” means a release of the Software in which the version number to the right of the first decimal point increases (e.g., 7.0 to 7.1).
 5. “On Premise” means an installation of TCP’s software application(s) in Client’s data center, whether at Client’s physical location or in Client’s private hosted cloud.
 6. “Response Time” means the time period in which the assigned support resource shall provide Client with an initial technical response as a result of an Issue reported by Client.
 7. “Software” means the certain software program(s) purchased by Client. Software includes both On Premise and cloud hosted (“TCP Services as defined in the Licensing Agreement”) software programs.
 8. “Standard Support” means the Standard support level of Support and Maintenance as set out in Section 3.
 9. “Standard Support Hours” means the hours between 7:00 am CST and 7:00 pm CST, excluding Saturday, Sunday, and TCP recognized employee holidays.
 10. “Support and Maintenance” means the support and maintenance services to be provided by TCP to the Client in accordance with purchased Hardware and/or Software Support and Maintenance Agreement. All Support and Maintenance will be provided to Client in accordance with the terms of the Hardware and/or

Software Support and Maintenance Agreement and the terms of this Service Level Agreement.

11. “Support Plan” means the specific Software and/or Hardware Support and Maintenance Agreement that has been purchased by Client.
 12. “Term” has the same meaning as defined in the Order Form or Licensing Agreement.
 13. “Updates” means service packs, patches, hot fixes, or workarounds for a particular version of the Software. “Updates”, includes Minor Releases but excludes any Major Releases or other releases of the Software or any other products that Service Provider, in its sole discretion, licenses separately for an additional fee. Major Releases will be provided according to the Support Level the Customer purchases from Service Provider. All Updates and Major Releases are licensed to Customer and subject to the terms and conditions of the License Agreement. If there is no such agreement, then the terms accompanying the Software will govern.
 14. “Workaround” means a modification or “patch” for a particular version of the Software, which may be of a temporary or interim nature, to help cure or avoid an Issue.
2. **Support and Maintenance Services.** In consideration of the Client’s payment of the applicable fees related to the Client selected Support Plan(s), Service Provider agrees to provide Support and Maintenance for the duration of the Term, and solely for the Software and/or Supported Hardware.
 3. **Software Support and Maintenance.**
 1. Software Maintenance. TCP shall use commercially reasonable efforts to maintain the Software so that it operates without Issues. Software maintenance includes the Software features that TCP makes generally available to its Client base during the applicable Term. These Software features, include Minor Releases, Major Releases, and Updates to the Software.
 2. Software Support. Support Services include:
 1. Information gathering and analysis of Software to identify Issues;
 2. Chat, email, or telephone consultation regarding the use and operation of the Software that does not rise to the level of training;
 3. Configuration changes for the Software;
 4. Repair or replacement of open source software with functionally equivalent software; and
 5. Issue correction in accordance with the Support Response Time Goals below.
 3. Severity Classification and Response Time Goals. Issues are classified according to severity of impact on the use of the Software, according to the Support Response Time Goal chart below. All disputes regarding severity classification will be resolved by TCP in its sole discretion.

4. Hardware Support and Maintenance.

1. **Hardware Maintenance.** TCP shall use commercially reasonable efforts to maintain the Supported Hardware so that it operates without Issues. Hardware maintenance includes the Updates that TCP generally makes available to its Client base during the applicable Term. Hardware maintenance also includes replacement services as defined in the Hardware Support and Maintenance Agreement.
2. **Hardware Support.** Support Services include:
 1. Information gathering and analysis of Supported Hardware to identify Issues;
 2. Chat, email, or telephone consultation regarding the use and operation of the Supported Hardware that does not rise to the level of training;
 3. Configuration changes for the Supported Hardware;
 4. Issue correction in accordance with the Support Response Time Goals below.
3. **Severity Classification and Response Time Goals.** Issues are classified according to severity of impact on the use of the Supported Hardware, according to the Support Response Time Goal chart below. All disputes regarding severity classification will be resolved by TCP in its sole discretion.

Severity	Impact	Response Time Goal
Level 1	Production system is down, impacting all applications and associated business systems. No Workaround exists.	<p>A Level 1 Issue will immediately be assigned to a TCP support technician who will contact Client within one (1) business hour with an initial response. The support technician will then work without interruption on the Issue until a resolution is reached, either in the form of a complete fix, or an interim Workaround solution that will cause the level of urgency to drop to Level 2.</p> <p>Level 1 Issues qualify for 24/7 Support for Clients who have purchased this Support Plan.</p>
Level 2	Production system performance is degraded, but operational; Issue affects essential functions and no Workaround exists; or Issue is blocking critical systems tests or deliverables.	<p>A Level 2 Issue will immediately be assigned to a TCP Support Technician who will contact Client within two (2) business hours with an initial response. The support technician will then work without interruption during standard support hours until a resolution is reached, either in the form of a complete fix, or an interim Workaround solution that will cause the level of urgency to drop to Level 3.</p> <p>Level 2 Issues qualify for 24/7 Support for Clients who have purchased this Support Plan.</p>
Level 3	General product questions relating to development, feature issues, or Documentation.	<p>A Level 3 Issue will be assigned to a TCP Support Technician who will contact Client within one (1) business day with an initial response. The support technician will work on the issue during Standard Support Hours.</p> <p>Level 3 Issues do not qualify for 24/7 Support for Clients who have purchased this Support Plan</p>

5. Obligations of Client

1. **Support Contact.** All communications relating to Support and Maintenance will be supervised, coordinated, and undertaken by a primary Client contact unless additional contacts are designated as an approved contact person by Client's primary contact. Issues related to the security of Clients Data, including but not limited to, password resets, may require approval of Client's primary contact.
2. **Pre-Call Procedures.** Prior to requesting support from TCP, Client shall comply with all published operating and troubleshooting procedures for the Software. If such efforts are unsuccessful in eliminating the Issue, Client shall then promptly notify TCP of the Issue. Client shall confirm that the following conditions are true before contacting Service Provider for support:
 1. If possible, the situation giving rise to the Issue is reproducible in the Software;
 2. The Client contact has the technical knowledge regarding the Software, any other software or hardware systems involved, and in the facts and circumstances surrounding the Issue;
 3. The entire system, including all Software and Supported Hardware, is available to the Client contact during any communication with the assigned TCP support technician; and
 4. If requested and required, Client must make available to TCP a technical representative during Standard Support Hours for all Issues. TCP reserves the right to suspend all work relating to any Issues during periods for which the Client does not provide access to Client's technical representative or requested data to continue to work on the Issue.
3. **Remote Connection.** If appropriate, Client will cooperate with TCP to allow and enable TCP to perform Support and Maintenance via remote connection using standard, commercially available remote control software. On Premise Clients will be solely responsible for instituting and maintaining proper security safeguards to protect Client's systems and data.
4. **Disclaimer.** TCP shall not be responsible for providing Support and Maintenance, Updates, or any other support and maintenance to the extent that Issues arise because Client (i) misuses, improperly uses, mis-configures, alters, or damages the Software; (ii) uses the Software with any hardware or software not recommended or sold by TCP; (iii) uses the Software at any unauthorized location; (iv) fails to install an Update to the Software if such Update would have resolved the Issue; or (v) otherwise uses the Software in a manner not in accordance with the License Agreement.

6. Limitations of Support and Maintenance Services.

1. **Non-Compliance Problems.** If Client notifies TCP of a problem and TCP correctly determines that the problem is due to Client's incorrect or improper use of the Software or failure to comply with the terms of the License

Agreement an attached Addendums, the resolution of such problem is not covered by Support and Maintenance. However, TCP may provide additional services to correct the problem pursuant to a separate Statement of Work.

2. Release Support Period. TCP shall support a release of the Software if such release (i) was made generally available during the previous twenty-four (24) months. TCP may extend Support and Maintenance to prior Major Releases and Minor Releases at its sole discretion.
3. Third-Party Products. Support and Maintenance does not cover the operation or use of third-party hardware or software or Software modified by any party other than TCP or used in any manner in violation of the License Agreement or inconsistent with TCP published product documentation.
4. Data.
 1. On Premise Clients are encouraged to backup data often and to always do so prior to installing any Update. TCP will have no responsibility for loss of or damage to On Premise Client's data, regardless of the cause of any such loss or damage.
 2. On Demand Supplemental Terms shall apply to Clients who have purchased TCP Services under a Licensing Agreement

7. Termination; Effects of Termination

1. TCP will provide Support and Maintenance services for the Term of the Hardware and/or Software Support and Maintenance Agreement as defined by the applicable Order Form. For clarity, the TCP will provide Client with an option to select a single year or multi-year period of coverage; upon selecting such period of coverage, the period selected shall constitute the Term of the Support and Maintenance Agreement. Client shall be contractually obligated to pay the fees for the full length of the Term and, unless terminated in accordance with the terms herein prior to the expiration of the Term, TCP shall be obligated to provide the selected Support Plan to the Client for the duration of the Term.
2. Termination of Support Terms. If TCP or Client terminates the License Agreement in accordance with the terms provided therein, then the Support and Maintenance hereunder will also terminate. Further, TCP may terminate these this Agreement upon the following conditions:
 1. if Client fails to make any payments due hereunder within fifteen (10) days after TCP delivers notice of default to Customer;
 2. by giving prior written notice to Client if Client fails to perform any material obligation required of it hereunder, and such failure is not cured within thirty (30) days from Client's receipt of TCP's notice to cure such non-performance of material obligation; or
 3. if Client files a petition for bankruptcy or insolvency, has an involuntary petition filed against it, commences an action providing for relief under

bankruptcy laws, files for the appointment of a receiver, or is adjudicated a bankrupt concern.

8. **Warranty.** TCP warrants all services performed under this Agreement shall be performed in a workmanlike and professional manner. EXCEPT AS OTHERWISE STATED IN THIS AGREEMENT TCP MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT.

On Demand Supplemental Terms

1. **On Demand Services Level Agreement.** In the event that Client experiences any of the service performance issues defined in Sections 2.1 and 2.2 as a result of TCP's failure to provide TCP Services, TCP will, upon Client's request in accordance with Section 3, credit Client's account as described below. The Service Credit shall not apply to performance issues (i) caused by factors outside of TCP's reasonable control; (ii) that resulted from any actions or inactions of Client or any third parties; or (iii) that resulted from Client equipment or third party equipment that is not within the sole control of TCP.
2. **Definitions.** For purposes of this Agreement, the following definitions shall apply only to the TCP Services. References to Section numbers in these Supplemental Terms shall apply to Sections in these Supplemental Terms, unless expressly provided otherwise.
 1. "Downtime" shall mean "unplanned" network unavailability within TCP's United States network for thirty (30) consecutive minutes due to the failure of TCP to provide TCP Services for such period. Downtime shall not include any packet loss or network unavailability during TCP's scheduled maintenance of the Internet Data Center(s), network and TCP Services.
 2. "Performance Problem" shall mean a material deterioration in the performance of the TCP Services excluding any Downtime.
 3. "Service Credit" shall mean an amount equal to the pro-rata monthly recurring connectivity charges (i.e., all monthly recurring bandwidth-related charges) for one (1) day of TCP Services.
3. **Downtime Periods.** In the event Client experiences Downtime, Client shall be eligible to receive a one-time Service Credit for each Downtime period; provided, however, that in no event shall Client be entitled to more than two (2) Service Credits for any given calendar day. For example, if Client experiences one (1) Downtime period, then Client shall be eligible to receive one (1) Service Credit; if Client experiences two (2) Downtime periods, whether from a single event or multiple events, then Client shall be eligible to receive two (2) Service Credits.
4. **Performance Problem.** In the event that TCP discovers or is notified by Client that Client is experiencing a Performance Problem, TCP will take all commercially reasonable actions necessary to determine the source of the Performance Problem.

5. **Discovery of Source; Notification of Client.** Within four (4) hours of discovering or receiving notice of the Performance Problem, TCP will use commercially reasonable efforts to determine whether the source of the Performance Problem is limited to the TCP Services or whether the Performance Problem arises from the Client equipment or Client's connection to the Internet. TCP will notify Client of its findings regarding the source of the Performance Problem promptly after the additional four (4) hour period.
6. **Correction.** If the source of the Performance Problem is within the sole control of TCP, then TCP will use commercially reasonable efforts to remedy the Performance Problem within four (4) hours of determining the source of the Performance Problem. If the source of and remedy to the Performance Problem reside outside of the sole control of TCP, then TCP will use commercially reasonable efforts to notify the party responsible for the source of the Performance Problem and cooperate with it to resolve such problem as soon as possible.
7. **Service Credits for Performance Problems.** In the event that TCP (i) is unable to determine the source of the Performance Problem within the time periods described in Section 5; or (ii) is the sole source of the Performance Problem and is unable to remedy such Performance Problem within the time period described in Section 6, TCP will deliver a Service Credit to Client for each four (4) hour period incurred in excess of the time periods for identification and resolution described above; provided, however, that in no event shall Client be entitled to more than two (2) Service Credits for a given calendar day.
8. **Client Must Request Service Credit.** Upon receipt of a written request from Client for a prior calendar month requesting information regarding a specific instance of Downtime or Performance Problem, TCP will provide Client with a related incident report from which Client may determine any Downtime and/or Performance Problems. In order to receive a Service Credit in connection with a particular instance of Downtime or a Performance Problem, Client must notify TCP within thirty (30) days from the time Client becomes eligible to receive a Service Credit. Failure to comply with this requirement will forfeit Client's right to receive a Service Credit for the applicable instance of Downtime or Performance Problem.
9. **Maximum Service Credit.** The aggregate maximum number of Service Credits to be issued by TCP to Client for any and all Downtime and Performance Problems that occur in a single calendar month shall not exceed seven (7) Service Credits. Any Service Credits owed shall be issued in the TCP invoice in the month following the Downtime or Performance Problem, unless the Service Credit is due in Client's final month of Service. In such case, a refund for the dollar value of the Service Credit will be mailed to Client.
10. **Termination Option for Chronic Problems.** Client may terminate this Agreement and without liability or penalty to TCP by notifying TCP within ten (10) days following the occurrence of either of the following: (i) Client experiences more than five (5) Downtime periods in any three (3) consecutive calendar month period; or (ii) Client experiences more than eight (8) consecutive business hours of Downtime due to any single event. Such termination will be effective thirty (30) days after receipt of such notice by TCP.

TimeClock Plus v7 Cloud Hosted Solution

City of Manor Time & Attendance with Police Scheduling

Note: Initial one (1) year term with automatic renewal for subsequent one (1) year terms thereafter, unless written notice of non-renewal is provided.

TimeClock Plus v7 Cloud Software Subscription, Modules, Maintenance, and Support

	Item Description	Quantity	Unit cost	Extended Cost	1st Year Cost	2nd Year Cost	3rd Year Cost	Total Three Year Software Cost
1	TimeClock Plus v7 per Employee License, (Annual Fee)	85	\$36.00	\$3,060.00	\$3,060.00	\$3,060.00	\$3,060.00	\$9,180.00
2	TimeClock Plus v7 FMLA, (Annual Fee)	85	\$6.00	\$510.00	\$510.00	\$510.00	\$510.00	\$1,530.00
4	TimeClock Plus v7 Module Package with INCODE Interface, (One Time Fee) *\$3500 Waived	1	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	TimeClock Plus v7 Administrative Users/Timekeepers	Unlimited	Included	Included	Included	Included	Included	Included
6	TimeClock Plus v7 Workstation Licenses	Unlimited	Included	Included	Included	Included	Included	Included
7	TimeClock Plus v7 Employee MobileClock Users	Unlimited	Included	Included	Included	Included	Included	Included
8	TimeClock Plus v7 Employee Self-Service Users	Unlimited	Included	Included	Included	Included	Included	Included
9	TimeClock Plus v7 Employee Leave Management	Unlimited	Included	Included	Included	Included	Included	Included
10	TimeClock Plus v7 Software Maintenance & Support (Includes Upgrades),	Included	Included	Included	Included	Included	Included	Included
10	Total TimeClock Plus v7 Software Subscription, Modules, Maintenance and Support Cost				\$3,570.00	\$3,570.00	\$3,570.00	\$10,710.00

Software Services

- Row 1:** This line lists the Annual TimeClock Plus v7 Cloud Software Licensing costs for the number of employees quoted for contract Years 1-3, at an annual rate of **\$36.00** per employee (Monthly Costs of **\$3.00** per employee).
- Row 2:** This line lists the Annual TimeClock Plus v7 Cloud Software FMLA Licensing costs for the number of employees quoted in the RFP for contract Years 1-3, at an annual rate of **\$6** per employee (Monthly Costs of **\$0.50** per employee).
- Row 4:** The TCP v7 Cloud Module Package with Tyler INCODE. a) This includes the design, build, test, and deployment of the TCP for INCODE interface and, b) licensing for all standard modules (Ex: AutoImport, Job Costing, MobileClock (with Geo-fencing and offline clocking), Weighted/Blended Overtime Calculations, Shift Differential, Quad Weekly Overtime, and more). **(One Time Fee) *Wavied**
- Rows 5-9:** Included at no additional cost to the County – Unlimited: Admin Users/Timekeepers, Workstation licenses, Employee MobileClock users, Employee Self-Service users (i.e. access to leave management, notifications, schedules, approvals, attestations, etc.)
- Row 10:** TCP v7 Software Maintenance and Support is included with the Annual Employee Licensing. Software enhancements, security updates, and version upgrades are included at *no additional cost*.

Project Management, Implementation Services, and Training

	Item Description	Quantity (hours)	Unit Cost	Extended Cost	1st Year Cost	2nd Year Cost	3rd Year Cost	Total Three Year Services Cost
11	Remote Implementation Services:Discovery/Training. Design, Build, Test, and Depoly	7	\$225.00	\$1,575.00	\$1,575.00			\$1,575.00
12	Integration Services (INCODE and TimeClock Plus)	3	\$225.00	\$675.00	\$675.00			\$675.00
13	Total TimeClock Plus v7 Implementation & Training Costs				\$2,250.00	\$0.00	\$0.00	\$2,250.00

Professional Services, Implementation and Training

Row 1-12: These lines list the costs associated with TimeClock Plus Professional Services, including all phases of Implementation, Configuration, Installation, and Go Live services, including comprehensive, position and responsibility-specific product training for all Catoosa County Administrators, Management, Stakeholders, and employees. Costs are calculated hourly at **\$225.00** per hour, one-time charges.

TimeClock Plus v7 Cloud Hosted Solution

City of Manor Time & Attendance with Police Scheduling

Note: Initial one (1) year term with automatic renewal for subsequent one (1) year terms thereafter, unless written notice of non-renewal is provided.

TimeClock Plus v7 Cloud Software Subscription, Modules, Maintenance, and Support

	Item Description	Quantity	Unit cost	Extended Cost	1st Year Cost	2nd Year Cost	3rd Year Cost	Total Three Year Software Cost
1	TimeClock Plus v7 per Employee License, (Annual Fee)	85	\$36.00	\$3,060.00	\$3,060.00	\$3,060.00	\$3,060.00	\$9,180.00
2	TimeClock Plus v7 FMLA, (Annual Fee)	85	\$6.00	\$510.00	\$510.00	\$510.00	\$510.00	\$1,530.00
4	TimeClock Plus v7 Module Package with INCODE Interface, (One Time Fee) *\$3500 Waived	1	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	TimeClock Plus v7 Administrative Users/Timekeepers	Unlimited	Included	Included	Included	Included	Included	Included
6	TimeClock Plus v7 Workstation Licenses	Unlimited	Included	Included	Included	Included	Included	Included
7	TimeClock Plus v7 Employee MobileClock Users	Unlimited	Included	Included	Included	Included	Included	Included
8	TimeClock Plus v7 Employee Self-Service Users	Unlimited	Included	Included	Included	Included	Included	Included
9	TimeClock Plus v7 Employee Leave Management	Unlimited	Included	Included	Included	Included	Included	Included
10	TimeClock Plus v7 Software Maintenance & Support (Includes Upgrades),	Included	Included	Included	Included	Included	Included	Included
10	Total TimeClock Plus v7 Software Subscription, Modules, Maintenance and Support Cost				\$3,570.00	\$3,570.00	\$3,570.00	\$10,710.00

Project Management, Implementation Services, and Training

	Item Description	Quantity (hours)	Unit Cost	Extended Cost	1st Year Cost	2nd Year Cost	3rd Year Cost	Total Three Year Services Cost
11	Remote Implementation Services:Discovery/Training. Design, Build, Test, and Depoly	7	\$225.00	\$1,575.00	\$1,575.00			\$1,575.00
12	Integration Services (INCODE and TimeClock Plus)	3	\$225.00	\$675.00	\$675.00			\$675.00
13	Total TimeClock Plus v7 Implementation & Training Costs				\$2,250.00	\$0.00	\$0.00	\$2,250.00

—Termination of power and data cables not included.

		1st Year Cost	2nd Year Cost	3rd Year Cost	Total Three Year System Cost
14	Total TimeClock Plus v7 Subscription and Implementation Services Investment. (Shipping TBD)	\$5,820.00	\$3,570.00	\$3,570.00	\$12,960.00

AGENDA ITEM NO. 6

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Scott Dunlop, Assistant Development Services Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

This resolution authorizes city staff to release RFP 2020-21 for a Comprehensive Plan. Proposals will be received and reviewed by a committee with an earliest award date of November 18th by the Council.

PRESENTATION: No
ATTACHMENTS: Yes

- Resolution 2020-07
- RFP 2020-21

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Resolution No. 2020-07 authorizing the release of a Request for Proposals for a Comprehensive Plan.

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

RESOLUTION NO. 2020-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE REQUEST FOR PROPOSAL FOR A COMPREHENSIVE PLAN FOR THE CITY OF MANOR; THE POSTING, PUBLICATION AND DISSEMINATION OF THE REQUEST FOR PROPOSAL FOR A COMPREHENSIVE PLAN; AUTHORITY TO APPROVE CHANGE ORDERS SUBJECT TO LIMITATIONS SET BY STATE LAW, AS AMENDED; AND SETTING A SCHEDULE FOR THE SUBMITTAL AND REVIEW OF THE REQUEST FOR PROPOSALS.

WHEREAS, the City Council of the City of Manor (the “City Council”) desires to adopt a comprehensive plan for the City of Manor (the “City”) based on recommendations and services performed by an entity that specializes in working on comprehensive plans;

WHEREAS, Chapter 211 of the Texas Local Government Code calls for a comprehensive plan as part of a municipality’s zoning authority; and

WHEREAS, the City Council has determined it is in the best interest of the City to authorize the Request for Proposal for a Comprehensive Plan (the “RFP”); directing staff to post, publish and disseminate the RFP; and set a schedule for the submittal and review of RFPs.

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

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

SECTION 2. The City Council hereby approves the Request for Proposal for a Comprehensive Plan for the City of Manor (the “RFP”).

SECTION 3. The City Manager, as the chief executive officer of the City of Manor (“City”), is hereby charged with directing City staff in the posting, publishing and dissemination of the RFP in compliance with all applicable, local, state, or federal laws.

SECTION 4. The City Manager is hereby charged with directing City staff in establishing a schedule for the submittal and review of the RFPs.

SECTION 5. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 2nd day of September 2020, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

THE CITY OF MANOR, TEXAS

Dr. Larry Wallace Jr.,
Mayor

ATTEST:

Lluvia T. Almaraz,
City Secretary



CITY OF
MANOR

EST.  1872
TEXAS

REQUEST FOR PROPOSAL FOR COMPREHENSIVE PLAN

RFP # 2020-21

DUE DATE: OCTOBER 23, 2020 at 2:00 p.m. C.S.T

**CITY OF MANOR, TEXAS
105 East Eggleston Street
Manor, TX 78653
(512) 272-5555 ext. 5
www.cityofmanor.org**

Section I: General Information

Article 1. City Overview

Located in east Travis County and situated along US Highway 290 East, the City of Manor has experienced rapid growth over the past twenty years. Since incorporation in 1913 Manor has grown from 282 acres to 6,228 or 10 square miles today. In that time the population has increased from 827 people to an estimated 13,866 with almost all that growth occurring since the year 2000 when Manor's population was 1,204. Manor continues to attract new residents at an ever increasing rate, with new home permits expected to exceed 700 for the 19-20 FY and over 1,300 apartment units either under construction or in the permitting process.

With a feasibility study currently underway for the planned expansion of US Hwy 290 East as a continuation of the tolled Manor Expressway by the Central Texas Regional Mobility Authority as well as the re-routing and expanding of FM 973 North by the Texas Department of Transportation and the conversion of a freight line to a commuter rail line by Capital Metro, Manor's access to Austin and the Central Texas region is poised to be greatly enhanced and fuel even more growth in the coming decades.

Article 2. Statement of Need

The City of Manor is seeking proposals from qualified, professional consultants who will assist the City in creating a comprehensive plan and policy framework for intelligent growth over a 30 year planning horizon ("RFP"). The consultant awarded this contract will have the primary responsibility of developing the Manor 2050 Comprehensive Plan document ("Comprehensive Plan" or "Plan") and will work in coordination with the City of Manor's Development Services Department, City Engineer, Public Works Department, and others as needed. The City does not currently have an adopted comprehensive plan.

Article 3. Submission Information and Schedule

The City intends to award a single contract for this project. The proposal should address the consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the consultant's methodologies and approach for completing the work requested.

The official title for this project is:
Manor 2050 Comprehensive Plan

Questions regarding the content of this proposal shall be submitted to:

Assistant Development Services Director Scott Dunlop, AICP

105 East Eggleston Street

Manor, TX 78653

Phone: 512-272-5555 ext. 5

Fax: 512-272-8636

Email: sdunlop@cityofmanor.org

Schedule of Important Dates

Release of RFP to Vendors:	September 8, 2020
Advertisement Dates:	September 8, 2020 –October 9, 2020
Deadline for Questions and Inquires:	October 9, 2020
Proposal Submission Deadline:	October 23, 2020 at 2:00 p.m. C.S.T
Oral Interviews (if advanced):	November 2 – 6, 2020
Earliest Award by City:	November 18, 2020

Article 4. Preparation Cost

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of the proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Article 5. Rules Governing Competition

Examination of Proposal

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposal Acceptance Period

Award of this proposal is anticipated to be announced with thirty-one (31) calendar days, although all offers must be completed and irrevocable for ninety (90) days following the submission date.

Confidentiality

The content of all proposals and scoring sheets may be subject to confidentiality pursuant to the Texas Public Information Act (“Act”). After the award of the contract, all information related to proposals received may be subject to release pursuant to the Act.

Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be placed on

conformance to RFP instructions, responsiveness to RFP requirements, overall completeness, and clarity of content.

Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Proposal Submission

Ten (10) copies of the finished and bound proposal and one (1) flash drive of the proposal must be received by the City of Manor, City Secretary no later than 2:00 p.m. C.S.T on Friday, October 23, 2020. All copies of the proposal must be under sealed cover and plainly marked with the project name.

Proposals shall be delivered or mailed to:

The City of Manor,
ATTN: City Secretary
105 East Eggleston Street,
Manor, Texas 78653

News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City's Development Services Department.

Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Manor. One copy shall be retained for the official files of the City and will become public record after award of the contract.

Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time before the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new or modified proposal before the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for the receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid unless issued as a written addendum. A written addendum shall be issued when the City deems changes, clarifications, or amendments to proposal documents necessary.

Late Submissions

Proposals not received before the date and time specified will not be considered and will be returned unopened after recommendation of award.

Rejection of Proposals

The City of Manor reserves the right to reject any and all proposals, to waive irregularities in the submittal and evaluation process and to accept that proposal deemed what in its judgement is in the best interest of the City and/or the most advantageous to the City.

Project Completion

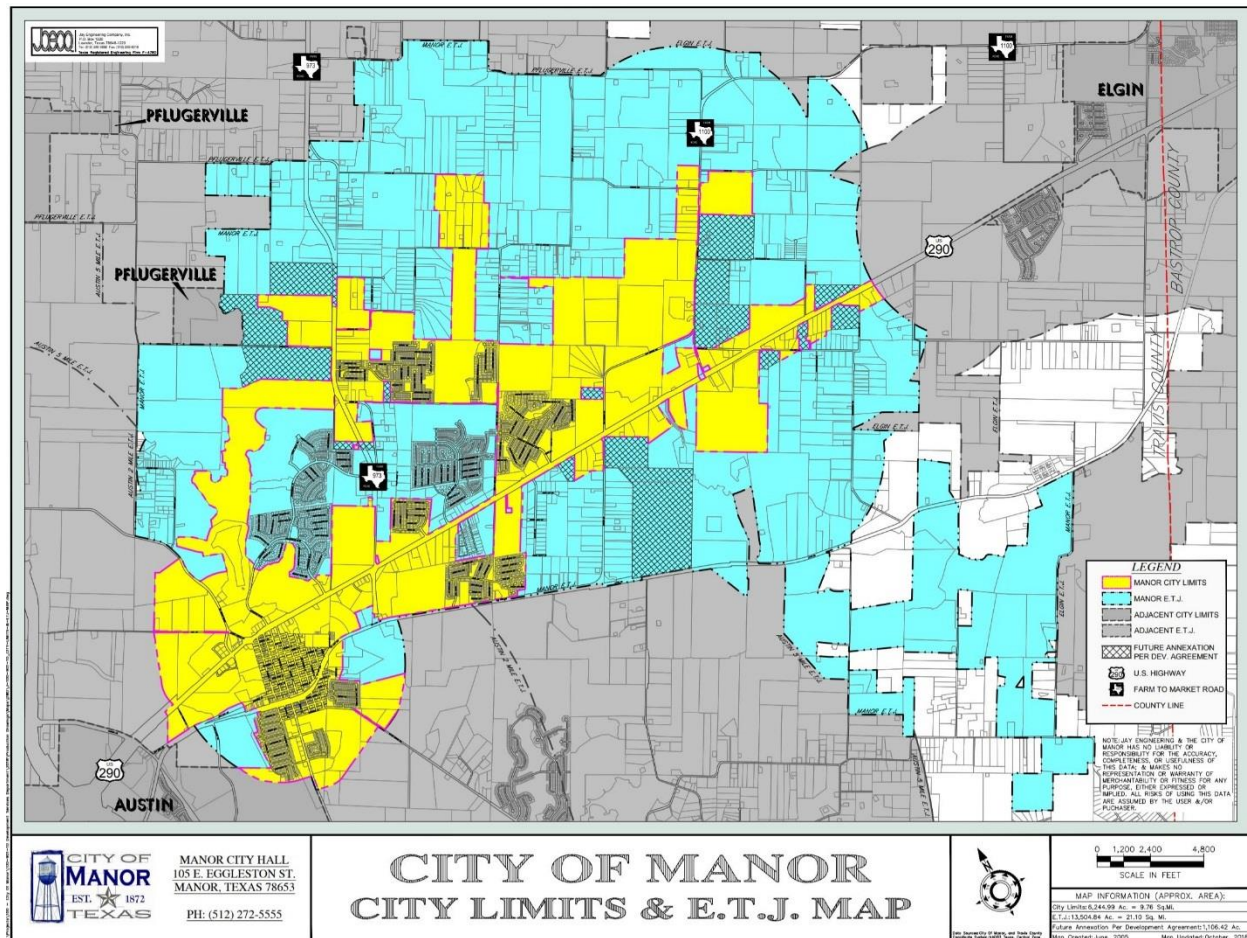
Based on a timeline provided in the submission and agreed upon by both the City and consultant who is awarded the contract.

Section II: Scope of Work

Article 1: Area of Project

The City of Manor and its extraterritorial jurisdiction (ETJ) currently extends along US Hwy 290 East from the City of Austin's eastern limits, roughly Parmer Lane, 7 miles to approximately Ballerstedt Road. The City and its ETJ extends 4 miles north along FM 973 North as well as FM 1100 and with the exception of Old Manor, the City does not extend south of Old Highway 20 but the ETJ extends Southeast across various tracts some 4 miles. See map below.

The City is primarily growing north and east with most projects being residential subdivisions. Limited commercial development is occurring along US Hwy 290 East and FM 973 North.



Article 2. Expectation of Selected Consultant

Throughout the process the selected consultant will be expected to utilize their experience and drive the process. To achieve this goal, and utilize the experience of the selected consultant, the City of Manor will require the following expectations be met and identified within the consultant's proposal:

1. Initial meeting with City staff to review project timeline, schedule meetings and being the process of data acquisition.
2. Review all existing plans, maps, documents, data and other materials relevant to the project. The City will provide all available existing documentation to the selected consultant. The selected consultant will study, amend as needed, and consolidate applicable materials into the Plan.
3. Conduct meetings with key elected and appointed officials. The selected consultant will lead stakeholder outreach and participation efforts with City staff providing assistance where needed.

4. Plan and implement an extensive stakeholder and public outreach process using a range of methods to inform and involve stakeholders, citizen organizations and the general public.
5. Develop Plan goals, objectives, and implementation strategies based on technical data and public input.
6. Draft materials for review and comment by the City in accordance with a schedule at the beginning of the planning process.
7. Confirm the final Plan conforms to all Federal, State, and local codes.
8. Analyze consistency of current City ordinances and policies in relationship to the Plan goals and objectives.
9. Prepare draft document for public review and comment, and present to City boards, committees, commissions, and City Council as necessary.
10. Prepare final draft document and present to all associated meetings and public hearings for adoption of the Plan.
11. Provide at least weekly updates, primarily through email or telephone and occasionally in-person, to update City staff on project status, discuss issues and review drafts. Periodic written status reports and status presentations may also be required to the Planning and Zoning Commission and City Council.

Article 3: Project Scope

1. **Infrastructure**
Incorporate the current infrastructure in place and recommend goal, policy, and action items for future infrastructure to include Capital Improvements Plan update and service provision to recently annexed areas. Address growth management strategies as it relates to infrastructure, as well as projections for needed items.
2. **Traffic/Transportation**
Review and update the City's 2014 Thoroughfare Plan to include projections for traffic management in relation to future developments of the City.
3. **Current and Future Land Use**
Develop realistic population projections and build-out scenarios utilizing preferred land-use patterns for the City and ETJ. The build-out scenarios shall include land use projections, population densities, development phasing models, and infrastructure improvements as required. Review, analyze and provide the land use and development character goal, policy and action items of the Plan and refine as needed to account for shifting demographics and vision of the community.
4. **290 Corridor Plan, TOD Overlay Plan and Historic Overlay Plan**
Specific focus shall be made to create a US Hwy 290 East corridor plan that provides for consistent and unified development along the corridor including current and future land uses, architectural standards, site design standards, landscaping, and signage.

Implementation policies to create an overlay zone shall be included for Capital Metro's Transit Oriented Development (TOD) Plan for the half-mile area around their proposed station area identified as the Green Line in the TOD Corridor Plan.

Objectives and action items to implement design standards for Manor's Historic District including current and future land uses, architectural standards, site design standards, landscaping, and signage.

5. Facilities

Review and analyze existing city government facilities and develop projections and benchmarks for facility needs based on population projections. Additional to that study, this project shall review the needs for community facilities including a library, community center, pool, and athletic fields and courts based on population projections.

6. Parks, Trails and Open Space

Review and update the City's Hike and Bike Trails Master Plan. Develop a parks and open space plan for the City and ETJ as well as reviewing the City's parkland dedication requirements to align with goals of the parks and open space plan.

7. Economic Development and Downtown Revitalization Plan

Review and update as necessary the city's economic development incentives including ordinances, PID policy, and Opportunity Zone and develop an Economic Development Plan.

Provide strategies and policies for a Downtown Revitalization Plan that spurs economic activity in the historic downtown area including various funding methods, land use changes, and streetscape enhancements.

8. Sustainability

Focus should be made on integrating sustainable practices throughout the Plan elements. Additionally, goals or policy recommendations should be put forth that make the city more sustainable and climate change resilient such as building standards, renewable energy, stormwater management, water conservation, and waste minimization.

9. Branding

Create a branding scheme to create an identity for the City. Specify the implementation strategies, key factors, and projects to form a full identity for the future. Items included may be logos, wayfinding, entry monument signs, event recommendations, and city slogan.

Article 4: Public Participation

The City of Manor considers public participation essential to a successful Comprehensive Plan. The Plan process shall be structured to efficiently maximize citizen involvement and participation. The selected consultant shall be responsible for designing a public engagement strategy, to include an online platform, which incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations, all city departments, and public officials is a must throughout the planning process. The proposed public engagement strategy must include the latest technologies and be creative, inclusive, efficient and reliable with the goal of channeling this input into realistic alternatives for consideration by the public. The selected consultant team must demonstrate extensive expertise and experience in the public participation and facilitation process. The selected consultant team must have strong leadership and creativity to provide clear direction in participation techniques that result in inclusive and timely decisions.

Section III: Proposal and Submission Requirements

The City of Manor requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Proposers shall follow the described proposal narrative. The intent of the proposal narrative requirements is to expedite review and evaluation. It is not the intent to constrain Proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

Article 1: Proposal Narrative

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following 7 items and that is be presented in the following order:

1. Cover
2. Title Page (1 page)
3. Letter of Transmittal (1 page)
4. Table of Contents (1 page)
5. Core Content (6 pages maximum)
 - a. Consultant Project Approach
 - b. Key Project Personnel
 - c. Past Project Performance
 - d. Rates and Expenses
 - e. References
6. Supporting Attachments (10 pages maximum)
7. The City intends to execute a contract with the successful Proposer that substantially includes the general terms and conditions attached hereto in Exhibit A.

- a. The Proposer shall include all objections, deletions to the general terms and conditions, or required additions to the contract sought by Proposer. The number of additions, deletions, modifications, and objections to the general terms and conditions will be considered in the City's evaluation of the proposals.

Title Page

Show the RFP title being proposed on, the name of your firm, address, telephone numbers, name of a contact person and date.

Letter of Transmittal

1. Identify the RFP project for which the proposal has been prepared.
2. Briefly state your Firm's understanding of the services to be performed and make a positive commitment to provide services as specified.
3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. A corporate officer or another individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

Table of Contents

Clearly identify the materials by Section and Page Number.

Details of Core Content

1. Recent Comprehensive Planning Experience
Include a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposal effort. Do not include firm experiences unless individuals who will work on this project participated in that experience. If the consultant proposal includes sub-consultants, a list of such consultants shall be submitted, and qualifications and experience stated for each sub-consultant.
2. Consultant Work Approach
The proposal must include a brief description of the Proposer's overall approach to comprehensive planning and any unique capabilities the firm can bring to the project. Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.
3. Key Project Personnel
It is recommended personnel have a thorough knowledge and understanding of Municipal Government operations to provide perspective related to comprehensive planning analysis and recommendations.

Specific background information for key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their

work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that the personnel assigned will carry this project to its conclusion. If for unforeseen reasons key personnel can no longer contribute to the discipline specialties for which they have been selected, the selected consultant may petition the City in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the selected consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City of Manor reserves the right to approve all personnel changes, as well as reserves the right to cancel any task request in effect should it determine that the proposed personnel are not available or assigned to the task ordered.

4. Rates and Expenses

Provide a proposed fee schedule broken down by task. Express your administrative fee in a lump sum not-to-exceed maximum amount and separate price for travel and related expenses (if applicable). Firms shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. Proposers may submit proposals on any task or combination of tasks, and may propose alternative payment methods (ie: hourly rates). However, expenses not specifically listed will be considered. The actual contract amount will be negotiated after the consultant has been selected and the scope of work finalized.

5. Past Project Performance

Information is to be provided on the firm's performance on past projects (include City projects if applicable), regarding the project management items identified. Provide the names, addresses, current telephone numbers, and brief project description of three past or current clients who can comment on aspects of your work relevant to this proposal.

Supporting Attachments

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm's capabilities.

Include a timeline for estimated completion dates from start to finish with a summary of key benchmarks.

Contract General Terms and Conditions

Include all objections, deletions, or required additions to the general terms and conditions sought by Proposer to the general terms and conditions to the contract contained in Exhibit A of this RFP.

Section IV: Evaluation Criteria and Selection Process

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

40% Recent Comprehensive Planning Experience and Past Performance

25% Rates and Expenses

20% Consultant Project Approach

10% Key Project Personnel

5% Conformance to RFP Instructions and Contract General Terms and Conditions Changes or Additions

A committee of individuals representing the City of Manor shall evaluate the proposals and will rank the proposals as submitted.

The City of Manor reserves the right to award a contract solely on the written proposal. The City also reserves the right to request oral interviews with the highest ranked firms. The purpose of the interviews with the highest ranks firms is to allow expansion upon written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each firm. If interviews are conducted, a maximum of three firms will be shortlisted. The Consultant's project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest ranked Proposer(s), after the second scoring, if performed, may be invited to enter final negotiations with the City for the purpose of Contract award.

Section V: Contract Negotiation Process

The highest ranked Proposer(s) may be invited to enter Contract negotiations with the City of Manor. If an agreement cannot be reached with the highest ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest ranked Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Manor reserves the right to reject all proposals submitted.

Exhibit A: Contract General Terms and Conditions

CONTRACT GENERAL TERMS AND CONDITIONS

A. Scope of Services

The general Scope of Work ("SOW") for this Contract is a Comprehensive Plan that encompasses the present conditions of the City as well as projects that it will include in the coming years ("Project"). The specific SOW shall consist of the following documents, attached hereto and incorporated herein by this reference:

- Request for Proposal ("RFP") issued by the City on [date];
- Any Addenda to the RFP issued by the City, bearing the date(s) of [date(s)];
- The Consultant's Response to RFP, dated [date]; and
- Additional services requested by the City, listed in Exhibit ____.

The SOW shall be governed by the above-identified documents, except as may be amended by the issuance of change orders pursuant to this Contract.

B. Payment

Consultant agrees to accept the fee sum of \$ _____ based on the rates provided in Exhibit ____, as full payment for the performance of the SOW services contemplated under this Contract, which sum shall be increased or decreased only by the amount representing the associated cost of any and all change orders approved as provided in this Contract. The City shall render payment based on key benchmarks as approved in Exhibit _____. Invoices shall be submitted to the City once a month. Payment shall be made by the City within thirty (30) calendar days of the City's receipt of the invoice. Upon termination of this Contract, payments under this section shall cease, provided, however, that Consultant shall be entitled to payments for work performed in accordance with this Contract before the date of termination and for which Consultant has not yet been paid.

C. Change Orders

The City may from time to time request changes in the scope and focus of the activities, investigations, and studies conducted or to be conducted by Consultant pursuant to this Contract, provided, however, that any such change that in the opinion of Consultant or the City Manager varies significantly from the SOW set out herein and would entail an increase in cost or expense to the City shall be mutually agreed upon in advance in writing by Consultant and the City Manager.

1. Any material change to the SOW contemplated under this Contract shall be accomplished only as provided in this section.
2. When the original contract amount plus all change orders is equal to or less than \$_____, the City Manager or his designee may approve the written change order provided the change order does not exceed \$_____, and provided the sum of all change orders does not exceed 25% of the original contract amount. When a change order

exceeds \$ _____ or when the sum of all change orders exceeds 25% of the original contract amount, the City Council must approve such change order prior to commencement of the services or work. Thereafter, any additional change orders exceeding \$50,000 or any additional change orders totaling 25 percent following such City Council approval, must be approved by City Council.

3. Should either party determine that a material change to the SOW is necessary or advisable, the particular change shall be set forth in a writing entitled "Change Order, [date]," and shall bear the signatures of an authorized representative of each party. Upon execution by both parties of any such change order, the SOW shall be deemed modified and incorporated by this reference into this Contract as if set forth fully herein. The City will retain all original change orders approved pursuant to this section and Consultant shall be provided a copy for its files.
4. Any request by the Consultant for an increase in the SOW and an increase in the amount listed in Section B. of this Contract shall be made and approved by the City prior to the Consultant providing such services or the right to payment for such additional services shall be waived. If there is a dispute between the Consultant and the City with respect to any service provided or to be provided hereunder by the Consultant, including a dispute as to whether such service is additional to the SOW included in this Contract, the Consultant agrees to continue providing on a timely basis all services to be provided by the Consultant hereunder, including any service as to which there is a dispute.

D. Time of Performance

1. Consultant's SOW services shall be completed as presented in Exhibit ____ on or before _____ [date]. Consultant will undertake the SOW services in a thorough and workmanlike manner in every respect and in compliance with the applicable standard of care for such professionals.
2. The SOW services will be considered complete when all services described in the SOW have been finished, and the final work product materials have been accepted by the City.

E. Independent Consultant

1. In all activities or services performed hereunder, the Consultant is an independent Consultant and not an agent or employee of the City. The Consultant, as an independent Consultant, shall be responsible for the final product contemplated under this Contract. Except for materials furnished by the City, the Consultant shall supply all materials, equipment and labor required for the execution of the work on the project. The Consultant shall have ultimate control over the execution of the work under this Contract. The Consultant shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees and sub-contractors, and the City shall have no control of or supervision over the employees of the Consultant or any of the

Consultant's sub-contractors except to the limited extent provided for in this Contract. Consultant shall be liable for any misrepresentations. Any negotiations by the Consultant on the City's behalf are binding on the City only when within the SOW contained herein and approved by the City.

2. The City's Project Manager for all purposes under this Contract is the City Manager, or his designee, and all communications from Consultant to City arising out of this Contract shall be directed to the City Manager's attention, or his designee.

F. Authorization

1. The City shall direct Consultant to commence work on the Project by sending Consultant a "letter of authorization" to begin work on the Project.
2. Upon receipt of the letter of authorization to begin work on the implementation of the Project, Consultant shall meet with the City for the purpose of determining the nature of the Project, including but not limited to the following: meeting with the City's staff to coordinate Project goals, schedules, and deadlines; coordinating data collection; briefing the City's management staff; documenting study assumptions and methodologies; devising the format for any interim reports and the final report to the City.
3. Consultant shall consult with the City and may in some limited circumstances, act as the City's representative, but it is understood and agreed by the parties that for all purposes related to this Contract, Consultant shall be an independent Consultant at all times and is not to be considered either an agent or an employee of the City.

G. Representations and Warranty

1. The Consultant has familiarized itself with the nature and the extent of this Contract, the SOW, the locality, all characteristics of the City considering the local conditions and federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect cost, progress, or performance of the SOW services, or apply in any manner whatsoever to the work.
2. As an experienced and qualified professional, Consultant warrants that the information provided by Consultant reflects high professional and industry standards, procedures, and performances and has the personnel and resources to complete the Project within the time frame set forth herein. Approval or acceptance by the City of any of Consultant's work product under this Contract shall not constitute, or be deemed, a release of the responsibility and liability of Consultant, its employees, agents, or associates for the exercise of skill and diligence necessary to fulfill Consultant's responsibilities under this Contract. Nor shall the City's approval or acceptance be deemed to be the assumption of responsibility by the City for any defect or error in the work products prepared by Consultant, its employees, associates, agents, or sub-contractors.

3. Consultant shall keep the City informed of the progress of the work and shall guard against any defects or deficiencies in its work.
4. Consultant shall be responsible for using due diligence to correct errors, deficiencies or unacceptable work product. Consultant shall, at no cost to the City, remedy any errors, deficiencies or any work product found unacceptable, in the City's sole discretion, as soon as possible, but no later than fifteen (15) calendar days after receiving notice of said errors, deficiencies, or unacceptable work product.
5. Any and all of Consultant's work product ("Work Product") hereunder considered work(s) made by Consultant for the City and shall be the exclusive property of the City. Upon completion or termination of this Contract, Consultant shall promptly deliver to the City all records, notes, data, memorandum, models, and equipment of any nature that are within Consultant's possession or control and that are the City's property or relate to the City or its business. If by operation of law, any of the Work Product, including all related documents, is not owned in its entirety by the City automatically upon creation thereof, then Consultant agrees to assign, and hereby assigns, to the City and its designees the ownership of such Work Product, including all related property rights. "Work Product" shall mean any writings (including excel, power point, emails, etc.), programming, documentation, data compilations, reports, and any other media, materials, or other objects produced as a result of Consultant's work hereunder or delivered by Consultant in the course of performing that work.
6. Consultant warrants to City that (i) Consultant has the full power and authority to enter into this Contract, (ii) Consultant has not previously assigned, transferred or otherwise encumbered the rights conveyed herein, (iii) Work Product is an original work of authorship created by Consultant's employees during the course of their employment by Consultant, and does not infringe on any copyright, patent, trademark, trade secret, contractual right, or any other proprietary right of any person or entity, (iv) Consultant has not published the Work Product (including any derivative works) or any portion thereof outside of the United States, and (v) to the best of the Consultant's knowledge, no other person or entity, except City, has any claim of any right, title, or interest in or to the Work Product.
7. Consultant shall not seek to invalidate, attack, or otherwise do anything either by act of omission or commission which might impair, violate, or infringe the title and rights assigned to City by Consultant in this section of the Contract.

H. Indemnification and Release

1. Indemnity
 - a. To the fullest extent permitted by law, Consultant agrees to indemnify and hold harmless the City, its Council members, officials, officers, agents, employees, and volunteers (separately and collectively referred to in this paragraph as "Indemnatee") from and against all claims, damages losses and expenses

(including but not limited to attorney's fees) arising out of or resulting from any negligent act, error or omission, intentional tort or willful misconduct, intellectual property infringement or breach of contract including failure to pay a sub-contractor, or supplier occurring in the course of performance of professional services pursuant to this Contract by Consultant, its employees, sub-contractors, or others for whom Consultant may be legally liable ("Consultant Parties"), but only to the extent caused in whole or in part by the Consultant Parties. **IF THE CLAIMS, ETC. ARE CAUSED IN PART BY CONSULTANT PARTIES, AND ALSO IN PART BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY OR ALL OF THE INDEMNITEES OR ANY OTHER THIRD PARTY, THEN CONSULTANT SHALL ONLY INDEMNIFY ON A COMPARATIVE BASIS, AND ONLY FOR THE AMOUNT FOR WHICH CONSULTANT PARTIES ARE FOUND LIABLE AND NOT FOR ANY AMOUNT FOR WHICH ANY OR ALL INDEMNITEES OR OTHER THIRD PARTIES ARE LIABLE.**

- b. To the fullest extent permitted by law, Consultant agrees to defend the Indemnitees where the indemnifiable acts listed above occur outside the course of performance of professional services (i.e. non- professional services) and the claim is not based wholly or partly on the negligence of, fault of, or breach of contract by the governmental agency, the agency's agent, employee, or other entity over which the governmental agency exercises control, other than the Consultant or Consultant Parties.
 - c. It is mutually understood and agreed that the indemnification provided for in this section shall indefinitely survive any expiration, completion or termination of this Contract.
 - d. It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under this section, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with tile requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect.
2. Release. The Consultant releases, relinquishes, and discharges the City, its Council members, officials, officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Consultant or its employees and any loss of or damage to any property of the Consultant or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Consultant's work to be performed hereunder. Both the City and the Consultant expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Consultant or its employees, but not otherwise, this

release shall apply regardless of whether such loss, damage, injury, or death was caused in whole or in part by the City, any other party released hereunder, the Consultant, or any third party.

I. Insurance

1. Consultant shall not commence work under this Contract until it has presented Certificates of Insurance as required below, confirming it has obtained all insurance and bonds required by this section and with the minimum insurance coverage as follows:
 - a. Workers' Compensation: statutory limits.
 - b. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations.
 - c. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate with respect to each of Consultant's owned, hired and/or non-owned vehicles assigned to or used in performance of the services.
 - d. Professional Liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000).
2. The policies required above, except for the Workers' Compensation insurance, shall be endorsed to include the City as an additional insured. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Consultant. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
3. Certificates of Insurance shall be completed by the Consultant's insurance agent as evidence that policies providing the required coverage, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. Each certificate shall provide that the coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

4. Failure on the part of the Consultant to procure or maintain policies as provided herein shall constitute a material breach of contract upon which the City may immediately terminate this Contract, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

J. Termination

1. At any time, the City may terminate the Project for convenience, in writing. At such time, the City shall notify Consultant, in writing, who shall cease work immediately. Consultant shall be compensated for the services performed. In the event that the City terminates this Contract for convenience, the City shall pay Consultant for the services properly performed and expenses incurred prior to the date of termination.
2. No term or provision of this Contract shall be construed to relieve the Consultant of liability to the City for damages sustained by the City or because of any breach of contract by the Consultant. The City may withhold payments to the Consultant for the purpose of setoff until the exact amount of damages due the City from the Consultant is determined and paid.

K. Form 1295

Texas law and the City requires that business entities, as defined in Texas Government Code, Section 2252.908, who contract with the City complete the on-line of Form 1295 "Certificate of Interested Parties" as promulgated by the Texas Ethics Commission (<https://www.ethics.state.tx.us/filinginfo/1295/>). Form 1295 is also required for any and all contract amendments, extensions or renewals. Prior to any payment to Consultant hereunder, Consultant shall provide proof of submission to the City Secretary that the appropriate Form 1295 documentation has been submitted.

L. Miscellaneous Provisions

1. This Contract is to be governed by and shall be construed in accordance with the laws of the State of Texas. Proper venue for any dispute or litigation shall be only in Travis County, Texas.
2. This Contract and all rights and obligations contained herein may not be assigned by Consultant without the prior written approval of the City. However, Consultant shall have the right to employ such assistance as may be required for the performance of the project, including the use of subcontractors, which employment shall not be deemed an assignment of the Consultant's rights and duties hereunder.
3. In the event of litigation enforcing or interpreting the terms of the within Contract, the City shall be entitled an award of reasonable attorney fees and all

costs of suit, including expert witness fees, court reporter fees and similar litigation expenses. Nothing in this section shall be deemed a waiver of any constitutional or statutory protections afforded to municipal governments under Texas law.

4. To the extent permitted by State law, no public official or employee shall be personally responsible for any liability arising under or growing out of this Agreement.
5. Notices shall be mailed to the addresses designated and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

City:

Consultant:

6. This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
7. This Contract represents the entire and integrated agreement between the City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by authorized representatives of each party.
8. No action or failure to act by the City shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing. No waiver of any provision of the Contract shall be of any force or effect, unless such waiver is in writing, expressly stating to be a waiver of a specified provision of the Contract and is signed by the party to be bound thereby. In addition, no waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition and shall not in any way limit or waive that party's right thereafter to enforce or compel strict compliance with the Contract or any portion or provision or right under the Contract.
9. This Contract and the rights, obligations and liabilities created hereunder shall be binding upon and inure to the benefit of the heirs, executors, administrators, legal representatives, successors, and assigns of each of the parties hereto, but no rights, obligations, or liabilities hereunder shall be assignable or delegable by CONSULTANT without the prior written consent of the CITY. CITY may assign or delegate the rights, obligations, or liabilities created hereunder to its successor in interest without the consent of CONSULTANT.

10. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
11. All obligations by either party which expressly or by their nature survive the expiration or termination of this Contract shall continue in full force and effect subsequent to and notwithstanding its expiration or termination and until they are satisfied in full or by their nature or within one year of termination, provided however that any obligations regarding protecting confidential information shall continue in perpetuity.
12. The terms, provisions, representations, and warranties contained in this Contract that by their sense and context are intended to survive the performance thereof by either or both parties hereunder shall so survive the completion of performances and termination of this Contract, including the making of any and all payments due hereunder.
13. This Contract has been jointly negotiated by the parties and shall not be construed against a party because that party may have primarily assumed responsibility for the drafting of this Contract.
14. To the extent this Contract constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, Consultant represents that neither Consultant nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Consultant (i) boycotts Israel or (ii) will boycott Israel through the term of this Contract. The terms "boycotts Israel" and "boycott Israel" as used in this paragraph have the meanings assigned to the term "boycott Israel" in Section 808.001 of the Texas Government Code, as amended.
15. To the extent this Contract constitute a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, Consultant represents that Consultant nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Consultant is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.

AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: September 2, 2020
PREPARED BY: Thomas Bolt, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

Currently Mayor Wallace Jr., serves as the representative for the City of Manor. According to the CAPCOG Council's bylaws, full members are entitled to appoint at least one representative to the General Assembly; however, members can have additional representatives based on their population. Based on the State Data Center's most recent population estimates the City of Manor qualifies for 2 representative (s) on the General Assembly.

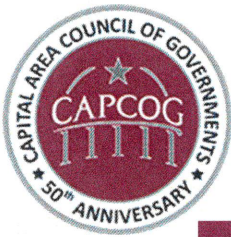
PRESENTATION: No
ATTACHMENTS: Yes

- CAPCOG Letter
- General Assembly Representation Summary for City of Manor
- CAPCOG Application Form

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council reappoint Mayor Wallace Jr. and appoint an additional Council Member to serve as the Capital Area Council of Governments (CAPCOG) General Assembly Representative (s) for the City of Manor.

PLANNING & ZONING COMMISSION: Recommend Approval Disapproval None



Capital Area Council of Government Item 7.

6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

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www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

August 14, 2020

The Honorable Larry Wallace Jr.
Mayor of the City of Manor
P. O. Box 387
Manor, TX 78653

Dear Mayor Wallace Jr.,

This year the services we have traditionally provided to our 10-county region have become more important than ever before as we adapted to new challenges for delivering them — we moved all law enforcement training online, enhanced our coordination of regional emergency response between local governments, and assisted communities to apply for economic development grants made possible by coronavirus funding. Our Aging Services staff quickly redirected federal funds for seniors to increase shelf-stable meal delivery, transportation for medical trips, and income assistance to keep older adults and disabled individuals in their homes. Meanwhile, our Emergency Communications division has continued testing 9-1-1 infrastructure upgrades to activate Next Generation 9-1-1 that will deliver digital information including photos and video and will accurately locate callers, ultimately enhancing our first responders' work. We are assessing the impact of teleworking on the region's air quality and planning how to increase economic resiliency by adding more jobs in the manufacturing sector.

Our agency exists because of the member cities, counties and organizations — your representatives on our General Assembly play an important role in guiding what we can do for this region. Your ongoing support with membership dues allows us to provide the match for grants that cover our services for disabled and elderly persons, the community and economic development technical assistance we provide, and our law enforcement training. We are also able to work on projects that aren't funded by state and federal agencies — this year we started working on broadband service starting with Blanco, Burnet, and Llano counties in January.

This year marks the 50th anniversary of CAPCOG — we hope to continue serving the region for many years to come. We have prepared a presentation on CAPCOG's history looking at where we started compared to our work today; this is available to any of our members, in person or virtually. I will provide an abbreviated version of the presentation at our upcoming online General Assembly meeting on September 9th; your General Assembly Representatives can RSVP for the meeting at <https://training.capcog.org/by-topic/general-assembly>.

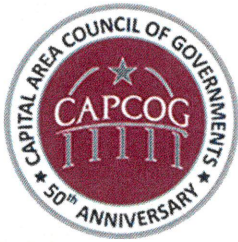
As always, please contact me at 512-916-6008 or bvoights@capcog.org if any of my staff or I can assist you.

Best regards,

A handwritten signature in black ink, appearing to read "Betty Voights", written over a horizontal line.

Betty Voights

Enc. Membership Invoice
 General Assembly Representation Summary
 General Assembly Appointment Form



BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

General Assembly Representation Summary for the City of Manor

CAPCOG's General Assembly serves as the organization's governing body for purposes of selecting the Executive Committee, adopting operational bylaws and budgets, determining membership dues, and guiding the organization's mission. General Assembly membership is comprised of local representatives from each member jurisdiction in the ten-county region. According to the Council's bylaws, full members — counties and municipalities — are entitled to appoint at least one representative to the General Assembly; however, members can have additional representatives based on their population as shown below:

Counties	Municipalities	No. of Representatives
Under 20,000	Under 10,000	1
20,000-100,000	10,000-50,000	2
100,000+	50,000-100,000	3
-----	100,000+	4

Associate members — special government districts, school districts, nonprofits, utilities, chambers of commerce, and other governmental agencies — can appoint one representative to the General Assembly. Sustaining members, any person or organization with a positive interest in the welfare of the region, can participate as a non-voting General Assembly representative.

At least two-thirds of the General Assembly's voting representatives must be elected officials.

Based on the State Data Center's most recent population estimates the **City of Manor** qualifies for **2 representative(s)** on the General Assembly. Its current representatives are:

- ~~Rita G. Jonse~~ *Dr. Larry Wallace Jr.*
- **New Position**

Please provide any updates to **City of Manor's** representative(s) by completing the attached form. More information about CAPCOG's General Assembly representation, its membership and membership dues is available at <https://www.capcog.org/who-we-are/general-assembly/>.

All General Assembly Representatives are invited to CAPCOG's September 9th General Assembly Meeting which will be held online this year. CAPCOG request that representatives RSVP at <https://training.capcog.org/by-topic/general-assembly>.



APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE

CAPITAL AREA COUNCIL OF GOVERNMENTS

Item 7.

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.
Organizations: Official appointments are made by the Board or other governing body.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (e.g., Travis County Commissioners Court)
-OR-
_____ City Council (e.g., Austin City Council)
-OR-
_____ Other (Board or other governing body)

City, County, or Organization being represented

Name of Representative

Position

Address

City, Zip Code

Telephone Number

Fax Number

Email address (General Assembly Reps. will be subscribed to CAPCOG Connections, Training Alerts, & other e-newsletters.)

Check One:

_____ Reappointment
_____ Filling Vacancy
_____ Changing Representative

Name of Previous Representative

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on _____.
Date of Meeting

Signature of Chief Elected Official/Chair of Governing Board

Date

Please fax this form to 512-916-6001 or email it to dbrea@capcog.org. For questions about completing this form, call Deborah Brea at 512-916-6018.