



Dr. Christopher Harvey, Mayor
Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5
Deja Hill, Place 6

City Council Regular Meeting

Wednesday, November 01, 2023 at 7:00 PM

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

AGENDA

This meeting will be live-streamed on Manor's YouTube Channel
<https://www.youtube.com/@cityofmanorsocial/streams>

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

- A.** Declaring the week of November 6 – November 10, 2023, as “*Municipal Court Week*”
- B.** Declaring Friday, November 3, 2023, as “*Texas Arbor Day*”

PUBLIC COMMENTS

Non-Agenda Item Public Comments (white card): 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.

Agenda Item Public Comments (yellow card): Comments will be taken from the audience on non-agenda and agenda items combined for a length of time, not to exceed five (5) minutes total per person on all items, except for Public Hearings. Comments on Public Hearing items must be made when the item comes before the Council and, not to exceed two (2) minutes per person. No Action or Discussion May be Taken by the City Council during Public Comments on Non-Agenda Items.

To address the City Council, please complete the white or yellow card and present it to the City Secretary, or designee prior to the meeting.

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.

- 1. Consideration, discussion, and possible action to approve the City Council Minutes.**
Submitted by: Lluvia T. Almaraz, City Secretary
 - **October 18, 2023, City Council Workshop; and**
 - **October 18, 2023, City Council Regular Meeting**

- 2. Consideration, discussion, and possible action on a Wastewater Utility Easement for Timmermann Commercial Investments, LP.**
Submitted by: Scott Dunlop, Development Services Director

- 3. Consideration, discussion, and possible action on an amendment to the Chickenango Marketing Solutions Inc. Professional Services Agreement extending the previous agreement to December 15, 2023.**
Submitted by: Scott Jones, Economic Development Director

REGULAR AGENDA

- 4. Consideration, discussion, and possible action to approve an Ordinance adopting and establishing compensation for the Mayor and City Council and a structured policy and procedure process.**
Submitted by: Scott Moore, City Manager and Tracey Vasquez, HR Director

- 5. Consideration, discussion, and possible action to reject all bids for the Gregg Manor Road Ground Storage Tank & Pressurization Facility Improvements project funded under the FY2021 Tax and Revenue Certificates of Obligation.**
Submitted by: Pauline M. Gray, P.E., City Engineer

- 6. Consideration, discussion, and possible action on a resolution nominating a candidate for the Board of Directors of the Travis Central Appraisal District.**
Submitted by: Scott Moore, City Manager

- 7. Consideration, discussion, and possible action on Ordinance amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, and providing for savings, severability, open meetings, and effective date clauses.**
Submitted by: Scott Dunlop, Development Services Director

- 8. Consideration, discussion, and possible action on discontinuing services with Spectrum/Charter and transferring to AT&T MetroEthernet Services.**
Submitted by: Scott Moore, City Manager

9. Consideration, discussion, and possible action on the Bristol Myers Squibb Foundation Grant Agreement.

Submitted by: Scott Moore, City Manager

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

- *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; and*
- *Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Spring project*

OPEN SESSION

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

ADJOURNMENT

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

CONFLICT OF INTEREST

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

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, October 27, 2023, 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 10 days prior to this meeting. Please contact the City Secretary at 512.215.8285 or e-mail lalmaraz@manortx.gov



PROCLAMATION

Whereas, the Municipal Court of Manor, a time honored and vital part of local government, has existed since 1872; and

Whereas, more people, citizens and non-citizens alike, come in personal contact with municipal courts than all other Texas courts combined; and

Whereas, public impression of the entire Texas judicial system is largely dependent upon the public's experience in municipal court; and

Whereas, Municipal Judges and court support personnel have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and conform to the standards set by the Canons of Judicial Conduct; and

Whereas, Municipal Courts play a significant role in preserving the quality of life in Texas communities through the adjudication of traffic offenses, ensuring a high level of traffic safety for our citizens; and

Whereas, the Municipal Courts serve as the local justice center for the enforcement of local ordinances and fine-only state offenses that protect the peace and dignity of our community; and

Whereas, the Municipal Judges and Clerks continually strive to improve the administration of justice through participation in judicial education programs, seminars, workshops and the annual meetings of their state and local professional organizations; and

Whereas, it is most appropriate that we recognize the accomplishments of the 916 Texas Municipal Courts, and salute their critical role in preserving public safety, protecting the quality of life in Texas communities, and deterring future criminal behavior.

Now, Therefore, I Dr. Christopher Harvey, Mayor of the City of Manor, and on behalf of the Manor City Council, do recognize the week of November 6 - November 10, 2023, as

“Municipal Court Week”

and further, extend appreciation to all Manor Municipal Judges and court support personnel for the vital services they perform and their exemplary dedication to our community. I call upon all residents of Manor to join with the City Council in recognizing the vital service they perform and their exemplary dedication to the communities they represent.

Proclaimed this the 1st day of November 2023

Dr. Christopher Harvey, Mayor
City of Manor



PROCLAMATION

Whereas, Texas first observed Arbor Day in 1889, under the leadership of the Texas Forestry Association; and

Whereas, All across Texas, from towering pines to majestic oaks to scrubby mesquites — the many trees of Texas are beautiful and prominent features of our unique and breathtaking landscape; and

Whereas, As Texans, we value our trees and the benefits they provide each of us every day. Benefits like clean air, clean water, improving our health and even saving us money on energy bills; and

Whereas, We encourage people in our community to plant trees and celebrate them on the first Friday of each November on Texas Arbor Day; and

Whereas, This holiday for trees is an opportunity to teach fundamental lessons about the stewardship of our natural resources and caring for our environment. It is an opportunity to learn what each of us can do to keep our community trees healthy and vibrant, and it is a time we can pause to appreciate trees in our lives; and

Whereas, Together, we can create a brighter and more beautiful future for the next generation. They, in turn, can affirm the duty of protecting our natural resources by being responsible stewards of this great land; and

Whereas, The City of Manor will host a Texas Arbor Day Event at Timmermann Park on November 18, 2023, from 9:00 a.m. to 10:00 a.m. The community is invited to bring their families to this fun event for all ages.

Now, Therefore, I, Dr. Christopher Harvey, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim Friday, November 3, 2023, as:

“Texas Arbor Day”

in the City of Manor and urge all citizens to support efforts to care for our trees and woodlands and I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Proclaimed this the 1st day of November 2023

Dr. Christopher Harvey, Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Lluvia T. Almaraz, City Secretary
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- October 18, 2023, City Council Workshop; and
- October 18, 2023, 2023, City Council Regular Meeting

BACKGROUND/SUMMARY:

LEGAL REVIEW: Not Applicable
FISCAL IMPACT: Not Applicable
PRESENTATION: No
ATTACHMENTS: Yes

- October 18, 2023, City Council Workshop Minutes
- October 18, 2023, City Council Regular Meeting Minutes

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the City Council Minutes of the minutes as presented.

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



**CITY COUNCIL
WORKSHOP SESSION MINUTES
OCTOBER 18, 2023**

PRESENT:

Dr. Christopher Harvey, Mayor (Absent)

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2 (Arrived at 5:45 p.m.)
Maria Amezcua, Place 3
Sonia Wallace, Place 4
Aaron Moreno, Place 5 (Arrived at 5:45 p.m.)
Deja Hill, Place 6

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Scott Dunlop, Development Services Director
Scott Jones, Economic Development Director
Phil Green, IT Director

WORKSHOP SESSION – 5:30 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Pro Tem Emily Hill at 5:38 p.m. on Wednesday, October 18, 2023, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

A. City of Manor First Round of Concepts Feedback Session

AJ West, Chief operating Officer with Chickenango Marketing Solutions was present.

The following topics were discussed.

- City of Manor Team Feedback Discussion
- Common Vision for Second Round Discussion
- Wrap-Up and Next Steps

There was no action taken.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 6:08 p.m. on Wednesday, October 18, 2023.

These minutes were approved by the Manor City Council on the 1st day of November 2023.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



**CITY COUNCIL
REGULAR SESSION MINUTES
OCTOBER 18, 2023**

This meeting was live-streamed on Manor's YouTube Channel
<https://www.youtube.com/@cityofmanorsocial/streams>

PRESENT:

Dr. Christopher Harvey, Mayor (Absent)

COUNCIL MEMBERS:

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

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Ryan Phipps, Chief of Police
Denver Collins, Assistant Chief of Police
James Allen, Lieutenant
Scott Dunlop, Development Services Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Tracey Vasquez, HR Director
Sarah Friberg, Court Administrator
Veronica Rivera, Assistant City Attorney
Phil Green, IT Director
Chasem Creed, IT Technician

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 Pro Tem Emily Hill at 7:02 p.m. on Wednesday, October 18, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

INVOCATION

Rev. David Tucker with Spirit of Hope Church gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Emily Hill led the Pledge of Allegiance.

PUBLIC COMMENTS

Kirk Lohmann, 12801 Lexington St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed Shadowglen Public Unit (PUD) Development.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed Bond Propositions and Town Home Development. He also requested a procedure to request community program funds for the community.

No one else appeared at this time.

PUBLIC HEARING

- 1. Conduct a public hearing on an ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity; Owner: Cottonwood Holdings Limited, LLC**

The city staff recommended that the City Council postpone the Public Hearing to December 6, 2023, Regular Council meeting due to additional documents that would need further review.

Mayor Pro Tem Emily Hill opened the Public Hearing.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Weir, to open the public hearing and postpone the public hearing until December 6, 2023, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 6-0

- 2. Conduct a public hearing on an ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). Applicant: DB Land Consulting LLC; Owner: SAMPSG PROPERTIES LLC**

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

Mayor Pro Tem Emily Hill opened the Public Hearing.

Julie Leonard, 12821 Ring Drive, Manor, Texas, submitted a speaker card in opposition to this item. Ms. Leonard spoke regarding the proposed rezoning request and expressed her concerns.

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns regarding the proposed rezoning request.

Mark Thoman, 12741 Bella Parkway, Manor, Texas, submitted a speaker card in opposition to this item. Mr. Thoman spoke regarding the proposed rezoning request and expressed his concerns.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to close the public hearing.

There was no further discussion.

Motion to close carried 6-0

CONSENT AGENDA

- 3. Consideration, discussion, and possible action to approve the City Council Minutes.**
 - **September 20, 2023, City Council Regular Meeting; and**
 - **October 2, 2023, City Council Called Special Session**

- 4. Consideration, discussion, and possible action on accepting the September 2023 Departmental Reports.**
 - **Finance – Lydia Collins, Director of Finance**
 - **Police – Ryan Phipps, Chief of Police**
 - **Travis County ESD No. 12 – Ryan Smith, Fire Chief**
 - **Economic Development – Scott Jones, Economic Development Director**
 - **Development Services – Scott Dunlop, Development Services Director**
 - **Municipal Court – Sarah Friberg, Court Clerk**
 - **Public Works – Matt Woodard, Director of Public Works**
 - **Manor Cemetery – Nora Sanchez, MC Manager**
 - **Human Resources – Tracey Vasquez, HR Manager**
 - **IT – Phil Green, IT Director**
 - **Administration – Lluvia T. Almaraz, City Secretary**

- 5. Consideration, discussion, and possible action on a Wastewater Utility Easement for Lot 4, Block 55 Town of Manor, locally known as 401 Llano Street, Manor, TX.**

6. Consideration, discussion, and possible action on a Wastewater Utility Easement for Monarch Ranch at Manor LLC.

A discussion was held regarding Manor Police Department's response time on calls.

Chief Phipps stated that Manor Night at the Park would be held on Friday, October 27, 2023, at Timmermann Park.

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to accept and approve the Consent Agenda as read.

There was no further discussion.

Motion to approve carried 6-0

REGULAR AGENDA

7. First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance amending the Shadowglen Planned Unit Development (PUD) and being located at the intersections of Lexington Street and US Hwy 290 as well as Shadowglen Boulevard and US Hwy 290, Manor, TX. Applicant: Marcus Equity; Owner: Cottonwood Holdings Limited, LLC

The city staff recommended that the City Council postpone item to December 6, 2023, Regular Council Meeting.

MOTION: Upon a motion made by Council Member Wallace and seconded by Council Member Moreno, to postpone item to December 6, 2023, Regular Council Meeting.

There was no further discussion.

Motion to postpone carried 6-0

8. Consideration, discussion, and possible action on a Resolution to authorize the Manor Police Department to apply for grant funds for the purpose of purchasing two police patrol canines.

The city staff recommended that the City Council approve Resolution No. 2023-34 and authorize the City Manager to execute all documentation.

Lt. Allen discussed the proposed grant opportunity.

Resolution No 2023-34: A Resolution of The City Council of The City of Manor, Texas Authorizing the Filing of a Grant Application To K9s 4 Cops; Authorizing the City Manager to Execute all Necessary Documentation; and Establishing an Effective Date.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Resolution No. 2023-34 and authorize the City Manager to execute all documentation.

A discussion was held regarding the coverage of the grant.

There was no further discussion.

Motion to approve carried 6-0

Council Member Deja Hill advised she would be abstaining from discussion and consideration of the following item, as her home was within the radius of the development and received a mailing notice. The appropriate Conflict of Interest Affidavit was filled out and filed with the City Secretary.

Council Member Deja Hill removed herself from the dais.

9. First Reading: Consideration, discussion, and possible action on the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH). Applicant: DB Land Consulting LLC; Owner: SAMPSG PROPERTIES LLC

The city staff recommended that the City Council approve the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

Development Services Director Dunlop discussed the proposed rezoning request.

A discussion was regarding annexation.

A discussion was held regarding the unofficial petition that had been circulated to the residents.

A discussion was held regarding future development that could be proposed.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to deny the first reading of an Ordinance rezoning one (1) lot on 6.17 acres, more or less, and being located at 12920 Old Hwy 20, Manor, TX from Agricultural (A) to Townhome (TH).

A discussion was held regarding other zoning regulations that could be proposed.

There was no further discussion.

Motion to approve denial carried 5-0

Council Member Deja Hill returned to the Dais.

10. Consideration, discussion, and possible action on a Resolution of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #4).

The city staff recommended that the City Council approve Resolution No. 2023-35 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Improvement (PID) Area #4 Reimbursement Agreement.

Assistant City Attorney Rivera discussed the proposed Manor Heights PID Reimbursement Agreement.

Resolution No. 2023-35: A Resolution of The City of Manor, Texas Approving and Authorizing the Manor Heights Public Improvement District Reimbursement Agreement (Improvement Area #4).

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to approve Resolution No. 2023-35 of the City of Manor, Texas approving and authorizing the Manor Heights Public Improvement District Improvement (PID) Area #4 Reimbursement Agreement.

There was no further discussion.

Motion to approve carried 6-0

11. Consideration, discussion, and possible action on an Ordinance amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.

The city staff recommended that the City Council approve Ordinance No. 723 amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.

Development Services Director Dunlop discussed the proposed amendment ordinance.

Ordinance No. 723: An Ordinance of The City of Manor, Texas, Amending Chapter 1, General Provisions, of The Code of Ordinances of The City of Manor, Texas, to Modify the Planning and Zoning Commission Membership; Terms of Its Members; Providing an Effective Date, Savings, Severability, and Open Meetings Clauses; and Providing for Related Matters.

MOTION: Upon a motion made by Council Member Moreno and seconded by Council Member Weir, to approve Ordinance No. 723 amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.

There was no further discussion.

Motion to approve carried 6-0

Mayor Pro Tem Emily Hill adjourned the regular session of the Manor City Council into Executive Session at 7:45 p.m. on Wednesday, October 18, 2023, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Sections 551.071 and 551.072, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel and to deliberate the purchase of real property; Sections 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding structuring Council compensation; Sections 551.071, and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the Manor Spring project; and Section 551.074, Texas Government Code, to evaluate the performance and duties of the City Manager* at 7:45 p.m. on Wednesday, October 18, 2023.

The Executive Session was adjourned at 8:47 p.m. on Wednesday, October 18, 2023.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during the Closed Executive Session at 9:19 p.m. on Wednesday, September 20, 2023.

There was no further discussion, and no action was taken.

ADJOURNMENT

The Regular Session of the Manor City Council was Adjourned at 8:47 p.m. on Wednesday, October 18, 2023.

These minutes were approved by the Manor City Council on the 1st day of November 2023.

APPROVED:

Dr. Christopher Harvey,
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Service

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Wastewater Utility Easement for Timmermann Commercial Investments, LP.

BACKGROUND/SUMMARY:

This wastewater easement is for a 15" line that is part of the city's Capital Improvement Plan and it is being constructed by the Monarch Ranch subdivision developer.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Wastewater Easement Agreement

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve a Wastewater Utility Easement for Timmermann Commercial Investments, LP.

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

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

WASTEWATER UTILITY EASEMENT

DATE: **October __, 2023**

GRANTOR: **TIMMERMANN COMMERCIAL INVESTMENTS, LP**

GRANTOR'S MAILING ADDRESS: **501 Vale Street
Austin, Travis County, Texas 78746**

GRANTEE: **CITY OF MANOR, TEXAS**

GRANTEE'S MAILING ADDRESS: **105 E. Eggleston Street
Manor, Travis County, Texas 78653**

LIENHOLDER: **N/A**

CONSIDERATION: Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

EASEMENT TRACT: That certain tract more particularly described and shown on Exhibit "A" attached hereto and incorporated herein as if fully transcribed herein.

GRANTOR, for the **CONSIDERATION** paid to **GRANTOR**, hereby grants, sells, and conveys to **GRANTEE**, its successors and assigns, a non-exclusive, perpetual easement for the purpose of placing, constructing, operating, repairing, maintaining, rebuilding, replacing, relocating and removing or causing to be placed, constructed, operated, repaired, maintained, rebuilt, replaced, relocated and removed structures or improvements reasonably necessary and useful for wastewater mains, lines and pipes, and for the supplying of wastewater service in, upon, under and across the **EASEMENT TRACT** (the "Wastewater Utility Easement").

GRANTOR agrees not to use the Easement Tract in any manner that interferes or is inconsistent with the rights granted hereunder. **GRANTOR** shall have the right to construct or locate in a near perpendicular fashion, utilities, landscaping and driveways, across, but not along or solely along, within or under the Easement Tract. **GRANTOR** assumes all responsibility in the cost of constructing, paving and maintaining said driveways within easement crossing areas.

TO HAVE AND TO HOLD the above-described Wastewater Utility Easement, together with all and singular the rights and appurtenances thereto in anywise belonging unto **GRANTEE**, and **GRANTEE**'s successors and assigns forever; and **GRANTOR** does hereby binds itself, its heirs,

Revised 06 20 203

executors, successors and assigns to **WARRANT AND FOREVER DEFEND** all and singular the easement unto **GRANTEE**, its successor and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof, by, through or under Grantor, but not otherwise; subject, however, to all valid and subsisting easements, reservations, covenants, restrictions and other documents or matters related to the Easement Tract, to the extent, and only to the extent, that the same are valid and enforceable against the Easement Tract as of the date hereof, and either shown by instruments filed in the Official Public Records of Travis County, Texas, or visible or apparent on the ground that a true, correct and current survey would reveal.

When the context requires, singular nouns and pronouns include the plural.

Dated as of the date first written above but acknowledged as of the dates set forth below.

GRANTOR:

**TIMMERMANN COMMERCIAL INVESTMENTS,
LP, a Texas limited partnership**

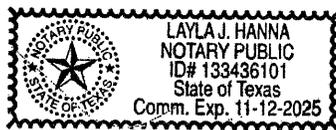
By: Timmermann GP, LLC,
a Texas limited liability company
its General Partner

By: *Barth Timmermann*
Barth Timmermann, Manager

STATE OF TEXAS §
 §
COUNTY OF Travis §

This instrument was acknowledged before me this 18th day of October, 2023, by Barth Timmermann of Timmermann GP, LLC, a Texas limited liability company, General Partner of Timmermann Commercial Investments, LP, a Texas limited partnership, on behalf of said limited liability company and limited partnership.

(SEAL)



[Signature]
Notary Public Signature

ACCEPTED:

GRANTEE: City of Manor, Texas:

By: Dr. Christopher Harvey, Mayor

THE STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this the ____ day of _____ 20__, personally appeared Dr. Christopher Harvey, Grantee herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that she executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

(SEAL)

Notary Public-State of Texas

AFTER RECORDING RETURN TO:

City of Manor, Texas
Attn: City Secretary
105 E. Eggleston Street
Manor, Texas 78653

Exhibit "A"
[attached]

LEGAL DESCRIPTION

BEING A 0.193 ACRE (8,409 SQ. FT.) WASTEWATER EASEMENT SITUATED IN THE S. BACON SURVEY, ABSTRACT NO. 63, BEING OUT OF THAT CERTAIN CALLED 32.950 ACRE TRACT OF LAND DESCRIBED IN THE DEED TO TIMMERMAN COMMERCIAL INVESTMENTS, LP, RECORDED IN DOCUMENT NO. 2020230923, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AND FOLLOWS:

BEGINNING AT THE WEST CORNER OF THE EASEMENT BEING DESCRIBED HEREIN AT A 1/2-INCH IRON ROD FOUND FOR THE NORTHWEST CORNER OF SAID 32.950 ACRE TRACT OF LAND AND THE SOUTHWEST CORNER OF THAT CERTAIN CALLED 0.896 ACRE TRACT OF LAND DESCRIBED IN THE DEED TO ROY C. VELASQUEZ, RECORDED IN DOCUMENT NO. 2004019177, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS;

THENCE WITH THE NORTH LINE OF SAID 32.950 ACRE TRACT OF LAND AND THE SOUTH LINE OF SAID 0.896 ACRE TRACT OF LAND, THE FOLLOWING COURSES AND DISTANCES:

N 46° 34' 56" E, A DISTANCE OF 172.04 FEET TO A 1/2-INCH IRON ROD FOUND;

N 58° 28' 36" E, A DISTANCE OF 149.10 FEET TO A 1/2-INCH IRON ROD FOUND;

N 79° 11' 28" E, A DISTANCE OF 110.84 FEET TO A 1-INCH TXDOT MONUMENT FOUND IN THE WEST RIGHT-OF-WAY LINE OF F.M. 973 FOR THE NORTHEAST CORNER OF SAID EASEMENT HEREIN DESCRIBED;

THENCE S 01° 21' 19" W, WITH SAID RIGHT-OF-WAY LINE, A DISTANCE OF 20.46 FEET TO THE SOUTHEAST CORNER OF SAID EASEMENT HEREIN DESCRIBED;

THENCE OVER AND ACROSS SAID 32.950 TRACT OF LAND, THE FOLLOWING COURSES AND DISTANCES:

S 79° 11' 28" W, A DISTANCE OF 102.87 FEET;

S 58° 28' 36" W, A DISTANCE OF 143.36 FEET;

S 46° 34' 56" W, A DISTANCE OF 162.68 FEET TO THE SOUTH CORNER OF SAID EASEMENT HEREIN DESCRIBED;

N 63° 24' 50" W, A DISTANCE OF 21.28 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.193 ACRES (8,409 SQ. FT.) OF LAND.

X:\2023\21-0289-7\Survey\DWG\21-0289-7 WASTEWATER EASEMENT.dwg



I, Ted Allen Gossett, certify that this plat was prepared under my direct supervision from a survey made on ground and that this plat correctly represents the facts found at the time of said survey.

Ted A. Gossett

Ted A. Gossett State of Texas R.P.L.S. No. 5991 08/24/2023

0.193 ACRE/8,409 SQ. FT
WASTEWATER EASEMENT
S. BACON SURVEY, A-63
TRAVIS COUNTY, TEXAS



4100 INTERNATIONAL PLAZA
STE. 240
FORT WORTH, TX 76109
(817)554-1805
www.landpoint.net
TBPELS REG. NO. 10194220



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Scott Jones, Economic Development Director
DEPARTMENT: Economic Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an amendment to the Chickenango Marketing Solutions Inc. Professional Services Agreement extending the previous agreement to December 15, 2023.

BACKGROUND/SUMMARY:

On June 21st, the City Council authorized the execution of the branding and marketing agreement with an anticipated completion date of October 30, 2023. With other public relations and marketing assistance for the September 27th and October 16th Open House events, this altered the Branding Scope of Services delivery date, and the additional time is necessary to complete the contracted task and deliverables.

LEGAL REVIEW: Yes, Deron Henry, Associate Attorney
FISCAL IMPACT: No
PRESENTATION: No
ATTACHMENTS: Yes

- Amendment Agreement

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the amendment to the professional services agreement with Chickenango Marketing Solutions Inc. and authorize the City Manager to execute the agreement extending the term of the agreement to December 15, 2023.

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

STATE OF TEXAS)
)
 COUNTY OF TRAVIS) **AMENDMENT TO PROFESSIONAL
 SERVICES AGREEMENT**

THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (the, “Amendment”) entered into this ____ day of _____, 2023 (the, “Effective Date”), by and between the City of Manor, Texas, a Texas municipal corporation (the, “City”) and Chickenango Marketing Solutions, Inc. (the, “Consultant”).

WHEREAS, the City and the Consultant entered into that certain Professional Services Agreement dated the 11th day of July, 2023 (the, “Agreement”), and;

WHEREAS, the Agreement indicated that the services to be performed under the Agreement would be completed by the 31st day of October, 2023 (the, “Completion Date”); and

WHEREAS, the Consultant and the City have mutually agreed to extend the Completion Date to the 15th day of December 2023.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency thereof are hereby acknowledged, the City and the Consultant agree to the following:

- 1. The foregoing recitals are true and correct.
- 2. Section I(f) is hereby amended to read as follows:

This Agreement will begin on the Effective Date and shall expire on the completion of all the tasks required under this Agreement, or the 15th day of December 2023, whichever occurs first, unless otherwise indicated in this Agreement.

- 3. The chart in Section I(i) is deleted and replaced with the following:

July: Kickoff meeting, prep time and discovery	\$880.00
July – August: Discovery and Research Phase	\$11700.00
August-September: Visual Identity Concepts and selection, Final Design & Guidelines Creation	\$20520.00
December: Finalization of Deliverables and Final Implementation	\$14650.00
Ongoing: Allotment for coordinating meetings, etc., over the course of the branding initiative	\$1130.00
TOTAL:	\$48880.00

- 4. Section I(k) is hereby amended to read as follows:

The Consultant will begin work on July, 11, 2023, or as soon as notice to proceed is provided to Consultant, and will complete the Project by December 15th, 2023.

- 5. The Parties agree that, except as modified hereby, the Agreement remains valid, binding, and in full force and effect. If there is any conflict or inconsistency between this Amendment and the Agreement, this Amendment will control and modify the Contract.

6. This Amendment may be executed in any number of counterparts, including, without limitation, facsimile counterparts, with the same effect as if the parties had signed the same document, and all counterparts will constitute one and the same agreement.
7. **Statutory Verifications.**
- a. To the extent this Amendment constitutes a contract for goods or services within the meaning of Section 2271.002 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, the Consultant represents that neither the 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 Amendment. 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.
 - b. To the extent the Amendment constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Governmental Code, as amended, solely for the purposes of compliance with Chapter 2252 of the Texas Governmental Code, and except to the extent otherwise required by applicable federal law, Consultant represents that the Consultant nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Consultant is a company listed by the Texas Comptroller Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.
 - c. The Consultant hereby verifies that it and its parent’s company, wholly or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of the Amendment. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, and to the extent such section is not inconsistent with a governmental entity’s constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing or investment of funds. As used in the foregoing verification, “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil-based energy and does not commit or pledge to meet environmental standards beyond federal and state law: or (B) does business with a company described as by the preceding statement in (A).
 - d. The Consultant hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association during the term of this Amendment. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” means: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; but does not include (a) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; or (b) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an

existing business relationship to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association.

- e. If applicable, Consultant has complied with the requirements of Texas Government Code 1295 regarding "Certificates of Interested Parties.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to effective as of the Effective Date as written above.

CITY OF MANOR
a Texas municipal corporation

BY: _____
Scott Moore, City Manager

ATTEST:

By: _____
Lluvia T. Almaraz, City Secretary.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Tracey Vasquez, HR Director, and Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve an Ordinance adopting and establishing compensation for the Mayor and City Council and a structured policy and procedure process.

BACKGROUND/SUMMARY:

On September 20, 2023, the City Council took action to approve compensation for the City Council. Staff has worked with the City Attorney’s Office and provided them with a tiered-level compensatory structure. The tiered structure is based on guidelines for active attendance and participation for committee assignments, state, local, and regional appointments approved by the City Council. The compensation payment levels will be tied to approved plans with a requirement that reports and updates will be provided to the City Council during a regularly scheduled meeting.

LEGAL REVIEW: Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: Yes
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 724

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council approve Ordinance No. 724 setting the compensation for the Mayor and Members of the City Council.

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

ORDINANCE NO. 724

AN ORDINANCE OF THE CITY OF MANOR, TEXAS SETTING THE COMPENSATION FOR THE MAYOR AND MEMBERS OF THE CITY COUNCIL; PROVIDING A SEVERABILITY CLAUSE, PROVIDING SAVINGS, EFFECTIVE DATE AND OPEN MEETINGS CLAUSES, AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Manor, Texas (the “City”) is a home-rule municipality; and

WHEREAS, Texas Local Government Code, Section 141.004 authorizes the City Council of the City of Manor, Texas (the “City Council”) to set the amount of compensation for each officer of the City using a tier-based structure; and

WHEREAS, the Mayor and City Council have reviewed and considered the terms and conditions under which they receive compensation and have determined that compensation for the Mayor and members of the City Council should be set due to the increased scope of duties and responsibilities of a legislative body working in a dynamic, growing and increasingly complex environment.

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

SECTION 1. Findings. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

SECTION 2. Compensation. The City Council hereby establishes a tier-based structure of compensation for the Mayor and members of the City Council as follows:

(1) The Mayor shall be compensated at a minimum the amount of \$875.00 per month and up to a maximum amount of \$3,500.00 per month as more particularly described in Exhibit A, attached hereto and made a part hereof as if fully set forth; and each of the other members of the City Council shall be compensated at a minimum the amount of \$625 per month and up to a maximum amount of \$2,500.00 per month as more particularly described in Exhibit A, attached hereto and made a part hereof as if fully set forth.

(2) The Mayor and members of the City Council shall receive compensation and have federal income tax withheld on the same basis as all other City of Manor, Texas employees.

(3) Compensation shall be received beginning with the month of October 2023.

ORDINANCE NO. 724

Page 2

SECTION 3. Funding. The funding for items in Section 2. above shall be provided from the Administration Salaries line item of the City's budget for fiscal year 2023-24 until such time as the budget for fiscal year 2023-24 is formally amended by a duly passed budget amendment.

SECTION 4. Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

SECTION 5. Savings Clause. All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting subdivision within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 6. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code and the City Charter.

SECTION 7. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph, or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

[signatures follow on next page]

ORDINANCE NO. 724

PASSED AND APPROVED on this _____ day of _____, 20__.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

ORDINANCE NO. 724

Page 4

EXHIBIT A

Manor City Council Compensation Plan

Name: _____ Place/Position _____

Start Date: _____ End Date: _____

Tier	Mayor	City Council	Meeting Criteria and Compensation Guidelines
I	\$875	\$625	Regular Scheduled City Council Meetings (1st & 3rd Wednesday), Special Called Council Meetings/Workshops, Public Finance Corporation (PFC), Tax Increment Reinvestment Zone (TIRZ), Public Improvement District (PID), and other authorized public meetings (joint meetings with MISD and other state and local government agencies)
II	\$875	\$625	Committee Meetings - Serve on at least two (2) committees, Chair at least one (1) committee, Host a minimum of 6 meetings per year, and provide meeting notes/reports to the City Council (Quarterly)
			*Request budget funding as necessary
III	\$875	\$625	Schedule/attend meetings Travis County Commissioner Precinct No. 1/County Judge, State Representatives, U.S. Congressman, Host two (2) Community Meetings, and Attend/Engage H.O.A. at least one (1) event
			*Participate/Speak at TML Annual Conference, Policy Summit, or other large TML event, and earn at least 8-16 TML credit hours
IV	\$875	\$625	TML Region - 10 Involvement, State Board Appointments, CAPCOG, CapMetro, TEDC, CAMPO, CTRMA, and Austin Health, etc. Memberships approved by City Council
			*Active attendance and participation and provide an update to City Council is a requirement
Total	\$3,500	\$2,500	

Committee Commitments

Committee Name	Description	Meeting Schedule

- Meeting schedule should list id the committee meets monthly or bi-monthly, days, time, in-person, hybrid, or virtual meetings
- Meeting Notes and Reports should be archived in Microsoft Teams
- As appropriate, each committee should solicit or utilize relevant and recent community input data and host a forum, virtual meet, Town Hall, etc.
- Committee Budget Requests Due first Monday in August (annually)
- Quarterly Reports Due: October, January, April, July
- All committee action requires City Council approval
- Committee Chair is indicated with “ * ”

Government & Community Engagement

Individual/Group	Purpose	Frequency
HOA:		
County:		
State:		
ESD:		
EMS:		
US:		
Other:		

Personal Community Engagement Events

Event Type	Purpose	Date	Frequency

Texas Municipal League Participation

Event	Purpose of Event	Date

Regional Leadership Opportunities

Committee	Purpose	Meeting Frequency

Agreement

I _____, plan to meet at least the minimum expectations of Tier _____ Level of work during the fiscal year _____. I understand that compensation is based on meeting the attendance policy and the base level(s) expectations. I agree that failure to meet the expectations could result in loss of compensation or more. City Council will determine any such rulings, as well as determine if any waivers/exceptions or exemptions are necessary. All plans must be approved by a majority City Council vote.

Name: _____ Date: _____

Signature: _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Pauline M Gray, P.E.
DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to reject all bids for the Gregg Manor Road Ground Storage Tank & Pressurization Facility Improvements project funded under the FY2021 Tax and Revenue Certificates of Obligation.

BACKGROUND/SUMMARY:

The project calls for the installation of a 250,000-gallon water storage tank, a chlorination system, a water booster pump station, and a hydropneumatic tank. The project will provide more water storage for the city and give the western portion more consistent water pressure. In order to add a second groundwater storage tank to the project, City Staff is now attempting to secure extra money. This will enable one tank to remain operational throughout maintenance operations.

LEGAL REVIEW: No
FISCAL IMPACT: Yes, Funding through 2021 Bond Funds
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the city staff’s recommendation that the City Council vote to reject all bids for the Gregg Manor Groundwater Storage Tank & Pressurization Facility improvements project and have the project rebid on November 14, 2023.

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution nominating a candidate for the Board of Directors of the Travis Central Appraisal District.

BACKGROUND/SUMMARY:

The Travis Central Appraisal District has reached out to all Jurisdictions in the eastern part of Travis County for nominations to be considered for the Board of Directors (BOD) of the Travis Central Appraisal District (TCAD). The City of Manor is defined as being in the eastern part of the County and eligible to vote.

Per city records, the City of Manor has only participated once and made a nomination on January 1, 2018. The City Council could nominate a member from the governing body or recommend a Manor resident to be nominated. Having a name from the City of Manor to be considered for the TCAD Board of Directors shows a high level of interest for the nominating committee to consider during their upcoming selection process.

Board Qualifications:

To be eligible the person must be a resident of the district and have resided in the district at least two years preceding the date the person takes office. Additional restrictions on the eligibility of the BOD are governed by Tax Code 6.035 (copied below).

Sec. 6.035. RESTRICTIONS ON ELIGIBILITY AND CONDUCT OF BOARD MEMBERS AND CHIEF APPRAISERS AND THEIR RELATIVES. (a) An individual is ineligible to serve on an appraisal district board of directors and is disqualified from employment as chief appraiser if the individual:

(1) is related within the second degree by consanguinity or affinity, as determined under Chapter [573](#), Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district; or

(2) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

(A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section [33.02](#); or

(B) a suit to collect the delinquent taxes is deferred or abated under Section [33.06](#) or [33.065](#).

(a-1) An individual is ineligible to serve on the board of directors of an appraisal district if the individual

(1) has served as a member of the board of directors for all or part of five terms, unless:

(A) the individual was the county assessor-collector at the time the individual served as a board member; or

(B) the appraisal district is established in a county with a population of less than 120,000;

(2) has engaged in the business of appraising property for compensation for use in proceedings under this title at any time during the preceding three years;

(3) has engaged in the business of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years; or

(4) has been an employee of the appraisal district at any time during the preceding three years.

(b) A member of an appraisal district board of directors or a chief appraiser commits an offense if the board member continues to hold office or the chief appraiser remains employed knowing that an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the board member or chief appraiser is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district in which the member serves or the chief appraiser is employed. An offense under this subsection is a Class B misdemeanor.

(c) A chief appraiser commits an offense if the chief appraiser refers a person, whether gratuitously or for compensation, to another person for the purpose of obtaining an appraisal of property, whether or not the appraisal is for ad valorem tax purposes. An offense under this subsection is a Class B misdemeanor.

(d) An appraisal performed by a chief appraiser in a private capacity or by an individual related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to the chief appraiser may not be used as evidence in a protest or challenge under Chapter 41 or an appeal under Chapter 42 concerning property that is taxable in the appraisal district in which the chief appraiser is employed.

This item was presented at the October 2nd Council meeting, and it was postponed giving Council additional time to find interested candidates. The deadline to submit a nominee was October 31st TCAD has extended the date for the City of Manor to November 1st.

LEGAL REVIEW:	Not Applicable
FISCAL IMPACT:	No
PRESENTATION:	No
ATTACHMENTS:	Yes

- Resolution No. 2023-33
- TCAD Letter

STAFF RECOMMENDATION:

The City staff recommends that the City Council approve Resolution No. 2023-33 nominating _____ for the Board of Directors of the Travis Central Appraisal District and authorize the City Manager to submit a nomination ballot on behalf of the city.

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

RESOLUTION NO. 2023-33**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS APPROVING THE CITY OF MANOR'S SUBMISSION NOMINATING A CANDIDATE FOR THE BOARD OF DIRECTORS OF THE TRAVIS CENTRAL APPRAISAL DISTRICT.**

WHEREAS, the Travis Central Appraisal District has provided notice that Ms. Elizabeth Montoya's term will expire this year and they are accepting nominations for candidates representing the eastern jurisdictions beginning January 1, 2024 for a new election to fill the current vacancy; and

WHEREAS, the City Council of of Manor, Texas (the "City Council") finds it is appropriate to present a nomination to be included on the ballot of candidates for the election to the Board of Directors of the Travis Central Appraisal District to fill the current vacancy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, 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 and presents its nomination of _____ to be included on the ballot of candidates for election to the Board of Directors of the Travis Central Appraisal District to fill the vacant position representing Eastern Travis County.

Section 3. 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.

Section 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 1st day of November 2023, at which a quorum was present, and for which due notice was given pursuant to Texas Government Code, Chapter 551.

CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia Almarez, City Secretary

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
JAMES VALADEZ
CHAIRPERSON
THERESA BASTIAN
VICE CHAIRPERSON
NICOLE CONLEY
SECRETARY/TREASURER



BOARD MEMBERS
TOM BUCKLE
DEBORAH CARTWRIGHT
DR OSEZUE EHIYAMEN
BRUCE ELFANT
VIVEK KULKARNI
ELIZABETH MONTOYA
BLANCA ZAMORA-GARCIA

THE HONORABLE DR. CHRISTOPHER HARVEY, MAYOR
CITY OF MANOR
PO BOX 387
MANOR, TX 78653

September 18, 2023

The term of your current member of the Board of Directors of the Travis Central Appraisal District **ELIZABETH MONTOYA** will expire this year. Accordingly, the election of a member to the Board must be conducted this fall to select the person who will serve in that capacity for the term beginning January 1, 2024 to December 31, 2024.

To be eligible to serve on the Board of Directors, an individual must be a resident of Travis County and must have resided in the District for at least two years immediately preceding the date he or she takes office. An elected official may be a member of the Board; however, an employee of a taxing jurisdiction may not be a member unless they are also an elected official.

Your jurisdiction is defined to be in the eastern part of the County and eligible to vote. A complete list of those jurisdictions is enclosed. Should you desire to make a nomination to the Board, you must deliver the name of the nominee to the Chief Appraiser in the form of a resolution on or before October 31, 2023.

After nominations have been submitted, on or before November 7, 2023, the Chief Appraiser will prepare a ballot listing all the candidates nominated and deliver a copy of such ballot to the presiding officer of the governing body of each city and school district in eastern Travis County. The ballot must be returned to the Chief Appraiser by December 15, 2023.

On or before December 21, 2023, the Chief Appraiser will count the votes by such cities and school districts, declare the results thereof, and submit the same to the governing bodies of each city and school district, and to each of the candidates nominated by such cities and school districts. In the event of a tie vote, according to the Property Tax Code, it will be resolved by a method of chance by the Chief Appraiser.

If you desire to submit a nomination, please do so by **October 31, 2023 in the form of a resolution to the following address:**

Marya Crigler
Travis Central Appraisal District
P.O. Box 149012
Austin, TX 78714-9012

If you have any questions, please feel free to call me at (512) 834-9317, ext. 337.

Sincerely,
Marya Crigler
Chief Appraiser
Travis Central Appraisal District

Representation	Jurisdiction	Presiding Officer
EAST	CITY OF CREEDMOOR	THE HONORABLE FRAN KLESTINEC
EAST	CITY OF ELGIN	THE HONORABLE THERESA Y McSHAN
EAST	CITY OF MANOR	THE HONORABLE DR. CHRISTOPHER HARVEY
EAST	CITY OF MUSTANG RIDGE	THE HONORABLE DAVID BUNN
EAST	CITY OF PFLUGERVILLE	THE HONORABLE VICTOR GONZALES
EAST	CITY OF ROUND ROCK	THE HONORABLE CRAIG MORGAN
EAST	COUPLAND ISD	CRYSTAL WARD
EAST	DEL VALLE ISD	REBECCA A. BIRCH
EAST	ELGIN ISD	BYRON MITCHELL
EAST	MANOR ISD	MONIQUE CELEDON
EAST	PFLUGERVILLE ISD	RENAE MITCHELL
EAST	ROUND ROCK ISD	AMBER FELLER
EAST	VILLAGE OF SAN LEANNA	THE HONORABLE MOLLY QUIRK
EAST	VILLAGE OF WEBBERVILLE	THE HONORABLE HECTOR GONZALES
EAST	CITY OF CREEDMOOR	THE HONORABLE FRAN KLESTINEC
EAST	CITY OF ELGIN	THE HONORABLE THERESA Y McSHAN
EAST	CITY OF MANOR	THE HONORABLE DR. CHRISTOPHER HARVEY
EAST	CITY OF MUSTANG RIDGE	THE HONORABLE DAVID BUNN
EAST	CITY OF PFLUGERVILLE	THE HONORABLE VICTOR GONZALES



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Scott Dunlop, Director
DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on Ordinance amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, and providing for savings, severability, open meetings, and effective date clauses.

BACKGROUND/SUMMARY:

This ordinance repeals and replaces our fee schedule in its entirety. Not all the fees in the schedule are changing, but each department has modified fees as shown in the redlined fee schedule included in the backup. Development Services contracted with Raftelis to model updated fees to meet increased costs as well as revenue demands for the city. Water and wastewater rates were also increased based on the approved Raftelis rate model.

LEGAL REVIEW: Yes, Veronica Rivera, Assistant City Attorney
FISCAL IMPACT: Yes, additional revenue to meet higher service costs
PRESENTATION: No
ATTACHMENTS: Yes

- Ordinance No. 725
- Redline fee schedule

STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Ordinance 725 amending Manor Code of Ordinances, Appendix A Fee Schedule establishing building and development related fees, business-related fees, special services by law enforcement staff, administrative and miscellaneous fees, animal control fees, utility service charges and fees, municipal court fees, repealing conflicting ordinances, providing for penalties, providing for savings, severability, open meetings, and effective date clauses and providing for related matters.

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

ORDINANCE NO. 725

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING MANOR CODE OF ORDINANCES APPENDIX A FEE SCHEDULE BY ESTABLISHING BUILDING AND DEVELOPMENT RELATED FEES; BUSINESS RELATED FEES; SPECIAL SERVICES BY LAW ENFORCEMENT STAFF; ADMINISTRATIVE AND MISCELLANEOUS FEES; ANIMAL CONTROL FEES; UTILITY SERVICE CHARGES AND FEES; MUNICIPAL COURT FEES; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; PROVIDING FOR SAVINGS, SEVERABILITY, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City of Manor, Texas (the “City”) is experiencing significant growth and development, and such growth is expected to continue;

Whereas, many of the City’s fees and charges are not adequate to cover the City’s actual costs of providing reviews, inspections, and services required to be provided by the City;

Whereas, the City’s growth has presented increasingly more complex and time-consuming planning, engineering, and legal issues that have required increased expenditures for professional consulting, including, but not limited to, planning, engineering, and legal fees and expenses;

Whereas, it is the general policy of the City that, to the greatest extent possible, all new development should pay for itself and not pose an undue financial burden on the City or its residents;

Whereas, many of the increased expenditures are related to or associated with particular projects involving prospective industrial, business, commercial, mixed-used, multi-family and/or residential uses;

Whereas, the Manor, Texas City Council (the “City Council”) finds that it is in the best interest of the City and its residents for each such project to bear the cost of expenditures for professional consulting related thereto, including, but not limited to, planning, engineering, and legal fees and expenses; and

Whereas, the City Council finds that the City’s fee schedule needs to be updated to cover the City’s actual costs incurred by the City and to establish fees for certain types of services not previously established.

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

SECTION 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and incorporated herein for all purposes as findings of fact.

SECTION 2. Amendment of Appendix A – Fee Schedule. The City Council hereby repeals and replaces Appendix A - Fee Schedule of the Manor Code Ordinances in its entirety to read as provided for in Exhibit A attached hereto and incorporated herein for all purposes as if fully set forth herein.

SECTION 3. Conflicting Ordinances. The Manor Code of Ordinances is amended as provided herein. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

SECTION 4. Savings Clause. All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting subdivision within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 5. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 6. Effective Date. This Ordinance shall take effect immediately upon its adoption by the City Council and publication as required by the Texas Local Government Code and the City Charter.

SECTION 7. Open Meetings. It is hereby officially found and determined that the meeting at which this Ordinance was considered was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

PASSED AND APPROVED on this 1st day of November 2023.

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

Exhibit "A"
(APPENDIX A FEE SCHEDULE FOLLOWS)

**APPENDIX A
FEE SCHEDULE**

ARTICLE A1.000 GENERAL PROVISIONS

Sec. A1.001 Penalty for commencing work before obtaining permit.

Any person who commences work requiring a permit before obtaining the necessary permits shall be in violation of these regulations and subject to a penalty fee equal to the rate of the permit.

ARTICLE A2.000 BUILDING AND DEVELOPMENT RELATED FEES

Sec. A2.001 Basic building permit, inspection and technology fee charges.

The following fees and charges are established and shall be in addition to any fees otherwise pursuant to this schedule. Technology fees are nonrefundable in all sections:

- (1) Double permit fees will be charged for any work started before first obtaining a permit.
- (2) No new permits will be issued to an address or property until all permit fees have been paid.
- (3) All fees must be paid current before a certificate of occupancy or certificate of completion is issued.

Permit	Permit Fee	Insp Rate	Tech Fee
Building contractor registration (excluding plumbing contractors)	\$50.00		
Residential Building Fees			
New building permit fee (1 and 2 family) Note: (1) Trade permits and Certificate of Occupancy are included in rates above. (2) Minimum eight (8) inspections charged to each new residential building permit. (3) A \$100 fee will be added to each permit withdrawn or cancelled	\$.75 per sq. ft.	\$75.00 each	\$35.00
Additions	\$.75 per sq. ft. of addition. Includes trades.	\$75.00 each	\$25.00
Remodel/repair	\$.75 per sq. ft. of remodel/repair area or \$100, whichever is greater. Includes trades.	\$75.00 each	\$25.00
Driveway	\$50.00	\$75.00 each	\$10.00
Plumbing	\$50.00	\$75.00 each	\$10.00
Electrical	\$50.00	\$75.00 each	\$10.00

Mechanical	\$50.00	\$75.00 each	\$10.00
Demolition	\$35.00	\$75.00 each	\$10.00
Foundation	\$35.00	\$75.00 each	\$10.00
Certificate of occupancy	\$50.00	\$75.00 each	\$10.00
Multi-Family Fees			
New building (MEP trade permits are the same as single-family)	\$.30 per sq. ft. Includes trades.	\$75.00 each	\$50.00
Demolition	\$75.00 per building	\$75.00 each	\$10.00
Certificates of occupancy	\$50.00 per building	\$75.00 each	\$10.00
Plan review and inspections with outside agency	Base rates + actual costs	Base rates + actual costs	
Permit	Permit fee	Insp. Rate	Tech Fee
Manufactured Home Fees			
Individual unit	\$500.00 + trade permits	\$75.00 each	\$25.00
Trade Permits (same as Residential, only outdoor inspections)			
Foundation	\$30.00	\$75.00 each	\$10.00
Residential Re-inspection Fees			
Single-family, multi-family, manufactured home			
1st		\$100.00 each	
2nd and more		\$125.00 each	
Building deemed not ready for inspections		\$200.00 each	
Commercial and Educational Building Fees			
Commercial building permit	\$.80 per sq. ft., includes trade permits	\$100.00 each	\$50.00
Plan review and inspections with outside agency	Base rates + actual costs	Base rates + actual costs	
New build — Shell/spec	\$.40 per sq. ft., includes trade permits	\$100.00 each	\$50.00
Tenant finish out (TFO)	\$.40 per sq. ft., includes trade permits	\$100.00 each	\$50.00
Additions	\$.80 per sq. ft. of the addition, includes trade permits	\$100.00 each	\$25.00
Remodel/repair	\$.80 per sq. ft. of remodel/repair area or \$200.00, whichever is greater. Includes trades.	\$100.00 each	\$50.00

Electrical	\$100.00	\$100.00 each	\$10.00
Plumbing	\$100.00	\$100.00 each	\$10.00
Mechanical	\$100.00	\$100.00 each	\$10.00
Grease trap	\$100.00	\$100.00 each	\$10.00
Vent hood Type 1	\$225.00 (includes M and E permits)	\$100.00 each	\$10.00
Vent hood Type II	\$175.00 (includes M & E permits)	\$100.00 each	\$10.00
Driveway/parking	\$.05 per sq. ft.	\$100.00 each	\$10.00
Foundation	\$50.00	\$100.00 each	\$10.00
Demolition	\$150.00 per building	\$100.00 each	\$10.00
Certificates of occupancy	\$80.00 each	\$100.00 each	\$10.00
Re-issue or copy	\$50.00 each		\$10.00
Commercial and Educational Re-inspection Fees			
1st		\$125.00 each	
2nd and more		\$150.00 each	
Accessory Structures Fees			
Equal to or larger than 120 sq. ft.	\$50.00 + trade permits	\$75.00 each	\$10.00
Carports	\$50.00	\$75.00 each	\$10.00
Detached garage	\$50.00	\$75.00 each	\$10.00
Deck and patio covers	\$50.00	\$75.00 each	\$10.00
Deck	\$50.00	\$75.00 each	\$10.00
Patio	\$50.00	\$75.00 each	\$10.00
Swimming Pools			
Residential (in or above ground)	\$100.00 + trade permits	\$75.00 each	\$10.00
Commercial (in or above ground)	\$200.00 + trade permits	\$100.00 each	\$10.00
Hot tub/spa commercial	\$150.00 + trade permits	\$100.00 each	\$10.00
Hot tub/spa residential	\$100.00 + trade permits	\$75.00 each	\$10.00
Sign Permits Fees			
Permanent:			
Wall or pole signs:			
Up to 40 sq. ft.	\$75.00 + trade permit	\$100.00 each	\$10.00
41 sq. ft. to 60 sq. ft.	\$100.00 + trade permit	\$100.00 each	\$10.00
61 sq. ft. or larger + \$1.00 per sq. ft. over 61 sq. ft.	\$125.00 + trade permit	\$100.00 each	\$10.00
Monument Sign	Above rates + trade permit	\$100.00 each	\$10.00
Temporary Up to 16 sq. ft. only	\$25.00		\$10.00

Uniform sign plan	\$300.00		\$25.00
Uniform sign plan amendment	\$200.00		\$25.00
Miscellaneous Permit Fees			
Moving a structure:			
Residential	\$100.00 + PD Fees	\$75.00 each	\$10.00
Commercial	\$100.00 + PD Fees	\$100.00 each	\$10.00
Fence	\$50.00	\$75.00 each	\$10.00
Irrigation:			
Residential	\$50.00	\$75.00 each	\$10.00
Commercial and multi-family	\$100.00	\$100.00 each	\$10.00
Other demolition residential	\$50.00	\$75.00 each	\$10.00
Other demolition commercial	\$50.00	\$100.00 each	\$10.00
Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.			

Sec. A2.002 Site plans.

The following fees and charges are established and shall be collected for the review of site plans for multifamily, commercial, institutional, and industrial types of development of land within the city:

(1) *Site plan fees.*

	Permit Fee	Insp Rate	Tech Fee
Site Plan Engineer Review	\$500.00 + \$25.00 per acre		\$50.00
Revision	\$300.00		
TIA review	\$1,000.00 + \$15.00 per page		\$50.00
Site Inspection		\$200.00	
CLOMR and LOMR Engineer Review	\$750.00		\$50.00
Service Extension Request	\$500.00		

(2) *Other agency fees.* The city does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

(3) *Professional fees.* In addition to the fees and charges, an [and] engineer review fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district shall reimburse and pay to the city the actual costs and expenses for professional services, including but not limited to consulting engineers,

attorneys and land planners, incurred by the city with respect to such subdivision, plat, development, municipal utility district, or floodplain review.

Sec. A2.003 Subdivision plats.

The following fees and charges are established and shall be collected for the subdivision of land within the city or its extraterritorial jurisdiction:

(1) *Subdivision fees.*

- (a) Two hundred dollar completeness check fee will apply to all applications.
- (b) Three hundred dollar pre-development meeting fee will apply to all pre-development meetings held before each application submission unless waived by the development director.

	Permit Fee	Insp Rate	Tech Fee
Concept Plan	\$550.00 + \$10.00 per lot		\$50.00
Engineer review	\$550.00 + \$10.00 per lot		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
Hearing and notification fees may be assessed twice for planning commission and city council			
Revision	\$300.00		
Preliminary Plat	\$550.00 + \$10.00 per lot		\$50.00
Engineer review	\$800.00 + \$75.00 per lot		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
TIA review	\$1,000.00 + \$15.00 per page		\$50.00
Revision	\$300.00		
Construction Plan	\$800.00 + \$25.00 per lot or \$25.00 per acre if there are no lots		\$50.00
Engineer Review	\$1,500 + \$25.00 per lot or \$25.00 per acre if there are no lots		
Revision	\$300.00		
Inspection	AC + LF + SY		
Acreage (AC)	\$500 per acre		
Linear Foot (LF)	\$4.50 per LF per infrastructure item (water, wastewater, drainage, or other similar improvement)		

Square Yard (SY)	\$1.50 per SY per infrastructure item (streets, sidewalks, or other similar improvement)		
Final Plat	\$550.00 + \$10.00 per lot		\$50.00
Engineer review	\$800.00 + \$10.00 per lot		
Revision	\$300.00		
Short Form Final Plat	\$425.00 + \$10.00 per lot		\$25.00
Engineer review	\$325.00		
Revision	\$200.00		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
Amended Plats	\$425.00 + \$25.00 per lot		\$25.00
Engineer review	\$325.00		
Revision	\$150.00		
Park Land Dedication Fee			
Residential subdivisions fee in lieu (city council approval)	\$50,000 per acre		
Residential developments requiring a Site Development Permit	\$700 per dwelling unit		
Park Development Fee			
Residential subdivisions	\$600 per dwelling unit		
Residential developments requiring a Site Development Permit. Based on number of amenities:			
0	\$600 per dwelling unit		
1	\$500 per dwelling unit		
2	\$400 per dwelling unit		
3	\$300 per dwelling unit		
4	\$200 per dwelling unit		
5	\$100 per dwelling unit		
6+	\$0 per dwelling unit		
Service Extension Request	\$500.00		

- (2) *Other agency fees.* The city does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.
- (3) *Professional fees.* In addition to the fees and charges, and engineer review fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the city the actual costs and

expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the city with respect to such subdivision, plat, development or municipal utility district.

Sec. A2.004 Zoning, variances, special services and specific use permits.

The following fees and charges are established and shall be collected with an application for consideration by a board, commission, or consultant prior to consideration and action by any authority having jurisdiction:

(1) Zoning, Variance, Special Services, and Specific Use Permit Fees:

	Permit Fee	Insp Rate	Tech Fee
Zoning			
Zoning Request	\$350.00 + \$35.00 per acre		\$15.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Verification	\$50.00		\$10.00
Special Services			
GIS Mapping Pre-Made Hardcopy			
8.5" x 11"	\$2.00		
11" x 17"	\$5.00		
Larger Formats	Per engineer costs		
GIS Digital Data by Layer	\$10.00 first layer, \$5.00 each additional layer		
Development Agreement Consultation			
Minor Agreement	\$5,000.00		
Major Agreement	\$25,000.00		
Actual Costs	Costs billed for engineering and legal consultation		
Planned Unit Development	\$750.00 + \$50.00 per acre		\$25.00
Amendment	½ original fee		\$15.00
Specific Use Permit	\$350.00		\$10.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Variance	\$350.00 + \$35.00 per acre		\$10.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Temporary Use Request	\$300.00 + \$35.00 per acre		\$10.00
Appeal of Administrative Decision	\$400.00		\$10.00

Appeal of Planning and Zoning Decision	\$400.00		\$10.00
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- (2) *Waivers.* Zoning fees are waived for the first rezoning after an annexation.
- (3) *Non-waivers.* Planned Unit Development Amendment fees are not waived. If the initial Planned Unit Development fee was waived prior to enactment of this Ordinance, the amendment is charged at the rate equal to one-half what the original fee would have been calculated at if not waived.

Sec. A2.005 Permit for excavation or construction activity in street or right-of-way.

- (a) *Construction permit fee.* The fee for each permit for any construction activities, other than excavations, including but not limited to installation, removal, repair, addition or other alteration of any facilities or foliage in the rights-of-way or streets, shall be \$250.00, plus the amount of any other permit fees and any engineering or other professional fees reasonably incurred by the city for and with respect to such permit. In the event that the permit is recommended for issuance, an additional fee of \$50.00 per calendar month for the duration of the permit shall be paid in advance prior to issuance of the permit for the purpose of inspecting the site during the construction process.
- (b) *Excavation permit fee.* The fee for each permit required for any drilling, boring, cutting or otherwise any excavation of any portion of the rights-of-way or streets shall be \$250.00, plus the amount of any other permit fees and any engineering or other professional fees reasonably incurred by the city for and with respect to such permit. In the event that the permit is recommended for issuance, an additional fee of \$50.00 per calendar month for the duration of the permit shall be paid in advance prior to issuance of the permit for the purpose of inspecting the site during the excavation process.
- (c) *Plumbing permit fee.* An inspection fee equal to the estimated time required for the inspections multiplied by 1.2 times the cost per hour of the plumbing inspector shall be paid.
- (d) *Electrical permit fee.* An inspection fee equal to the estimated time required for the inspections multiplied by 1.2 times the cost per hour of the electrical inspector shall be paid.
- (e) *Certificate of occupation fee.* The fee for a certificate of occupation for a permanent structure to occupy any right-of-way or street shall be \$1.00 per year per linear foot of street or right-of-way so occupied.
- (f) *Fee for temporary obstruction of right-of-way.* The fee for temporary obstruction or occupation of any right-of-way or street shall be \$100.00 per day of obstruction.
- (g) *Appeal of revocation or other action of building inspector.* A fee of \$100.00 shall be collected for processing the appeal.
- (h) *Technology fee.* A \$15.00 Technology Fee applies to all applications.

Sec. A2.006 Fees and rental rates to the city for the use of public rights-of-way by wireless network providers.

As compensation for the network provider's use and occupancy of the city public rights-of-way, the network provider shall pay application fees and annual public right-of-way rental rates as set forth below, which shall be in lieu of any lawful tax, license, charge, right-of-way permit, use, construction, street cut or inspection fee; or other right-of-way related charge or fee, whether charged to the network provider or its contractor(s) within the city, except the usual general ad valorem taxes, special assessments and sales tax levied in accordance with state law and equally applicable to all general businesses in the city. The city shall not seek or accept in-kind services in lieu of or as additional payment or consideration from any user of the public rights-of way for use of the public rights-of-way.

- (1) Network nodes:
 - (A) Application: \$100.00/each node — Maximum 30 nodes.
 - (B) Annual public ROW fee: \$250.00.
 - (C) Public ROW rate adjustment: As provided in section 284.054 of the Texas Local Government Code, the city may adjust the amount of the annual public right-of-way rate not more than annually by an amount equal to one-half the annual change, if any, in the consumer price index (CPI). The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.
- (2) Node support poles; application: \$100.00.
- (3) Transfer facilities:
 - (A) Application: \$100.00.
 - (B) Annual rental rate: The annual transfer facility rental rate shall be \$28.00 monthly for each network node site located in a public right-of-way. However, no rate is required if the network provider is already paying the city an amount equal to or greater than the amount of other city right-of-way fees for access lines under chapter 283 of the Texas Local Government Code or cable franchise fees under chapter 66 of the Texas Utility Code.
- (4) Micro network nodes: No application fee is required for a micro network node if the installation is attached on lines between poles or node support poles.
- (5) Collocation of network nodes on service poles: \$20.00/year per pole, subject to the city's pole service agreement.
- (6) City-owned municipal utility poles: A network provider shall pay an annual pole attachment rate for the collocation of a network node supported by or installed on a city-owned utility pole based upon the pole attachment rate consistent with section 54.024 of the Texas Utilities Code, applied on a per-foot basis.
- (7) Technology Fee: A \$25.00 Technology Fee shall be applied to all applications.

Sec. A2.007 Adult oriented businesses.

- (a) Nonrefundable application fee (including renewal or transfer): \$2,500.00.
- (b) Nonrefundable survey: \$750.00.
- (c) For each applicant: An additional \$25.00 fee.

Sec. A2.008 Recreational vehicle park permit and approval fees and charges.

The following fees and charges are established and shall be in addition to any fees otherwise applicable. All fees and charges are non-refundable:

- (a) Double fees and charges apply when work or activity begins before first obtaining the appropriate permit or approval.
- (b) No new permit or approval will be issued to an address or property until all applicable fees have been paid.
- (c) All fees must be paid current before a certificate of occupancy or certificate of completion is issued.
- (d) Fees.
 - (1) Request for approval of a plan to develop and construct a recreational vehicle park: \$50.00.
 - (2) Request for approval to modify an existing recreational vehicle park: \$50.00.
 - (3) Request for approval to expand an existing recreational vehicle park: \$50.00.
 - (4) The fee for a license to operate a recreational vehicle park is \$10.00 per RV space. The license is valid for one year.
 - (5) The fee to renew a license to operate a recreational vehicle park is \$10.00 per RV space.
 - (6) Site plan engineer review fees in this appendix applicable to buildings shall apply to site plans for buildings in recreational vehicle parks.
 - (7) Construction permit fees in this appendix applicable to buildings shall apply to construction permits for service buildings in recreational vehicle parks.
 - (8) Inspection fees in this appendix applicable to commercial buildings, structures, and operations shall apply to recreational vehicle parks facilities and operations.
 - (9) Tech fees in this appendix applicable to commercial buildings, structures, and operations shall apply to recreational vehicle parks facilities and operations.

ARTICLE A3.000 BUSINESS RELATED FEES

Sec. A3.001 Vendors.

The following fees and charges are established and shall be collected prior to the review and approval of an application to solicit, peddle, or operate a food establishment as a seasonal, semi-permanent or temporary food vendor:

- (1) *Door to door solicitation.*
 - (A) Bond: \$5,000.00.
 - (B) Per day: \$5.00 per day up to seven days.
 - (C) Per week: \$10.00.
 - (D) Per month: \$25.00.
 - (E) Three months: \$50.00.
 - (F) Six months: \$75.00.
 - (G) Per year: \$100.00.
- (2) *Mobile food establishment.*
 - (A) Per day: \$5.00 per day up to seven days.
 - (B) Per week: \$10.00.
 - (C) Per month: \$25.00.
 - (D) Three months: \$50.00.
 - (E) Six months: \$75.00.
 - (F) Per year: \$100.00.

Sec. A3.002 Alcoholic beverage permit, license, and variance.

- (1) The fee for a permit or license to sell alcoholic beverages is one-half of the state fee for such permit or license.
- (2) Variances
 - (A) Application: \$100.00
 - (B) Public Hearing Notice (newspaper): \$150.00
 - (C) Property Owner Notification: \$5.00 per property owner

Sec. A3.003 Food establishment permit.

The fee schedule for food establishment permits is as follows:

- (1) Food establishment permit fee: \$375.00.
- (2) Food establishment permit renewal fee: \$375.00.

Sec. A3.004 Game rooms and amusement redemption machines.

The following fees and charges are established and shall be collected prior to the review and approval of an application to operate a game room establishment:

- (1) Application: \$1,000.00.
- (2) License: \$150.00 per amusement redemption machine.
- (3) Renewal (no application fee necessary if license has not expired): \$100.00 per amusement redemption machine.

Sec. A3.005 Fees charged by wrecker companies.

The below listed fees are the maximum fees that may be allowed to be charged by wrecker companies on the rotation list:

- (1) Nonconsent tow hookup fee: \$195.00.
- (2) Extra-large wreckers (towing of a vehicle with a manufacturer's gross weight rating of more than 26,000 pounds): \$850.00.
- (3) Dollies or flatbed (if required): \$50.00 in addition to nonconsent fee.
- (4) Winching: \$50.00 for one or more hookups of the same vehicle.
- (5) Standby: \$35.00 per hour after first hour on scene.
- (6) Additional labor: \$15.00 per hour after first hour on scene.
- (7) Mileage: \$3.00 per loaded mile.
- (8) Second or additional truck: Charged at 75% of original fee.
- (9) No key fee: \$45.00.

ARTICLE A4.000 SPECIAL SERVICES BY LAW ENFORCEMENT STAFF

The following fees and charges are established and shall be collected for special services provided by law enforcement staff:

- (1) Incident report copy: \$5.00.
- (2) Crash report copy: \$6.00.
- (3) Finger printing fees.
 - (A) First two finger print cards: \$10.00 per card (come in two card packages).
 - (B) Each additional card: \$5.00.
- (4) Alarm permit fees.
 - (A) Residential systems: \$50.00.
 - (B) Commercial systems: \$50.00.
 - (C) Multi-family systems: \$50.00 per unit.
 - (i) Common areas: \$50.00 each building.
 - (D) Government agencies: No fee.
 - (E) Schools and similar occupancies: \$50.00.

- (5) Renewal fee: \$25.00.
- (6) Late fee: \$5.00.
- (7) False alarm fees.
 - (A) Up to three per year: No fee.
 - (B) 4th and 5th per year: \$50.00.
 - (C) 5th, and 7th per year: \$75.00.
 - (D) 8th and more per year: \$100.00.
- (8) Police car fee: \$15.00 per hour (no minimum).
- (9) Police officer fee: \$45.00 minimum per hour (four hour minimum).
- (10) Traffic control device fee: \$100.00 minimum.
- (11) Wreckers and towing fees.
 - (A) Tow management fee: \$45.00.
 - (B) Annual inspection sticker fee: \$50.00.
 - (C) Daily evidentiary fee (Manor Police held vehicles, billed by the Manor Police Department to registered owner or responsible party): \$35.00/day.

ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES¹

Sec. A5.001 Administrative fees.

The following fees and charges are established and shall be collected for administrative fees and for copying and/or producing records upon request:

Administrative fees — All departments:

- (1) B/W copies — Standard letter size \$0.10 per page of printed material.
- (2) B/W copies — Legal or larger \$0.50 per page of printed material.
- (3) Color copies — Standard letter size \$0.25 per page of printed material.
- (4) Color copies — Legal or larger \$0.50 per page of printed material.
- (5) Specialty Paper (Mylar, Blueprint etc.): Actual cost.
- (6) CD \$1.00.
- (7) DVD \$3.00.
- (8) USB or hard drive: Actual cost.
- (9) Labor and overhead charge \$15.00 per hour > 50 copies, or locate information compile, and reproduce requested when records are located in a remote facility.

- (10) Twenty percent of the labor as overhead per hour > 50 copies
- (11) Electronic records – Labor + overhead + cost of medium to provide the information (CD, DVD, Flash Drive, etc.) only if required programming or manipulation of data
- (12) Programming - \$28.50 per hour (“Programming” means the process of producing a sequence of coded instructions that can be executed by a computer)
- (13) Postal expenses actual cost to transmit information paid prior to release.
- (14) Certified copies \$2.00.
- (15) Returned check fee \$35.00.
- (16) Administrative fee \$20.00.
- (17) Credit card fee \$3.00

Sec. A5.002 Park rental permit fees.

The following fees and charges are established and shall be collected for all City of Manor Park rentals. Deposits may be refunded minus city staff costs if required:

- (1) Up to four hours: \$75.00.
Maintenance deposit: \$75.00.
- (2) Four to eight hours: \$100.00.
Maintenance deposit: \$100.00.
- (3) Per day: \$125.00.
Maintenance deposit: \$125.00.
- (4) Debris removal: \$50.00
Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

Sec. A5.003 Special event permit fees.

The following fees and charges are established and shall be collected for all special events:

- (1) Park rental fees as provided in section A5.002, excluding maintenance deposit.
- (2) Closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00 per block.
- (3) City staff maintenance: \$40.00/hour minimum per staff member (minimum two hours).
- (4) City vehicle use: \$30.00 per hour.
- (5) Barricades: \$125.00
- (6) Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

Sec. A5.004 Film projects using city property.

(a) *Application fee:* \$25.00.

(b) *Use of city-owned real estate:*

Activity	Per day fee
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500.00
Partial, nondisruptive use of a public building, park, right-of-way, or public area	\$250.00
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$50.00 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles).	\$50.00 per block

Sec. A5.005 Permit for fireworks display.

Application fee: \$40.00.

Sec. A5.006 Fee for report of abandoned vehicle by garage keeper.

A fee of \$10.00 shall accompany the report of the garage keeper that a motor vehicle has been deemed abandoned.

ARTICLE A6.000 ANIMAL CONTROL FEES**Sec. A6.001 Animal registration and microchipping.**

The following fees and charges are established and shall be collected for animal registration:

- (1) Animal registration: \$10.00.
- (2) Animal microchipping: \$10.00.

Sec. A6.002 Permits.

A permit shall be issued after payment of the applicable fee:

- (1) Kennel authorized to house fewer than ten animals: \$50.00.
- (2) Kennel authorized to house ten to 49 animals: \$100.00.
- (3) Kennel authorized to house 50 or more animals: \$150.00.
- (4) Pet shop: \$100.00.

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- (5) Riding stable: \$100.00.
- (6) Auction: \$100.00.
- (7) Zoological park: \$200.00.
- (8) Circus: \$200.00.
- (9) Performing animal exhibition: \$50.00.
- (10) Grooming shop: \$50.00.
- (11) Petting zoo: \$150.00.
- (12) Guard dog training center: \$200.00.
- (13) Obedience training center: \$50.00.
- (14) Aviary: \$50.00.
- (15) Renewal: Per annum fee of \$5.00.

Sec. A6.003 Impoundment and animal shelter fees.

(a) *Impoundment fee.* An impoundment fee must be paid for each animal captured.

		First Time	Second Time	Third Time
(1)	Unneutered dog or cat	\$45.00	\$150.00	\$300.00
(2)	Neutered dog or cat	\$45.00	\$90.00	\$200.00
(3)	Fowl or other small animal	\$25.00	\$50.00	\$100.00
(4)	Livestock	\$50.00	\$200.00	\$350.00
(5)	Zoological and/or circus animal	\$100.00	\$200.00	\$500.00
(6)	More than 4 violations by any pet or combination thereof owned by the same person in three years or less shall be \$500.00 for each impoundment thereafter.			

- (b) *Boarding fee.* In addition to the impoundment fee, a boarding fee must be paid for each animal confined by the animal shelter. Owners must pay fees established by the animal shelter for the housing and care of the animals before their animals are released to them.
- (c) *Veterinarian or drug fees.* The owner shall also pay for any veterinarian or drug fees incurred for the animal(s) while in the custody of the animal control officer.

ARTICLE A7.000 UTILITY SERVICE CHARGES AND FEES

The following fees and charges are established and shall be collected for providing utility services, repairs, new construction, impact fees, maintenance, debris pickup and associated administrative services.

Sec. A7.001 Security deposits.

- (a) Residential combined water, wastewater, trash: \$150.00.

- (b) Residential wastewater and trash only: \$100.00
- (c) Residential water service only: \$75.00.
- (d) Residential wastewater service only: \$50.00.
- (e) Residential trash service only: \$30.00.
- (f) Deposit transfer: \$25.00.
- (g) Commercial: \$500.00.

Sec. A7.002 Connection and disconnection fees.

- (a) Water connection: \$35.00.
- (b) Water one-day connection: \$35.00.
- (c) Water guaranteed same-day connection: \$50.00.
- (d) Disconnection of services for nonpayment: \$50.00.
- (e) Residential and commercial customers who only have wastewater and solid waste service with the city shall pay a fee equal to the rate charged to the city by the water provider per service trip to reconnect services after being disconnected for nonpayment of their water bill.

Sec. A7.003 Water rates.

- (a) *Minimum rate.* In addition to other fees, a minimum monthly fee shall be assessed for meters of the following size at the rate indicated:

Rate Table — Minimum Monthly Water Fee

Inch	Meter Type	L.U.E.	Rate
$\frac{5}{8}$	Residential	1	\$29.06
$\frac{5}{8}$	Residential (senior)	1	\$24.75
$\frac{5}{8}$	Commercial — Positive displacement	1	\$10.79
$\frac{3}{4}$	Commercial — Positive displacement	1.5	\$16.18
1	Residential	1.5	\$48.54
1	Commercial — Positive displacement	2.5	\$26.96
$1\frac{1}{2}$	Commercial — Positive displacement	5	\$53.93
2	Commercial — Positive displacement	8	\$86.28
2	Commercial — Compound	8	\$86.28
2	Commercial — Turbine	10	\$107.86
3	Commercial — Compound	16	\$172.57
3	Commercial — Turbine	24	\$258.85
4	Commercial — Compound	25	\$269.64
4	Commercial — Turbine	42	\$453.00
6	Commercial — Compound	50	\$539.28
6	Commercial — Turbine	92	\$992.28
8	Commercial — Compound	80	\$862.85

8	Commercial — Turbine	160	\$1,725.70
10	Commercial — Compound	115	\$1,240.34
10	Commercial — Turbine	250	\$2,696.40
12	Commercial — Turbine	330	\$3,559.25

(b) *Usage fee.* Unless otherwise provided and established by the city council, the following additional rates shall be charged for residential and commercial water service according to usage:

(1) *Residential service.*

Residential Volume Table

0—2,000 gallons	\$0.56
2,001—5,000 gallons	\$3.02
5,001—10,000 gallons	\$3.78
10,001—15,000 gallons	\$4.72
15,001—25,000 gallons	\$5.90
25,000 + gallons	\$7.37

(2) *Commercial service.*

Commercial Volume Table

All per 1,000 gallons	\$6.74
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(3) *Fire hydrants.*

Fire Hydrant Volume Table

All per 1,000 gallons	\$9.00
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(c) *Effluent water service.*

Effluent Water Volume Table

All per 1,000 gallons	\$1.95
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Sec. A7.004 Wastewater rates.

(a) *Minimum monthly fee.* In addition to other fees, a minimum monthly wastewater fee shall be assessed for meters of the following size at the rate indicated:

Rate Table — Minimum Monthly Wastewater Fee

Inch	Meter Type	L.U.E.	Rate
5/8	Residential	1	\$20.33
5/8	Residential (senior citizen)	1	\$13.94

5/8	Commercial — Positive displacement	1	\$16.05
3/4	Commercial — Positive displacement	1.5	\$24.08
1	Commercial — Positive displacement	2.5	\$40.13
1½	Commercial — Positive displacement	5	\$80.25
2	Commercial — Positive displacement	8	\$128.40
2	Commercial — Compound	8	\$128.40
2	Commercial — Turbine	10	\$160.50
3	Commercial — Compound	16	\$256.80
3	Commercial — Turbine	24	\$385.20
4	Commercial — Compound	25	\$401.25
4	Commercial — Turbine	42	\$674.10
6	Commercial — Compound	50	\$802.50
6	Commercial — Turbine	92	\$1,476.60
8	Commercial — Compound	80	\$1,284.00
8	Commercial — Turbine	160	\$2,568.00
10	Commercial — Compound	115	\$1,845.75
10	Commercial — Turbine	250	\$4,012.50
12	Commercial — Turbine	330	\$5,296.50

(b) *Usage fee.* The following additional rates shall be charged for residential and commercial wastewater service according to usage:

Rate Table — Wastewater Usage Fee (per 1,000 gallons)

(1) *Residential service.*

0—8,000 gallons	\$3.75
8,000+ gallons	\$4.40

(2) *Commercial service.*

Per 1,000 gallons	\$6.00
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Sec. A7.005 Debris/solid waste rates and charges.

(a) *Residential.* The minimum monthly charge per residential unit shall be as follows:

Rate Table — Residential Solid Waste

Residential Trash Cart per cart	\$19.60
Residential recycle bin — One	No Charge

(b) *Commercial.* The minimum monthly charge per commercial unit shall be as follows:

Rate Table — Commercial Solid Waste

Commercial/Non-residential per cart	\$19.60
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Commercial recycle bin — One (1)	No charge
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Sec. A7.006 Meter testing or re-read.

- (a) Meter testing: \$50.00.
- (b) Meter re-read: \$5.00 (no charge if there is an error).

Sec. A7.007 Miscellaneous fees.

- (a) Damage of city property: \$100.00 + actual costs.

Sec. A7.008 Taps.

- (a) *Water taps.*
 - (1) Residential: \$750.00.
 - (2) Commercial: \$750.00 + actual costs.
- (b) *Wastewater taps.*
 - (1) Residential: \$750.00.
 - (2) Commercial: \$750.00 + actual costs.

Sec. A7.009 Water and wastewater impact fees.

For all lots or developments, the community impact fee for each living unit equivalent shall be in accordance with amounts imposed in previous ordinances for the applicable time period as shown in the following chart:

Platted Dates	Water Impact Fee	Wastewater Impact Fee
July 5, 2023 – present	\$2,022.00	\$7,193.50
February 23, 2022 – July 5, 2023	\$1,577.00	\$4,470.00
January 6, 2021 – February 23, 2022	\$1,325.00	\$4,047.00
September 6, 2017—January 6, 2021	\$1,560.00	\$3,200.00
May 18, 2016—September 6, 2017	\$2,121.00	\$2,323.50
June 6, 2012 to May 18, 2016	\$1,800.00	\$1,800.00
November 19, 2008—June 6, 2012	\$2,500.00	\$2,100.00
May 16, 2007—November 19, 2008	\$2,200.00	\$2,100.00
July 28, 2004—May 16, 2007	\$1,700.00	\$1,800.00
September 27, 2000—July 28, 2004	\$1,575.00	\$1,925.00
November 16, 1994—September 27, 2000	\$1,440.00	\$1,630.00
May 18, 1989—November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985—May 18, 1989	\$500.00	\$850.00

ARTICLE A8.000 MUNICIPAL COURT FEES

- (a) Warrant fee: \$50.00.
- (b) Failure to appear fee: \$25.00. At all times that the city has a contract with the state department of public safety to deny renewal of licenses for individuals failing to appear at court as directed, the municipal court clerk shall collect an additional \$30.00 administrative fee as provided in section 7.02.002(3)(B).
- (c) Time payment reimbursement fee: \$15.00.
- (d) Arrest fee: \$5.00.
- (e) Jury fee: \$5.00.
- (f) Rules of the road fee: \$3.00.
- (g) Child safety fund fee: \$25.00.
- (h) Local truancy prevention and diversion fund fee: \$5.00.
- (i) Municipal court building security fund fee: \$4.90.
- (j) Municipal court technology fund fee: \$4.00.
- (k) Omnibus reimbursement fee: \$10.00

Sec. A2.001 Basic building permit, inspection and technology fee charges.

The following fees and charges are established and shall be in addition to any fees otherwise pursuant to this schedule. Technology fees are nonrefundable in all sections:

- (1) Double permit fees will be charged for any work started before first obtaining a permit.
- (2) No new permits will be issued to an address or property until all permit fees have been paid.
- (3) All fees must be paid current before a certificate of occupancy or certificate of completion is issued.

Permit	Permit Fee	Insp Rate	Tech Fee
Building contractor registration (excluding plumbing contractors)	\$50.00		
Residential Building Fees			
New building permit fee (1 and 2 family) Note: (1) Trade permits and Certificate of Occupancy are included in rates above. (2) \$100 Non-refundable application fee is included in rates above. (23) Minimum eight (8) inspections charged to each new residential building permit. <u>(3) A \$100 fee will be added to each permit withdrawn or cancelled</u>	\$.7560 per sq. ft.	\$75.60.00 each	\$350.00
Additions	\$.7560 per sq. ft. of addition. Includes trades.	\$7560.00 each	\$250.00
Remodel/repair	\$.7560 per sq. ft. of remodel/repair area or \$100, whichever is greater. Includes trades.	\$7560.00 each	\$250.00
Driveway	\$3525.00	\$7560.00 each	\$10.00
Plumbing	\$5035.00	\$7560.00 each	\$10.00
Electrical	\$5035.00	\$7560.00 each	\$10.00

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Mechanical	\$5035.00	\$7560.00 each	\$10.00
Demolition	\$3525.00	\$7560.00 each	\$10.00
Foundation	\$325.00	\$7560.00 each	\$10.00
Certificate of occupancy	\$50.00	\$7560.00 each	\$10.00
Multi-Family Fees			
New building (MEP trade permits are the same as single-family)	\$.320 per sq. ft. Includes trades.	\$7560.00 each	\$50.00
Demolition	\$7550.00	\$7560.00 each	\$10.00
Certificates of occupancy	\$50.00 each	\$7560.00 each	\$10.00
Permit	Permit fee	Insp. Rate	Tech Fee
Manufactured Home Fees			
Individual unit	\$500250.00 + trade permits	\$7560.00 each	\$25.00
Trade Permits (same as Residential, only outdoor inspections)			
Foundation	\$3025.00	\$7560.00 each	\$10.00
Residential Re-inspection Fees			
Single-family, multi-family, manufactured home			
1st		\$10075.00 each	
2nd and more		\$12500.00 each	
<u>Building Deemed Not Ready for Inspections</u>		\$200.00 each	
Commercial and Educational Building Fees			
Commercial building permit	\$.870 per sq. ft., includes trade permits	\$10080.00 each	\$50.00
Plan review with outside agency	TBD	TBD	

New build — Shell/spec	\$ 4035 per sq. ft., includes trade permits	\$ 10080.00 each	\$50.00
Tenant finish out (TFO)	\$ 4035 per sq. ft., includes trade permits	\$ 1080.00 each	\$50.00
Additions	\$ 870 per sq. ft. of the addition, includes trade permits	\$ 1080.00 each	\$25.00
Remodel/repair	\$ 870 per sq. ft. of remodel/repair area or \$200.00, whichever is greater. Includes trades.	\$ 1080.00 each	\$50.00
Electrical	\$ 1080.00	\$ 1080.00 each	\$10.00
Plumbing	\$ 1080.00	\$ 1080.00 each	\$10.00
Mechanical	\$ 1080.00	\$ 1080.00 each	\$10.00
Grease trap	\$ 1080.00	\$ 1080.00 each	\$10.00
Vent hood Type 1	\$ 22500.00 (includes M and E permits)	\$ 1080.00 each	\$10.00
Vent hood Type II	\$ 17560.00 (includes M & E permits)	\$ 1080.00 each	\$10.00
Driveway/parking	\$.05 per sq. ft.	\$ 1080.00 each	\$10.00
Foundation	\$ 5035.00	\$ 1080.00 each	\$10.00
Demolition	\$ 1500.00	\$ 1080.00 each	\$10.00
Certificates of occupancy	\$80.00 each	\$ 1080.00 each	\$10.00
Re-issue or copy	\$50.00 each		\$10.00
Commercial and Educational Re-inspection Fees			
1st		\$ 12500.00 each	
2nd and more		\$ 15025.00 each	
Accessory Structures Fees			

Equal to or larger than 120 sq. ft.	\$5035.00	\$7560.00 each	\$10.00
Carports	\$5035.00	\$7560.00 each	\$10.00
Detached garage	\$5035.00	\$7560.00 each	\$10.00
Deck and patio covers	\$5035.00	\$7560.00 each	\$10.00
Deck	\$5035.00	\$7560.00 each	\$10.00
Patio	\$5035.00	\$7560.00 each	\$10.00
Swimming Pools			
Residential (in or above ground)	\$10080.00 + trade permits	\$7560.00 each	\$10.00
Commercial (in or above ground)	\$200150.00 + trade permits	\$10080.00 each +	\$10.00
Hot tub/spa commercial	\$1520.00 + trade permits	\$10080.00 each +	\$10.00
Hot tub/spa residential	\$10080.00 + trade permits	\$7560.00 each	\$10.00
Sign Permits Fees			
Permanent:			
Wall or pole signs:			
Up to 40 sq. ft.	\$7550.00 + trade permit	\$1080.00 each	\$10.00
41 sq. ft. to 60 sq. ft.	\$10075.00 + trade permit	\$1080.00 each	\$10.00
61 sq. ft. or larger + \$1.00 per sq. ft. over 61 sq. ft	\$125100.00 + trade permit	\$1080.00 each	\$10.00
Monument Sign	Above rates + trade permit	\$1080.00 each	\$10.00
Temporary Up to 16 sq. ft. only	\$25.00		\$10.00
Uniform sign plan	\$3200.00		\$25.00
Uniform sign plan amendment	\$200.00		\$25.00
Miscellaneous Permit Fees			

Moving a structure:			
Residential	\$ 10085 .00 + PD Escort Fees	\$ 7560 .00 each	\$10.00
Commercial	\$ 10085 .00 + PD Escort Fees	\$ 10080 .00 each	\$10.00
Fence	\$ 5035 .00	\$ 75.00 each	\$10.00
Irrigation:			
Residential	\$ 5035 .00	\$ 7560 .00 each	\$10.00
Commercial and multi-family	\$ 1080 .00	\$ 10080 .00 each	\$10.00
Other demolition residential	\$ 5035 .00	\$ 7560 .00 each	\$10.00
Other demolition commercial	\$ 350 .00	\$ 1080 .00 each	\$10.00
Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.			

Sec. A2.002 Site plans.

The following fees and charges are established and shall be collected for the review of site plans for multifamily, commercial, institutional, and industrial types of development of land within the city:

- (1) *Site plan fees.*

	Permit Fee	Insp Rate	Tech Fee
Site Plan Engineer Review	\$ 5400 .00 + \$ 2515 .00 per acre		\$50.00
Revision	\$ 30250 .00		
TIA review	\$ 1,0800 .00 + \$ 150 .00 per page		\$50.00
CLOMR and LOMR Engineer Review	\$ 750600 .00		\$50.00
Service Extension Request	\$ 500 .00		

- (2) *Other agency fees.* The city does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.
- (3) *Professional fees.* In addition to the fees and charges, an [and] engineer review fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility

district shall reimburse and pay to the city the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the city with respect to such subdivision, plat, development, municipal utility district, or floodplain review.

(Ordinance 509, sec. 3, adopted 1/17/18)

Sec. A2.003 Subdivision plats.

The following fees and charges are established and shall be collected for the subdivision of land within the city or its extraterritorial jurisdiction:

- (1) *Subdivision fees.*
 - (a) Two hundred dollar completeness check fee will apply to all applications.
 - (b) Three hundred dollar pre-development meeting fee will apply to all pre-development meetings held before each application submission unless waived by the development director.

	Permit Fee	Insp Rate	Tech Fee
Concept Plan	\$ 5 500.00 + \$ 1 05.00 per lot		\$50.00
Engineer review	\$ 5 500.00 + \$ 1 05.00 per lot		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
Hearing and notification fees may be assessed twice for planning commission and city council			
Revision	\$ 3 0250.00		
Preliminary Plat	\$ 5 500.00 + \$ 1 05.00 per lot		\$50.00
Engineer review	\$ 8 0750.00 + \$ 7 50.00 per lot		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
TIA review	\$ 1 ,0800.00 + \$ 1 50.00 per page		\$50.00
Revision	\$ 3 0250.00		
Construction Plan	3% estimated cost		\$50.00
Construction plan fee: A fee in the amount of three percent of the estimated cost for construction of all streets, water, wastewater, drainage and other infrastructure required to be constructed for the approval and final acceptance of any subdivision or section thereof shall be paid, together with all other applicable fees and charges, prior to any approved plat plan being finally approved by the city and filed of record. The total			

estimated amount of such fee shall be paid as a deposit prior to the start of construction.			
<u>Construction Plan</u>	\$800.00 + \$25.00 per lot or \$25.00 per acre if there are no lots		<u>\$50.00</u>
<u>Engineer Review</u>	\$1,500 + \$25.00 per lot or \$25.00 per acre if there are no lots		
<u>Revision</u>	\$300.00		
<u>Inspection</u>	AC + LF + SY		
<u>Acreage (AC)</u>	\$500 per acre		
<u>Linear Foot (LF)</u>	\$4.50 per LF per infrastructure item (water, wastewater, drainage, or other similar improvement)		
<u>Square Yard (SY)</u>	\$1.50 per SY per infrastructure item (streets, sidewalks, or other similar improvement)		
Final Plat	\$80750.00 + \$250.00 per lot		\$50.00
Engineer review	\$1,25000.00 + \$250.00 per lot		
Revision	\$30250.00		
Short Form Final Plat	\$42500.00 + \$105.00 per lot		\$25.00
Engineer review	\$32500.00		
Revision	\$20150.00		
Public hearing notice (newspaper)	\$150.00		
Property owner notification	\$5.00 per property owner		
Amended Plats	\$42500.00 + \$250.00 per lot		\$25.00
Engineer review	\$32500.00		
Revision	\$200150.00		
<u>Parkland Dedication</u>			
Fee in lieu (city council approval)	\$550.00 per dwelling unit		
Combination 3 acres or more of parkland plus fee in lieu; see Code of Ordinances,			

<u>ch. 10, ex. A, article III, section 48(c)(1)</u>			
<u>Park Land Dedication Fee</u>			
<u>Residential subdivisions fee in lieu (city council approval)</u>	<u>\$50,000 per acre</u>		
<u>Residential developments requiring a Site Development Permit</u>	<u>\$700 per dwelling unit</u>		
<u>Park Development Fee</u>			
<u>Residential subdivisions</u>	<u>\$600 per dwelling unit</u>		
<u>Residential developments requiring a Site Development Permit. Based on number of amenities:</u>			
<u> 0</u>	<u>\$600 per dwelling unit</u>		
<u> 1</u>	<u>\$500 per dwelling unit</u>		
<u> 2</u>	<u>\$400 per dwelling unit</u>		
<u> 3</u>	<u>\$300 per dwelling unit</u>		
<u> 4</u>	<u>\$200 per dwelling unit</u>		
<u> 5</u>	<u>\$100 per dwelling unit</u>		
<u> 6+</u>	<u>\$0 per dwelling unit</u>		
<u>Service Extension Request</u>	<u>\$500.00</u>		

- (2) *Other agency fees.* The city does not assess nor collect fees for reviews of building construction plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.
- (3) *Professional fees.* In addition to the fees and charges, and engineer review fee, set forth above in this section, the proposer, developer or subdivider of land, a subdivision, plat, or municipal utility district, shall reimburse and pay to the city the actual costs and expenses for professional services, including but not limited to consulting engineers, attorneys and land planners, incurred by the city with respect to such subdivision, plat, development or municipal utility district.

Sec. A2.004 Zoning, variances, special services and conditional-specific use permits.

The following fees and charges are established and shall be collected with an application for consideration by a board, commission, or consultant prior to consideration and action by any authority having jurisdiction:

(1) Zoning, Variance, Special Services, and Specific Use Permit fees:

	Permit Fee	Insp Rate	Tech Fee
Zoning			
Zoning Request	\$35000.00 + \$350.00 per acre		\$15.00
Public Hearing Notice (newspaper)	\$150.00		

Property Owner Notification	\$5.00 per property owner		
Verification	\$50.00		\$10.00
Special Services			
GIS Mapping Pre-Made Hardcopy			
8.5" x 11"	\$2.00		
11" x 17"	\$5.00		
Larger Formats	Per engineer costs		
GIS Digital Data by Layer	\$10.00 first layer, \$5.00 each additional layer		
Development Agreement Consultation			
Deposit (Minor Agreement)	\$5,000.00		
Deposit (Major Agreement)	\$25,000.00		
Actual Costs	Costs billed for engineering and legal consultation		
Planned Unit Development	\$7560.00 + \$540.00 per acre		\$25.00
Amendment	½ original fee		\$15.00
Specific Use Permit	\$3250.00		\$10.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Variance	\$3250.00 + \$350.00 per acre		\$10.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Temporary Use Request	\$30250.00 + \$350.00 per acre		\$10.00
Public Hearing Notice (newspaper)	\$150.00		
Property Owner Notification	\$5.00 per property owner		
Appeal of Administrative Decision	\$400.00		\$10.00
Appeal of Planning and Zoning Decision	\$400.00		\$10.00

(2) Waivers. Zoning fees are waived for the first rezoning after an annexation.

(3) Non-waivers. Planned Unit Development Amendment fees are not waived. If the initial Planned Unit Development fee was waived prior to enactment of this Ordinance, the amendment is charged at the rate equal to one-half what the original fee would have been calculated at if not waived.

Sec. A2.005 Permit for excavation or construction activity in street or right-of-way.

- (a) *Construction permit fee.* The fee for each permit for any construction activities, other than excavations, including but not limited to installation, removal, repair, addition or other alteration of any facilities or foliage in the rights-of-way or streets, shall be \$250.00, plus the amount of any other permit fees and any engineering or other professional fees reasonably incurred by the city for and with respect to such permit. In the event that the permit is recommended for issuance, an additional fee of \$50.00 per calendar month for the duration of the permit shall be paid in advance prior to issuance of the permit for the purpose of inspecting the site during the construction process.
- (b) *Excavation permit fee.* The fee for each permit required for any drilling, boring, cutting or otherwise any excavation of any portion of the rights-of-way or streets shall be \$250.00, plus the amount of any other permit fees and any engineering or other professional fees reasonably incurred by the city for and with respect to such permit. In the event that the permit is recommended for issuance, an additional fee of \$50.00 per calendar month for the duration of the permit shall be paid in advance prior to issuance of the permit for the purpose of inspecting the site during the excavation process.
- (c) *Plumbing permit fee.* An inspection fee equal to the estimated time required for the inspections multiplied by 1.2 times the cost per hour of the plumbing inspector shall be paid.
- (d) *Electrical permit fee.* An inspection fee equal to the estimated time required for the inspections multiplied by 1.2 times the cost per hour of the electrical inspector shall be paid.
- (e) *Certificate of occupation fee.* The fee for a certificate of occupation for a permanent structure to occupy any right-of-way or street shall be \$1.00 per year per linear foot of street or right-of-way so occupied.
- (f) *Fee for temporary obstruction of right-of-way.* The fee for temporary obstruction or occupation of any right-of-way or street shall be \$100.00 per day of obstruction.
- (g) *Appeal of revocation or other action of building inspector.* A fee of \$100.00 shall be collected for processing the appeal.
- (h) *Technology fee.* A \$15.00 Technology Fee applies to all applications.

Sec. A2.006 Fees and rental rates to the city for the use of public rights-of-way by wireless network providers.

As compensation for the network provider's use and occupancy of the city public rights-of-way, the network provider shall pay application fees and annual public right-of-way rental rates as set forth below, which shall be in lieu of any lawful tax, license, charge, right-of-way permit, use, construction, street cut or inspection fee; or other right-of-way related charge or fee, whether charged to the network provider or its contractor(s) within the city, except the usual general ad valorem taxes, special assessments and sales tax levied in accordance with state law and equally applicable to all general businesses in the city. The city shall not seek or accept in-kind services in lieu of or as additional payment or consideration from any user of the public rights-of way for use of the public rights-of-way.

- (1) Network nodes:
 - (A) Application: \$100.00/each node — Maximum 30 nodes.
 - (B) Annual public ROW fee: \$250.00.
 - (C) Public ROW rate adjustment: As provided in section 284.054 of the Texas Local Government Code, the city may adjust the amount of the annual public right-of-way rate not more than annually by an amount equal to one-half the annual change, if any, in the consumer price index

(CPI). The city shall provide written notice to each network provider of the new rate; and the rate shall apply to the first payment due to the city on or after the 60th day following the written notice.

- (2) Node support poles; application: \$100.00.
- (3) Transfer facilities:
 - (A) Application: \$100.00.
 - (B) Annual rental rate: The annual transfer facility rental rate shall be \$28.00 monthly for each network node site located in a public right-of-way. However, no rate is required if the network provider is already paying the city an amount equal to or greater than the amount of other city right-of-way fees for access lines under chapter 283 of the Texas Local Government Code or cable franchise fees under chapter 66 of the Texas Utility Code.
- (4) Micro network nodes: No application fee is required for a micro network node if the installation is attached on lines between poles or node support poles.
- (5) Collocation of network nodes on service poles: \$20.00/year per pole, subject to the city's pole service agreement.
- (6) City-owned municipal utility poles: A network provider shall pay an annual pole attachment rate for the collocation of a network node supported by or installed on a city-owned utility pole based upon the pole attachment rate consistent with section 54.024 of the Texas Utilities Code, applied on a per-foot basis.
- (7) Technology Fee: A \$25.00 Technology Fee shall be applied to all applications.

Sec. A2.007 Adult Sexually oriented businesses.

- (a) Nonrefundable application fee (including renewal or transfer): \$2,500.00.
- (b) Nonrefundable survey: \$750.00.
- (c) For each applicant: An additional \$25.00 fee.

Sec. A2.008 Recreational vehicle park permit and approval fees and charges.

The following fees and charges are established and shall be in addition to any fees otherwise applicable. All fees and charges are non-refundable:

- (a) Double fees and charges apply when work or activity begins before first obtaining the appropriate permit or approval.
- (b) No new permit or approval will be issued to an address or property until all applicable fees have been paid.
- (c) All fees must be paid current before a certificate of occupancy or certificate of completion is issued.
- (d) Fees.
 - (1) Request for approval of a plan to develop and construct a recreational vehicle park: \$50.00.
 - (2) Request for approval to modify an existing recreational vehicle park: \$50.00.
 - (3) Request for approval to expand an existing recreational vehicle park: \$50.00.

- (4) The fee for a license to operate a recreational vehicle park is \$10.00 per RV space. The license is valid for one year.
- (5) The fee to renew a license to operate a recreational vehicle park is \$10.00 per RV space.
- (6) Site plan engineer review fees in this appendix applicable to buildings shall apply to site plans for buildings in recreational vehicle parks.
- (7) Construction permit fees in this appendix applicable to buildings shall apply to construction permits for service buildings in recreational vehicle parks.
- (8) Inspection fees in this appendix applicable to commercial buildings, structures, and operations shall apply to recreational vehicle parks facilities and operations.
- (9) Tech fees in this appendix applicable to commercial buildings, structures, and operations shall apply to recreational vehicle parks facilities and operations.

ARTICLE A3.000 BUSINESS RELATED FEES

Sec. A3.001 Vendors.

The following fees and charges are established and shall be collected prior to the review and approval of an application to solicit, peddle, or operate a food establishment as a seasonal, semi-permanent or temporary food vendor:

- (1) *Door to door solicitation.*
 - (A) Bond: \$5,000.00.
 - (B) Per day: \$5.00 per day up to seven days.
 - (C) Per week: \$10.00.
 - (D) Per month: \$25.00.
 - (E) Three months: \$50.00.
 - (F) Six months: \$75.00.
 - (G) Per year: \$100.00.
- (2) *Mobile food establishment.*
 - (A) Per day: \$5.00 per day up to seven days.
 - (B) Per week: \$10.00.
 - (C) Per month: \$25.00.
 - (D) Three months: \$50.00.
 - (E) Six months: \$75.00.
 - (F) Per year: \$100.00.

Sec. A3.002 Alcoholic beverage permit, license, and variance.

(1) The fee for a permit or license to sell alcoholic beverages is one-half of the state fee for such permit or license.

(2) Variations

(A) Application: \$100.00

(B) Public Hearing Notice (newspaper): \$150.00

(C) Property Owner Notification: \$5.00 per property owner

Sec. A3.003 Food establishment permit.

The fee schedule for food establishment permits is as follows:

(1) Food establishment permit fee: \$375.00.

(2) Food establishment permit renewal fee: \$375.00.

Sec. A3.004 Game rooms and amusement redemption machines.

The following fees and charges are established and shall be collected prior to the review and approval of an application to operate a game room establishment:

(1) Application: ~~\$200.00~~ \$1,000.00.

(2) License: ~~\$150.00~~ \$100.00 per amusement redemption machine.

(3) Renewal (no application fee necessary if license has not expired): \$100.00 per amusement redemption machine.

Sec. A3.005 Fees charged by wrecker companies.

The below listed fees are the maximum fees that may be allowed to be charged by wrecker companies on the rotation list:

(1) Nonconsent tow hookup fee: \$195.00.

(2) Extra-large wreckers (towing of a vehicle with a manufacturer's gross weight rating of more than 26,000 pounds): \$850.00.

(3) Dollies or flatbed (if required): \$50.00 in addition to nonconsent fee.

(4) Winching: \$50.00 for one or more hookups of the same vehicle.

(5) Standby: \$35.00 per hour after first hour on scene.

(6) Additional labor: \$15.00 per hour after first hour on scene.

(7) Mileage: \$3.00 per loaded mile.

(8) Second or additional truck: Charged at 75% of original fee.

(9) No key fee: \$45.00.

ARTICLE A4.000 SPECIAL SERVICES BY LAW ENFORCEMENT STAFF

The following fees and charges are established and shall be collected for special services provided by law enforcement staff:

- (1) Incident report copy: \$5.00.
- (2) Crash report copy: \$6.00.
- (3) Finger printing fees.
 - (A) First two finger print cards: \$10.00 per card (come in two card packages).
 - (B) Each additional card: \$5.00.
- (4) Alarm permit fees.
 - (A) Residential systems: \$50.00.
 - (B) Commercial systems: \$50.00.
 - (C) Multi-family systems: \$50.00 per unit.
 - (i) Common areas: \$50.00 each building.
 - (D) Government agencies: No fee.
 - (E) Schools and similar occupancies: \$50.00.
- (5) Renewal fee: \$25.00.
- (6) Late fee: \$5.00.
- (7) False alarm fees.
 - (A) Up to three per year: No fee.
 - (B) 4th and 5th per year: \$50.00.
 - (C) 5th, and 7th per year: \$75.00.
 - (D) 8th and more per year: \$100.00.
- (8) Police car fee: \$15.00 per hour (no minimum).
- (9) Police officer fee: \$45.00 minimum per hour (four hour minimum).
- (10) Traffic control device fee: \$100.00 minimum.
- (11) Wreckers and towing fees.
 - (A) Tow management fee: \$45.00.
 - (B) Annual inspection sticker fee: \$50.00.
 - (C) Daily evidentiary fee (Manor Police held vehicles, billed by the Manor Police Department to registered owner or responsible party): \$35.00/day.

ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES¹

Sec. A5.001 Administrative fees.

The following fees and charges are established and shall be collected for administrative fees and for copying and/or producing records upon request:

Administrative fees — All departments:

- (1) B/W copies — Standard letter size \$0.10 per page of printed material.
 - (2) B/W copies — Legal or larger \$0.50 per page of printed material.
 - (3) Color copies — Standard letter size \$0.25 per page of printed material.
 - (4) Color copies — Legal or larger \$0.50 per page of printed material.
 - (5) Specialty Paper (Mylar, Blueprint etc.): Actual cost.
 - ~~(6) Notary Fee \$6.00~~
 - ~~(7) Every other signature \$1.00~~
 - (6) CD copies ~~\$25.00~~ \$1.00.
 - (7) DVD \$3.00
 - (8) USB or hard drive: Actual cost.
 - ~~(7) Other electronic media: Actual cost.~~
 - ~~(8) PDF of ordinance/utility bill: No charge.~~
 - (9) Labor and overhead charge \$15.00 per hour > 50 copies, or locate information compile, and reproduce requested when records are located in a remote facility.
 - ~~(10) Twenty percent of the labor as overhead per hour > 50 copies~~
 - ~~(11) Electronic records – Labor + overhead + cost of medium to provide the information (CD, DVD, Flash Drive, etc.) only if required programming or manipulation of data~~
 - ~~(12) Programming - \$28.50 per hour (“Programming” means the process of producing a sequence of coded instructions that can be executed by a computer)~~
 - (13) Postal expenses actual cost to transmit information paid prior to release.
 - (14) Certified copies \$2.00.
 - (15) Returned check fee \$35.00.
 - (16) Administrative fee \$20.00.
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- ~~(16) Animal registration \$10.00~~
- ~~(17) Animal microchipping \$10.00~~
- (17) Credit card fee ~~\$2.00~~ \$3.00

Sec. A5.002 Park rental permit fees.

The following fees and charges are established and shall be collected for all City of Manor Park rentals. Deposits may be refunded minus city staff costs if required:

- (1) Up to four hours: ~~\$50.00~~ \$75.00.
Maintenance deposit: ~~\$25.00~~ \$75.00.
- (2) Four to eight hours: ~~\$75.00~~ \$100.00.
Maintenance deposit: ~~\$50.00~~ \$100.00.
- (3) Per day: ~~\$100.00~~ \$125.00.
Maintenance deposit: ~~\$100.00~~ \$125.00.
- (4) Debris removal: ~~\$20.00~~ \$50.00
Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

Sec. A5.003 Special event permit fees.

The following fees and charges are established and shall be collected for all special events:

- (1) Park rental fees as provided in section A5.002, excluding maintenance deposit.
- (2) Closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00 per block.
- (3) City staff maintenance: \$40.00/hour minimum per staff member (minimum two hours).
- (4) City vehicle use: ~~\$15.00~~ \$30.00 per hour.
- (5) Barricades: ~~\$100.00~~ \$125.00
- (6) Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

Sec. A5.004 Film projects using city property.

- (a) *Application fee:* \$25.00.
- (b) *Use of city-owned real estate:*

Activity	Per day fee
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500.00
Partial, nondisruptive use of a public building, park, right-of-way, or public area	\$250.00

Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$50.00 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles).	\$50.00 per block

Sec. A5.005 Permit for fireworks display.

Application fee: \$40.00.

Sec. A5.006 Fee for report of abandoned vehicle by garage keeper.

A fee of \$10.00 shall accompany the report of the garage keeper that a motor vehicle has been deemed abandoned.

ARTICLE A6.000 ANIMAL CONTROL FEES

Sec. A6.001 Animal registration and microchipping.

The following fees and charges are established and shall be collected for animal registration:

- (1) Animal registration: \$10.00.
- (2) Animal microchipping: \$10.00.

Sec. A6.002 Permits.

A permit shall be issued after payment of the applicable fee:

- (1) Kennel authorized to house fewer than ten animals: \$50.00.
- (2) Kennel authorized to house ten to 49 animals: \$100.00.
- (3) Kennel authorized to house 50 or more animals: \$150.00.
- (4) Pet shop: \$100.00.
- (5) Riding stable: \$100.00.
- (6) Auction: \$100.00.
- (7) Zoological park: \$200.00.
- (8) Circus: \$200.00.
- (9) Performing animal exhibition: \$50.00.
- (10) Grooming shop: \$50.00.
- (11) Petting zoo: \$150.00.

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- (12) Guard dog training center: \$200.00.
- (13) Obedience training center: \$50.00.
- (14) Aviary: \$50.00.
- (15) Renewal: Per annum fee of \$5.00.

Sec. A6.003 Impoundment and animal shelter fees.

(a) *Impoundment fee.* An impoundment fee must be paid for each animal captured.

		First Time	Second Time	Third Time
(1)	Unneutered dog or cat	\$45.00	\$150.00	\$300.00
(2)	Neutered dog or cat	\$45.00	\$90.00	\$200.00
(3)	Fowl or other small animal	\$25.00	\$50.00	\$100.00
(4)	Livestock	\$50.00	\$200.00	\$350.00
(5)	Zoological and/or circus animal	\$100.00	\$200.00	\$500.00
(6)	More than 4 violations by any pet or combination thereof owned by the same person in three years or less shall be \$500.00 for each impoundment thereafter.			

- (b) *Boarding fee.* In addition to the impoundment fee, a boarding fee must be paid for each animal confined by the animal shelter. Owners must pay fees established by the animal shelter for the housing and care of the animals before their animals are released to them.
- (c) *Veterinarian or drug fees.* The owner shall also pay for any veterinarian or drug fees incurred for the animal(s) while in the custody of the animal control officer.

~~**Sec. A6.004 Administrative fees when offense is dismissed.**~~

- ~~(a) Administrative fee when animal is not wearing vaccination tag and offense is dismissed upon verification of vaccination: \$20.00.~~
- ~~(b) Administrative fee when person obtains license within seven days of date of citation and offense is dismissed: \$10.00.~~

ARTICLE A7.000 UTILITY SERVICE CHARGES AND FEES

The following fees and charges are established and shall be collected for providing utility services, repairs, new construction, impact fees, maintenance, debris pickup and associated administrative services.

Sec. A7.001 Security deposits.

- (a) Residential combined water, wastewater, trash: \$150.00.
- (b) Residential wastewater and trash only: \$100.00
- (c) Residential water service only: \$75.00.
- (d) Residential wastewater service only: \$50.00.

- (e) Residential trash service only: \$30.00.
- (f) Deposit transfer: \$25.00.
- (g) Commercial: \$500.00.

Sec. A7.002 Connection and disconnection fees.

- (a) Water connection: \$35.00.
- (b) Water one-day connection: \$35.00.
- (c) Water guaranteed same-day connection: \$50.00.
- (d) Disconnection of services for nonpayment: \$50.00.
- (e) Residential and commercial customers who only have wastewater and solid waste service with the city shall pay ~~\$65.00~~ a fee equal to the rate charged to the city by the water provider per service trip to reconnect services after being disconnected for nonpayment of their water bill.

Sec. A7.003 Water rates.

- (a) *Minimum rate.* In addition to other fees, a minimum monthly fee shall be assessed for meters of the following size at the rate indicated:

Rate Table — Minimum Monthly Water Fee

Inch	Meter Type	L.U.E.	Rate
5/8	Residential	1	\$27.16 <u>\$29.06</u>
5/8	Residential (senior)	1	\$23.13 <u>\$24.75</u>
5/8	Commercial — Positive displacement	1	\$10.08 <u>\$10.79</u>
3/4	Commercial — Positive displacement	1.5	\$15.12 <u>\$16.18</u>
1	Residential	1.5	\$45.36 <u>\$48.54</u>
1	Commercial — Positive displacement	2.5	\$25.20 <u>\$26.96</u>
1½	Commercial — Positive displacement	5	\$50.40 <u>\$53.93</u>
2	Commercial — Positive displacement	8	\$80.64 <u>\$86.28</u>
2	Commercial — Compound	8	\$80.64 <u>\$86.28</u>
2	Commercial — Turbine	10	\$100.80 <u>\$107.86</u>
3	Commercial — Compound	16	\$161.28 <u>\$172.57</u>
3	Commercial — Turbine	24	\$241.92 <u>\$258.85</u>
4	Commercial — Compound	25	\$252.00 <u>\$269.64</u>
4	Commercial — Turbine	42	\$423.36 <u>\$453.00</u>
6	Commercial — Compound	50	\$504.00 <u>\$539.28</u>
6	Commercial — Turbine	92	\$927.36 <u>\$992.28</u>
8	Commercial — Compound	80	\$806.40 <u>\$862.85</u>
8	Commercial — Turbine	160	\$1,612.80 <u>\$1,725.70</u>
10	Commercial — Compound	115	\$1,159.20 <u>\$1,240.34</u>

10	Commercial — Turbine	250	\$2,520.00 <u>\$2,696.40</u>
12	Commercial — Turbine	330	\$3,326.40 <u>\$3,559.25</u>

(b) *Usage fee.* Unless otherwise provided and established by the city council, the following additional rates shall be charged for residential and commercial water service according to usage:

(1) *Residential service.*

Residential Volume Table

0—2,000 gallons	\$0.56
2,001—5,000 gallons	\$3.02
5,001—10,000 gallons	\$3.36 <u>\$3.78</u>
10,001—15,000 gallons	\$3.64 <u>\$4.72</u>
15,001—25,000 gallons	\$3.92 <u>\$5.90</u>
25,000 + gallons	\$4.76 <u>\$7.37</u>

(2) *Commercial service.*

Commercial Volume Table

All per 1,000 gallons	\$6.30 <u>\$6.74</u>
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(3) *Fire hydrants.*

Fire Hydrant Volume Table

All per 1,000 gallons	\$6.30 <u>\$9.00</u>
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(c) *Effluent water service.*

Effluent Water Volume Table

All per 1,000 gallons	To be determined in 2021 <u>\$1.95</u>
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~~(d) *Golf courses—Rates for water service.* The following monthly water rate shall be charged and paid for water services to golf courses within the city. The following rates are in addition to any tap fees, deposits, line extension charges, connection and disconnection fees or other charges that are required by other ordinances and fee schedules to receive water service within the city. Golf course customers must pay all applicable fees required to receive water service from the city:~~

~~(1) *Minimum rate.* The following minimum monthly rate per meter established herein shall be charged for water service to golf courses as long as such meter is active, whether the customer actually uses the services or not; provided that, if meter is~~

~~removed or locked at customer's request, no minimum charge for service shall be assessed. In addition to other fees, a minimum monthly fee shall be assessed for meters of the following size at the rate indicated:~~

~~Monthly charge:~~

1" meter	\$ 45.00
2" meter	—60.00
3" meter	-125.00
4" meter	-160.00

~~(2) Golf course. The first 2,000 gallons of water used are included in the minimum water charge. For each 1,000 gallons of water metered over 2,000 the charge shall be \$0.95 per 1,000 gallons and the proportionate amount of any part thereof.~~

Sec. A7.004 Wastewater rates.

- (a) *Minimum monthly fee.* In addition to other fees, a minimum monthly wastewater fee shall be assessed for meters of the following size at the rate indicated:

Rate Table — Minimum Monthly Wastewater Fee

Inch	Meter Type	L.U.E.	Rate
5/8	Residential	1	\$19.00 <u>\$20.33</u>
5/8	Residential (senior citizen)	1	\$13.03 <u>\$13.94</u>
5/8	Commercial — Positive displacement	1	\$15.00 <u>\$16.05</u>
3/4	Commercial — Positive displacement	1.5	\$22.50 <u>\$24.08</u>
1	Commercial — Positive displacement	2.5	\$37.50 <u>\$40.13</u>
1 1/2	Commercial — Positive displacement	5	\$75.00 <u>\$80.25</u>
2	Commercial — Positive displacement	8	\$120.00 <u>\$128.40</u>
2	Commercial — Compound	8	\$120.00 <u>\$128.40</u>
2	Commercial — Turbine	10	\$150.00 <u>\$160.50</u>
3	Commercial — Compound	16	\$240.00 <u>\$256.80</u>
3	Commercial — Turbine	24	\$360.00 <u>\$385.20</u>
4	Commercial — Compound	25	\$375.00 <u>\$401.25</u>
4	Commercial — Turbine	42	\$630.00 <u>\$674.10</u>
6	Commercial — Compound	50	\$750.00 <u>\$802.50</u>
6	Commercial — Turbine	92	\$1,380.00 <u>\$1,476.60</u>
8	Commercial — Compound	80	\$1,200.00 <u>\$1,284.00</u>

8	Commercial — Turbine	160	\$2,400.00 <u>\$2,568.00</u>
10	Commercial — Compound	115	\$1,725.00 <u>\$1,845.75</u>
10	Commercial — Turbine	250	\$3,750.00 <u>\$4,012.50</u>
12	Commercial — Turbine	330	\$4,950.00 <u>\$5,296.50</u>

(b) *Usage fee.* The following additional rates shall be charged for residential and commercial wastewater service according to usage:

Rate Table — Wastewater Usage Fee (per 1,000 gallons)

(1) *Residential service.*

0—8,000 gallons	\$3.75
8,000+ gallons	\$4.40

(2) *Commercial service.*

Per 1,000 gallons	\$6.00
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Sec. A7.005 Debris/solid waste rates and charges.

(a) *Residential.* The minimum monthly charge per residential unit shall be as follows:

Rate Table — Residential Solid Waste

Residential Trash Cart per cart	\$17.50 <u>\$19.60</u>
Residential recycle bin — One	No Charge

(b) *Commercial.* The minimum monthly charge per commercial unit shall be as follows:

Rate Table — Commercial Solid Waste

Commercial/Non-residential per cart	\$17.50 <u>\$19.60</u>
Commercial recycle bin — One (1)	No charge

Sec. A7.006 Meter testing or re-read.

- (a) Meter testing: \$50.00.
- (b) Meter re-read: \$5.00 (no charge if there is an error).

Sec. A7.007 Miscellaneous fees.

- (a) Damage of city property: \$100.00 + actual costs.

Sec. A7.008 Taps.

- (a) *Water taps.*

- (1) Residential: \$750.00.
- (2) Commercial: \$750.00 + actual costs.
- (b) *Wastewater taps.*
 - (1) Residential: \$750.00.
 - (2) Commercial: \$750.00 + actual costs.

Sec. A7.009 Water and wastewater impact fees.

For all lots or developments, the community impact fee for each living unit equivalent shall be in accordance with amounts imposed in previous ordinances for the applicable time period as shown in the following chart:

Platted Dates	Water Impact Fee	Wastewater Impact Fee
<u>July 5, 2023 – present</u>	<u>\$2,022.00</u>	<u>\$7,193.50</u>
<u>February 23, 2022 – July 5, 2023</u>	<u>\$1,577.00</u>	<u>\$4,470.00</u>
<u>January 6, 2021 – February 23, 2022</u>	<u>\$1,325.00</u>	<u>\$4,047.00</u>
September 6, 2017—January 6, 2021	\$1,560.00	\$3,200.00
May 18, 2016—September 6, 2017	\$2,121.00	\$2,323.50
June 6, 2012 to May 18, 2016	\$1,800.00	\$1,800.00
November 19, 2008—June 6, 2012	\$2,500.00	\$2,100.00
May 16, 2007—November 19, 2008	\$2,200.00	\$2,100.00
July 28, 2004—May 16, 2007	\$1,700.00	\$1,800.00
September 27, 2000—July 28, 2004	\$1,575.00	\$1,925.00
November 16, 1994—September 27, 2000	\$1,440.00	\$1,630.00
May 18, 1989—November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985—May 18, 1989	\$500.00	\$850.00

ARTICLE A8.000 MUNICIPAL COURT FEES

- (a) Warrant fee: \$50.00.
- (b) Failure to appear fee: \$25.00. At all times that the city has a contract with the state department of public safety to deny renewal of licenses for individuals failing to appear at court as directed, the municipal court clerk shall collect an additional \$30.00 administrative fee as provided in section 7.02.002(3)(B).
- (c) Time payment reimbursement fee: ~~\$25.00~~ \$15.00.
- (d) Arrest fee: \$5.00.
- (e) Jury fee: ~~\$5.00~~ \$3.00.
- (f) Rules of the road fee: \$3.00.
- (g) Child safety fund fee: \$25.00.

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- (h) ~~Failure to attend school~~ Local truancy prevention and diversion fund fee: ~~\$20.00~~ \$5.00.
 - (i) Municipal court building security fund fee: ~~\$3.00~~ \$4.90.
 - (j) Municipal court technology fund fee: \$4.00.
 - (k) Omnibus reimbursement fee: \$10.00



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Phil Green, Director
DEPARTMENT: IT

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on discontinuing services with Spectrum/Charter and transferring to AT&T MetroEthernet Services.

BACKGROUND/SUMMARY:

On June 7, 2023, the City of Manor took action to end our internet service agreement with Spectrum. In the fall of 2022, Phil Green, Director of Information Technology was able to reduce the cost of internet service by \$5,004 for City Hall, the Police Department, and the Public Works facility. The reduction in the cost for internet services switch component from Spectrum was for a Public Works facility that was never utilized. The overall service reliability for the other two (2) city locations experienced significant downtime throughout several months of 2023. There were some instances when the downtime would last up to 6 hours during our peak operating hours at all the facilities and a week at Public Works during the 2023 winter storm event.

Our Information Technology Team took measures this spring seeking another high-speed internet option and identified AT&T as the option the city should transition to for internet services. This option produced a cost savings for the city. The FY22-23 budget covered the discontinued agreement with Spectrum Fiber Service, which was estimated at \$56,000. The city will continue to pay on a month-to-month basis until all facilities are connected with the new fiber services.

LEGAL REVIEW: Yes
FISCAL IMPACT: Yes, Reduction in Internet costs
PRESENTATION: No
ATTACHMENTS: No

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the continuation of the month-to-month services with Spectrum/Charter and authorize the discontinuation of internet in an amount not to exceed \$56,000.

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 1, 2023
PREPARED BY: Scott Moore, City Manager
DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Bristol Myers Squibb Foundation Grant Agreement.

BACKGROUND/SUMMARY:

On July 19, 2023, the City Council was presented with a request to support the Black Men’s Health Clinic (BMHC) through a letter of support. On October 10th, the BMHC received notification their grant application for the Specialty Care for Vulnerable Populations initiative was awarded \$100,000. Below is the project summary, descriptions, project innovative aspects, and key activities and timeline:

Project Summary:

BMHC exists to lower barriers for successful healthcare as a no-wrong-door safety-net program addressing disparities through effective strategies focused on decreasing mortality and morbidity rates among men of color, their immediate family, and those with extenuating circumstances via improved quality of life, self-health maintenance, and family lifestyle at no-additional-cost to clients. For over a year, BMHC has ensured the longevity of life by making physical, behavioral, and social care more accessible in underserved and underrepresented communities while transforming and removing stigmas regarding typical healthcare systems into positive life-changing experiences via health education, care coordination, patient navigation, and internships.

Need and/or Health Inequity of Target Population:

The uniqueness of partnering with the City of Manor is it’s a minority-majority community with a population of 33,062-plus and an annual growth average of 2,733 residents. Manor has no health department or basic health assessment for its 64% Hispanic, 20% Black, 60% over age 18, and 50% gender split population requiring it to over-rely on regional systems unaccustomed to its uniqueness, resulting in advocacy hindrances for targeted scaling of primary care and specialty services to meet and exceed community needs.

Description of Intervention:

Goal 1: Improve physical, behavioral, and social determinant health status by providing education classes
Objective: Provide education classes to teach clients about healthy foods and proper eating habits to reduce rates of disease and adverse outcomes

Activity 1: Physical, Behavioral, and Social Determinant Health Education and Literacy Classes

- a. Coordinate across the BMHC Safety-Net to provide health events by credentialed individuals of color
- b. Coordinate across the BMHC Safety-Net to provide financial management classes credentialed individuals of color

Goal 2: Early detection of potential disease through physical, behavioral, and social determinant health wellness programs.

Objective: Conduct monthly physical, behavioral, and social determinant health screenings and assessment events at the BMHC utilizing resources from UT School of Nursing, Seton, TEX-CROSS, Integral Care, and others

Activity 1. Physical, Behavioral, and Social Determinant Health Screenings

- a. Monthly physical, behavioral, and social determinant health screening events to identify and develop care plans addressing health concerns identified
- b. Physical, Behavioral, and Social Determinant Health and Wellness information events to equip men of color to mitigate situations increasing their health risk levels

Activity 2: Blood Pressure Management

- a. Monthly clinical evaluation to determine levels of intervention
- b. Generate care plans and provide at-home blood pressure monitors to clients
- c. Facilitate weekly check-in sessions to train self-monitoring

Goal 3: Increase access capacity to physical, behavioral, and social determinant health providers

Objective: Make scheduled and same-day appointments available at BMHC to address urgent and routine needs. Evening appointments will be available for men with jobs unable to leave work.

Activity: Access to appointments

- a. Coordinate across the BMHC Safety-Net evening appointments to accommodate client schedules
- b. Coordinate across the BMHC Safety-Net for same-day walk-in appointments to meet clients' urgent needs
- c. Coordinate across the BMHC Safety-Net to enhance appointment capacities during peak client request times

Goal 4: Develop the capacity to serve homeless men

Objective: Coordinate with programs serving this population to provide mental, physical, and social assistance through collaborative efforts

Activity: Develop and coordinate a mobile team to provide onsite services to men of color

- a. Create BMHC led mobile team to include services to address mental health, primary care, and social determinates of health,
- b. Services will be provided at designated locations housing homeless men of color

Goal 5: Increase access capacity to hearing, vision, and dental services

Objective: Coordinate appointments for hearing, vision, and dental services

Activity: Develop agreements with local dentists and vision screening providers

Innovative Aspects of Project:

The African American Men’s Health Clinic (dba) the Black Men’s Health Clinic was created and named in recognition of the racial and ethnic disparities men of color experience and suffer from – particularly black men. In honor of “Say Their Name” and the movements sparked against inequities, the Black Men’s Health Clinic is intentionally combatting health inequities through its community health and resource center, providing outpatient care and social services through multiple provider partnerships. For that reason, this first-of-its-kind non-traditional clinic ensures a cross-section of services, providers, and space for men of color. Even with the research, studies, and tweaked approaches by current establishments men of color remain far more likely than their counterparts to die prematurely of heart disease, stroke, cancer, and diabetes. Although the current data & analytics infrastructure within physical, behavioral, and social care permits robust insights for an organization’s internal data team, it enables the lack of data sharing needed resulting in limited data transparency amongst partners (or care coordination) from interoperability to access provider records. In the 2022 health assessment reports by Central Health and Travis County, amongst others, exclaim the need to create an inclusive and accountable governance model across systems of care; enhance the coordinated use of healthcare assets amongst partners only permissible via recalibrating and redesigning the scale and scope of traditional healthcare intake, screening/assessments and data-storing processes.

Key Project Activities and Timeline:

Phase I, six (6) months.

1. Month 1 & 2

- a. Create a project manager position split paid via contract by BMHC and City of Manor.
- b. Confirm collaborators and specify roles to mitigate overlap.
- c. Create materials for marketing, promotion and surveying.
- d. Define key performance indicators, data analysis methods, and reporting mechanism.
- e.

2. Month 3 & 4

- a. Finalize interviews and contract project manager.
- b. Finalize and approve for use 1b.c. Finalize and approve for use 1

3. Month 5 & 6

- a. Data Collection (i.e., door to door surveys; electronic surveys via social media, etc; tabling at community events and heavy foot traffic areas)
- b. Assess and revise outreach and engagement strategy.

Phase II, six (6) months.

1. Month 1 & 2

- a. Data Analysis (i.e., trends, outliers, etc).
- b. Finalize and approve.

2. Month 3 & 4

- a. Identify and categorize existing health-related services and program in the City of Manor.
- b. Identify and establish access to health-related services and programs needed in the City of Manor.

3. Month 5 & 6

- a. Create materials for marketing and promotion to enhance residential use of existing services and programs; and collaborations with health-related providers for needed services and programs in the City of Manor.
- b. Define key performance indicators, data analysis method, and reporting mechanism.
- c. Assess and revise outreach and engagement strategy.

Phase III, six (6) months.

1. Month 1 & 2

- a. Create near, mid, and long-term outcomes collaboratively lead by the BMHC and City of Manor.
- b. Define structural composition of official City of Manor health-related services and programs.
- c. Establish key performance indicators, data analysis method, and reporting mechanism.

2. Month 3 & 4

- a. Create and finalize materials for marketing and promotion.
- b. Launch official City of Manor health-related services and programs.
- c. Identify and recommend health-related funding opportunities.

3. Month 5 & 6

- a. Assess and revise outreach and engagement strategy.
- b. Publish project report and recommend other health-related projects.
- c. Terminate or refund project manager position.

Anticipated Impact and Key Indicators

Ensuring the longevity of life by making physical, behavioral, and social care more accessible in underserved and underrepresented communities while transforming and removing stigmas regarding typical healthcare systems into positive life-changing experiences.

1. Increase number of men of color with healthier eating habits in East Austin, East Travis County, and the Eastern Crescent.
2. Increase number of men of color comfortable communicating their needs and health literacy.
3. Reduce men of color stigmatization towards best-practice disease prevention & health screening measures.
4. Increase the number of culturally competent community health service providers, including minority providers within the target area of operations.

*Key Sustainability Strategies

1. The City of Manor formally creates a health department via an ordinance
2. The City of Manor creates a health budget and allocates annual funds for a health director, established programs, and outreach
3. BMHC will continue the allocation of funds annually by making Manor's Health Department activities a formal program of support
4. BMHC and the City of Manor collaboratively apply for local to federal funding

Collaborating Partners

The City of Manor is interested in establishing a stronger health awareness of residents; to include, appropriately targeted support programs and health education, and advocacy of needed services and programs.

CommUnity Care, a federally qualified health center for basic physical health services at BMHC and in the City of Manor.

American Heart Association (AHA) will provide advisory and consultative support for the development and deployment of the baseline community assessment and facilitate connection and collaboration with additional partners

University of Texas at Austin, provides scholarly research and data analysis support via Dell Medical School, Population Health, School of Pharmacy, School of Social Work, and Center for Health Communications.

Dollar For, a UT Austin chapter providing support with screening and paperwork submission for BMHC clients without standing debt for services received within the past 8-months at nonprofit hospitals for potential debt reduction or forgiveness.

Sickle Cell Association of Texas (Marc Thomas Foundation), provides sickle cell screenings, health plans, and information.

Integral Care, the local authority for mental health and intellectual developmental disabilities in Travis County.

Saffron Women’s Trust Foundation, coordinates support for women in financial need, will support BMHC clients with significant others and daughters.

Austin Public Library System, provides knowledge, technology and inspiration to the Austin community through 20+ locations.

Texas Tobacco Free, provides BMHC personalized materials to promote reduced smoking, as well as, academic write-ups and various quit smoking support tools for clients.

Manor Independent School District, there is a nursing program amongst others that could enable students to be involved for credit and/or experience.

People’s Community Clinic, provides primary care services to for Manor Independents School District staff up to age 24, enrolled students and their siblings; to include, children and adolescent/young adults who reside in the City of Manor.

The Health Committee has an opportunity to support the different health programs and activities for our Manor residents to benefit from potential partnerships and health driven initiatives. The Manor community has faced some barriers in receiving services and the effort to build stronger coalitions and collaborative partnerships are a priority. The Health Committee and the other Council Committees is to leverage our partnership efforts to help identify the different strategies that will achieve the best outcomes for our growing community. The following information is highlight the opportunity for the City Council to consider.

- LEGAL REVIEW: Yes** Not Applicable
- FISCAL IMPACT:** No
- PRESENTATION:** No
- ATTACHMENTS:** No

- Project Grant Budget

STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council direct city staff to work with the Health Committee and Black Men's Health Clinic in establishing a partnership to utilize the Bristol Myers Squibb Foundation Grant funds for the City of Manor health initiatives.

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

Organization Name: **Black Men's Health Clinic**
 Project/Program Title: **BMHC & CoM Health Department**

Budget Period: Start
 Budget Period: End

Revenue Sources

Budgeted Revenue	Year One		Year Two <i>(Only if Multi-Year)</i>		Combined	
	Project/Program Budget	%	Project/Program Budget	%	Project/Program Budget (Yr 1+ Yr2)	%
Other Foundation Grants	\$ 100,000	100%			\$ 100,000	
Total Revenue	\$ 100,000	100%	\$ -		\$ 100,000	100%

Expenses

Budgeted Expenses	Year One		Year Two <i>(Only if Multi-Year Grant)</i>		Combined	
	Project/Program Budget	%	Project/Program Budget	%	Project/Program Budget	%
Staff	Salaries	\$ - 0%			\$ -	
	Benefits and Taxes	\$ - 0%			\$ -	
	Travel/Mileage	\$ - 0%			\$ -	
	Training	\$ 10,000 10%			\$ 10,000 10%	
Non-Staff	Program Costs	\$ 40,000 40%			\$ 40,000 40%	
	Administrative/Operating	\$ 10,000 10%			\$ 10,000 10%	
	Fund Development/Marketing	\$ 10,000 10%			\$ 10,000 10%	
Other	Consultants/Contractors	\$ 30,000 30%			\$ 30,000 30%	
	Collaborator Expenses				\$ -	
	Miscellaneous				\$ -	
TOTAL EXPENSES	\$ 100,000 100%		\$ - 0%		\$ 100,000 100%	