

**THE STATE OF TEXAS §**  
**COUNTY OF BRAZORIA §**  
**CITY OF MANVEL §**



KEITH BONNER, COUNCIL PLACE 1  
DAVID LANDS, COUNCIL PLACE 2  
HARRY OPLIGER, COUNCIL PLACE 3  
CARMYN ROBEY-ROBINSON, COUNCIL PLACE 4  
CRYSTAL SARMIENTO, COUNCIL PLACE 5  
GARRETT ROSSI KNOX, COUNCIL PLACE 6



**DAN DAVIS, MAYOR**  
DAN JOHNSON, CITY MANAGER  
TAMMY BELL, CITY SECRETARY

**NOTICE OF A CITY COUNCIL WORKSHOP  
OF THE CITY OF MANVEL  
July 14, 2025**

**NOTICE IS HEREBY GIVEN  
5:00 P.M. WORKSHOP**

Pursuant to Chapter 551, Title 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the Manvel City Council will convene a WORKSHOP meeting at the Manvel City Hall, located at **20031 Hwy 6, Manvel Tx 77578** for the purpose of discussing and if appropriate, take action with respect to the following items:

**NOTE:** The City Council of the City of Manvel reserves the right to discuss any items in Closed Session whenever authorized under the Texas Open Meetings Act, Chapter 551, of the Texas Government Code. The City Council may discuss the items on this agenda in any order.

**This facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodation or interpreter services must be made 48 hours prior to the meeting. Please contact the City Secretary at 281- 489-0630 x6 for further information.**

**CITY OF MANVEL MISSION STATEMENT**

*The City of Manvel is a safe and responsible community, embracing the values of our past, present, and future citizens.*

**Workshop Session**

**Call To Order**

**Workshop Agenda**

- Budget Presentation - Development Services Department
- Budget Presentation - Administration and Municipal Court
- Discussion on the FY 2025-2026 Budget

**Adjourn**

**CERTIFICATION**

I, Tammy Bell, City Secretary for the City of Manvel, do hereby certify that the foregoing Agenda of the Manvel City Council is true and correct and that I posted such notice on the bulletin board at the Manvel City Hall; a place convenient and readily accessible to the public on 7/11/2025 in accordance with the Texas Open Meetings Act (Tex. Gov't. Code §551.001 et.seq). Said notice remained posted for at least 72 hours preceding the scheduled time of the meeting.

TAMMY BELL, CITY SECRETARY  
CITY OF MANVEL, TEXAS

**NOTICE OF POSSIBLE QUORUM** A quorum of the Manvel Planning, Development, and Zoning Commission may be in attendance at the 07/14/2025 Workshop of the Manvel City Council. If such be the case, this notice shall serve as notice of meeting pursuant to the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. There will be no official City business or action of the aforementioned bodies taken during the meeting.



# DEVELOPMENT SERVICES

Budget Presentation  
Fiscal Year 2025-2026





# Department Overview



**VISION** → **REALITY**

“A distinctive, safe and highly livable community that combines the best of city and country living – including natural landscapes, quality public services and a variety of local housing, shopping and lifestyle opportunities.”



# Department Overview



## EFFICIENT MANAGEMENT OF CITY'S GROWTH AND DEVELOPMENT

- ❑ Implementation of adopted Master Plans
  - Effective administration of applicable ordinances, standards, and regulations.
  
- ❑ Development related Customer Service
  - Assist citizens and stakeholders in the development process.
  - Provide support to the City Council, Boards, Commissions, and other City departments.



# Department Overview



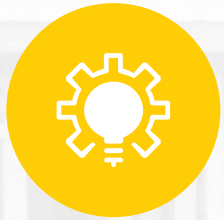
*It's all about...*

How can City of Manvel develop into the **BEST possible version** of the Community's vision?...

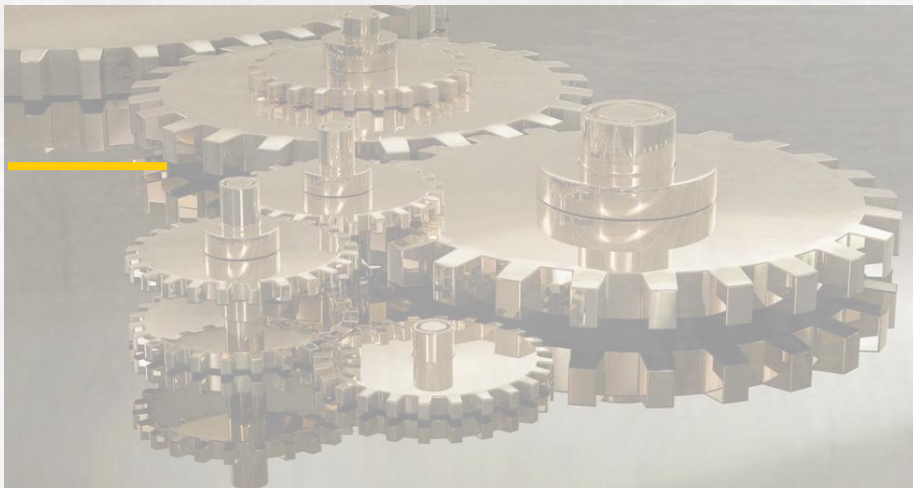
...While balancing **today's needs** and aspirations for the future.

## **CORE VALUES**

**QUALITY, SERVICE, TRANSPARENCY, ACCOUNTABILITY,  
STEWARDSHIP, ENGAGEMENT, and SAFETY**



# Divisions of the Department



## PLANNING

Offers professional input and services related to Zoning, Subdivision of Land, and Development Standards based on adopted plans and planning best practices.

01

## ENGINEERING

Offers engineering skills & guidance to ensure infrastructure and private development are constructed to high standards and follow engineering best practices.

02

## GIS

Provides access to location-based data by creating, maintaining and analyzing data received from various sources on interactive maps. (internally and to the public)

03

## PERMITS

Facilitates the permitting process for all development and construction related projects within the City. Ensures effective collaboration between internal and external stakeholders.

04

## BUILDING AND INSPECTIONS

Offers technical input and services on all issues relating to permitting of construction and technical (building) code compliance.

05



# Department Personnel

## DEVELOPMENT SERVICES

Director of Development Services

Jose Abraham

### PLANNING

Senior Planner

Ellie Roohbakhsh

Assistant Planner

Jesica Portie

### PERMITS

Development Manager

Jorge Reyna CFM

Permits Specialist

Laura Hernandez

Permits Specialist

Gina Rodriguez

Permits Specialist

Isabelle Lamm

### ENGINEERING

Asst. City Engineer

Matt De La Rosa P.E., CFM.

### GIS

GIS Specialist

Chengzhe Qin (Chen)

### Building & Inspection



Contract Professional Services since 2020

- Building Plan Reviews,
  - Inspections,
- Additional Support



# Services of the Department

- Master Plan coordination
- Ordinances (including amendments)
- Zoning Applications
- Platting
- Permitting (Residential & Commercial)
- Construction Plan Reviews
- Inspections
- Support for Boards and Commissions
- GIS management and maps
- Compliance with state requirements
- Finding solutions for simple & complex development related problems.





# Accomplishments in 2024

Q1

## Accomplishment

- Manvel Today Report.
- Camino Development Guide.
- Forms and Process updates (ongoing).

Q2

## Accomplishment

- Strategic Plan adoption.
- Comprehensive Plan and Major Thoroughfare Plan Workshops.
- Collaboration with Public Works on Associate Engineer position.
- Regular Development updates to PD&Z Commission and Council.

Q3

## Accomplishment

- OMT – Subdivision Ordinance Amendment.
- Zoning Text Amendment (Tree Preservation, SUP, & NACIS Code update).
- Comprehensive Plan and Major Thoroughfare Plan (Progress).
- Development Map.
- Street Sign Inventory.

Q4

## Accomplishment

- Regular GIS layer updates.
- TXDOT TA Grant Application.
- TPWD Local Park Grant Application.



# Activity Trends



- There is an overall upward trend of development activity since last Fiscal Year.

Activity	*** FY24-25	**FY24-25	*FY23-24	*FY22-23	*FY21-22
New Home Permit	983	737	707	563	890
New Commercial Permits	31	23	54	34	27
Inspections	19,567	14,675	16,024	15,718	21,304
Civil Plan Reviews	105	79	96	89	82
Plat Reviews	165	124	84	71	100
Sign Permits	72	54	101	87	70
Zoning Change and Variances	27	20	26	21	20
Pre-Development Meetings	109	82	54	88	74
Pre-Construction Meetings	99	74	64	28	41

\*October to September

\*\*October 2024 to June 2025

\*\*\*October 2024 to September 2025 (Projected)

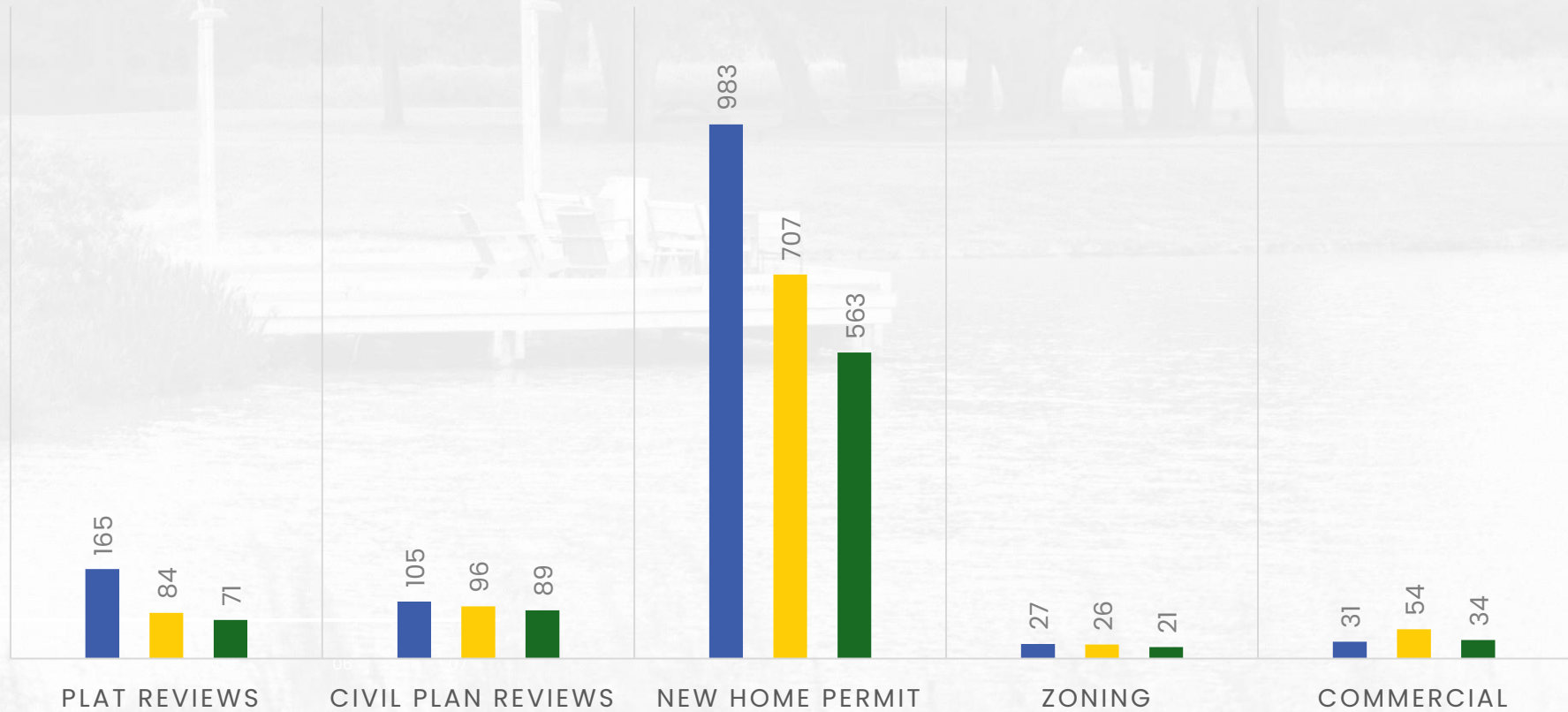


# Activity Trends



## ACTIVITY TRENDS

■ FY 24-25\* ■ FY 23-24 ■ FY 23-22 (\* Projected)

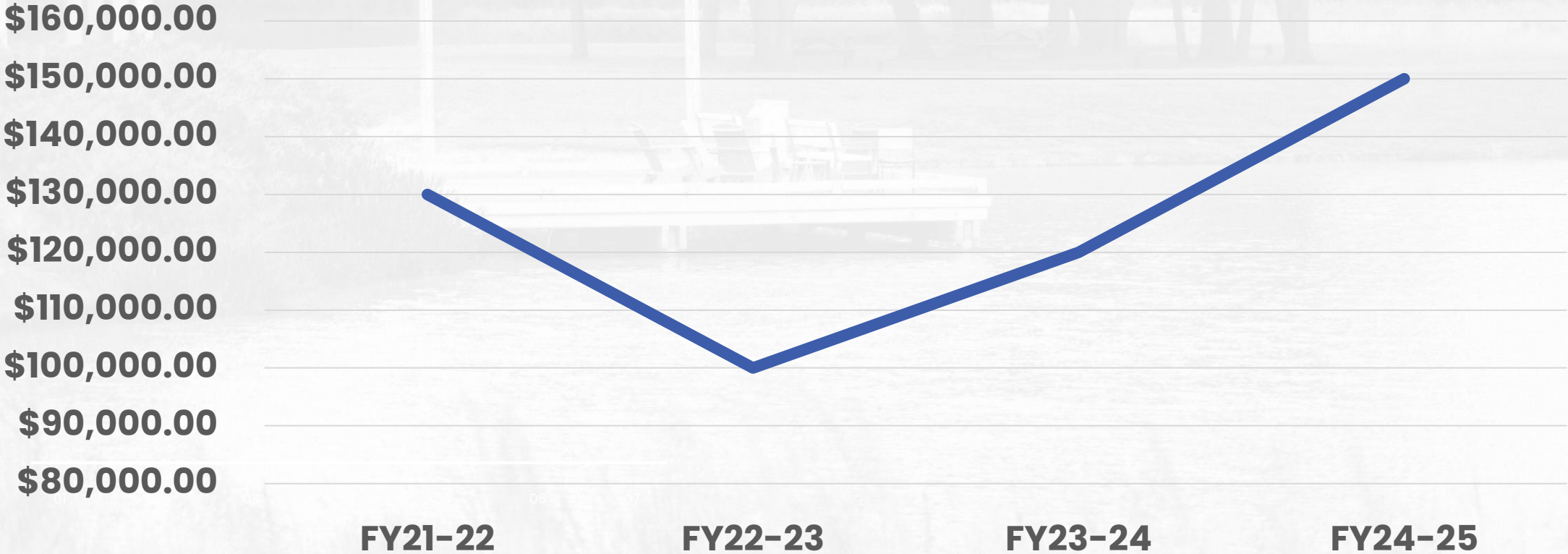




# Plan Review Cost



## 4-Year Plan Review Cost

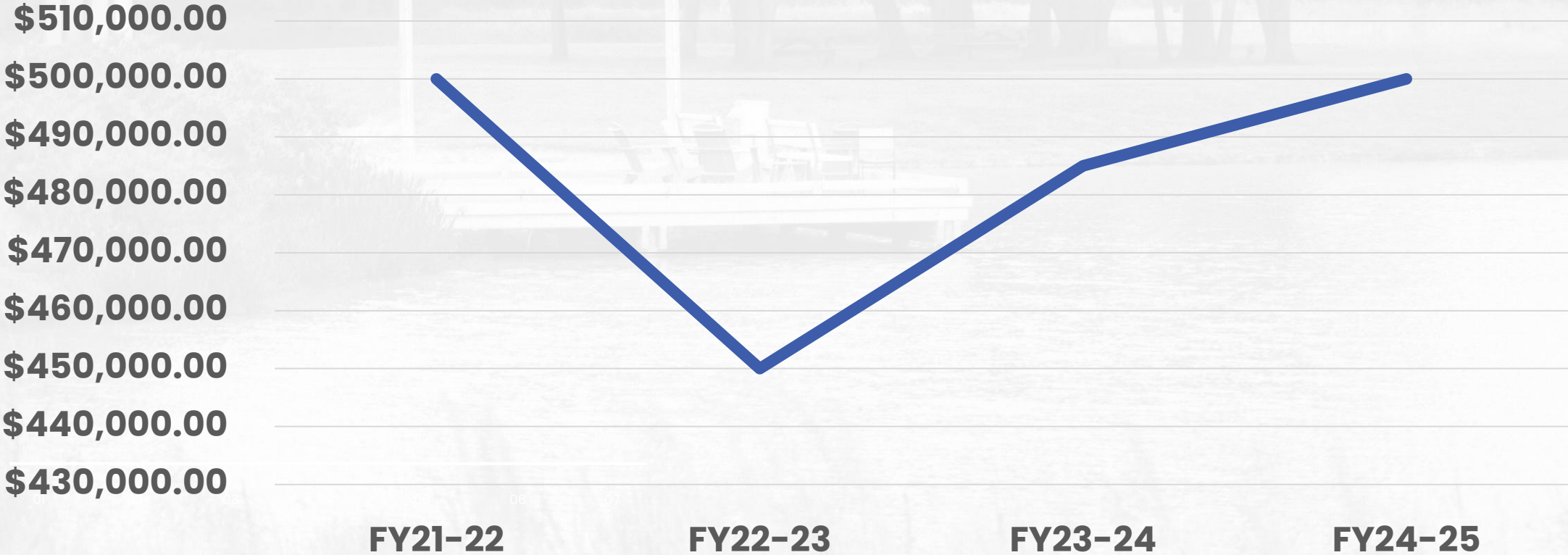




# Inspection Cost

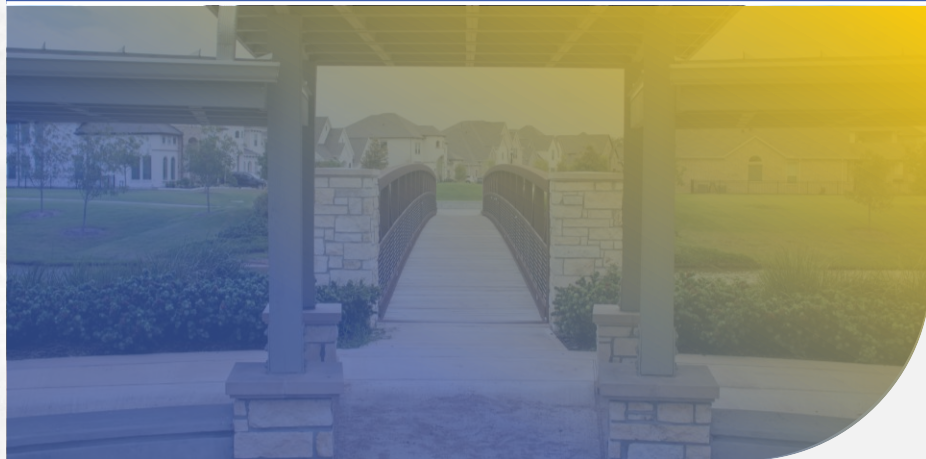


### 4-Year Inspection Cost





# Projects & Initiatives



## Projects Status

80%

Strategic Plan, Comprehensive Plan and MTP

70%

Infrastructure Acceptance & Asset Management (collaborative)

99%

Sign Inventory (collaborative)



General Operational Review and Update



# Challenges Faced in 2024 - 2025

→ Volume and Pace of work V. Staff Time (Need for additional Personnel)

→ Need for updated Master Plans

→ Streamlining and Improving processes and procedures for efficiency

→ Need for updated regulations

**COLLABORATION**

A graphic with the word "COLLABORATION" in blue, blocky letters. The background is white with various colorful icons like a gear, a square, and a circle, and faint lines suggesting a network or process flow.

**&**



**HELPED**



# FY 25-26 Personnel & Other Requests



## **Building Official** **\$ 90,000**

Building Official is primarily responsible for enforcing building codes to ensure public safety and welfare. Currently, this service is provided by a third-party consultant. In-house Building Official is critical for proactive efforts in improving building and Inspection function of the City.



## **Graduate Engineer** **\$ 75,000**

Entry Level Engineer position to assist and coordinate Civil and Planning related reviews including Civil construction Plans and Engineering aspects of Planning.



## **Engineering Technician** **\$ 55,000**

Technician level position to assist in Civil related plan and permit reviews including Civil construction Plan, Development Permit, and other miscellaneous permits.



# FY 25-26 Personnel & Other Requests



## **GIS Technician** **\$ 60,000**

Currently, the City's GIS operations is handled by a single employee. GIS is used by all departments and expanding the GIS team is critical and necessary.



## **AI REVIEW SOFTWARE** **\$ 72,000 annually**

AI based review web-based service for automated pre-checks and plan reviews can enhance the permitting and plan review process for the City. Artificial Intelligence (AI) refers to computer systems that can perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making. AI systems learn from data, allowing them to handle complex problems and improve their performance over time.

Integration of AI to development services can significantly enhance efficiency, customer satisfaction, and review costs.



# FY 25-26 Requests (Total \$)



Requests	Amount
* Building Official	\$ 90,000
* Graduate Engineer	\$ 75,000
* Engineering Technician	\$ 55,000
* GIS Technician	\$ 60,000
AI Review Software	\$ 72,000
<b>Total</b>	<b>\$ 352,000</b>

\* (Benefits not included).



# THANK YOU!

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## Development Services

"By failing to prepare, you are preparing to fail," - Benjamin Franklin



# Administration/ City Secretary

Budget Presentation  
Fiscal Year 2025-2026

## **CORE VALUES**

**QUALITY, SERVICE, TRANSPARENCY, ACCOUNTABILITY,  
STEWARDSHIP, ENGAGEMENT, and SAFETY**





# Department Overview



**“The connecting point between City Council, staff, and residents”**

We're here to support and serve—whether you're a public official, a staff member, or a resident seeking information. As your trusted source for transparency, compliance, and legislative guidance, our team is committed to providing clear, accurate, and timely information. We take pride in helping you stay connected and informed about Manvel's local government process.

# What is a City Secretary?



- Dictionary.com
  - City Clerk – a city official who maintains public records and vital statistics, issues licenses, etc.
- Wikipedia
  - Municipal Clerk – a senior official in many municipal governments; elected or appointed. Duties vary even more than their titles. It is difficult to fully describe the clerk's duties, because there are hundreds of different jobs a clerk may fulfill.

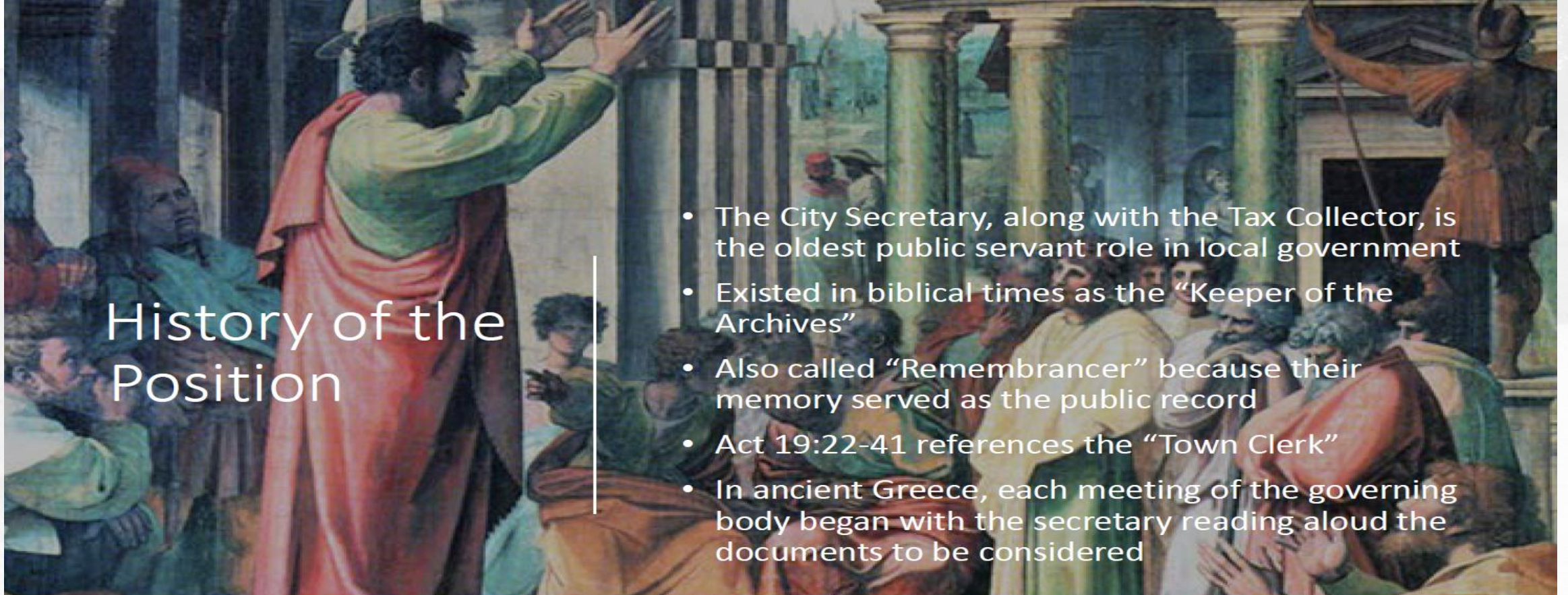


Etc....



## History of the Position

- The City Secretary, along with the Tax Collector, is the oldest public servant role in local government
- Existed in biblical times as the “Keeper of the Archives”
- Also called “Remembrancer” because their memory served as the public record
- Act 19:22-41 references the “Town Clerk”
- In ancient Greece, each meeting of the governing body began with the secretary reading aloud the documents to be considered



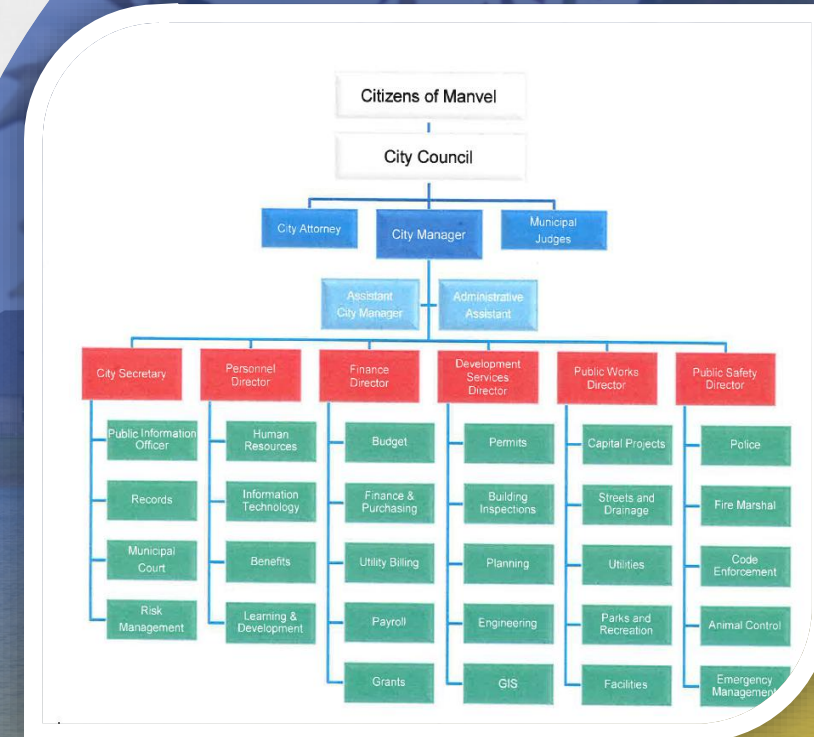


# City Secretary in Manvel

\*Officer of the City – Appointed by and serves at the pleasure of the City Manager, with concurrence of the City Council. There shall be an assistant city secretary, if authorized by council who shall act in the absence of the city secretary. The city secretary and assistant city secretary, if any, shall act as the secretary to the council.

- City Charter §5.04

\* Reports to the City Manager for day-to-day operations and works closely with the City Manager's office to provide information and support to the City Council.





# But What Do You Do?

*To be ever mindful of my neutrality and impartiality, rendering equal service to all*

*TMCA, Inc. Code of Ethics*

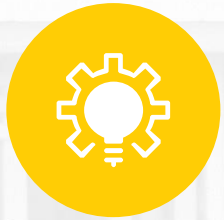


- City Council Information and Action
- City Council Meetings and Minutes
- City Elections – From Candidate to Voter
- Ensure compliance with Open Meetings and Open Records Laws
- Records Management Officer, Custodian of all official records of the City regarding Public Information Requests
- Publish and Post all Legal Notices
- Certify Alcohol Permits, Drilling and Pipeline Permits, and ROW Abandonments
- Process Liability Claims against the city
- Accept Petitions, Subpoenas and Lawsuits on Behalf of the City
- Maintain the Code of Ordinances, Home Rule Charter, Administrative Policies, Master Fee Schedule and City Seal
- Training, Receptions, and various city events
- Boards and Commissions Management

As a key resource in all areas of municipal government, the City Secretary must remain well-versed in law and regulatory updates to ensure effective governance compliance.

The importance of the role of the City Secretary can best be described as:

**“Invisible When Done Right, Unmissable When It’s Not.”**



# Divisions of the Department

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## Municipal Court

Megan Cavazos  
Court Administrator

Joetta Watson  
Court Clerk

Yolanda Royston  
Court Clerk

Jordan Parker  
Court Clerk

02

## City Secretary Office

Tammy Bell  
City Secretary

Alyssa Deaton  
Assistant City Secretary

01

## Public Information Officer

Brooke Cyphers  
PIO

03



# Year in Numbers 10/2024-Current

## CITY BOARD MEETINGS

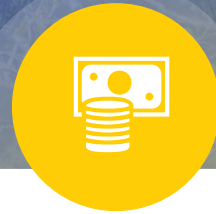
City Council	Planning Development and Zoning	MEDC (Manvel Economic Development)	Animal Advisory	Parks and Recreation	TIRZ 3 (Tax Reinvestment Zone 3)	SMDA (South Manvel Development Authority)	ZBOA (Zoning Board of Adjustment)	CIAC (Capital Improvement Advisory Committee)	Building and Standards	Totals
20 Meeting Agendas Posted (1 canceled)	17 Meeting Agendas Posted	10 Meeting Agendas Posted	0 Meeting Agendas Posted	6 Meeting Agendas Posted	0 Meeting Agendas Posted	3 Meeting Agendas Posted	1 Meeting Agenda Posted	2 Meeting Agenda Posted	No Meetings	59 Meetings

## OTHER DUTIES

Open Records	Published Notices	RFP's and RFQ's Published	Ordinances	Resolutions	TABC Certification	Insurance Claims	Elections
185 Police 148 City	42	1	30	34	4	7	2



# FY 25-26 Personnel & Other Requests



## CORE VALUES

**QUALITY, SERVICE, TRANSPARENCY, ACCOUNTABILITY, STEWARDSHIP, ENGAGEMENT, and SAFETY**

- In keeping mindful of the overall budget and recognizing the many important needs across all city departments, our department's budget is remaining largely unchanged for the upcoming fiscal year. We are committed to working efficiently and continuing to meet the growing demands of our responsibilities.
- However, looking ahead to Fiscal Year 2026-2027, we do anticipate requesting the addition of one new position—a Records Clerk—to support the increasing volume of records management and ensure continued compliance with public information requirements.



# THANK YOU!

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## Administration/ City Secretary

"Quietly ensuring order, transparency, and trust—  
one record, one meeting, one detail at a time."





# Municipal Court

Budget Presentation  
Fiscal Year 2025-2026





# Department Overview



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The Municipal Court plays a vital role within local government, responsible for adjudicating class C misdemeanors, directly impacting the community. Its primary objective is to resolve cases promptly with impartiality, ensuring due process and fairness for all parties.

In addition to managing case filings, docket scheduling, and maintaining precise records, the court is committed to educating the community on traffic safety, prevention measures, and the workings of the judicial system.



# Services of the Department



Customer service – Interact directly with the public, attorneys, and other court participants answering inquiries and providing assistance.



Ensure compliance with court orders, including fines, penalties, and community service requirements.

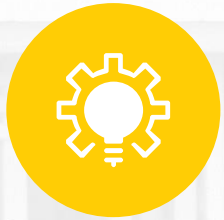


Manage case filings, schedule hearings, and maintain accurate records.



Educate the public about legal rights, responsibilities, and the judicial process.





# Divisions of the Department

## Deputy Court Clerk (Warrant Clerk)

Prepare warrants, ensure paperwork is correct, process, input of warrants in to SETCIC, database management and withdrawal.

02

## Court Administrator

Oversee administrative operations, budget preparation, personnel management and ensure efficient functioning of the court system

01

## Deputy Court Clerk (Docket Clerk)

Schedule dockets, review of all cases, communication with attorneys/defendants, and coordinate schedules of judges, prosecutor, and bailiffs

03



# Challenges Faced in 2024



Challenge 1 –  
Rapid Growth



Challenge 2 –  
Teen Court Program



Challenge 3 –  
Prosecutor Time



Challenge 4 –  
Community Outreach



Challenge 5 –  
Spatial limitations



Challenge 6 –  
Time constraints

## Stand-Out Issue

- Our current challenge revolves around managing the city's rapid growth while concurrently undergoing training with limited staffing. Additionally, we are committed to sustaining the Teen Court program and enhancing community outreach efforts. Another critical concern pertains to the constraints we face in terms of scheduling dockets due to limitations in time and space.



# 5 Year Staffing Plan



## FY 2025-26

Court Administrator  
1 Senior Clerk  
2 Deputy Clerks



## FY 2026-27

Court Administrator  
1 Senior Clerk  
1 Juvenile Case Mgr.  
3 Deputy Clerks



## FY 2027-28

Court Administrator  
1 Senior Clerk  
1 Juvenile Case Mgr.  
1 Court Operations Clerk  
3 Deputy Clerks  
FT Prosecutor



## FY 2028-29

Court Administrator  
1 Senior Clerk  
1 Juvenile Case Mgr.  
1 Court Operations Clerk  
1 Warrant Clerk  
3 Deputy Clerks  
FT Prosecutor



## FY 2029-30

Court Administrator  
Chief Court Clerk  
1 Senior Clerk  
1 Juvenile Case Mgr.  
1 Court Operations Clerk  
1 Warrant Clerk  
4 Deputy Clerks  
FT Prosecutor



# THANK YOU!

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**Municipal Court**





# Public Information

Budget Presentation  
Fiscal Year 2025-2026





# Division Overview



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The Public Information Office serves as the communication hub for the City of Manvel. It manages the dissemination of information to the public through various channels such as press releases, social media, websites, and public events. It handles marketing and promotion for events and outreach initiatives.



# Last Year in Numbers

Facebook	Oct '24 – Jul '25	Oct '23 – Jul '24	% Impr.
Reach	394,648	199,370	+97.9%
Interactions	14,742	13,476	+9.4%
Views (All Posts)	1,874,538	N/A*	N/A
Follows	1,337	860	+55.5%

Instagram	Oct '24 – Jul '25	Oct '23 – Jul '24	% Impr.
Reach	7,060	2,892	+144.1%
Interactions	1,817	N/A*	N/A
Views (All Posts)	43,456	N/A*	N/A
Visits	1,407	1,087	+29.4%

\*Analytics were not collected by the platform during the indicated period





# Last Year in Numbers

<b>Nextdoor</b>	<b>Oct '24 – Jul '25</b>	<b>Oct '23 – Jul '24</b>	<b>% Impr.</b>
<b>Impressions</b>	17,592	43,528	<b>-59.6%*</b>
<b>"Thanks" Given</b>	146	198	<b>-26.3%*</b>

*\*We will be exploring why there was a significant decrease in impressions and interactions*

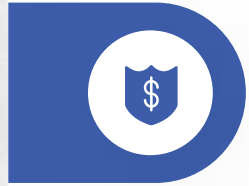
<b>LinkedIn</b>	<b>Oct '24 – Jul '25</b>	<b>Oct '23 – Jul '24</b>	<b>% Impr.</b>
<b>Impressions</b>	22,702	N/A*	<b>N/A</b>
<b>Interactions</b>	743	N/A*	<b>N/A</b>

*\*Analytics were not collected by the platform during the indicated period*





# FY 24-25 Equipment Requests



## Livestream Room

~\$4,500

**PTZ Camera Bundle: \$3,395**

**Blackmagic Design ATEM Mini: \$1,095**



# Aligning PIO Goals with our Core Values

- ✓ The Public Information Office promotes transparency and accountability.
- ✓ Communicate strategies that result in community engagement and responsiveness.
- ✓ Ensure goals are centered on integrity, respect, and collaboration.
- ✓ Foster trust through proactive information sharing.
- ✓ Emphasize public service commitment in all communications.



# THANK YOU!

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**Public Information Officer**

