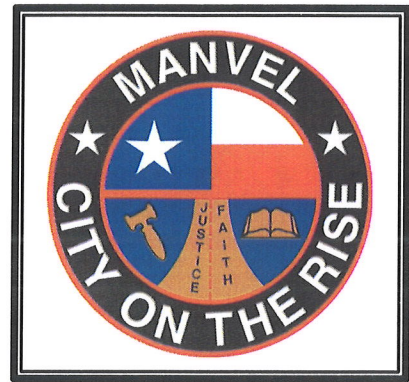


THE STATE OF TEXAS §
 COUNTY OF BRAZORIA §
 CITY OF MANVEL §



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 MEETING
 OF THE CITY OF MANVEL
 April 20, 2026**

**NOTICE IS HEREBY GIVEN
 5:30 P.M. WORKSHOP – 6:00 P.M. REGULAR SESSION**

Taxpayer Impact Statement

This statement shows the estimated annual property tax bill for a median-valued homestead in Manvel (\$359,719), comparing the previous FY tax rate, the no-new-revenue rate, and the adopted tax rate for FY 2025-2026.

Tax Rate Scenario	Tax Rate per \$100 Valuation	Estimated Annual Tax Bill	Difference from Previous FY
FY 2024-25	\$0.560000	\$2,014.43	—
No-New-Revenue Rate	\$0.539339	\$1,940.10	-\$74.33
Adopted Rate FY 2025-26 – \$0.56	\$0.560000	\$2,014.43	No change



Adopted Budget

A physical copy is available at City Hall and online at <https://cityofmanvel.news/AdoptedBudgetFY25-26>

QR to Budget

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 regular 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

Discussion on any topic as listed on the current agenda.

Regular Session

Call To Order

Invocation

Inspirational Reading - Councilmember Bonner

Pledge

Pledge of Allegiance and Texas Pledge: "Honor the Texas flag; I pledge allegiance to thee Texas, one state under God, one and indivisible.

Presentations

Staff Recognition:

Brenda Derouen - 20 Year Work Anniversary
Cameron McClain - Manvel Police Department Officer Of The Year
Megan Cavazos, Court Administrator, and the Teen Court Competition Participants

Proclamations

Municipal Clerks Week - May 3-9, 2026
Month of May 2026
Autism Month
Mental Health Month
National Military Appreciation Month
Motorcycle Safety Awareness Month

Staff Presentation on Public Hearing Item(s)

Public Hearing

TO HEAR INPUT ON LAND USE ASSUMPTIONS AND CAPITAL IMPROVEMENT PLAN FOR POSSIBLE ADOPTION OF IMPACT FEES FOR ROADWAY FACILITIES.

Public Comments: "Comment Card" Required

o Members of the public with business before the board, NOT scheduled on the agenda as a public hearing (that have submitted a public comment card) may have three (3) minutes to address the board. o The board may not participate in any discussion and cannot vote on the subject you present unless it is listed on the agenda as an action item.

City Manager Update

Update on current events and city issues.

Consent Agenda

1. Acceptance of the meeting minutes to date.
2. Approve Resolution 2026-R-22:
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, CONFIRMING THE RELEASE OF PROPERTY LOCATED AT 3702 CHOCOLATE BAYOU RD, CR 89, BEING A TRACT OR PARCEL OF LAND CONTAINING 2.731 ACRES, AND BEING OUT OF AND A PART OF LOT 108, BLOCK L IN THE PLAT OF RECORD IN VOLUME 2, PAGES 91-92 IN THE PLAT RECORDS OF BRAZORIA COUNTY, TEXAS, RECORDED UNDER BRAZORIA COUNTY PLAT RECORDS DOCUMENT NO. 2022010504, A.C.H & B. SURVEY, BRAZORIA COUNTY, TEXAS; RELEASING FROM THE CITY OF MANVEL'S EXTRA- TERRITORIAL JURISDICTION; DIRECTING THE CITY SECRETARY TO PROVIDE NOTICE TO BRAZORIA COUNTY AND THE BRAZORIA COUNTY APPRAISAL DISTRICT OF SAID RELEASE FROM THE CITY OF MANVEL'S ETJ.

Items Removed from Consent Agenda

Regular Agenda

1. Consideration and possible action to approve Resolution 2026-R-26:
A RESOLUTION AMENDING THE CITY’S GRANT WRITING POLICY TO PROVIDE FOR NEW PROVISIONS REGARDING THE APPOINTMENT OF CITY GRANT ADMINISTRATORS; PROVIDING FOR NEW PROVISIONS REGARDING GRANT REPORTING AND MONITORING REQUIREMENTS; PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE.
2. Consideration and possible action to approve Resolution 2026-R-27:
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, ACCEPTING A GRANT FROM THE HOUSTON GALVESTON AREA COUNCIL (HGAC) FOR FUNDING FOR A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT IN THE CITY OF MANVEL; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ALL DOCUMENTS NECESSARY TO RECEIVE THE GRANT FUNDING; AND DECLARING AN EFFECTIVE DATE.
3. Consideration and possible action to approve Ordinance 2026-O-15:
AN ORDINANCE AMENDING ORDINANCE NO. 2025-O-28 AMENDING THE CITY FISCAL YEAR 2026 BUDGET ENDING SEPTEMBER 30, 2026, PROVIDING FOR BUDGET AMENDMENTS TO RECOGNIZE ADDITIONAL COUNCIL- RELATED EXPENDITURES, DONATIONS, AND PARKS GROUND MAINTENANCE COSTS; AND BY AMENDING THE CAPITAL PROJECTS FUND TO RECOGNIZE THE ADDITIONAL EXPENSE NEEDED FOR THE WATER RECLAMATION FACILITY PROJECT; DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.
4. Consideration and possible action to approve the reappointment of James McClain, Amanda Hoffpaur, Jacob Duboise, and Chad Dumont to the Animal Advisory Board.
5. Consideration and possible action to approve a Special Called City Council Meeting on May 11, 2026, for the Canvass of the May 2, 2026, General Election.

Mayor and Council Comments

Update on current events and city issues.

Additionally, pursuant to Texas Government Code § 551.0415, City Council Members and city staff may make a report about items of community interest during a meeting of the governing body without having given notice of the report.

Items of community interest include:

- Expressions of thanks, congratulations, or condolence;
- Information regarding holiday schedules;
- An honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- A reminder about an upcoming event organized or sponsored by the governing body;
- Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and
- Announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

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 April 14, 2026 in accordance with the Texas Open Meetings Act (Tex. Gov't. Code §551.001 et.seq). Said notice remained posted for at least 3 business days preceding the scheduled day of the meeting.

TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

Proclamation

OFFICE OF THE MAYOR CITY OF MANVEL

Whereas, the Office of the Municipal Clerk is one of the oldest and most essential roles in local government, serving as a vital link between the citizens, elected officials, and all levels of government; and

Whereas, Professional Municipal Clerks Week was initiated 57 years ago in 1969 by the International Institute of Municipal Clerks and is celebrated annually during the first full week of May, with national recognition established by presidential proclamation in 1984; and

Whereas, Municipal Clerks are entrusted with maintaining the official records of the City, including ordinances, resolutions, minutes, and vital documents, while ensuring transparency, accountability, and accessibility in government operations; and

Whereas, Municipal Clerks serve as key administrators of local elections, records management, public information, and legislative processes, and act as a professional resource for both elected officials and the public; and

Whereas, the Municipal Clerk's Office plays a critical role in upholding the principles of open government and fostering public trust through accuracy, integrity, and service; and

Whereas, Municipal Clerks continually pursue professional development and education to meet the evolving demands of their profession and to better serve their communities; and

Whereas, the City of Manvel recognizes the dedication, professionalism, and invaluable contributions of its Municipal Clerk and all municipal clerks who serve communities across the nation;

Now, Therefore, I, David Lands, by virtue of the authority vested in me as Mayor Pro Tem of the City of Manvel, Texas, do hereby proclaim May 3-9, 2026, as



“Professional Municipal Clerks Week”

in the City of Manvel, Texas, and encourage all residents to recognize and celebrate the essential services provided by Municipal Clerks and to join in expressing appreciation for their commitment to excellence in public service.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Manvel to be affixed.

David Lands, Mayor Pro Tem
April 20, 2026

Proclamation

OFFICE OF THE MAYOR CITY OF MANVEL

Whereas, autism is a complex, lifelong developmental condition that affects how individuals communicate, interact, and experience the world, and is characterized by differences in communication, behavior, and sensory processing; and

Whereas, autism is a spectrum condition, and the autism experience is unique to each individual, with autistic people experiencing the world in different ways and to varying degrees; and

Whereas, Autism Acceptance Month promotes understanding, inclusion, and respect, encouraging communities to move beyond awareness toward meaningful acceptance and support; and

Whereas, autistic individuals bring valuable perspectives, talents, and strengths that enrich our community, workplaces, schools, and civic life; and

Whereas, creating an inclusive community requires recognizing and removing barriers so that autistic individuals can fully participate and thrive; and

Whereas, families, caregivers, educators, and advocates play an essential role in supporting autistic individuals and fostering environments grounded in respect and understanding; and

Whereas, the City of Manvel is committed to promoting dignity, inclusion, and acceptance for all residents and celebrates the contributions of autistic individuals in our community;

Now, Therefore, I, David Lands, by virtue of the authority vested in me as Mayor Pro Tem of the City of Manvel, Texas, do hereby proclaim April 2026 as



“Autism Acceptance Month”

in the City of Manvel, Texas, and encourage all residents to foster a community that values inclusion, understanding, and respect for people of all abilities.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Manvel to be affixed.

David Lands, Mayor Pro Tem
April 20, 2026

Proclamation

OFFICE OF THE MAYOR CITY OF MANVEL

Whereas, the City of Manvel acknowledges the bravery, sacrifice, and dedication of our military personnel, past and present, who have served our nation with honor and valor;

Whereas, during National Military Appreciation Month, we pay tribute to the individuals of our Armed Forces and their families for their unwavering commitment and sacrifices in defending our freedoms and protecting our way of life;

Whereas, we recognize the service members currently deployed around the world who continue to serve with courage and commitment during times of uncertainty and evolving global challenges;

Whereas, we recognize the resilience and strength of our military members and their families, who face unique challenges and hardships in service to our country;

Whereas, we honor the memory of those who have made the ultimate sacrifice in defense of our nation, and we express our deepest gratitude for their selfless dedication and bravery; and

Whereas, as a community, we stand united in our support for our military personnel, veterans, and their families, and we reaffirm our commitment to honoring their service and sacrifices;

Now, Therefore, I, David Lands, by virtue of the authority vested in me as Mayor Pro Tem of the City of Manvel, Texas, do hereby proclaim May 2026 as



“Military Appreciation Month”

in the City of Manvel, Texas, and encourage all residents to join in recognizing and honoring the contributions and sacrifices of our military personnel, veterans, and their families, and to express our sincere appreciation for their service to our nation.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Manvel to be affixed.

David Lands, Mayor Pro Tem
April 20, 2026

Proclamation

OFFICE OF THE MAYOR CITY OF MANVEL

Whereas, the City of Manvel recognizes the importance of roadway safety for all motorists and the shared responsibility to ensure safe travel throughout our community; and

Whereas, Motorcycle Safety Awareness Month serves as an opportunity to promote awareness, education, and safe driving practices for both motorcyclists and other motorists; and

Whereas, motorcycles represent approximately 3 percent of registered vehicles, yet motorcyclists account for nearly 15 percent of all traffic fatalities, underscoring the importance of increased awareness and shared responsibility among all roadway users; and

Whereas, with the arrival of warmer weather, more motorcyclists take to the roadways, making it especially important for all drivers to remain alert and attentive; and

Whereas, drivers are encouraged to look twice, check blind spots, and allow safe following distances, while motorcyclists are encouraged to wear protective gear, remain visible, and operate their motorcycles responsibly and defensively; and

Whereas, promoting a culture of mutual respect and awareness among all roadway users helps reduce accidents, injuries, and fatalities, and ensures safer travel for everyone; and

Whereas, the City of Manvel encourages all residents to share the road responsibly and remain mindful that motorcyclists are members of our community and are our friends, neighbors, and family members;

Now, Therefore, I, David Lands, by virtue of the authority vested in me as Mayor Pro Tem of the City of Manvel, Texas, do hereby proclaim May 2026 as



“Motorcycle Safety Awareness Month”

in the City of Manvel, Texas, and urge all residents to join in promoting safe driving and riding practices to ensure the well-being of motorcyclists and all road users.

In witness whereof, I have hereunto set my hand and caused the seal of the City of Manvel to be affixed.

David Lands, Mayor Pro Tem
April 20, 2026



Roadway Impact Fee Study

Public Hearing – Land Use Assumptions and Capital Improvements
Plan for Roads

April 20, 2026



What are Impact Fees?



Finance mechanism

Mechanism for funding the infrastructure necessary to accommodate new development



One-time fee for new development

Assessed to new development for a portion of costs related to specific capital improvements



Limited to **water, wastewater, road, and drainage facilities** per Chapter 395 TLGC

*Structured approach to assessment of fees
and fair share cost to new development*



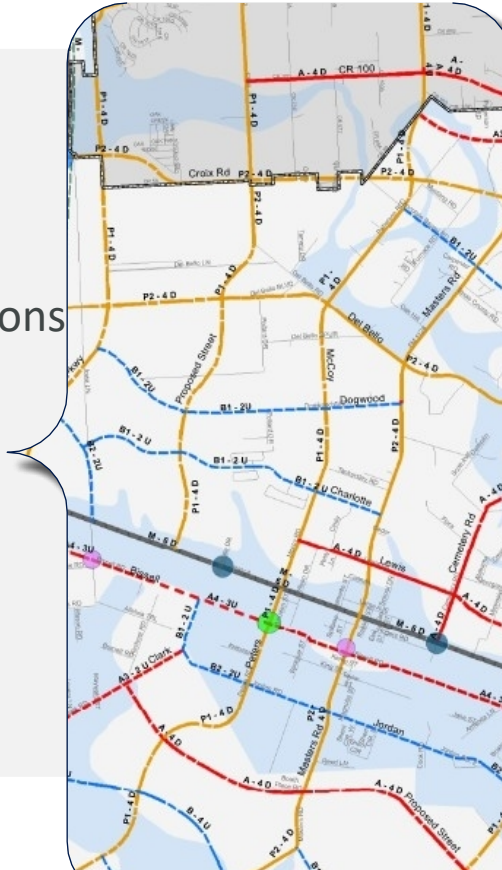
WHO PAYS FOR GROWTH?

IMPACT FEES

New development shares in part of this respons



Developer



NO IMPACT FEES

Existing and future **taxpayers** build all capital facilities



Community

Premise: New development should share in the cost of public infrastructure required to serve it

What Can Impact Fees Pay For?



water supply, treatment, and distribution facilities



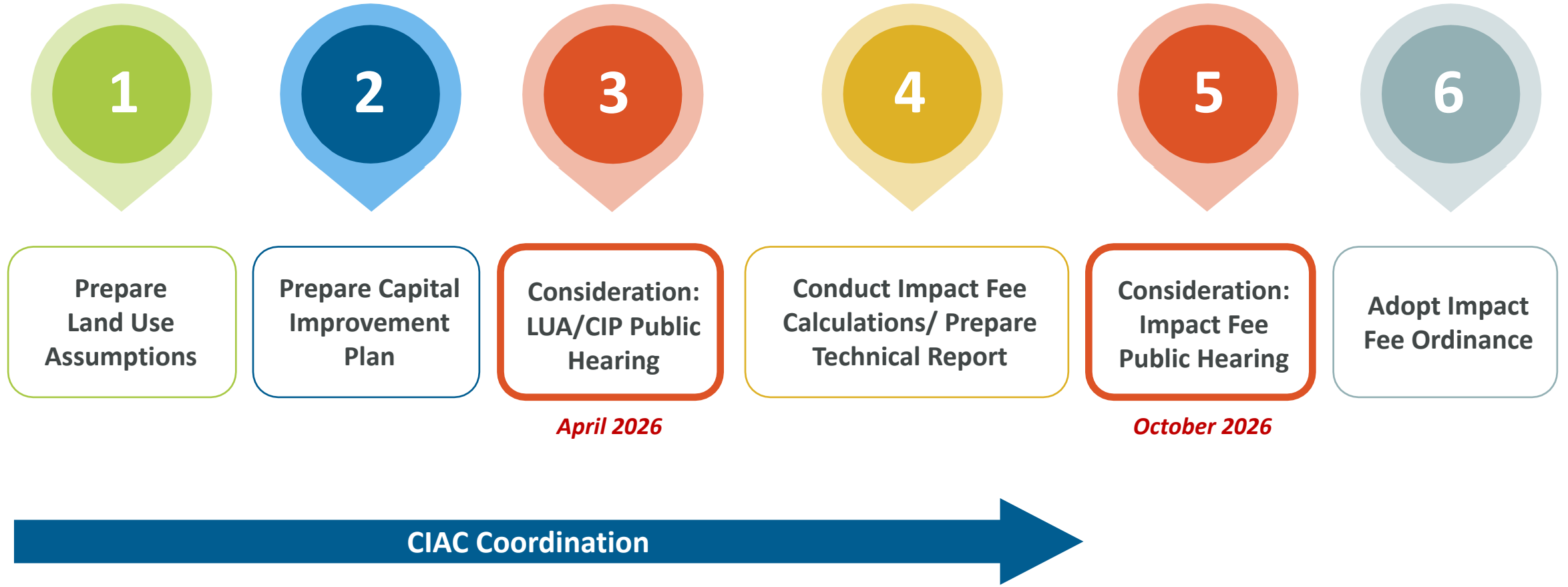
roadway facilities



included in the
Impact Fee Capital Improvement Plan (IFCIP)

Impact fees can also pay for required program updates.

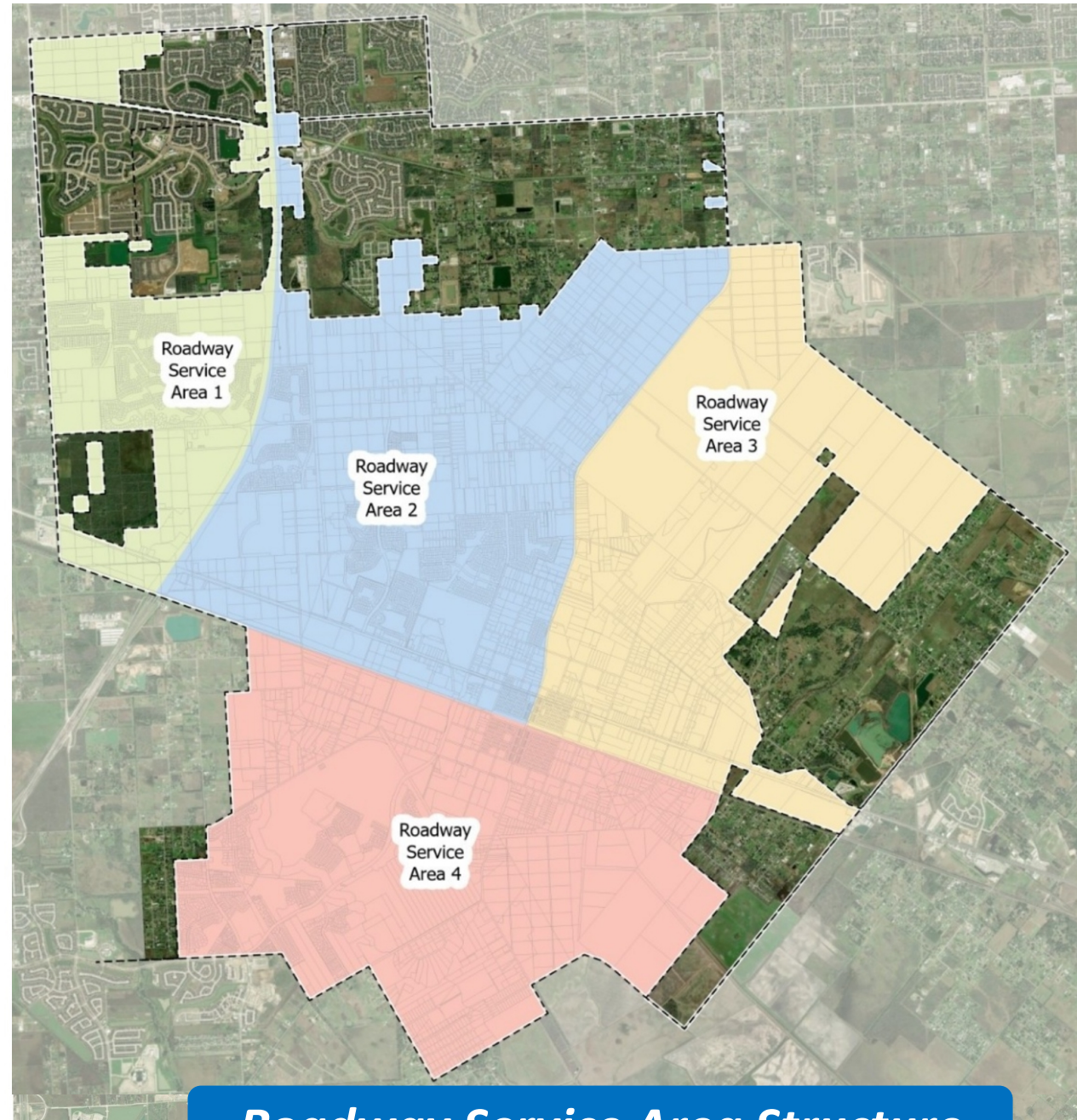
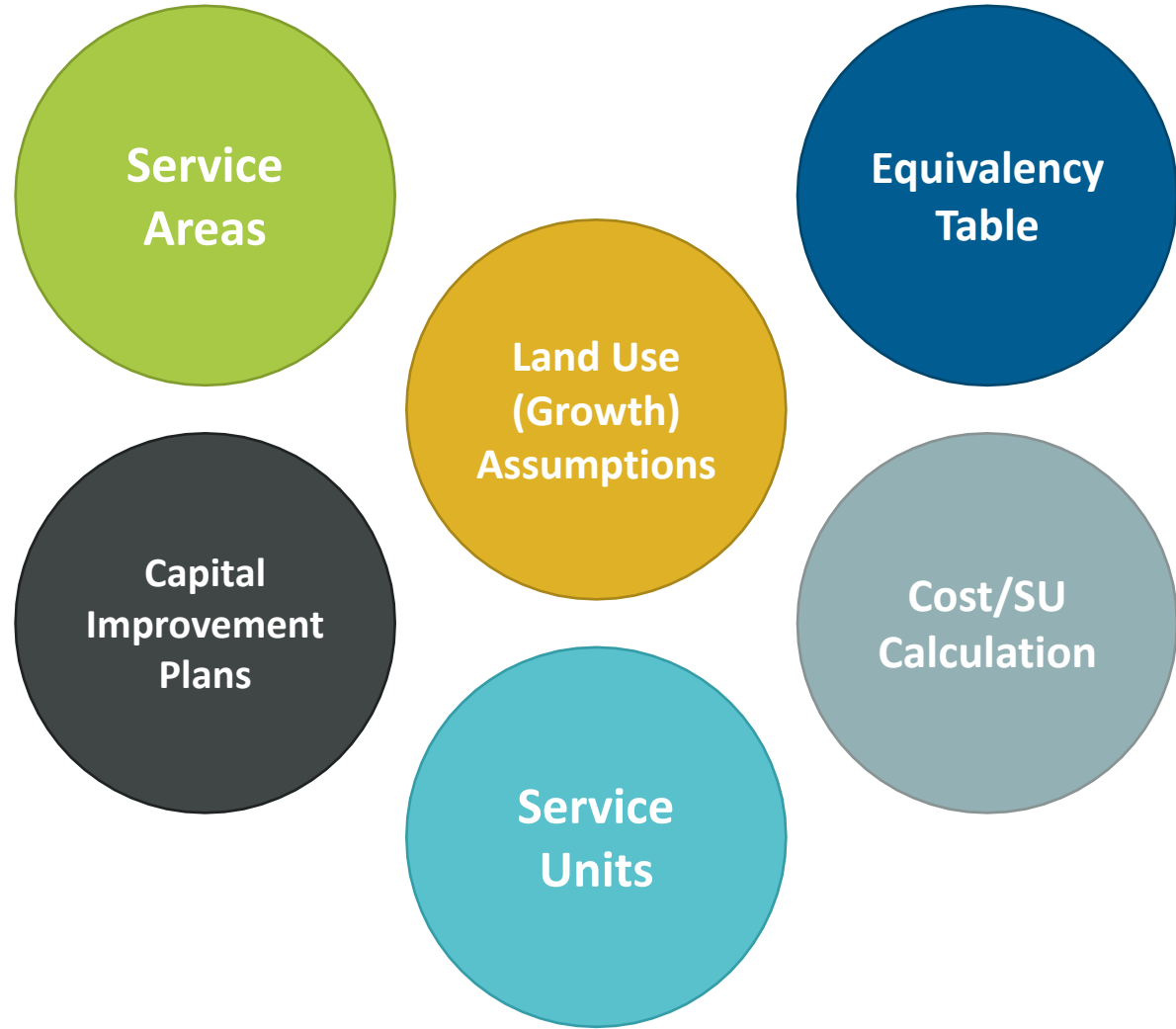
Study Process



Impact Fee Technical Elements

Capital Improvements Advisory Committee (CIAC)

Technical Elements



Roadway Service Area Structure

Land Use Assumptions

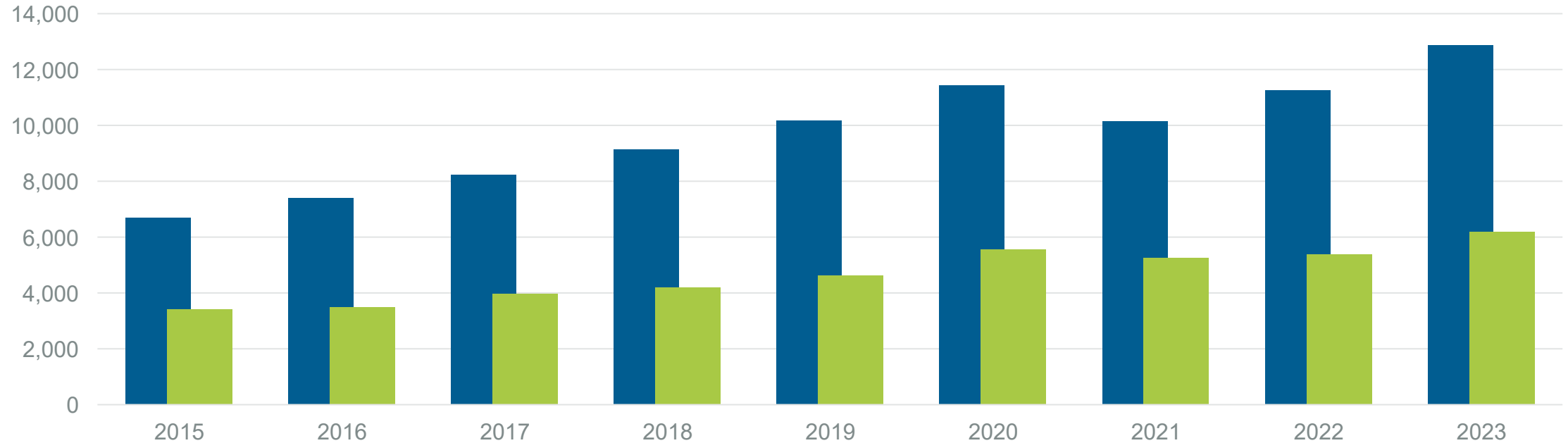
Land Use/Growth Assumptions

- 10-year growth projections by service area
- Based on trend/forecasted community growth
- Population/employment used to derive demand from future development
- Basis for CIP development



Historic Growth

Source: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC)



Population Growth

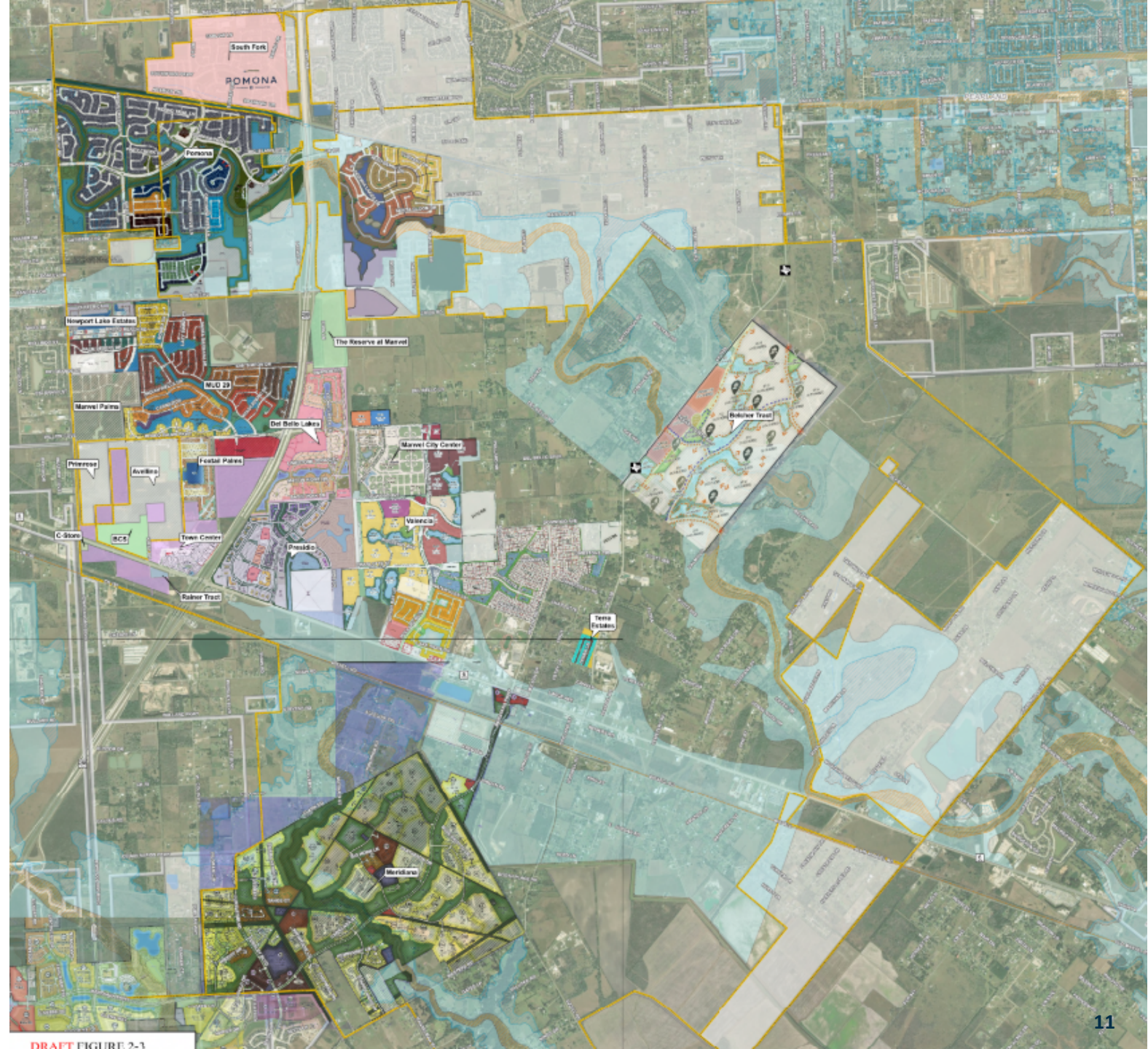
- 2015: 7,950
- 2023: 17,291 **10.2%**

Employment Growth

- 2015: 3,410
- 2023: 6,196 **7.75%**

Growth Areas

Known Future Development

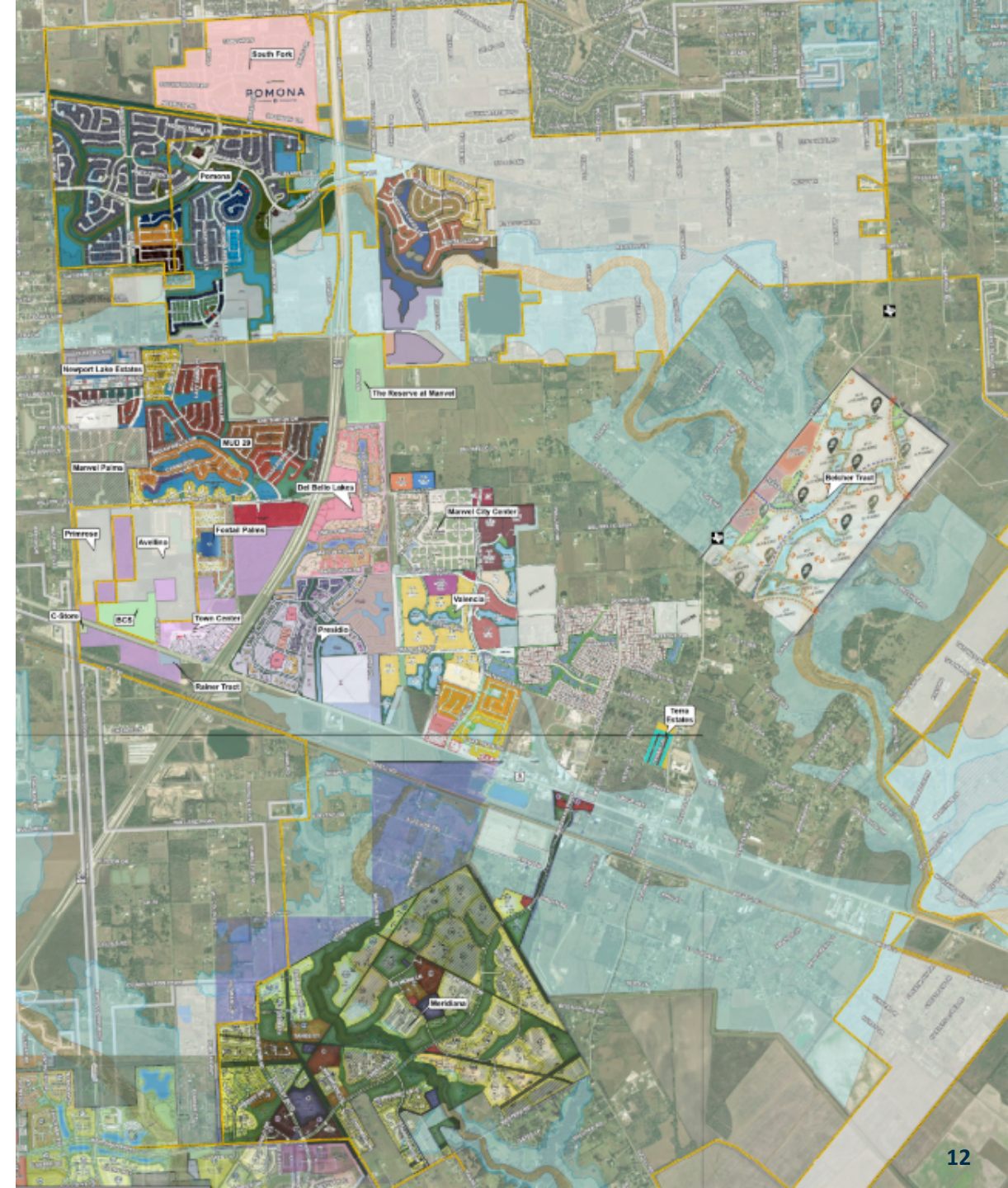


DRAFT FIGURE 2-3

Growth Areas

Known Future Development

Development/Area		Roadway	ESFCs		ESFC Growth 2026-2036	Buildout Year
			2026 ⁽¹⁾	2036		
Central	Valencia	2	264	1,279	1,015	2033
	The Reserve at Manvel	2	0	375	375	2035
	Del Bello Lakes	2	452	600	148	2035
	Presidio	2	0	1,073	1,073	2040
	Manvel City Center	2	0	1,490	1,490	2035
	City Central	2 and 3	1,368	2,468	1,100	Beyond 2045
West	Town Center	1	300	1,850	1,550	2039
	C-Store	1	0	8	8	2035
	BCS	1X	0	200	200	2035
	Rainer Tract	1	0	25	25	2035
	City West	1X	0	100	100	2039
East	Belcher Tract	3	0	876	876	2036
	City East	3	0	300	300	Beyond 2045
South	City South	4	0	300	300	Beyond 2045



Growth Projections

Sources: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC), known future development

Population	2025	2035	Net Growth	CAGR
	20,050	47,300	27,250	8.96%

Total Population			
Service Area	2025	2035	Total Net Growth
1	8,357	12,230	3,873
2	6,390	14,102	7,712
3	1,362	9,598	8,236
4	3,941	11,370	7,429
Total	20,050	47,300	27,250

Growth Projections

Sources: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC), known future development

Employment	2025	2035	Net Growth	CAGR
TOTAL	12,490	27,930	15,440	8.38%

Total Employment			
Service Area	2025	2035	Net Growth
1	1,086	1,777	691
2	5,864	8,128	2,264
3	911	1,307	396
4	4,629	16,718	12,089
Total	12,490	27,930	15,440



Roadway Impact Fee Capital Improvements Plan

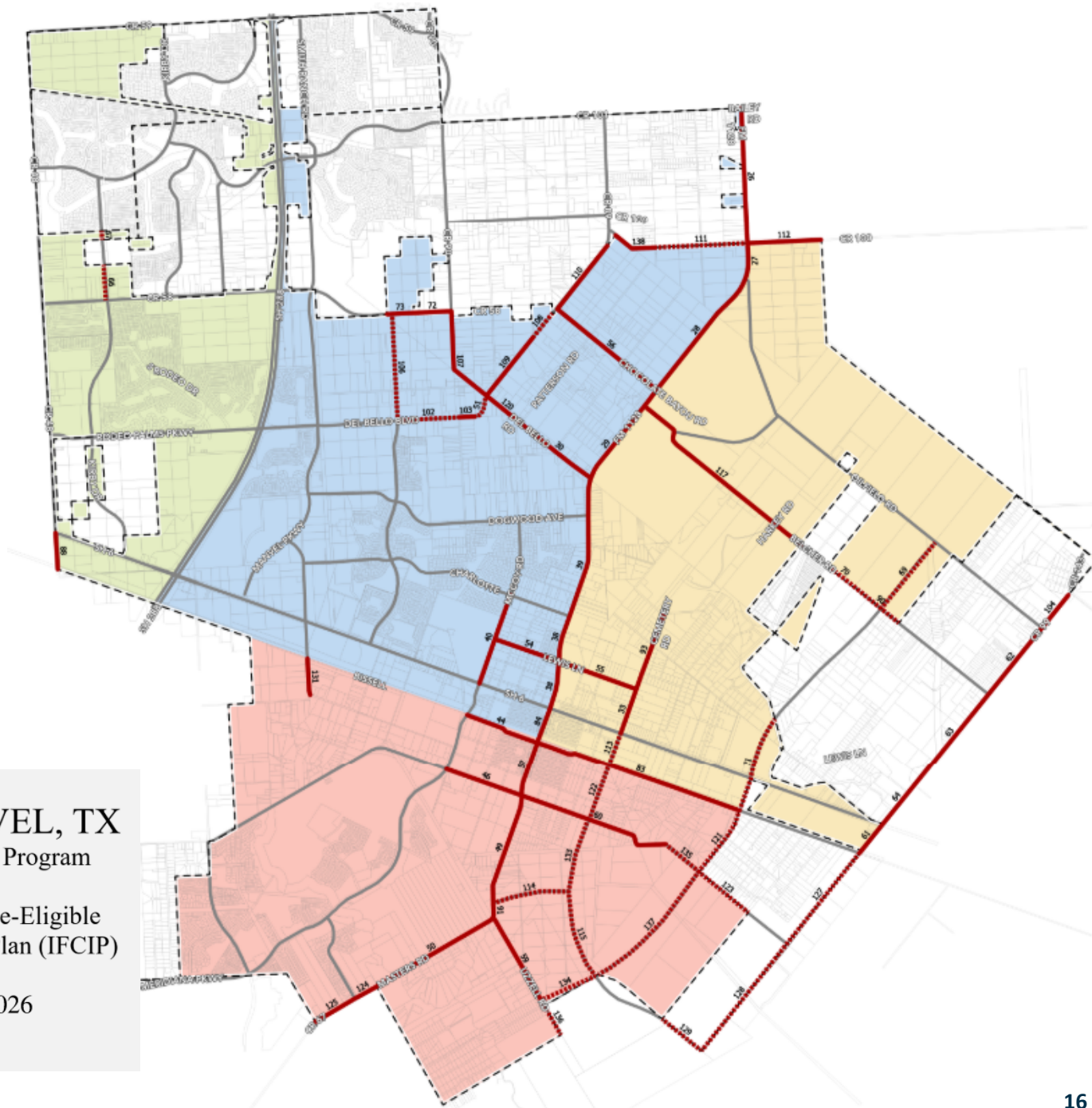
Roadway Eligible IFCIP Projects

- Planned
- Planned Expansion
- Manvel Thoroughfare Plan
- Parcels
- Roadway Service Area 1
- Roadway Service Area 2
- Roadway Service Area 3
- Roadway Service Area 4

CITY OF MANVEL, TX Roadway Impact Fee Program

Preliminary Impact Fee-Eligible
Capital Improvements Plan (IFCIP)

Draft January 2026



Roadway IFCIP Projects (Service Areas 1 and 2)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	B Existing Lanes	C Eligible Improvement (added lanes)	Type	D Lane Capacity	E New Capacity Provided	F Existing Utilization	G Net Capacity Provided (veh-mi)
Service Area 1														
88	1-CR48	X	CR-48	SH-6	S City Limit	50%	0.27	2	2	DA	665	180	0	180
67	1-KBY-1	-	Kirby Dr (A)	City Limits	City Limits	100%	0.06	0	4	DA	665	160	0	160
66	1-KBY-2	-	Kirby Dr (B)	CR-58	City Limits	100%	0.26	0	4	DA	665	692	0	692
							0.59					1,032		1,032
Service Area 2														
56	2-CHB		Chocolate Bayou Rd	Lira Rd	FM 1128	100%	0.94	2	2	UA	590	1,109	0	1,109
138	2-OMR-1	X	Old Massey Ranch (CR-100)	330' E of Old Chocolate Bayou Rd (CR-89)	Patterson Rd	50%	0.67	2	2	DA	665	446	0	446
111	2-OMR-2	X	Old Massey Ranch (CR-100)	Patterson Rd	Masters Rd (FM 1128)	50%	0.33	0	4	DA	665	439	0	439
73	2-CRX-1		Croix Rd (CR-58)	Oak Crest Pkwy	1035' E of Oak Crest Pkwy	100%	0.20	2	2	DA	665	266	0	266
72	2-CRX-2	X	Croix Rd (CR-58)	1035' E of Oak Crest Pkwy	Del Bello Rd	50%	0.28	2	2	DA	665	186	0	186
102	2-DBB-1		Del Bello Blvd EXT A	Pollard Blvd	Pollard Drive	100%	0.45	0	4	DA	665	1,197	0	1,197
103	2-DBB-2		Del Bello Blvd	Pollard Drive	Del Bello Blvd EXT B	100%	0.12	2	2	DA	665	160	0	160
51	2-DBB-3		Del Bello Blvd EXT B	Del Bello Blvd	Del Bello Rd (CR-90)	100%	0.19	0	4	DA	665	505	0	505
107	2-DBR-1		Del Bello Rd (CR-90)	Croix Rd (CR-58)	Lira Rd	100%	0.73	2	2	DA	665	971	0	971
120	2-DBR-2		Del Bello Rd (CR-90)	Lira Rd	Patterson Rd	100%	0.32	2	2	DA	665	426	0	426
30	2-DBR-3		Del Bello Rd (CR-90)	Patterson Rd	Masters Rd (FM 1128)	100%	0.65	2	2	DA	665	865	0	865
54	2-LWS		Lewis Ln	Mccoy Rd	Masters Rd (FM 1128)	100%	0.50	2	2	UC	510	510	0	510
109	2-LIRA-1		Lira Rd	Del Bello Blvd	Lira Rd EXT	100%	0.55	2	2	DA	665	732	0	732
108	2-LIRA-2		Lira Rd EXT	Lira Rd	City Limit	100%	0.59	0	4	DA	665	1,569	0	1,569
110	2-LIRA-3	X	Lira Rd	Old Chocolate Bayou	N City Limit	50%	0.22	2	2	DA	665	146	0	146
40	2-MCC-1		Mccoy Rd	Charlotte St	SH 6	100%	0.68	2	2	DA	665	904	0	904
26	2-MSTR-1	X	Masters Rd (FM 1128)	Bailey Ave (CR-101)	Old Massey Ranch (CR-100)	50%	1.00	2	2	DA	665	665	0	665
27	2-MSTR-2	3	Masters Rd (FM 1128)	Old Massey Ranch (CR-100)	Oilfield Rd	50%	0.26	2	2	DA	665	173	0	173
28	2-MSTR-3	3	Masters Rd (FM 1128)	Oilfield Rd	Chocolate Bayou Rd	50%	1.04	2	2	DA	665	692	0	692
29	2-MSTR-4	3	Masters Rd (FM 1128)	Chocolate Bayou Rd	Dogwood Ave	50%	1.08	2	2	DA	665	718	0	718
39	2-MSTR-5	3	Masters Rd (FM 1128)	Dogwood Ave	Charlotte St	50%	0.76	2	2	DA	665	505	0	505
38	2-MSTR-6	3	Masters Rd (FM 1128)	Charlotte St	SH 6	50%	0.69	2	2	DA	665	459	0	459
84	2-MSTR-7	3	Masters Rd (FM 1128)	SH-6	Railroad	50%	0.23	2	2	DA	665	153	0	153
106	2-NEW-1		New Road 2A	Croix Rd (CR-58)	Del Bello Blvd	100%	0.78	0	4	DA	665	2,075	0	2,075
							13.26					15,871		15,871

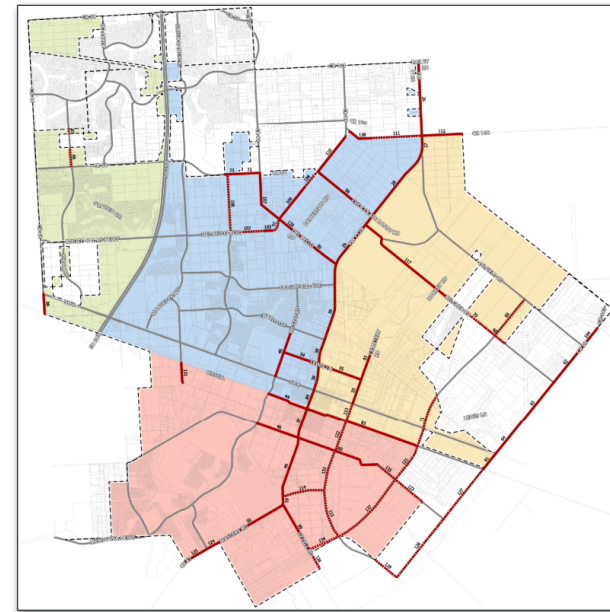
Roadway IFCIP Projects (Service Area 3)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	Existing Lanes	B Eligible Improvement (added lanes)	Type	C Lane Capacity	D = A x B x C New Capacity Provided	E Existing Utilization	F = D - E Net Capacity Provided (veh-mi)
Service Area 3														
117	3-BELC-1		Belcher Rd	Masters Rd (FM 1128)	50' W of Hal McLain	100%	1.56	2	2	DA	665	2,075	0	2,075
70	3-BELC-2	X	Belcher Rd	900' E of Frey Rd	2250' W of City Limit	100%	0.25	0	4	DA	665	665	0	665
90	3-BELC-3	X	Belcher Rd	2250' W of City Limit	W City Limit	50%	0.42	0	4	DA	665	559	0	559
93	3-CEM-1		Cemetery Rd	Scott Ave	Lewis Ln	100%	0.34	2	2	UC	510	347	0	347
33	3-CEM-2		Cemetery Rd	Lewis Ln	SH 6	100%	0.58	2	2	UC	510	592	0	592
104	3-CR99-1	X	CR-99	170' S of Heights Rd	Oilfield Rd	50%	0.26	2	2	DA	665	173	0	173
62	3-CR99-2	X	CR-99	Oilfield Rd	Belcher Rd	50%	0.62	2	2	DA	665	412	0	412
63	3-CR99-3	X	CR-99	Belcher Rd	Lewis Ln	50%	0.79	2	2	DA	665	525	0	525
64	3-CR99-4	X	CR-99	Lewis Ln	SH-6	50%	0.45	2	2	DA	665	299	0	299
61	3-CR99-5	X	CR-99	SH-6	Alvin-Manvel Rd	50%	0.31	2	2	DA	665	206	0	206
55	3-LEW		Lewis Ln	Masters Rd (FM 1128)	Cemetery Rd	100%	0.60	2	2	UC	510	612	0	612
27	3-MSTR-1	2	Masters Rd (FM 1128)	Old Massey Ranch (CR-100)	Oilfield Rd	50%	0.26	2	2	DA	665	173	0	173
28	3-MSTR-2	2	Masters Rd (FM 1128)	Oilfield Rd	Chocolate Bayou Rd	50%	1.04	2	2	DA	665	692	0	692
29	3-MSTR-3	2	Masters Rd (FM 1128)	Chocolate Bayou Rd	Dogwood Ave	50%	1.08	2	2	DA	665	718	0	718
39	3-MSTR-4	2	Masters Rd (FM 1128)	Dogwood Ave	Charlotte St	50%	0.76	2	2	DA	665	505	0	505
38	3-MSTR-5	2	Masters Rd (FM 1128)	Charlotte St	SH 6	50%	0.69	2	2	DA	665	459	0	459
84	3-MSTR-6	2	Masters Rd (FM 1128)	SH-6	Railroad	50%	0.23	2	2	DA	665	153	0	153
69	3-NEW-1		New Road 3A	Oilfield Rd	Belcher Rd	100%	0.62	0	4	DA	665	1,649	0	1,649
71	3-NEW-2		New Road 3B	Bissel Rd	City Limit	100%	0.73	0	4	DA	665	1,942	0	1,942
113	3-NEW-3		New Road 3C	SH 6	Bissel Rd	100%	0.25	0	4	DA	665	665	0	665
112	3-OMR		Old Massey Ranch (CR-100)	Masters Rd (FM 1128)	635' W of Holland Rd	100%	0.54	2	2	DA	665	718	0	718
							10.82					14,139		14,139

Roadway IFCIP Projects (Service Area 4)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	Existing Lanes	B Eligible Improvement (added lanes)	Type	C Lane Capacity	D = A x B x C New Capacity Provided	E Existing Utilization	F = D - E Net Capacity Provided (veh-mi)
Service Area 4														
44	4-BIS-1		Bissell Rd	Meridiana Pkwy	Masters Rd	100%	0.56	2	2	UA	590	661	0	661
83	4-BIS-2		Bissell Rd	Masters Rd	E City Limit	100%	1.57	2	2	UA	590	1,853	0	1,853
131	4-IOWA		Iowa Ln	Bissel St	Bullard Pkwy	100%	0.27	2	2	UC	510	275	0	275
46	4-JOR-1		Jordan St	Meridiana Pkwy	Masters Rd	100%	0.58	2	1	SC*	55	87	0	87
60	4-JOR-2		Jordan St	Masters Rd	Jordan St EXT A	100%	1.15	2	1	SC*	55	173	0	173
135	4-JOR-3		Jordan St EXT A	Jordan St	New Road 4G	100%	0.32	0	3	SC	565	362	0	362
123	4-JOR-4	X	Jordan St EXT B	New Road 4G	E City Limits	50%	0.47	0	3	SC	565	266	0	266
57	4-MSTR-1		Masters Rd (CR-67)	Railroad	Jordan St	100%	0.81	2	2	DA	665	1,077	0	1,077
49	4-MSTR-2		Masters Rd (CR-67)	Jordan St	New Road 4C	100%	1.00	2	2	DA	665	1,330	0	1,330
91	4-MSTR-3		Masters Rd (CR-67)	New Road 4C	Uzzell Rd	100%	0.11	2	2	DA	665	146	0	146
50	4-MSTR-4		Masters Rd (CR-67)	Uzzell Rd	Hanselman Rd	100%	1.00	2	2	DA	665	1,330	0	1,330
124	4-MSTR-5	X	Masters Rd (CR-67)	Hanselman Rd	Cumulus Dr	50%	0.18	2	2	DA	665	120	0	120
125	4-MSTR-6	X	Masters Rd (CR-67)	Cumulus Dr	1760' S of Cumulus Dr	50%	0.34	2	2	DA	665	226	0	226
122	4-NEW-1		New Road 4A	Bissel Rd	Jordan St	100%	0.43	0	4	DA	665	1,144	0	1,144
133	4-NEW-2		New Road 4B	Jordan St	New Road 4C	100%	0.54	0	4	DA	665	1,436	0	1,436
114	4-NEW-3		New Road 4C	Masters Rd (FM 1128)	New Road 4D	100%	0.56	0	4	UA	590	1,322	0	1,322
115	4-NEW-4		New Road 4D	New Road 4C	E City Limit	100%	0.66	0	4	DA	665	1,756	0	1,756
137	4-NEW-5		New Road 4E	Jordan St EXT A	New Road 4D	100%	1.06	0	4	UA	590	2,502	0	2,502
134	4-NEW-6		New Road 4F	New Road 4D	Uzzell Rd	100%	0.44	0	4	UA	590	1,038	0	1,038
121	4-NEW-7	X	New Road 4G	Alvin-Manvel Rd	Jordan St EXT A	50%	0.54	0	4	UA	590	637	0	637
127	4-NEW-8	X	New Road 4H	Alvin-Manvel Rd	Jordan St EXT B	50%	0.84	0	4	UA	590	991	0	991
128	4-NEW-9	X	New Road 4I	Jordan St EXT B	New Road 4J	50%	1.00	0	4	UA	590	1,180	0	1,180
129	4-NEW-10	X	New Road 4J	E City Limit	New Road 4I	50%	0.37	0	4	DA	665	492	0	492
59	4-UZZ-1		Uzzell Rd	Masters Rd	New Road 4F	100%	0.75	2	2	UA	590	885	0	885
136	4-UZZ-2	X	Uzzell Rd EXT	New Road 4F	1315' W of Kings Dr	50%	0.25	0	4	UA	590	295	0	295
											Total	52,626	0	52,626

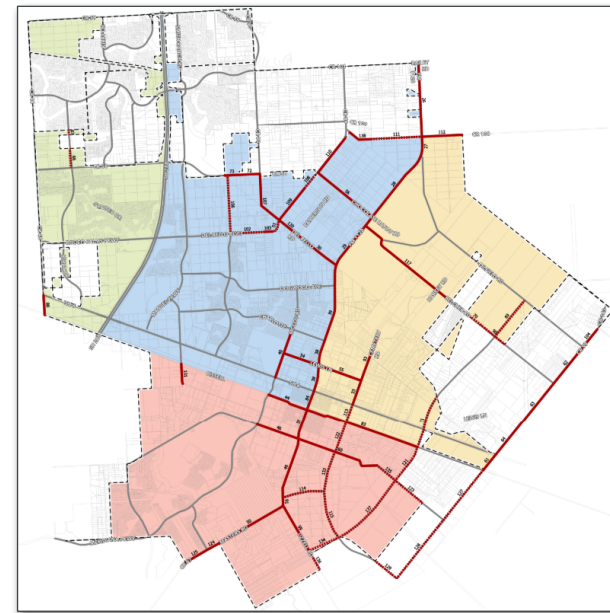
Roadway IFCIP (Capacity Provided)



Service Area	A	B	C = A - B	D	E = C - D
	Capacity Supplied by CIP (veh-mi)	Existing Utilization on IFCIP-Eligible Network (veh-mi)	Excess Capacity (veh-mi)	Existing Deficiencies (veh-mi)	Net Capacity Supplied by CIP (veh-mi)
1	1,032	0	1,032	0	1,032
2	15,871	0	15,871	155	15,716
3	14,139	0	14,139	0	14,139
4	21,584	0	21,584	0	21,584
Total	52,626	0	52,626	155	52,471

Roadway IFCIP

(Capacity Provided and 10-Year Growth)

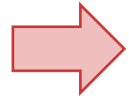


	E	F	E / F (Max 100%)
Service Area	Net Capacity Supplied by CIP (veh-mi)	Projected 10-Year Growth (veh-mi)	Percent Of CIP Attributable to New Dev. (10-Yr.)
1	1,032	7,334	100%
2	15,716	17,034	100%
3	14,139	12,297	87%
4	21,584	45,189	100%
Total	52,471	81,854	100%



Project Next Steps

Schedule

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ACTION BY</u>
✓ January 20 th (90 days before PH)	Resolution by City Council establishing Public Hearing date to consider possible adoption of LUA/CIP (<i>PH between 90 and 120 days of resolution</i>)	City Council
✓ March 20 th (at latest)	Publish Notice of Public Hearing on impact fee (at least 30 days before PH)	City Staff
✓ April 13 th	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	CIAC
 April 20 th	Public Hearing to adopt LUA and CIP; 1st reading of Ordinance approving LUA and CIP	City Council
May 4 th	2nd Reading of Ordinance adopting LUA/CIP (<i>adoption within 30 days of PH</i>)	City Council
Week of May 11 th	<u>CIAC Meeting #2</u> : Impact Fee calculations, collection rates and benchmarking	CIAC
July 6 th	Resolution by City Council establishing Public Hearing date to consider possible adoption of roadway impact fee (<i>PH between 90 and 120 days of resolution</i>)	City Council
September 5 th	Publish Notice of Public Hearing on impact fee (at least 30 days before PH)	City Staff
October 12 th	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	CIAC
 October 19 th	Public Hearing for potential Impact Fees; 1 st reading of Ordinance	City Council
November 2 nd	2 nd reading of Ordinance (<i>adoption within 30 days of PH</i>)	City Council

NEXT STEPS

Technical

Land Use Assumptions

Existing Conditions Analysis

Service Area Structure

Land Use Equivalencies

10-Year Projections

Impact Fee CIP

Cost per Service Unit Calculations

Policy

If Impact Fees:

- Collection Rate considerations
- Ordinance Development
- By City Attorney & Staff

Administrative

Administrative Tools



October 30, 2025: Review/Approval of LUA, Preliminary CIP

May 2026: IFCIP Costing, Cost per SU, collection rates

Q&A and Public Hearing



THE CITY OF
MANVEL
TEXAS — INC. 1960




Roadway Impact Fee Study

Public Hearing – Land Use Assumptions and Capital Improvements Plan for Roads
April 20, 2026




1

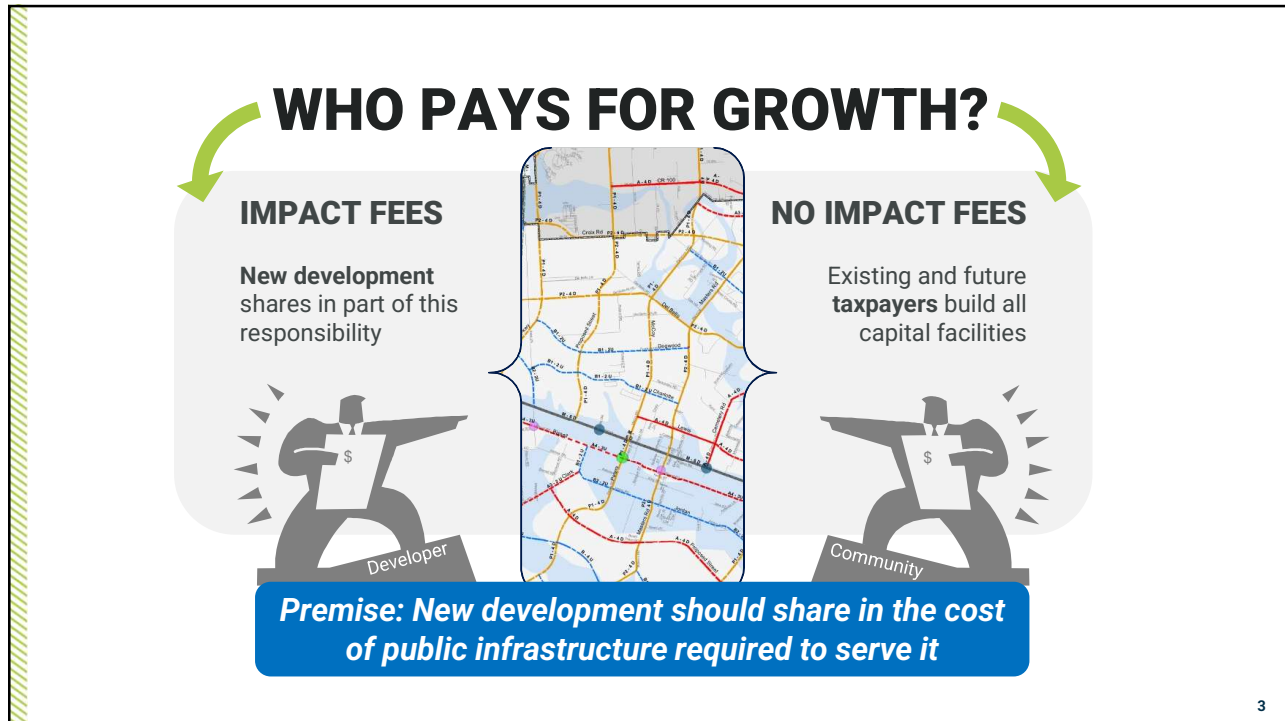
What are Impact Fees?

-  **Finance mechanism**
Mechanism for funding the infrastructure necessary to accommodate new development
-  **One-time fee for new development**
Assessed to new development for a portion of costs related to specific capital improvements
-  **Limited to water, wastewater, road, and drainage facilities per Chapter 395 TLGC**

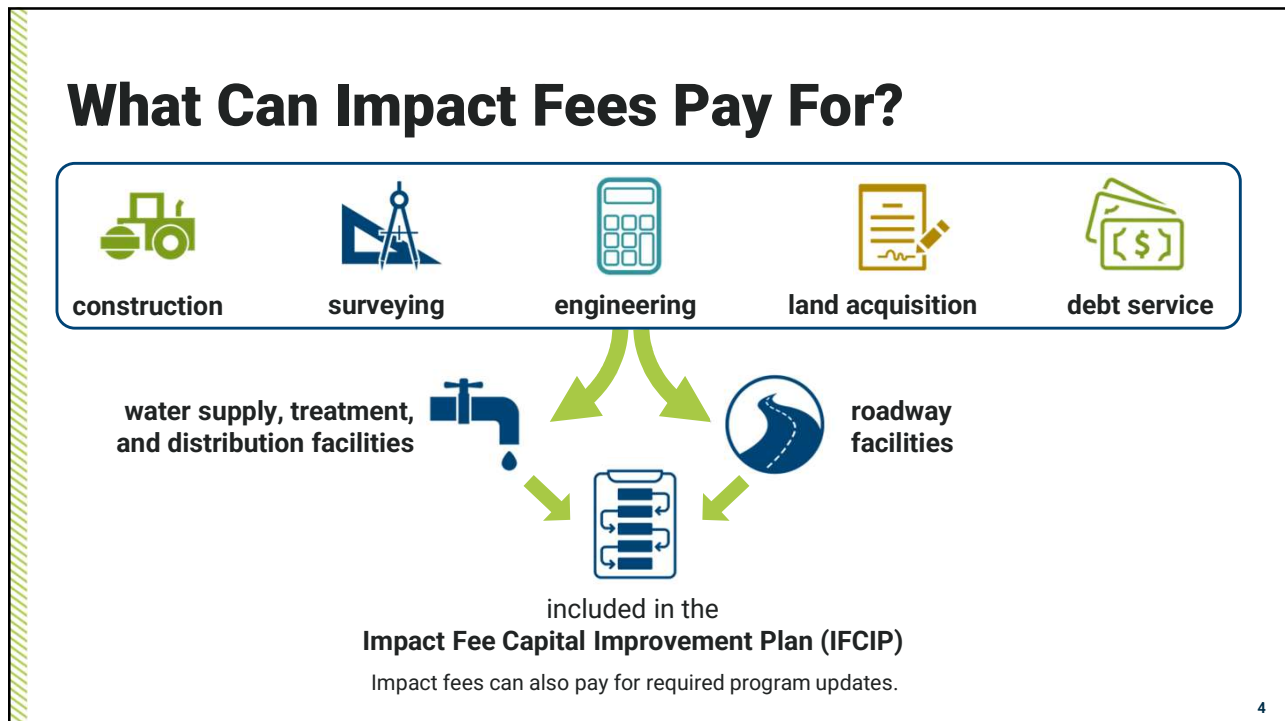
Structured approach to assessment of fees and fair share cost to new development



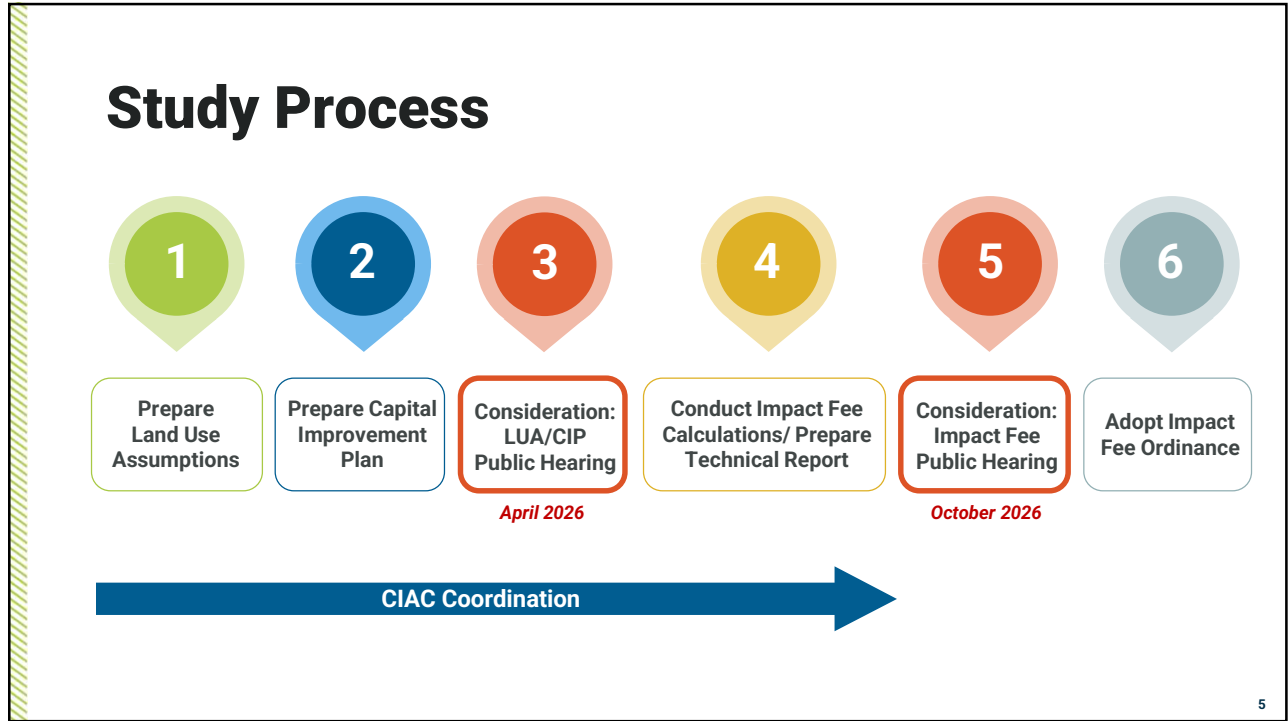
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4



5

Impact Fee Technical Elements

Capital Improvements Advisory Committee (CIAC)

6

6

Technical Elements

The diagram on the left shows six technical elements in colored circles: Service Areas (green), Land Use (Growth) Assumptions (yellow), Equivalency Table (blue), Capital Improvement Plans (dark grey), Cost/SU Calculation (light blue), and Service Units (teal). The map on the right, titled 'Roadway Service Area Structure', shows an aerial view of a region divided into four colored zones: Roadway Service Area 1 (green), Roadway Service Area 2 (blue), Roadway Service Area 3 (yellow), and Roadway Service Area 4 (red). A small number '7' is in the bottom right corner of the slide.

7

Land Use Assumptions

The slide features a solid blue background with the title 'Land Use Assumptions' in white text. A small number '8' is in the bottom right corner of the slide.

8

Land Use/Growth Assumptions

- 10-year growth projections by service area
- Based on trend/forecasted community growth
- Population/employment used to derive demand from future development
- Basis for CIP development

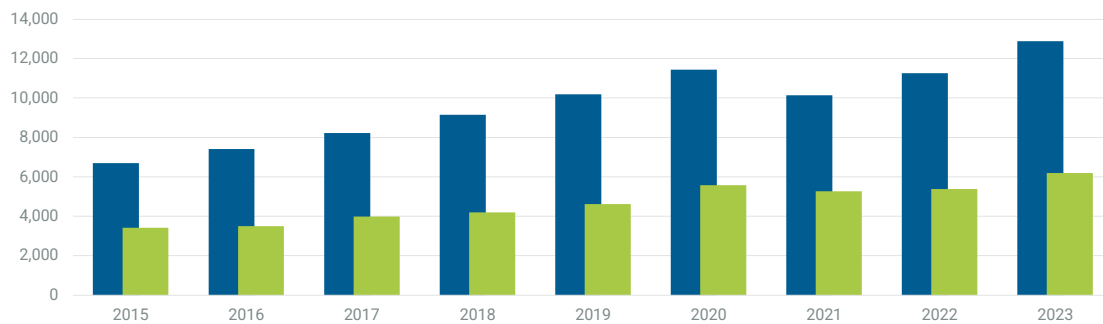


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Historic Growth

Source: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC)



Population Growth

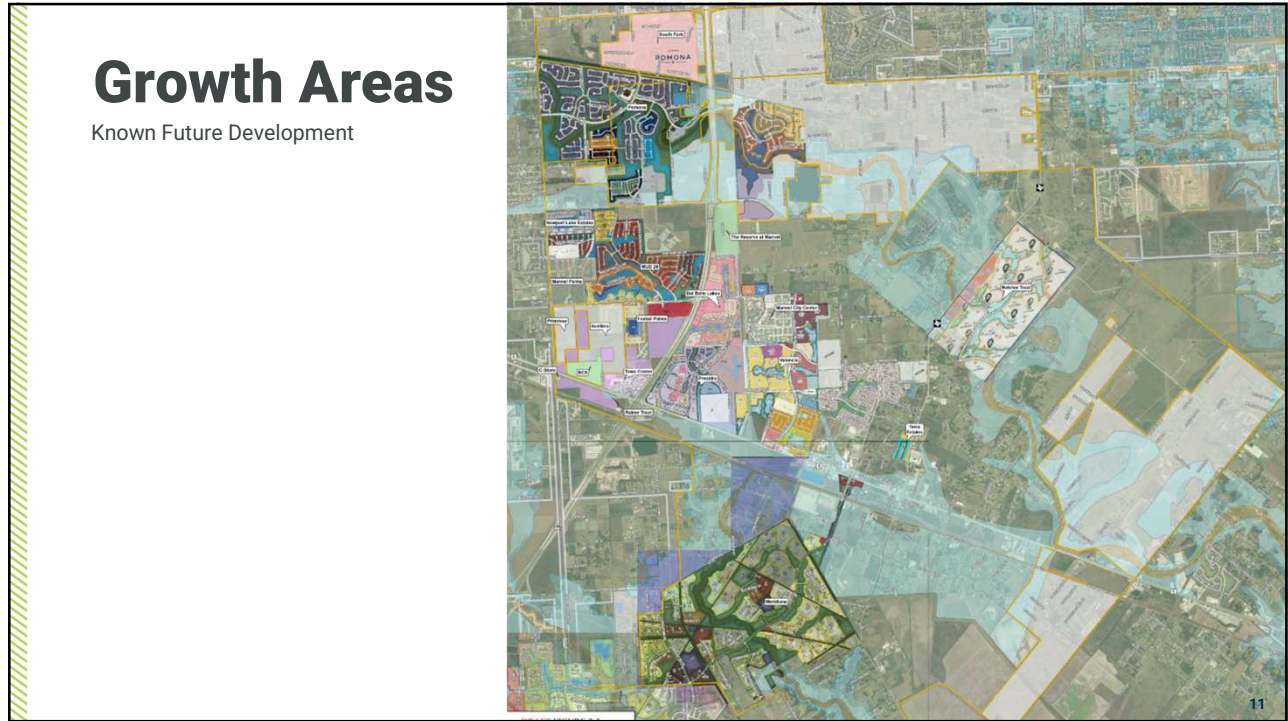
- 2015: 7,950
- 2023: 17,291 **10.2%**

Employment Growth

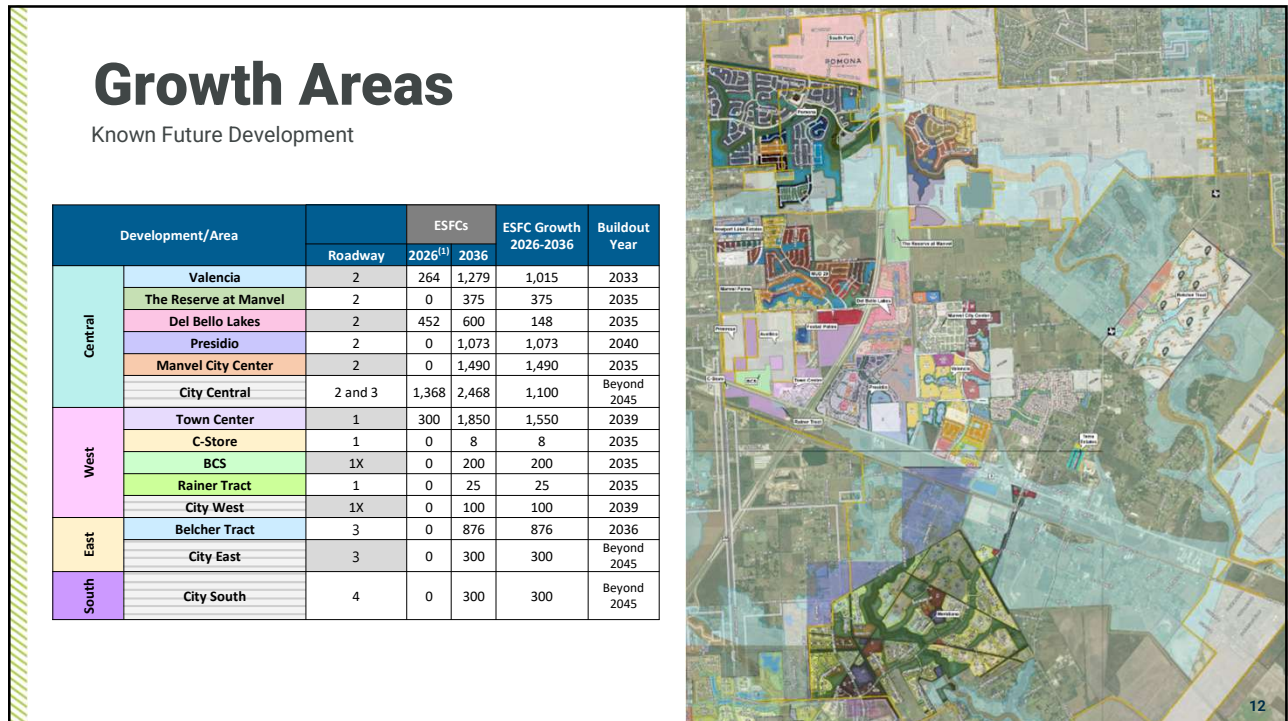
- 2015: 3,410
- 2023: 6,196 **7.75%**

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11



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Growth Projections

Sources: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC), known future development

Population	2025	2035	Net Growth	CAGR
	20,050	47,300	27,250	8.96%

Total Population			
Service Area	2025	2035	Total Net Growth
1	8,357	12,230	3,873
2	6,390	14,102	7,712
3	1,362	9,598	8,236
4	3,941	11,370	7,429
Total	20,050	47,300	27,250

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Growth Projections

Sources: Census Bureau (ACS), Houston-Galveston Area Council (H-GAC), known future development

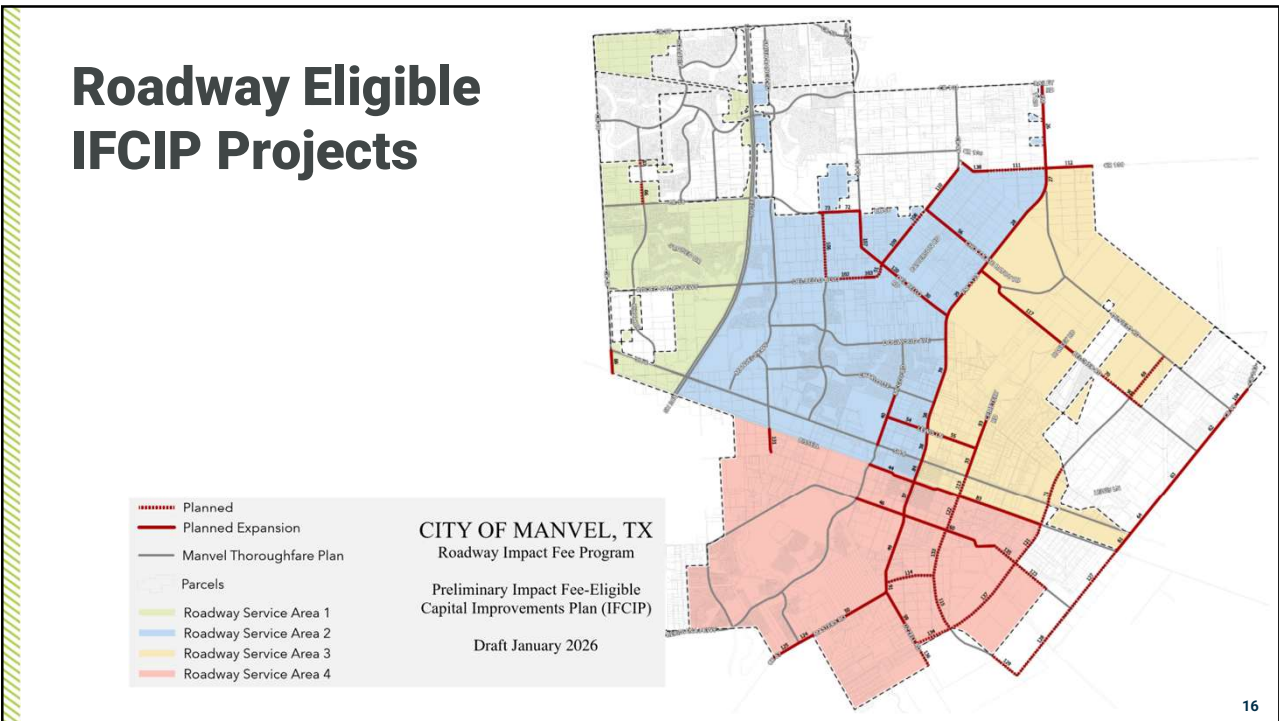
Employment	2025	2035	Net Growth	CAGR
TOTAL	12,490	27,930	15,440	8.38%

Total Employment			
Service Area	2025	2035	Net Growth
1	1,086	1,777	691
2	5,864	8,128	2,264
3	911	1,307	396
4	4,629	16,718	12,089
Total	12,490	27,930	15,440

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Roadway Impact Fee Capital Improvements Plan



Public Hearing: Land Use Assumptions and Road CIP
 Manvel Road Impact Fee Study
 April 20, 2026

Roadway IFCIP Projects (Service Areas 1 and 2)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	Existing Lanes	B Eligible Improvement (added lanes)	Type	C Lane Capacity	D=A x B x C New Capacity Provided	E Existing Utilization	F=D-E Net Capacity Provided (veh-mi)
Service Area 1														
88	1-CR48	X	CR-48	SH-6	S City Limit	50%	0.27	2	2	DA	665	180	0	180
67	1-KBY-1	-	Kirby Dr (A)	City Limits	City Limits	100%	0.06	0	4	DA	665	160	0	160
66	1-KBY-2	-	Kirby Dr (B)	CR-58	City Limits	100%	0.26	0	4	DA	665	692	0	692
							0.59					1,032		1,032
Service Area 2														
56	2-CHB		Chocolate Bayou Rd	Lira Rd	FM 1128	100%	0.94	2	2	UA	590	1,109	0	1,109
138	2-OMR-1	X	Old Massey Ranch (CR-100)	330' E of Old Chocolate Bayou Rd (CR-89)	Patterson Rd	50%	0.67	2	2	DA	665	446	0	446
111	2-OMR-2	X	Old Massey Ranch (CR-100)	Patterson Rd	Masters Rd (FM 1128)	50%	0.33	0	4	DA	665	439	0	439
73	2-CRX-1		Croix Rd (CR-58)	Oak Crest Pkwy	1035' E of Oak Crest Pkwy	100%	0.20	2	2	DA	665	266	0	266
72	2-CRX-2	X	Croix Rd (CR-58)	1035' E of Oak Crest Pkwy	Del Bello Rd	50%	0.28	2	2	DA	665	186	0	186
102	2-DBB-1		Del Bello Blvd EXT A	Pollard Blvd	Pollard Drive	100%	0.45	0	4	DA	665	1,197	0	1,197
103	2-DBB-2		Del Bello Blvd	Pollard Drive	Del Bello Blvd EXT B	100%	0.12	2	2	DA	665	160	0	160
51	2-DBB-3		Del Bello Blvd EXT B	Del Bello Blvd	Del Bello Rd (CR-90)	100%	0.19	0	4	DA	665	505	0	505
107	2-DBR-1		Del Bello Rd (CR-90)	Croix Rd (CR-58)	Lira Rd	100%	0.73	2	2	DA	665	971	0	971
120	2-DBR-2		Del Bello Rd (CR-90)	Lira Rd	Patterson Rd	100%	0.32	2	2	DA	665	426	0	426
30	2-DBR-3		Del Bello Rd (CR-90)	Patterson Rd	Masters Rd (FM 1128)	100%	0.65	2	2	DA	665	865	0	865
54	2-LWS		Lewis Ln	Mccoy Rd	Masters Rd (FM 1128)	100%	0.50	2	2	UC	510	510	0	510
109	2-LIRA-1		Lira Rd	Del Bello Blvd	Lira Rd EXT	100%	0.55	2	2	DA	665	732	0	732
108	2-LIRA-2		Lira Rd EXT	Lira Rd	City Limit	100%	0.59	0	4	DA	665	1,569	0	1,569
110	2-LIRA-3	X	Lira Rd	Old Chocolate Bayou	N City Limit	50%	0.22	2	2	DA	665	146	0	146
40	2-MCC-1		Mccoy Rd	Charlotte St	SH-6	100%	0.68	2	2	DA	665	904	0	904
26	2-MSTR-1	X	Masters Rd (FM 1128)	Bailey Ave (CR-101)	Old Massey Ranch (CR-100)	50%	1.00	2	2	DA	665	665	0	665
27	2-MSTR-2	3	Masters Rd (FM 1128)	Oilfield Rd	Oilfield Rd	50%	0.26	2	2	DA	665	723	0	723
28	2-MSTR-3	3	Masters Rd (FM 1128)	Oilfield Rd	Chocolate Bayou Rd	50%	1.04	2	2	DA	665	692	0	692
29	2-MSTR-4	3	Masters Rd (FM 1128)	Chocolate Bayou Rd	Dogwood Ave	50%	1.08	2	2	DA	665	718	0	718
39	2-MSTR-5	3	Masters Rd (FM 1128)	Dogwood Ave	Charlotte St	50%	0.76	2	2	DA	665	505	0	505
38	2-MSTR-6	3	Masters Rd (FM 1128)	Charlotte St	SH-6	50%	0.69	2	2	DA	665	459	0	459
84	2-MSTR-7	3	Masters Rd (FM 1128)	SH-6	Railroad	50%	0.23	2	2	DA	665	153	0	153
106	2-NEW-1		New Road 2A	Croix Rd (CR-58)	Del Bello Blvd	100%	0.78	0	4	DA	665	2,075	0	2,075
							13.26					15,871		15,871

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Roadway IFCIP Projects (Service Area 3)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	Existing Lanes	B Eligible Improvement (added lanes)	Type	C Lane Capacity	D=A x B x C New Capacity Provided	E Existing Utilization	F=D-E Net Capacity Provided (veh-mi)
Service Area 3														
117	3-BELC-1		Belcher Rd	Masters Rd (FM 1128)	50' W of Hal McClain	100%	1.56	2	2	DA	665	2,075	0	2,075
70	3-BELC-2	X	Belcher Rd	900' E of Frey Rd	2250' W of City Limit	100%	0.25	0	4	DA	665	665	0	665
90	3-BELC-3	X	Belcher Rd	2250' W of City Limit	W City Limit	50%	0.42	0	4	DA	665	559	0	559
93	3-CEM-1		Cemetery Rd	Scott Ave	Lewis Ln	100%	0.34	2	2	UC	510	347	0	347
38	3-CEM-2		Cemetery Rd	Lewis Ln	SH-6	100%	0.58	2	2	UC	510	592	0	592
104	3-CR99-1	X	CR-99	170' S of Heights Rd	Oilfield Rd	50%	0.26	2	2	DA	665	173	0	173
62	3-CR99-2	X	CR-99	Oilfield Rd	Belcher Rd	50%	0.62	2	2	DA	665	412	0	412
63	3-CR99-3	X	CR-99	Belcher Rd	Lewis Ln	50%	0.79	2	2	DA	665	525	0	525
64	3-CR99-4	X	CR-99	Lewis Ln	SH-6	50%	0.45	2	2	DA	665	299	0	299
61	3-CR99-5	X	CR-99	SH-6	Alvin-Manvel Rd	50%	0.31	2	2	DA	665	206	0	206
55	3-LEW		Lewis Ln	Masters Rd (FM 1128)	Cemetery Rd	100%	0.60	2	2	UC	510	612	0	612
27	3-MSTR-1	2	Masters Rd (FM 1128)	Old Massey Ranch (CR-100)	Oilfield Rd	50%	0.26	2	2	DA	665	173	0	173
28	3-MSTR-2	2	Masters Rd (FM 1128)	Oilfield Rd	Chocolate Bayou Rd	50%	1.04	2	2	DA	665	692	0	692
29	3-MSTR-3	2	Masters Rd (FM 1128)	Chocolate Bayou Rd	Dogwood Ave	50%	1.08	2	2	DA	665	718	0	718
39	3-MSTR-4	2	Masters Rd (FM 1128)	Dogwood Ave	Charlotte St	50%	0.76	2	2	DA	665	505	0	505
38	3-MSTR-5	2	Masters Rd (FM 1128)	Charlotte St	SH-6	50%	0.69	2	2	DA	665	459	0	459
84	3-MSTR-6	2	Masters Rd (FM 1128)	SH-6	Railroad	50%	0.23	2	2	DA	665	153	0	153
69	3-NEW-1		New Road 3A	Oilfield Rd	Belcher Rd	100%	0.62	0	4	DA	665	1,649	0	1,649
71	3-NEW-2		New Road 3B	Bissel Rd	City Limit	100%	0.73	0	4	DA	665	1,942	0	1,942
113	3-NEW-3		New Road 3C	SH-6	Bissel Rd	100%	0.25	0	4	DA	665	665	0	665
112	3-OMR		Old Massey Ranch (CR-100)	Masters Rd (FM 1128)	635' W of Holland Rd	100%	0.54	2	2	DA	665	718	0	718
							10.82					14,139		14,139

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Public Hearing: Land Use Assumptions and Road CIP
 Manvel Road Impact Fee Study
 April 20, 2026

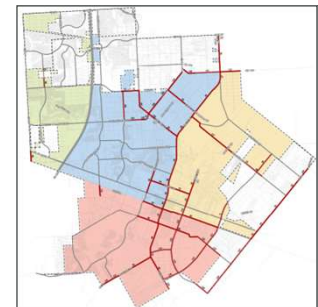
Roadway IFCIP Projects (Service Area 4)

Map Ref #	ID	Shared Service Area	Roadway	From	To	% in Service Area	A Length (mi)	Existing Lanes	B Eligible Improvement (added lanes)	Type	C Lane Capacity	D = A x B x C New Capacity Provided	E Existing Utilization	F = D - E Net Capacity Provided (veh-mi)
Service Area 4														
44	4-BIS-1		Bissell Rd	Meridiana Pkwy	Masters Rd	100%	0.56	2	2	UA	590	661	0	661
63	4-BIS-2		Bissell Rd	Masters Rd	E City Limit	100%	1.57	2	2	UA	590	1,853	0	1,853
131	4-IOWA		Iowa Ln	Bissell St	Bullard Pkwy	100%	0.27	2	2	UC	510	275	0	275
46	4-JOR-1		Jordan St	Meridiana Pkwy	Masters Rd	100%	0.58	2	1	SC*	55	87	0	87
60	4-JOR-2		Jordan St	Masters Rd	Jordan St EXT A	100%	1.15	2	1	SC*	55	173	0	173
135	4-JOR-3		Jordan St EXT A	Jordan St	New Road 4G	100%	0.32	0	3	SC	565	362	0	362
123	4-JOR-4	X	Jordan St EXT B	New Road 4G	E City Limits	50%	0.47	0	3	SC	565	266	0	266
57	4-MSTR-1		Masters Rd (CR-67)	Railroad	Jordan St	100%	0.81	2	2	DA	665	1,077	0	1,077
49	4-MSTR-2		Masters Rd (CR-67)	Jordan St	New Road 4C	100%	1.00	2	2	DA	665	1,330	0	1,330
91	4-MSTR-3		Masters Rd (CR-67)	New Road 4C	Uzzell Rd	100%	0.11	2	2	DA	665	146	0	146
50	4-MSTR-4		Masters Rd (CR-67)	Uzzell Rd	Hanselman Rd	100%	1.00	2	2	DA	665	1,330	0	1,330
124	4-MSTR-5	X	Masters Rd (CR-67)	Hanselman Rd	Cumulus Dr	50%	0.18	2	2	DA	665	120	0	120
125	4-MSTR-6	X	Masters Rd (CR-67)	Cumulus Dr	1760' S of Cumulus Dr	50%	0.34	2	2	DA	665	226	0	226
122	4-NEW-1		New Road 4A	Bissell Rd	Jordan St	100%	0.43	0	4	DA	665	1,144	0	1,144
133	4-NEW-2		New Road 4B	Jordan St	New Road 4C	100%	0.54	0	4	DA	665	1,436	0	1,436
114	4-NEW-3		New Road 4C	Masters Rd (FM 1128)	New Road 4D	100%	0.56	0	4	UA	590	1,322	0	1,322
115	4-NEW-4		New Road 4D	New Road 4C	E City Limit	100%	0.66	0	4	DA	665	1,756	0	1,756
137	4-NEW-5		New Road 4E	Jordan St EXT A	New Road 4D	100%	1.06	0	4	UA	590	2,502	0	2,502
134	4-NEW-6		New Road 4F	New Road 4D	Uzzell Rd	100%	0.44	0	4	UA	590	1,038	0	1,038
121	4-NEW-7	X	New Road 4G	Alvin-Manvel Rd	Jordan St EXT A	50%	0.54	0	4	UA	590	637	0	637
127	4-NEW-8	X	New Road 4H	Alvin-Manvel Rd	Jordan St EXT B	50%	0.84	0	4	UA	590	991	0	991
128	4-NEW-9	X	New Road 4I	Jordan St EXT B	New Road 4I	50%	1.00	0	4	UA	590	1,180	0	1,180
129	4-NEW-10	X	New Road 4J	E City Limit	New Road 4I	50%	0.37	0	4	DA	665	492	0	492
59	4-UZZ-1		Uzzell Rd	Masters Rd	New Road 4F	100%	0.75	2	2	UA	590	885	0	885
136	4-UZZ-2	X	Uzzell Rd EXT	New Road 4F	1315' W of Kings Dr	50%	0.25	0	4	UA	590	295	0	295
											21,584	0	21,584	
Total											52,626	0	52,626	

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Roadway IFCIP (Capacity Provided)

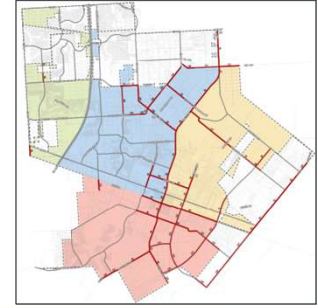


Service Area	A Capacity Supplied by CIP (veh-mi)	B Existing Utilization on IFCIP-Eligible Network (veh-mi)	C = A - B Excess Capacity (veh-mi)	D Existing Deficiencies (veh-mi)	E = C - D Net Capacity Supplied by CIP (veh-mi)
1	1,032	0	1,032	0	1,032
2	15,871	0	15,871	155	15,716
3	14,139	0	14,139	0	14,139
4	21,584	0	21,584	0	21,584
Total	52,626	0	52,626	155	52,471

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Roadway IFCIP (Capacity Provided and 10-Year Growth)



	E	F	E / F (Max 100%)
Service Area	Net Capacity Supplied by CIP (veh-mi)	Projected 10-Year Growth (veh-mi)	Percent Of CIP Attributable to New Dev. (10-Yr.)
1	1,032	7,334	100%
2	15,716	17,034	100%
3	14,139	12,297	87%
4	21,584	45,189	100%
Total	52,471	81,854	100%

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Project Next Steps

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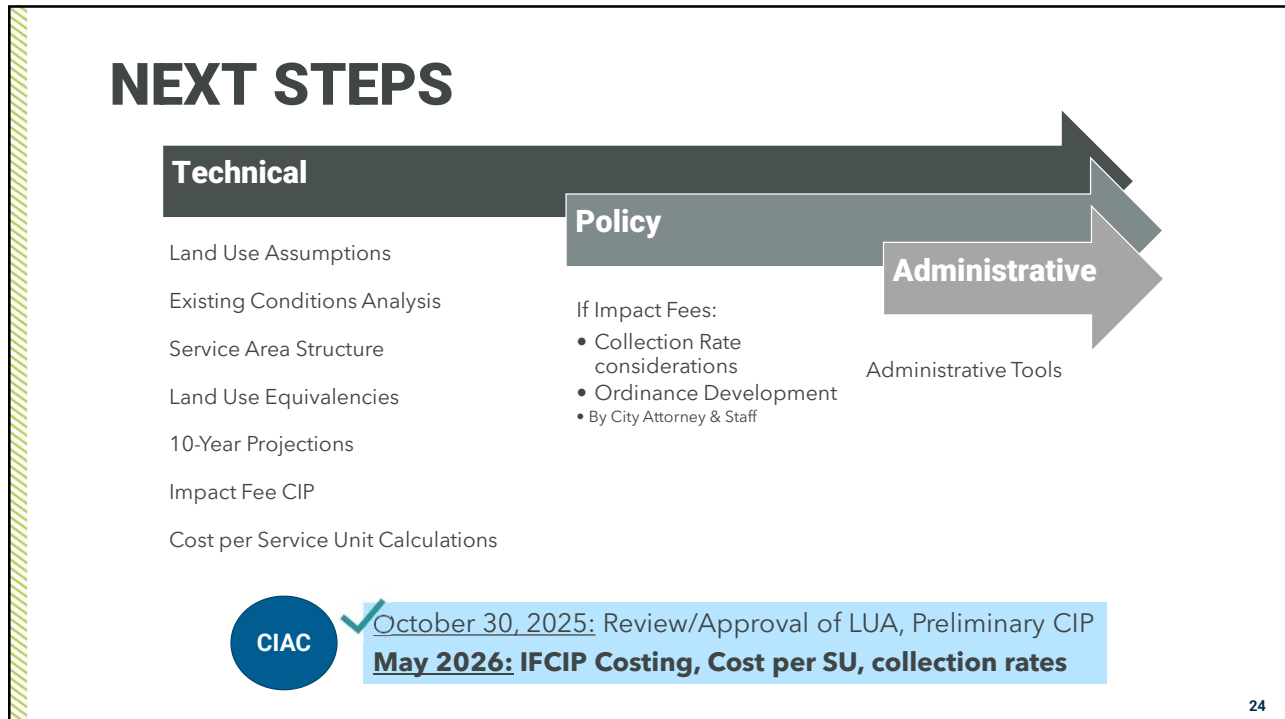
22

Public Hearing: Land Use Assumptions and Road CIP
 Manvel Road Impact Fee Study
 April 20, 2026

Schedule

DATE	DESCRIPTION	ACTION BY
✓ January 20 th (90 days before PH)	Resolution by City Council establishing Public Hearing date to consider possible adoption of LUA/CIP (PH between 90 and 120 days of resolution)	City Council
✓ March 20 th (at latest)	Publish Notice of Public Hearing on impact fee (at least 30 days before PH)	City Staff
✓ April 13 th	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	CIAC
→ April 20 th	Public Hearing to adopt LUA and CIP; 1st reading of Ordinance approving LUA and CIP	City Council
May 4 th	2nd Reading of Ordinance adopting LUA/CIP (adoption within 30 days of PH)	City Council
Week of May 11 th	CIAC Meeting #2: Impact Fee calculations, collection rates and benchmarking	CIAC
July 6 th	Resolution by City Council establishing Public Hearing date to consider possible adoption of roadway impact fee (PH between 90 and 120 days of resolution)	City Council
September 5 th	Publish Notice of Public Hearing on impact fee (at least 30 days before PH)	City Staff
October 12 th	CIAC recommendation due to City Secretary/City Council (at least 5 business days prior to PH)	CIAC
→ October 19 th	Public Hearing for potential Impact Fees; 1st reading of Ordinance	City Council
November 2 nd	2nd reading of Ordinance (adoption within 30 days of PH)	City Council

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Q&A and Public Hearing



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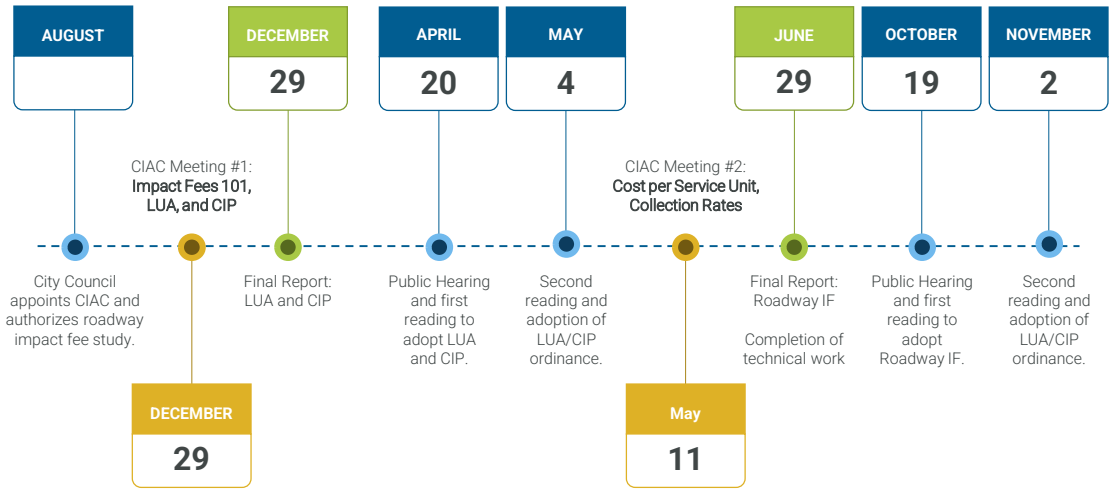
SUPPLEMENTAL SLIDES

Capital Improvements Advisory Committee

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Public Hearing: Land Use Assumptions and Road CIP
 Manvel Road Impact Fee Study
 April 20, 2026

Schedule



Project Team



Edmund Haas, AICP
 Principal in Charge
 Asst. Project Manager



Ellen Amorim, AICP
 Project Manager
 Transportation Planner



Brian Crooks, AICP
 Transportation Planner




Kayla Cusumano
 Transportation Planner



Manvel Staff Team

- Jose Abraham, Director of Development Services
- Matt De La Rosa, P.E., CFM, Assistant City Engineer
- Lissette Rubio, Executive Assistant, City Manager's Office

Cost per Service Unit

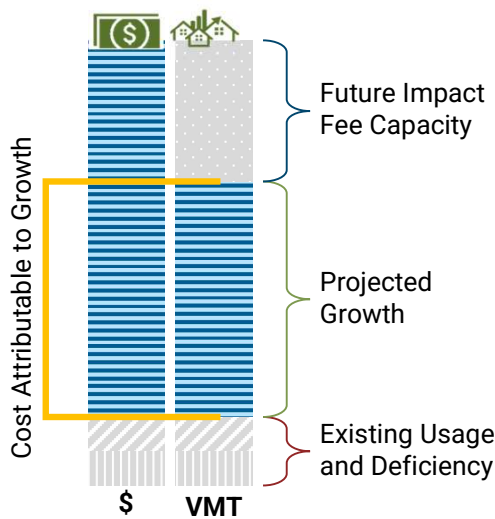
$$\text{Impact Fee per Service Unit} = \frac{\text{Credited Cost of CIP Attributable to Growth}}{\text{Projected Growth}}$$




- IFCIP Cost credited **50%** for the portion of ad-valorem taxes generated by projects
- Fee collected can be less than maximum by policy; by service area

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Cost per Service Unit Calculation



$$\text{Impact Fee per Service Unit} = \frac{\text{Credited Cost of CIP Attributable to Growth}}{\text{Projected Growth}}$$

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Land Use Equivalency Table

Service Unit Generation for specific types of land uses

- Residential, office, commercial, industrial, institutional

Trip Generation

- Institute of Transportation Engineers or local rates, if available
- PM Peak Hour by typical development size
 (i.e., Residential = D.U.; Office, Retail, Industrial = 1000 GFA)
- Adjusted for pass-by trips

Trip Length

- Based on traffic modeling statistics and available data
- Adjusted to account ½ of trip

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Sample Land Use Equivalency Table



CATEGORY	LAND USE	DEVELOPMENT UNIT	TRIP RATE	LOCAL TRIP LENGTH (mi.)	TOTAL SERVICE UNITS (VEH-MI / DEV UNIT)
RESIDENTIAL					
	SINGLE-FAMILY DETACHED	D.U.	1.01	3.15	3.18
	APARTMENT/TOWNHOUSE	D.U.	0.57	3.15	1.80
	RETIREMENT COMMUNITY	D.U.	0.29	2.27	0.66
	INDEPENDENT SR. LIVING FACILITY	D.U.	0.26	2.27	0.59
OFFICE					
	GENERAL OFFICE BLDG	1000 GFA	1.49	3.41	5.08
	CORPORATE HEADQUARTERS BLDG	1000 GFA	1.40	3.41	4.77
	MEDICAL-DENTAL OFFICE BLDG	1000 GFA	3.55	2.72	9.66
	U.S. POST OFFICE	1000 GFA	3.26	2.26	7.37
	BUSINESS PARK	1000 GFA	1.29	3.41	4.40
	RESEARCH AND DEVELOPMENT CENTER	1000 GFA	1.02	3.41	3.47
COMMERCIAL					
	RETAIL/SHOPPING CENTER	1000 GLA	2.25	1.16	2.62
	QUALITY RESTAURANT	1000 GFA	3.15	1.06	3.33
	FAST FOOD RESTAURANT WITH DRIVE-THROUGH	1000 GFA	10.34	1.00	10.31
	HIGH TURNOVER RESTAURANT	1000 GFA	4.37	1.10	4.79
	GAS STATION w/CONVENIENCE MARKET	1000 GFA	11.85	0.50	5.93
	CONVENIENCE MARKET WITH GASOLINE PUMPS	1000 GFA	7.27	0.50	3.64
	GROCERY/SUPERMARKET	1000 GFA	4.08	0.52	2.13
	DISCOUNT CLUB	1000 GFA	2.02	1.12	2.27
	AUTO SALES	1000 GFA	1.58	1.26	2.00
	VIDEO RENTAL STORE	1000 GFA	3.67	0.81	2.97
	BANK	1000 GFA	12.35	0.74	9.17
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Sample Impact Fee Calculation

A Two Step Process:

Step 1: Determine number of **service units (vehicle-miles)** generated by the development using the equivalency table.

$$\text{No. of Development Units} \times \text{Vehicle-miles per development unit} = \text{Development's Vehicle-miles}$$

Step 2: Calculate the **impact fee** based on the **fee per service unit** for the roadway service area where the development is located.

$$\text{Development's Vehicle-miles} \times \text{Cost per Vehicle-mile} = \text{Impact Fee due from Developer}$$

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Example Impact Fee Calculation

Example: Development located in Service Area 9 with collection rate for Roads of \$1,200 per vehicle-mile.

1 Single-Family Dwelling

Roads:	1 dwelling unit x 3.18 veh-miles/dwelling unit = 3.18 veh-miles	
	3.18 veh-miles x \$1,200/veh-mile =	\$3,816.00
Total Road Impact Fee:		\$3,816.00

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Glossary of Terms

- **Service Areas** – a Service Area is a geographic area within which a unique maximum impact fee is determined. All fees collected within the Service Area must be spent on eligible improvements within the same Service Area. For Water and Wastewater Impact Fees, a Service Area can be defined for both water and wastewater facilities that consists of the City Limits and extends throughout the Extraterritorial Jurisdiction (ETJ).
- **Land Use Assumptions** - The Impact Fee determination is required to be based on the projected growth and corresponding capacity needs in a 10-year window. This study considers the years 2023-2033 for the projected 10-year population growth. These projections set the basis for determining demands to serve new growth.

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Glossary of Terms

- **Living Unit Equivalent (LUE)** - The standardized measure referred to in the definition of “service unit” in the act and in this division.
- **Service Unit** - A standardized measure of consumption, use, generation, or discharge attributable to an individual unit of development calculated in accordance with generally accepted engineering or planning standards based on historical data and trends applicable to the political subdivision in which the individual unit of development is located during the previous 10 year
- **Capital Improvement Projects** - The Water and Wastewater projects needed to accommodate the projected growth over the next ten (10) years within the City of Hutto. These projects include existing, proposed, and recently completed projects that were determined based on their current or anticipated impact on each defined Service Area.

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Glossary of Terms

- **Recoverable Project Costs** - Impact Fees are a one-time fee meant to recover the incremental cost of the impact of each new unit of development creating new infrastructure needs within a ten-year window. With this consideration, the maximum assessable impact fee does not specifically cover the entire cost of a water or wastewater project. The calculations that determine the percentage of a project's cost that is impact fee eligible are defined as the project's recoverable cost.
- **Maximum Assessable Impact Fee Calculation** - the maximum impact fee allowable by law is calculated by dividing the recoverable cost of the Capital Improvement Plans by the number of new service units of development. In accordance with state law, both the cost of the Capital Improvement Plan and the number of new service units of development used in the equation are based on the growth and corresponding capacity needs projected to occur within a 10-year window.

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Glossary of Terms

- **Adoption Process** - Chapter 395 of the Texas Local Government Code stipulates a specific process for the adoption of impact fees. A Capital Improvements Advisory Committee (CIAC) is required to review the Land Use Assumptions and the Impact Fee Capital Improvements Plan used in calculating the maximum fee, and to provide the Committee's findings for consideration by the City Council. This CIAC also reviews the calculation and resulting maximum fees and provides its findings to the City Council. The composition of the CIAC is required to have adequate representation of the building and development communities. In Hutto, the CIAC members include real estate, development, and building industry professionals including an ETJ representative. The City Council then conducts a public hearing on the Land Use Assumptions, Impact Fee Capital Improvements Plan, and Impact Fee Ordinance.
- Following policy adoption, the CIAC is tasked with advising the City Council of the need to update the Land Use Assumptions or the Impact Fee Capital Improvements Plan at any time within five years of adoption. Finally, the CIAC oversees the proper administration of the Impact Fee, once in place, and advises the Council as necessary.
- Chapter 395 of the Texas Local Government Code requires a minimum of one (1) public hearing before Council to amend an existing impact fee program.

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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

MISSION STATEMENT:

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

MINUTES 4/6/2026

Workshop Session

Mayor Davis called the workshop of the Manvel City Council to order at 5:02 p.m.

Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 1 Keith Bonner
City Councilmember Place 2 David Lands
City Councilmember Place 3 Harry Opliger
City Councilmember Place 4 Carmyn Robey-Robinson (arrived at 5:51 pm)
City Councilmember Place 5 Crystal Sarmiento (arrived at 5:07 pm)
City Councilmember Place 6 Garrett Knox (arrived at 5:03 pm)

Absent: None

Also Present: Dan Johnson, City Manager
Robert Gervais, City Attorney
Tammy Bell, City Secretary
Keith Traylor, Chief of Police
Jose Abraham, Director of Development Services
Robbie Hall, Director of Public Works
Rosa Donaire, Director of Finance
Chad Dumont, Director of Personnel

Presentation by National Sign Plazas on Kiosk Sign Programs.

City Council received a presentation from National Sign Plazas regarding a proposed homebuilder directional sign program intended to replace unauthorized “bandit” signs with a standardized, city-branded signage system. The program would be managed by the vendor at no cost to the City, with potential revenue generation and opportunities for limited civic messaging. Council discussed implementation, enforcement, aesthetics, and contractual considerations, and provided general direction for staff to proceed with negotiating an agreement for future consideration.

Discussion on any topic as listed on the current agenda.

Council also reviewed and discussed the following Regular Agenda items in preparation for the meeting:

Item 4: Council discussed a subdivision variance request to waive right-of-way dedication and related improvements, noting consistency with a previously approved adjacent property.

Item 5: Council reviewed a subdivision variance request for a flag-shaped lot, with discussion confirming consistency with prior approvals and compliance with setback requirements.

Items 6 & 7: Council discussed resolutions to call joint public hearings for zoning-related amendments, including updates to noticing requirements and a PUD amendment to allow additional housing flexibility.

Item 8: Council reviewed a service agreement related to telecommunications billing administration, confirming no cost impact to the City.

Item 9: Council discussed the option to deny or accept a CPI-based rate increase for telecommunications right-of-way access, including impacts to residents and City revenue.

Regular Session

Call To Order

Mayor Davis called the meeting of the Manvel City Council to order at 6:05 p.m.

Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 1 Keith Bonner
City Councilmember Place 2 David Lands
City Councilmember Place 3 Harry Opliger
City Councilmember Place 4 Carmyn Robey-Robinson
City Councilmember Place 5 Crystal Sarmiento
City Councilmember Place 6 Garrett Knox

Absent: None

Also Present: Dan Johnson, City Manager
Robert Gervais, City Attorney
Tammy Bell, City Secretary
Keith Traylor, Chief of Police
Jose Abraham, Director of Development Services
Robbie Hall, Director of Public Works
Rosa Donaire, Director of Finance
Chad Dumont, Director of Personnel

Invocation

Mayor Davis provided the Invocation.

Inspirational Reading - Councilmember Rossi-Knox

Pledge

Presentations

Breah Knape - Update on ACTIONS, INC., Brazoria County, and opportunities for the City and ACTIONS, INC. to continue to work together.

Staff Recognition:

Ernie Means - TCEQ Class A Water License

Proclamations:

Fair Housing Month - April 2026

Staff Presentation on Public Hearing Item(s)

Staff and the project consultant presented the final draft of the updated Comprehensive Plan and Thoroughfare Plan, summarizing the multi-phase planning process, public engagement efforts, and key components including future land use, transportation planning, and implementation strategies. The presentation highlighted alignment with the City’s strategic goals, preservation of rural character, targeted growth along major corridors, and proposed adjustments to roadway classifications based on stakeholder input. Staff noted the plans are advisory in nature and provided a framework to guide future development, policy decisions, and capital planning.

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING THE PROPOSED MANVEL COMPREHENSIVE PLAN, INCLUDING A PROPOSED UPDATED MAJOR THOROUGHFARE PLAN MAP.

Mayor Davis opened the Public Hearing at 6:42 pm

First call for comments

Angie Alley - 8903 Quail Valley Drive

Against the proposed thoroughfare plan.

Jennifer Curtis - 24285 Katy Frwy - Representing property owner on Belcher

In favor of the thoroughfare proposal on Markham Rd.

Heidi Zeimmer - 2166 Creek Road

Against the proposed thoroughfare plan.

Mike White - 6405 DelBello Blvd

Against the proposed thoroughfare plan, specifically the area on DelBello Blvd.

Second call for comments - None

Third call for comments - None

Mayor Davis closed the Public Hearing at 6:51 pm

Public Comments: "Comment Card" Required

City Manager Update

Moved up before the Public Hearing.

Recognition of Ernie Means on certification, Tammy Bell on 22 years with the city, and Tyler Bergen, Derian Gonzalez, and Sergeant Kulhanek on their actions to prevent a fire from spreading.

Consent Agenda

1. Acceptance of the meeting minutes to date.
2. Final Acceptance of Public Infrastructure Improvements for "Water, Sanitary Sewer and Drainage Facilities and Paving and Appurtenances to serve Valencia Section 1 for Brazoria County Municipal Utility District 83, Brazoria County, Texas" and release the associated maintenance bond.
3. Final Acceptance of Public Infrastructure Improvements for "Valencia Lake "C" to serve Valencia for Brazoria County Municipal Utility District 83, Brazoria County, Texas" and release the associated maintenance bond.
4. Final Acceptance of Public Infrastructure Improvements for "Valencia Lake "D" to serve Valencia for Brazoria County Municipal Utility District 83, Brazoria County, Texas" and release the associated maintenance bond.
5. Final Acceptance of Public Infrastructure Improvements for "Water, Sanitary Sewer and Drainage Facilities and Paving and Appurtenances to serve Pomona Section 27 for Brazoria County Municipal Utility District 40, Brazoria County, Texas" and release the associated maintenance bond.

April 6, 2026 MANVEL CITY COUNCIL MEETING MINUTES

6. Acceptance of Public Infrastructure Improvements for "Water, Sanitary Sewer and Drainage Facilities and Paving and Appurtenances to serve Pollard Blvd Segment D for Brazoria County Municipal Utility District 83, Brazoria County, Texas" to begin the Two-Year Maintenance Period.
7. Acceptance of Public Infrastructure Improvements for "Water Distribution, Wastewater Collection, and Storm Water Facilities to serve Avellino Section One for Brazoria County Municipal Utility District 47, Brazoria County, Texas" to begin the Two-Year Maintenance Period.
8. Acceptance of Public Infrastructure Improvements for "Excavation, Paving, and Grading to serve Avellino Section One for Brazoria County Municipal Utility District 47, Brazoria County, Texas" to begin the Two-Year Maintenance Period.
9. Approve Resolution 2026-R-23:
A RESOLUTION OF THE CITY OF MANVEL, TEXAS, ACKNOWLEDGING RECEIPT AND REVIEW OF THE DRAFT PRELIMINARY OFFICIAL STATEMENT AND NOTICE OF SALE PERTAINING TO THE ISSUANCE OF BONDS BY BRAZORIA COUNTY MUNICIPAL UTILITY DISTRICT NO. 29; ACKNOWLEDGING COMPLIANCE WITH ALL CONDITIONS OF THE CONSENT TO CREATION RESOLUTION AND GRANTING CONSENT TO THE SALE AND ISSUANCE OF THE BONDS.

Councilmember Sarmiento made the motion to approve the Consent Agenda. Councilmember Bonner seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

Items Removed from Consent Agenda – None

Regular Agenda

1. Consideration and possible action to direct staff on participation in the AISD AIMS Awards Sponsorship Packages.
Coach Bass provided an overview.

Mayor Davis made the motion to direct staff to move forward with an action item for the next council meeting for \$5,000.00 to the AISD AIMS Awards. Councilmember Opliger seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

2. Consideration and possible action to approve the first of two readings of Ordinance 2026-O-10: AN ORDINANCE OF THE CITY OF MANVEL, TEXAS ADOPTING THE 2026 COMPREHENSIVE PLAN FOR THE CITY OF MANVEL, INCLUDING THE ADOPTION OF ALL MAPS CONTAINED THEREIN; AMENDING SECTION 50-51 OF THE CODE OF ORDINANCES OF THE CITY OF MANVEL TO REFLECT SAME; MAKING CERTAIN FINDINGS RELATED THERETO; CONTAINING OTHER MATTERS ON THE SUBJECT; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HEREWITH; AND PROVIDING FOR SEVERABILITY.

Council discussed the proposed Comprehensive Plan, emphasizing the importance of community input, preservation of rural character, and managing growth responsibly. Comments reflected support for maintaining low-density development standards, protecting key areas of the city, and ensuring the plan serves as a guiding framework for future decision-making. Council also discussed refining language related to development regulations, zoning flexibility, and potential future tools such as a unified development code.

Direction was provided to staff to rework portions of the development regulations section for further consideration.

Mayor Davis made the motion to approve first reading with the condition that staff rework the development regulations and have the second reading on the regular agenda at the next council meeting. Councilmember Lands seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

3. Consideration and possible action to approve the first of two readings of Ordinance 2026-O-11: AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING CHAPTER 50, PLANNING AND DEVELOPMENT, ARTICLE III. COMPREHENSIVE PLAN, BY AMENDING SECTION 50-51. THOROUGHFARE PLAN; APPROVING THE CITY'S 2026 MASTER THOROUGHFARE PLAN; PROVIDING FOR CONFORMITY OF ALL SUBDIVISION AND STREET REGULATIONS TO THE MASTER THOROUGHFARE PLAN; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 PER DAY FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY; AND PROVIDING A SEVERANCE CLAUSE AND EFFECTIVE DATE.

Council conducted an in-depth discussion of the proposed Thoroughfare Plan, focusing on the balance between preserving rural character and planning for future transportation needs associated with potential development. Significant discussion centered on the role of the plan as a long-term, advisory tool to guide connectivity, mobility, and infrastructure expectations, particularly in areas where future growth or property turnover may occur.

Council expressed concerns regarding specific roadway alignments and classifications, including the potential impact on existing properties, perceived encouragement of development, and long-term implications if roadways are removed from the plan. Staff clarified that roadway construction is typically driven by development or future funding decisions, and that inclusion on the plan establishes a framework for requiring appropriate infrastructure if development occurs.

Key areas of discussion included:

Markham Road: Council discussed concerns about extending the roadway through rural areas north of Highway 6, including impacts to existing property owners and the desire to preserve rural character. At the same time, members noted the importance of maintaining roadway planning tools to ensure future development does not occur without adequate infrastructure.

Del Bello Boulevard: Council considered both roadway classification and alignment, with particular concern about a proposed curve that would deviate from property lines. Discussion emphasized consistency with the City’s goal of avoiding roadway alignments that cut through private property where possible.

Lewis Lane: Council discussed its current function as a collector and confirmed that sidewalk improvements could be implemented regardless of classification, with no immediate plans for widening.

General Thoroughfare Planning: Council discussed how planned roadways can act as both infrastructure planning tools and potential deterrents to undesirable development by requiring developers to construct roadway improvements. Members also emphasized the importance of learning from other communities where lack of long-term planning led to congestion or redevelopment impacts.

Following discussion, Council provided direction to staff on the following:

Modify the Markham Road alignment by removing the segment between Highway 6 and CR 95C, while retaining the segment between Oilfield Road and Belcher Road and renaming the southern segment to align with existing roadway naming (Kings Drive).

Maintain Del Bello Boulevard’s current classification and revise the alignment to follow the existing straight configuration rather than the proposed curved alignment.

Review mapping details for accuracy (e.g., Furnace Road) and confirm no changes to Lewis Lane designation at this time.

Mayor Davis made the motion to approve with discussed changes. Councilmember Rossi Knox seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox

No: None

Absent: None

Abstained: None

4. Consideration and possible action to approve a variance to the Subdivision Ordinance and authorize the Mayor to execute the Development Agreement;
BEING A SUBDIVISION VARIANCE REQUEST SEEKING TO VARY THE REQUIREMENTS OF CHAPTER 62, SECTION 111 (A) & (C) - ADDITIONAL STREET REQUIREMENTS, SECTION 62-113 - SIDEWALKS, AND SECTION 62-42 (B) (4) - MINOR PLAT TO WAIVE PERIMETER ROAD RIGHT-OF-WAY DEDICATION REQUIREMENT FOR A PROPOSED COMMERCIAL DEVELOPMENT (WELLBY FINANCIAL INSTITUTION) ON AN APPROXIMATE 1.101-ACRE TRACT OF LAND (PID: 678969), LOCATED ALONG SOUTH SIDE OF STATE HIGHWAY 6, CONVEYED TO JSC FEDERAL CREDIT UNION, AS RECORDED IN BRAZORIA COUNTY CLERK’S FILE NO. 2018009781 OF THE OFFICIAL PUBLIC RECORDS OF BRAZORIA COUNTY, TEXAS, SITUATED IN THE H.T. & B.R.R. CO. SURVEY, SECTION 71, ABSTRACT NO. 291, IN THE CITY OF MANVEL, BRAZORIA COUNTY, TEXAS.
(Favorable recommendation by PD&Z 3/23/2026 with a 6/0 Vote)

Council recessed for a break at 8:09 p.m.
Council reconvened from break at 8:15 p.m.

Staff outlined conditions of approval, which are:

1. Funds shall be escrowed in lieu of construction of street and sidewalk within existing rights-of-way along the southern boundary. The escrow amount shall be \$69,565.00, based on 224.21 linear feet at \$200 per linear foot per lane, plus 5% simple interest over 10 years (as determined and approved by the City Engineer). The escrow shall be deposited prior to Final plat approval.
2. The plat for the proposed development shall include a plat note specifying waiver of ROW dedication and escrow arrangement;
3. A plat shall establish a minimum building setback of 40 feet measured from the center line of the gravel ROW along the southern side of the subject site;
4. The variance shall expire and escrowed funds shall be refunded to the applicant if the construction of the proposed development does not start within 2 years from the date of approval.
5. The escrowed funds shall be refunded to the Developer within 30 days of the City Council's approval of an application to abandon the existing rights-of-way along the southern boundary for this public improvement. If the City abandons this right-of-way (southern boundary in whole), the City shall refund the amount of escrowed funds according to the length of the particular right-of-way that was abandoned within 10 years.

Council discussion included clarification of property ownership, confirmation that tree preservation requirements would be addressed during subsequent development review, and acknowledgment that the current request pertains only to right-of-way and roadway variance considerations.

Councilmember Sarmiento made the motion to approve with conditions. Councilmember Robey Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

5. Consideration and possible action to approve a variance to the Subdivision Ordinance and authorize the Mayor to execute the Development Agreement;
A SUBDIVISION VARIANCE REQUEST SEEKING TO VARY THE REQUIREMENTS OF CHAPTER 62, SECTIONS 62-108 (A)(10), SIDE LOT LINES SHALL BE AT SUBSTANTIALLY RIGHT ANGLES OR RADIAL TO STREET LINES, AND (11) FLAG OR KEY-SHAPED LOTS ARE NOT ALLOWED, FOR AN APPROXIMATE 2.27-ACRE, (CALLED 2025 ACRE), TRACT OF LAND LOCATED AT 8134 BELCHER ROAD (PID 170635), OUT OF TRACT 20-A OF THE THOMAS SPRAGGINS SURVEY, ABSTRACT 366, BRAZORIA COUNTY, TEXAS AND BEING ALL OF THE SAME CALLED 2.25 CONVEYED TO JOHNNY C. SHIRLEY RECORDED IN COUNTY CLERK'S FILE NO. 1996-009689 OF THE OFFICIAL RECORDS OF BRAZORIA COUNTY, TEXAS AND BEING PREVIOUSLY RECORDED IN VOLUME 126, PAGE 320 OF THE DEED RECORDS OF BRAZORIA COUNTY, TEXAS. (Favorable recommendation by PD&Z 3/23/2026 with a 6/0 Vote)

Staff recommends approval with the following conditions:

1. The subdivision variance will expire upon a change of use from Open Single-Family Residential (O-SFR); or
2. The subdivision variance will expire upon further subdivision or replatting of the property into multiple lots/ reserves.
3. A building line/ setback line shall be established significantly perpendicular to the 482 feet long side property line (S 42°00'00" W) in a manner that the lot width measured at the building line/ setback line is a minimum of 120 feet.

Councilmember Sarmiento made the motion to approve with conditions. Councilmember Bonner seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

6. Consideration and possible action to approve Resolution 2026-R-24;
A RESOLUTION OF THE CITY OF MANVEL, TEXAS, CALLING A PUBLIC HEARING TO BE HELD JOINTLY BY THE CITY COUNCIL AND THE PLANNING, DEVELOPMENT AND ZONING COMMISSION IN REGARD TO THE CHANGES TO THE ZONING ORDINANCE; PRESCRIBING THE TYPE OF NOTICE TO BE GIVEN; OF THE TIME AND PLACE OF THE JOINT PUBLIC HEARING; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.
7. Consideration and possible action to approve Resolution 2026-R-25;
A RESOLUTION OF THE CITY OF MANVEL, TEXAS, CALLING A PUBLIC HEARING TO BE HELD JOINTLY BY THE CITY COUNCIL AND THE PLANNING, DEVELOPMENT AND ZONING COMMISSION IN REGARD TO AMENDING ORDINANCE NO. 2024-O-13 WHICH PERTAINS TO MERIDIANA PLANNED UNIT DEVELOPMENT (PUD); PRESCRIBING THE TYPE OF NOTICE TO BE GIVEN; OF THE TIME AND PLACE OF THE JOINT PUBLIC HEARING; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

Regular agenda items 6 and 7 were combined.

Councilmember Bonner made the motion to approve Regular Agenda items 6 and 7. Councilmember Opliger seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

8. Consideration and possible action to approve a service agreement between the City of Manvel and the Department of Information Resources Communications Technology Services Division (DIR-CTS-CSA) and authorize the City Manager to execute the agreement.

Councilmember Lands made the motion to approve. Councilmember Rossi Knox seconded the motion.

The motion carried with a vote: 7/0

- Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
- No: None
- Absent: None
- Abstained: None

9. Consideration and possible action to decline the default increase in rates for the 2026 CPI Adjustment to Municipal Telecommunications Right-Of-Way Access Line Rates.

Councilmember Bonner made the motion to approve. Councilmember Sarmiento seconded the motion.

The motion carried with a vote: 7/0

- Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
- No: None
- Absent: None
- Abstained: None

10. Consideration and possible action to direct staff on the process for the appointments to the Home Rule Charter Review Board.

Council discussed the process for appointing members to the Home Rule Charter Review Board, as required by the City Charter, which mandates formation of an 11-member board to review the Charter and recommend potential amendments for Council consideration and possible voter approval.

Staff outlined timing requirements, noting appointments must be made in advance of the board's June start date and that the board will serve a limited term to complete its review and submit recommendations. Eligibility requirements were discussed, including that members must be citizens of the City, with clarification requested regarding residency and voting status.

Council discussed various appointment methods and expressed a preference for a structured and equitable approach. Consensus direction included each Councilmember and the Mayor making one appointment, inclusion of a staff-selected representative, and representation from key City boards (Parks, MEDC, and PD&Z). Council emphasized the importance of selecting engaged and qualified individuals and discussed the use of an application process to verify eligibility.

Additional discussion included the role and responsibilities of the Charter Review Board, the importance of independence from Council influence, and timelines for application, nomination, and appointment to ensure compliance with election deadlines.

Mayor Davis made the motion to direct staff to prepare and distribute a memo outlining the appointment process, qualifications, responsibilities, and key dates for implementation. Councilmember Robey Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

11. Consideration and possible action to direct staff on the Notice and Opportunity to Comment SH 288 From CR 58 (Croix Road) to CR 56 (Meridiana Parkway) Control Section Job (CSJ) 0598-02-093 Brazoria County, Texas.

Council discussed the opportunity to submit comments regarding the proposed State Highway 288 expansion project. Discussion focused on potential impacts to traffic, safety, and infrastructure within the City.

Council expressed support for submitting a joint letter and identified key areas of input, including feeder roads, ingress/egress, additional lanes, safety concerns related to congestion, beautification, and potential revenue-sharing considerations.

Council directed staff to prepare a draft letter for Council review prior to the public comment deadline.

Mayor and Council Comments

Adjourn

Councilmember Bonner made the motion to adjourn the meeting at 8:52 p.m. Councilmember Robey-Robinson seconded the motion.

The motion carried with a vote: 7/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 2 David Lands, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Carmyn Robey-Robinson, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Garrett Knox
No: None
Absent: None
Abstained: None

CERTIFICATION

TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

DAN DAVIS, MAYOR
CITY OF MANVEL, TEXAS

RESOLUTION NO. 2026-R-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, CONFIRMING THE RELEASE OF PROPERTY LOCATED AT 3702 CHOCOLATE BAYOU RD, CR 89, BEING A TRACT OR PARCEL OF LAND CONTAINING 2.731 ACRES, AND BEING OUT OF AND A PART OF LOT 108, BLOCK L IN THE PLAT OF RECORD IN VOLUME 2, PAGES 91-92 IN THE PLAT RECORDS OF BRAZORIA COUNTY, TEXAS, RECORDED UNDER BRAZORIA COUNTY PLAT RECORDS DOCUMENT NO. 2022010504, A.C.H & B. SURVEY, BRAZORIA COUNTY, TEXAS; RELEASING FROM THE CITY OF MANVEL'S EXTRA-TERRITORIAL JURISDICTION; DIRECTING THE CITY SECRETARY TO PROVIDE NOTICE TO BRAZORIA COUNTY AND THE BRAZORIA COUNTY APPRAISAL DISTRICT OF SAID RELEASE FROM THE CITY OF MANVEL'S ETJ.

* * * * *

WHEREAS, in 2023 the Texas Legislature adopted SB 2038 which amended the **Texas Local Government Code** § 42.101 et seq. to provide a mechanism for landowners to petition a municipality to request release from that municipality's extra-territorial jurisdiction (ETJ); and

WHEREAS, in 2025, the Legislature adopted HB 2512 which further amended **Texas Local Government Code** § 42.101 et seq.; and

WHEREAS, pursuant to **Texas Local Government Code** § 42.101 et seq. and **Texas Election Code** Chapter 277, Angel Land Developers, LLC (Angel Land) submitted a petition for release of property located at 3702 Chocolate Bayou Rd., CR 89, being a tract or parcel of land containing 2.731 acres of land, and being out of and a part of Lot 108, Block L in the plat of record in Volume 2, Pages 91-92 in the plat records of Brazoria County, Texas recorded under Brazoria County Plat Records Document No. 2022010504, A.C.H. & B. Survey, Brazoria County, Texas; and

WHEREAS, city staff has reviewed the petition and found that all requirements of **Texas Local Government Code** § 42.101 et seq. and **Texas Election Code Chapter 277** have been met, and all necessary information has been provided; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. That the City of Manvel affirms that it has received a petition from Angel Land Developers, LLC (Angel Land) requesting release from the City of Manvel's ETJ. Said petition is attached as Exhibit A.

Section 2. The property that is the subject to the petition for release is located at:

3702 Chocolate Bayou Rd., CR 89, being a tract or parcel of land containing 2.731 acres of land, and being out of and a part of Lot 108, Block L in the plat of record in Volume 2, Pages 91-92 in the plat records of Brazoria County, Texas recorded under Brazoria County Plat Records Document No. 2022010504, A.C.H. & B. Survey, Brazoria County, Texas. Said property is shown and depicted on Exhibit B.

Section 3. It is hereby found and determined by the City Council of the of the City of Manvel that the petition sufficiently meets the requirements of **Texas Local Government Code** § 42.101 et seq. and **Texas Election Code** Chapter 277. The City Council hereby confirms that the release of this property from the City of Manvel’s ETJ is effective as provided by law. The City Manager is directed to update all city ETJ maps to reflect this release.

Section 4. The City Secretary is hereby directed to provide a certified copy of this Resolution to Brazoria County and the Brazoria County Appraisal District, and any other governmental entity that is required to be notified by law.

Section 5. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

PASSED, APPROVED, AND RESOLVED this the _____ day of _____, 2026.

Dan Davis, Mayor

ATTEST:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

EXHIBIT A

PETITION FOR RELEASE FROM ETJ

PETITION OF ANGEL LAND DEVELOPERS, LLC FOR RELEASE FROM CITY OF MANVEL EXTRATERRITORIAL JURISDICTION §
 §
 §
 §
 §
 § **CITY OF MANVEL**

PETITION OF ANGEL LAND DEVELOPERS, LLC FOR RELEASE FROM CITY OF MANVEL EXTRATERRITORIAL JURISDICTION

Angel Land Developers, LLC (Angel Land) submits this Petition for Release from the City of Manvel’s (Manvel) Extraterritorial Jurisdiction (ETJ) of 8174 and 8256 Bailey Road, Manvel, Texas 77578 (Requested Area), pursuant to Texas Local Government Code (TLGC) §§ 42.101- 105, and in support thereof, would respectfully show the following:

I. PETITION

Pursuant to Subchapter D of TLGC, “the ... owners of the majority in value of an area consisting of one or more parcels of land in a municipality’s extraterritorial jurisdiction may file a petition with the municipality in accordance with this subchapter for the area to be released from the extraterritorial jurisdiction,”¹ so long as the requested area is not:

- (1) within five miles of the boundary of a military base at which an active training program is conducted;
- (2) in an area that was voluntarily annexed into the ETJ that is located in a county:
 - (a) in which the population grew by more than 50 percent from the previous federal decennial census in the federal decennial census conducted in 2020; and
 - (b) that has a population greater than 240,000;
- (3) within the portion of the extraterritorial jurisdiction of a municipality with a population of more than 1.4 million that is:

¹ TGLC § 42.102(b).

- (a) within 15 miles of the boundary of a military base, at which an active training program is conducted; and
- (b) in a county with a population of more than two million;
- (4) in an area designated as an industrial district;
- (5) in an area subject to a strategic partnership agreement entered into under TLGC Section 43.0751; or
- (6) for the extraterritorial jurisdiction of a municipality located in four or more counties, one of which has a population of 2.1 million or more and is adjacent to a county with a population of 2.6 million or more:
 - (a) in an area subject to an active development agreement entered into under TGLC Section 212.172 with the municipality;
 - (b) in a platted or unplatted lot of less than 12 acres unless included with the other land in a petition for release under TGLC Section 42.102; or
 - (c) within a platted subdivision of 25 or more lots if the area is a single lot.²

Such a petition must be signed in writing by a majority in value of the holders of title of land in the area described by the petition, as indicated by the tax rolls of the applicable central appraisal district; contain a map of the land to be released and describe the boundaries of the land to be released by metes and bounds or lot and block number; and be filed no later than the 180th day after the date of the first signature for the petition is obtained.³

Included with this petition is the following:

- Attachment A: the written signatures of each owner of Angel Land, the owners of the majority in value of the Requested Area, requesting that the area be released from Manvel's ETJ. The written signatures for each signer include the handwritten signature, printed name, residence address, signer's date of birth, and date of signing

² TGLC § 42.101.

³ TGLC § 42.104.

that proves the petition is filed no later than the 180th day after the date of the first signature for the petition was obtained;

- Attachment B: a map of the land to be released;
- Attachment C: a metes and bounds description of the Requested Area that Angel Land is requesting to be released from Manvel's ETJ; and
- Attachment D: the relevant portion of the Brazoria County central appraisal district tax rolls confirming ownership of the requested area.

II. CONCLUSION

Angel Land respectfully requests that its Requested Area be released from Manvel's ETJ pursuant to TLGC §§ 42.101-105. Angel Land further requests any and all relief to which it may be justly entitled.

Respectfully submitted,

SPENCER FANE, LLP
816 Congress Avenue
Suite 1200
Austin, TX 78701
Telephone: (512) 575-6075
Facsimile: (512) 840-4551

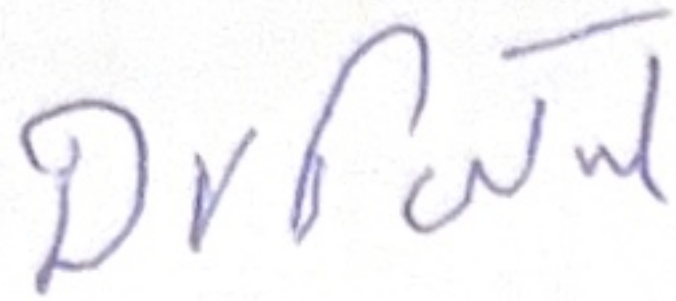
/s/ Rashmin J. Asher

Rashmin J. Asher
State Bar No. 24092058
rasher@spencerfane.com

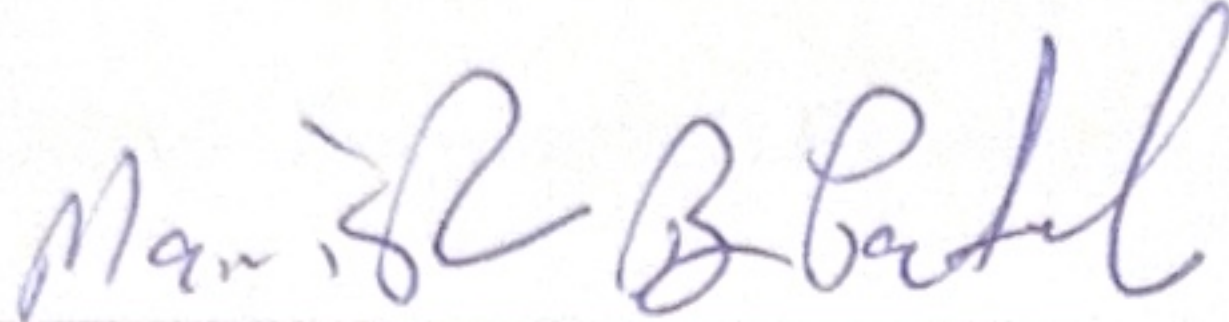
David Skawin
State Bar No. 24102505
diskawin@spencerfane.com

**ATTORNEYS FOR ANGEL LAND
DEVELOPERS, LLC**

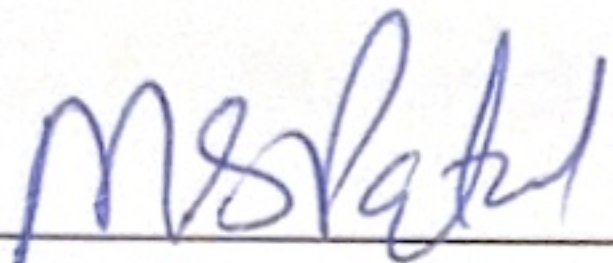
Signatures of the Owners of the Majority in
Value of the Requested Area



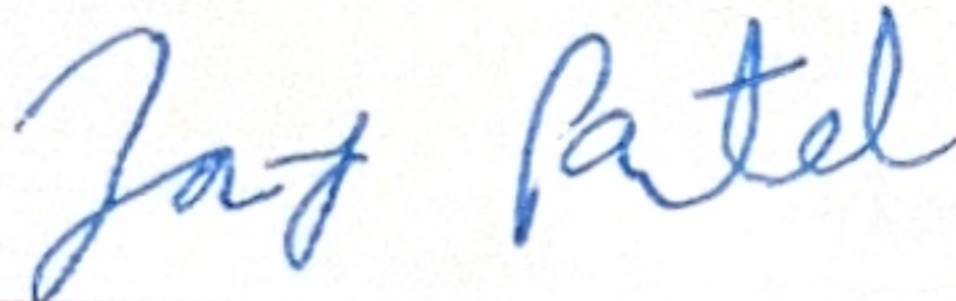
Deepa Patel
Date of Birth: 05/17/1974
Residence Address: 2106 Liberty Forest Ln, Pearland, TX 77089
Date of Signature: 3/4/2026



Manish Patel
Date of Birth: 08/08/1967
Residence Address: 11502 Kay Ln, Pearland, TX 77584
Date of Signature: 3/04/26



Mitalben S. Patel
Date of Birth: 12/05/1974
Residence Address: 2713 Wild Lilac Dr, Pearland, TX 77584
Date of Signature: 3/4/2026

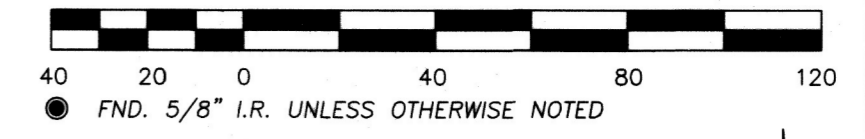


Jay Patel
Date of Birth: 04/10/1991
Residence Address: 216 Wilgus CT, Willow Grove Mill, Middletown, DE 19709
Date of Signature: 3/4/2026

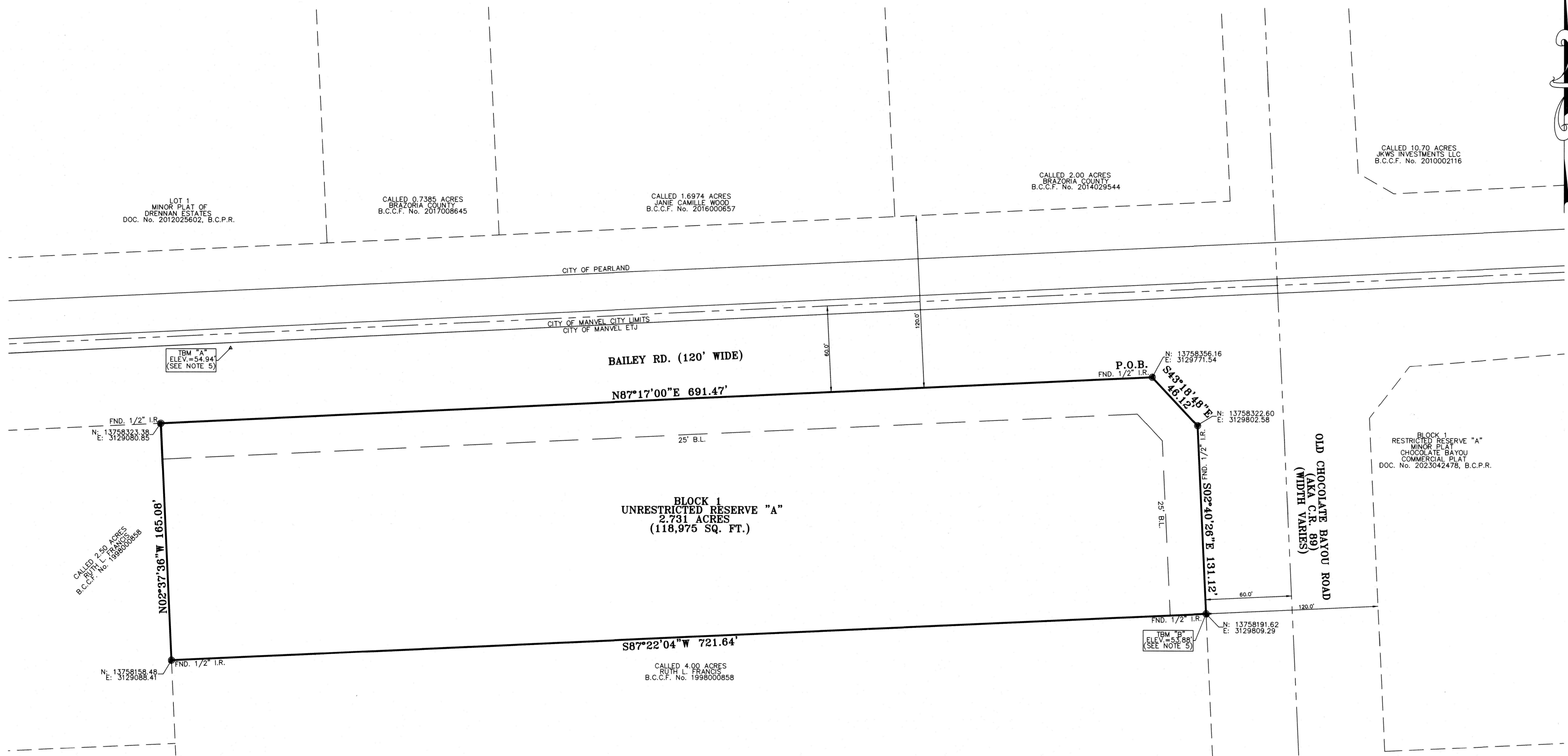
Prop. Building	Unrestricted Reserve	Minimum Finish Floor Elevation*
1	A	56.65'
2	A	56.05'

*Finish floor height shall meet or exceed the criteria in place at the time of permitting and construction

RESERVE TABLE		
RESERVE	PROPOSED USE	MAINTENANCE BY
UNRESTRICTED RESERVE "A"	COMMERCIAL	ANGEL LAND DEVELOPERS, LLC



VICINITY MAP
KEY MAP: 652D
SCALE: 1"=2,640'



- LEGEND**
- A.E. INDICATES AERIAL EASEMENT
 - B.L. INDICATES BUILDING LINE
 - U.E. INDICATES UTILITY EASEMENT
 - STM.S.E. INDICATES STORM SEWER EASEMENT
 - W.L.E. INDICATES WATER LINE EASEMENT
 - S.S.E. INDICATES SANITARY SEWER EASEMENT
 - B.C.P.R. INDICATES BRAZORIA COUNTY PLAT RECORDS
 - B.C.D.R. INDICATES BRAZORIA COUNTY DEED RECORDS
 - B.C.O.R. INDICATES BRAZORIA COUNTY OFFICIAL RECORDS
 - B.C.O.P.R. INDICATES BRAZORIA COUNTY OFFICIAL PUBLIC RECORDS
 - F.N. INDICATES FILE NUMBER
 - VOL. INDICATES VOLUME
 - PG. INDICATES PAGE
 - P.O.B. INDICATES POINT OF BEGINNING
 - R.O.W. INDICATES RIGHT-OF-WAY
 - RES. INDICATES RESERVE
 - FND. INDICATES FOUND
 - I.R. INDICATES IRON ROD
 - C.I.R. INDICATES CAPPED IRON ROD

- NOTES:**
- THIS PLAT HAS BEEN PREPARED TO MEET THE REQUIREMENTS FOR THE STATE OF TEXAS, BRAZORIA COUNTY THE CITY OF MANVEL AND BRAZORIA DRAINAGE DISTRICT #4.
 - THIS SURVEY WAS CREATED WITH THE BENEFIT OF A CITY PLANNING LETTER, JOB NO. 2238923A, EFFECTIVE DATE SEPTEMBER 03, 2025. THE SURVEYOR HAS NOT ABSTRACTED THE ABOVE PROPERTY.
 - ALL BEARINGS REFERENCED ARE TO THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE. THE COORDINATES SHOWN ARE GRID AND CAN BE BROUGHT TO SURFACE BY DIVIDING BY AN ADJUSTMENT FACTOR OF 0.99987069222.
 - ALL SUBDIVISION COMMON AREAS INCLUDING BUT NOT LIMITED TO DETENTION FACILITIES, EASEMENTS AND OPEN SPACES WITHIN THE BOUNDARIES OF THIS PLAT SHALL BE MAINTAINED BY A HOMEOWNERS ASSOCIATION, COMMERCIAL PROPERTY ASSOCIATION OR OTHER ENTITY AND SHALL NOT BE THE RESPONSIBILITY OF THE CITY OF MANVEL, BRAZORIA COUNTY OR BRAZORIA DRAINAGE DISTRICT #4.
 - ELEVATION HEREON ARE BASED ON CITY OF PEARLAND PRIMARY CONTROL MONUMENT REFERENCE ID No. 200, ELEV.=48.324' NAVD 88 (Geoid 99).
 - BY GRAPHIC PLOTTING ONLY, THE SUBJECT PROPERTY LIES WITHIN ZONE "X". AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, AS DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NUMBER 48039C0040K DATED 12-30-2020.
 - ANY CONSTRUCTION PROPOSED TO BE INSTALLED WITHIN A PROPERTY EASEMENT WITH PRESCRIBED RIGHTS TO A PRIVATE ENTITY MAY REQUIRE THE PERMISSION OF THE PRIVATE ENTITY PRIOR TO THE START OF CONSTRUCTION. FAILURE TO SECURE SUCH PERMISSION MAY RESULT IN THE RIGHT HOLDER(S) OF THE EASEMENT REMOVING ANY UNAPPROVED PAVEMENT, STRUCTURES, UTILITIES OR OTHER FACILITIES LOCATED WITHIN THE EASEMENT. THE RESPONSIBILITIES OF SECURING APPROVAL FROM THE PRIVATE ENTITIES TO BUILD WITHIN AN EASEMENT IS SOLELY THAT OF THE OWNER.
 - THE MINIMUM SLAB ELEVATION SHALL MEET OR EXCEED CRITERIA IN PLACE AT THE TIME OF DEVELOPMENT.
 - ANY PROPOSED DRAINAGE SYSTEM FOR THIS SUBDIVISION SHALL BE DESIGNED TO MEET THE REQUIREMENTS OF THE CITY OF MANVEL AND BRAZORIA DRAINAGE DISTRICT NO. 4.
 - THIS PROPERTY IS LOCATED WITHIN THE CITY OF MANVEL CITY LIMITS; ALVIN INDEPENDENT SCHOOL DISTRICT, BRAZORIA COUNTY EMERGENCY DISTRICT NO. 3 AND BRAZORIA DRAINAGE DISTRICT NO. 4 AND CITY OF MANVEL'S ETJ AT THE TIME OF PLATTING.
 - ALL LANDSCAPING AND STRUCTURES, INCLUDING FENCES AT INTERSECTIONS SHALL CONFORM TO THE CITY OF MANVEL AND AASHTO SITE DISTANCE REQUIREMENTS FOR MOTORISTS.
 - SIDEWALKS SHALL BE CONSTRUCTED AS PART OF THE ISSUANCE OF A BUILDING PERMIT FOR EACH TRACT OR LOT.
 - THE MINOR PLAT WILL EXPIRE TWO (2) YEARS AFTER FINAL ADMINISTRATIVE APPROVAL, IF CONSTRUCTION OF THE IMPROVEMENTS HAS NOT COMMENCED WITHIN THE TWO-YEAR INITIAL PERIOD OR THE ONE-YEAR EXTENSION PERIOD GRANTED BY PD&Z.
 - BUILDING PERMITS WILL NOT BE ISSUED UNTIL ALL STORM DRAINAGE IMPROVEMENTS, WHICH MAY INCLUDE DETENTION PONDS, HAVE BEEN CONSTRUCTED.
 - THERE ARE NO PIPELINE EASEMENTS WITHIN THE BOUNDARY OF THIS PLAT.
 - THE DEVELOPMENT REGULATIONS AND CITY PERMITS ARE REQUIRED ON ALL PROPERTY.
 - THE FOLLOWING DEVELOPMENT AGREEMENTS WITH THE CITY OF MANVEL APPLY TO THIS PLAT:
DEVELOPMENT AGREEMENT, EFFECTIVE MARCH 13, 2006
1ST AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE SEPTEMBER 9, 2013
2ND AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE JANUARY 26, 2015
3RD AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE MARCH 1, 2016
4TH AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE AUGUST 22, 2016
5TH AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE JUNE 4, 2018
6TH AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE DECEMBER 16, 2018
7TH AMENDMENT TO THE DEVELOPMENT AGREEMENT, EFFECTIVE MARCH 15, 2021
18. A 2-YEAR MAINTENANCE BOND WILL BE REQUIRED FOR CONSTRUCTED IMPROVEMENTS.
19. MINIMUM REQUIRED BOUNDARY PRECISION IS 1:115,000.
20. CONSTRUCTION AND DRAINAGE PLANS WILL BE REQUIRED AT THE TIME OF DEVELOPMENT.

**MINOR PLAT OF
ANGEL LAND**

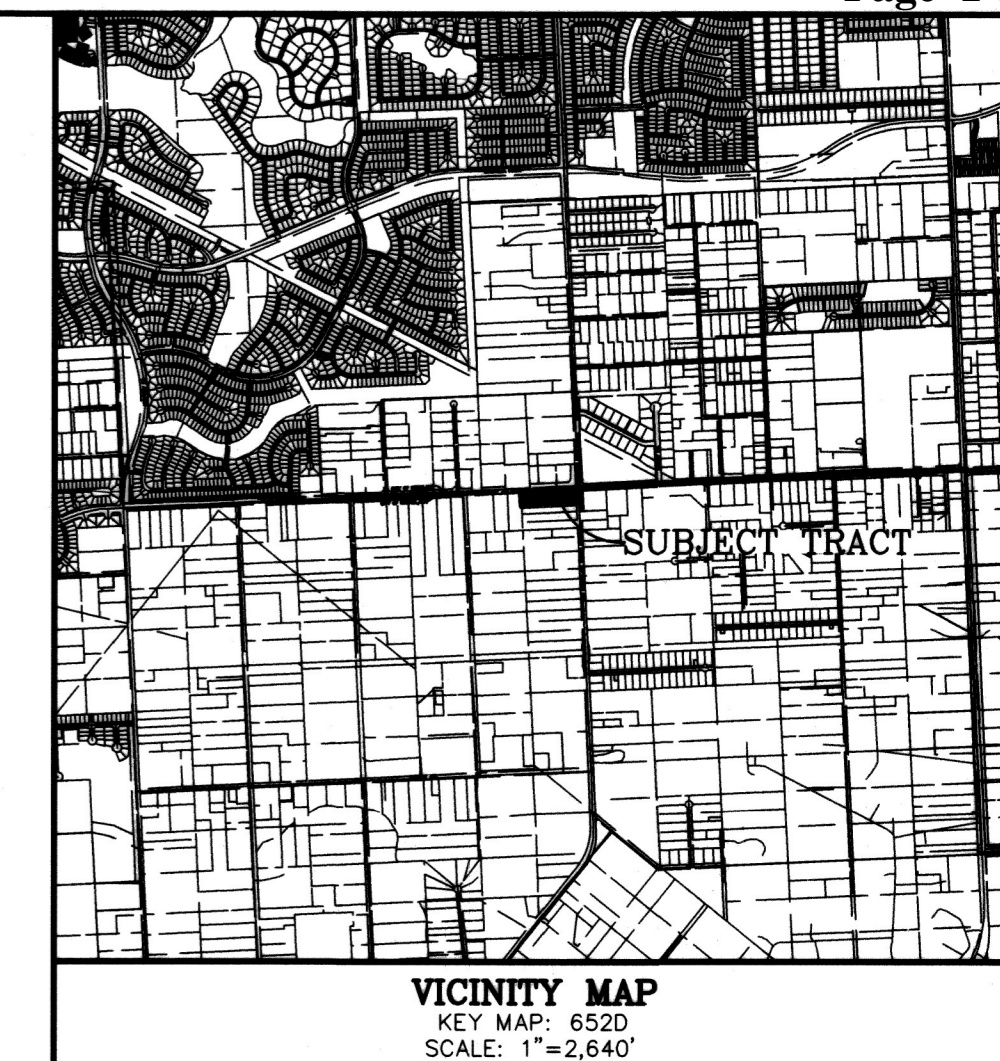
BEING A SUBDIVISION OF 2.731 ACRES
LOCATED IN THE A.C.H.&B. SURVEY,
SECTION 92, A-541, BRAZORIA COUNTY, TEXAS
BEING A TRACT OF LAND OUT OF LOT 108,
BLOCK L, A SUBDIVISION RECORDED IN
VOL. 2, PG. 91-92, MAP RECORDS
OF BRAZORIA COUNTY, TEXAS

SCALE: 1" = 40' APRIL 9, 2025
REVISED: October 16, 2025

1 RESERVE (2.731) ACRES 1 BLOCK

OWNER:
ANGEL LAND DEVELOPERS, LLC
2106 LIBERTY FOREST LN.
PEARLAND, TX 77089
Phone: (832) 904-9156

Gruller Surveying, LLC
PROFESSIONAL LAND SURVEYING
1244 NORTH POST OAK ROAD, STE. 200
HOUSTON, TEXAS 77066
PH: 713.333.1466 / FX: 713.782.3755
JOB. No. 45-2271



STATE OF TEXAS

COUNTY OF HARRIS

We, ANGEL LAND DEVELOPERS, LLC, a Texas limited liability company, acting by and through Deepa Patel, Managing Member, hereinafter referred to as Owners of the 2.731 acre tract described in the above and foregoing map of ANGEL LAND, do hereby make and establish said subdivision and development plan of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets, or permanent access easements), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed, and do hereby waive all claims for damages occasioned by the establishment of grades as approved for the streets and drainage easements dedicated, or occasioned by the alteration of the surface, or any portion of the streets or drainage easements to conform to such grades, and do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title on the land so dedicated.

FURTHER, Owners have dedicated and by these presents dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet, six inches (11'6") for ten feet (10'0") perimeter ground easements or seven feet, six inches (7'6") for fourteen feet (14'0") perimeter ground easements or five feet, six inches (5'6") for sixteen feet (16'0") perimeter ground easements, from a plane sixteen feet (16'0") above the ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals twenty one feet, six inches (21'6") in width.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purpose forever unobstructed aerial easements. The aerial easements shall extend horizontally an additional ten feet (10'0") for ten feet (10'0") back-to-back ground easements, or eight feet (8'0") for fourteen feet (14'0") back-to-back ground easements or seven feet (7'0") for sixteen feet (16'0") back-to-back ground easements, from a plane sixteen feet (16'0") above the ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted hereon, whereby the aerial easement totals thirty feet (30'0") in width.

IN TESTIMONY WHEREOF, ANGEL LAND DEVELOPERS, LLC, a Texas limited liability company, has caused these presents to be signed by Deepa Patel, its Managing Member, thereunto authorized, this 21 day of October, 2025.

ANGEL LAND DEVELOPERS, LLC, a Texas limited liability company

By: ANGEL LAND DEVELOPERS, LLC,
a Texas limited liability company,

By: Deepa Patel
Name: Deepa Patel
Title: Managing Member

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, on this day personally appeared Deepa Patel, Managing Member known to me to be the persons whose name are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 21 day of October, 2025

Victoria Santillana
Notary Public in and for the State of Texas
Printed Name:



My Commission Expires: 9/22/2028

METES AND BOUNDS DESCRIPTION

2.731 ACRE
LOCATED IN THE
A.C.H.&B SURVEY, SECTION 92, A-541
BRAZORIA COUNTY, TEXAS

Being a tract or parcel of land containing 2.731 acre of land or 118,975 square feet, located in the A.C.H. & B. Survey Section 92, Abstract 541, Brazoria County, Texas; Said 2.731 acre tract being all of a called 2.731 acres tract of record in the name of Angel Land Developers in Brazoria County Clerk's File (B.C.C.F.) Number 2022010504, and being out of and a part of Lot 108, Block L in the plat of record in Volume 2, Pages 91-92 in the Plat Records of Brazoria County, Texas; Said 2.731 acre tract being more particularly described as follows (bearings based on Texas State Plane Coordinate System, South Central Zone NAD83):

BEGINNING at 1/2 inch iron rod found for the northwest end of the transition from the south Right-of-Way (R.O.W.) of Bailey Road (120 feet wide) to the west R.O.W. line of Chocolate Bayou Road AKA C.R. 89 (width varies);

THENCE, coincident aforesaid R.O.W. transition, South 43 Degrees 18 Minutes 48 Seconds East, a distance of 46.12 feet to a 1/2 inch iron rod found for the southeast end of said R.O.W. transition, being on the west line of aforesaid Chocolate Bayou Road;

THENCE, coincident the west line of aforesaid Chocolate Bayou Road, South 02 Degrees 40 minutes 26 Seconds East, a distance of 131.12 feet to a 1/2 inch iron rod found for the southeast corner of the herein described tract, being on the north line of the remainder of a tract of land of record in the name of Ruth L. Francis in B.C.C.F. number 199800858;

THENCE, coincident the north line of aforesaid Francis tract, South 87 Degrees 22 Minutes 04 Seconds West, a distance of 721.64 feet to a 1/2 inch iron rod found for the southwest corner of the herein described tract;

THENCE, coincident the west line of the herein described tract, North 02 Degrees 37 Minutes 36 Seconds West, a distance of 165.08 feet to a 1/2 inch iron rod found for the northwest corner of the herein described tract, being on the south R.O.W. line of aforesaid Bailey Road;

THENCE, coincident the south R.O.W. line of Bailey Road, North 87 Degrees 17 Minutes 00 Seconds East, a distance of 691.47 feet to the POINT OF BEGINNING and containing 2.731 acres of land.

I, Kenneth A. Gruller, R.P.L.S., am registered under the laws of the State of Texas to practice the profession of surveying and hereby certify that the above subdivision is true and accurate; was prepared from an actual survey of the property made under my supervision on the ground; that, except as shown all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other objects of a permanent nature) pipes or rods having an outside diameter of not less than five eighths (5/8) inch and a length of not less than three (3) feet; and that the plot boundary corners have been tied to the Texas Coordinate System of 1983, South Central Zone.

Kenneth A. Gruller
Kenneth A. Gruller, R.P.L.S.
Texas Registration No. 5476



APPROVED BY THE BOARD OF COMMISSIONERS ON 05/06/2025 DATE

John Genaro
DISTRICT SUPERINTENDENT

James Jarrod Apen
DISTRICT ENGINEER

THE SIGNATURES ABOVE ARE EVIDENCE THAT THE DISTRICT'S BOARD OF COMMISSIONERS APPROVED THIS SUBMISSION ON THE DATE PROVIDED ABOVE BASED UPON THE RECOMMENDATION OF THE DISTRICT ENGINEER WHO HAS REVIEWED THE SHEETS PROVIDED AND FOUND THEM TO BE IN GENERAL COMPLIANCE WITH THE DISTRICT'S "RULES, REGULATIONS, AND GUIDELINES". THE APPROVAL OF A FINAL DRAINAGE PLAN OR REQUEST FOR VARIANCE WILL TYPICALLY EXPIRE ONE YEAR AFTER THE DATE OF BOARD APPROVAL. THE APPROVAL OF A DRAINAGE IMPACT ANALYSIS, MASTER DEVELOPMENT PLAN, OR FINAL PLAT WILL TYPICALLY EXPIRE TWO YEARS AFTER THE DATE OF APPROVAL. SEE SECTION 12 IN THE DISTRICT'S RULES, REGULATIONS, AND GUIDELINES FOR ADDITIONAL INFORMATION REGARDING THE EXPIRATION OF APPROVALS. AFTER EXPIRATION, RE-APPROVAL IS REQUIRED. PLEASE NOTE THAT DISTRICT APPROVAL DOES NOT NECESSARILY MEAN THAT ALL INFORMATION IN THE SUBMITTAL HAS BEEN CHECKED AND VERIFIED. IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE DISTRICT'S "RULES, REGULATIONS, AND GUIDELINES" AND THIS APPROVED SUBMITTAL, THE DISTRICT'S "RULES, REGULATIONS, AND GUIDELINES" SHALL PREVAIL. ANY BOARD APPROVED DEVIATIONS FROM DISTRICT CRITERIA SHALL BE ITEMIZED ON THE COVER PAGE AND OTHER APPROPRIATE SHEETS. ANY SUBMITTAL PREPARED BY A PROFESSIONAL ENGINEER OR PROFESSIONAL LAND SURVEYOR HAS TYPICALLY BEEN SIGNED AND SEALED BY THAT LICENSED PROFESSIONAL. THAT SIGNATURE AND SEAL CONVEYS RESPONSIBILITY AND ACCOUNTABILITY TO THAT ENGINEER OR SURVEYOR.

BDD4 REF. ID #25-000071

THIS IS TO CERTIFY THAT THIS PLAT IS A MINOR PLAT UNDER THE PROVISIONS OF THE TEXAS LOCAL GOVERNMENT CODE SECTION 212.0065 AND MEETS ALL THE REQUIREMENTS OF THE SUBDIVISION ORDINANCE OF THE CITY OF MANVEL. THE CITY OF MANVEL HAS APPROVED THIS PLAT OF ANGEL LAND AS SHOWN HEREON AND AUTHORIZES THE RECORDING OF THIS PLAT THIS _____ DAY OF _____ 20____.

DANIEL JOHNSON, CITY MANAGER

We, Trustmark National Bank, holder of a lien against the property described in the plat known as ANGEL LAND, said lien being evidenced by instrument of record in the Clerk's File Numbers 2025007765 of the B.C.C.F. of Brazoria County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said subdivision plat and we hereby affirm that I am the present owner of said lien and have not assigned the same nor any part thereof.

By: Sherry Walker
Sherry Walker

State of Texas)

County of HARRIS)

BEFORE ME, the undersigned authority, on this day personally appeared Sherry Walker known to me to be the person whose names is subscribed to the foregoing instrument and acknowledgment to me that they executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated, and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 21

day of October, 2025

Victoria Santillana
Notary Public in and for the State of Texas

My Commission Expires: 9/22/2028



BRAZORIA DRAINAGE DISTRICT NO. 4 NOTES:

- ANY GOVERNMENTAL BODY FOR PURPOSES OF DRAINAGE WORK MAY USE DRAINAGE EASEMENTS AND FEE STRIPS PROVIDED THE DISTRICT IS PROPERLY NOTIFIED.
- PERMANENT STRUCTURES, INCLUDING FENCES AND PERMANENT LANDSCAPING, SHALL NOT BE ERRECTED IN A DRAINAGE EASEMENT, ACCESS EASEMENT, OR FEE STRIP.
- MAINTENANCE OF DETENTION FACILITIES IS THE SOLE RESPONSIBILITY OF THE OWNER OF THE PROPERTY. THE DISTRICT WILL PROVIDE MAINTENANCE OF REGIONAL FACILITIES OWNED AND CONSTRUCTED BY THE DISTRICT, OR SUB REGIONAL FACILITIES CONSTRUCTED BY DEVELOPER(S) FOR WHICH OWNERSHIP HAS BEEN TRANSFERRED TO THE DISTRICT WITH THE DISTRICT'S APPROVAL. THE DISTRICT IS RESPONSIBLE ONLY FOR THE MAINTENANCE OF FACILITIES OWNED BY THE DISTRICT UNLESS THE DISTRICT SPECIFICALLY CONTRACTS OR AGREES TO MAINTAIN OTHER FACILITIES.
- CONTRACTOR SHALL NOTIFY THE DISTRICT'S INSPECTOR AT LEAST FORTY-EIGHT (48) HOURS BEFORE BEGINNING WORK AND TWENTY-FOUR (24) HOURS BEFORE PLACING ANY CONCRETE.
- THE DISTRICT'S PERSONNEL SHALL HAVE THE RIGHT TO ENTER UPON THE PROPERTY FOR INSPECTION AT ANY TIME DURING CONSTRUCTION OR AS MAY BE WARRANTED TO ENSURE THE DETENTION FACILITY AND DRAINAGE SYSTEM ARE OPERATING PROPERLY.
- APPROPRIATE COVER FOR THE SIDE SLOPES, BOTTOM, AND MAINTENANCE BERM SHALL BE ESTABLISHED PRIOR TO ACCEPTANCE OF THE CONSTRUCTION BY THE DISTRICT. AT LEAST 50% GERMINATION OF THE GRASS MUST BE ESTABLISHED PRIOR TO ACCEPTANCE OF CONSTRUCTION BY THE DISTRICT.
- ANY FUTURE DEVELOPMENT OF THIS PROPERTY MUST BE IN CONFORMANCE WITH THE DISTRICT'S RULES, REGULATIONS & GUIDELINES.
- THE DISTRICT'S APPROVAL OF THE FINAL DRAINAGE PLAN (AND FINAL PLAT IF REQUIRED) DOES NOT AFFECT THE PROPERTY RIGHTS OF THIRD PARTIES. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING AND MAINTAINING ANY AND ALL EASEMENTS, FEE STRIPS, AND/OR ANY OTHER RIGHT-OF-WAY ACROSS THIRD PARTIES' PROPERTIES FOR PURPOSES OF MOVING EXCESS RUNOFF TO THE DISTRICT'S DRAINAGE FACILITIES AS CONTEMPLATED BY THE FINAL DRAINAGE PLAN AND FINAL PLAT.
- DRAINAGE EASEMENTS SHALL BE USED ONLY FOR THE PURPOSES OF CONSTRUCTING, OPERATING, MAINTAINING, REPAIRING, REPLACING, AND RECONSTRUCTING OF A DRAINAGE FACILITY, AND ANY AND ALL RELATED EQUIPMENT AND FACILITIES TOGETHER WITH ANY AND ALL NECESSARY INCIDENTALS AND APPURTENANCES THERETO IN, UPON, OVER, ACROSS, AND THROUGH THE EASEMENT AREA. THE DISTRICT'S SUCCESSORS, ASSIGNS, AGENTS, EMPLOYEES, WORKMEN, AND REPRESENTATIVES SHALL AT ALL PRESENT AND FUTURE TIMES, HAVE THE RIGHT AND PRIVILEGE OF INGRESS AND EGRESS IN, UPON, OVER, ACROSS, AND THROUGH THE EASEMENT AREA.
- ACCESS EASEMENTS SHALL BE USED FOR INGRESS AND EGRESS TO THE DISTRICT'S DRAINAGE FACILITIES AND SHALL BE KEPT CLEAR OF ANY AND ALL OBSTRUCTIONS.
- AN AS-BUILT CERTIFICATE AND RPLS STAMPED AS-BUILT ARE REQUIRED TO BE SUBMITTED TO THE DISTRICT BEFORE A CERTIFICATE OF COMPLIANCE CAN BE ISSUED. CONTACT THE DISTRICT'S INSPECTOR FOR FURTHER CLARIFICATION.
- ALL DRAINAGE PLANS AND PLATS SHALL BE IN CONFORMANCE WITH THE DISTRICT'S RULES, REGULATIONS & GUIDELINES. BOARD APPROVAL OF A DRAINAGE PLAN OR PLAT DOES NOT CONSTITUTE PERMISSION TO DEVIATE. DEVIATION FROM THE DISTRICT'S RULES, REGULATIONS & GUIDELINES IS ONLY AUTHORIZED AND ALLOWED BY A SEPARATE REQUEST FOR VARIANCE WHICH WAS APPROVED BY THE BOARD. ANY BOARD APPROVED VARIANCE SHALL BE REFERENCED ON THE PLAN COVER PAGE AND ON THE APPROPRIATE SHEET WHERE APPLICABLE. THE USE OF THE TERM "GUIDELINES" HEREIN DOES NOT AFFECT THE MANDATORY NATURE OF THESE RULES, REGULATIONS & GUIDELINES.

MINOR PLAT OF

ANGEL LAND

BEING A SUBDIVISION OF 2.731 ACRES
LOCATED IN THE A.C.H.&B. SURVEY,
SECTION 92, A-541, BRAZORIA COUNTY, TEXAS
BEING A TRACT OF LAND OUT OF LOT 108,
BLOCK L, A SUBDIVISION RECORDED IN
VOL. 2, PG. 91-92, MAP RECORDS
OF BRAZORIA COUNTY, TEXAS

SCALE: 1" = 40' APRIL 9, 2025
REVISED: October 16, 2025

1 RESERVE (2.731) ACRES 1 BLOCK

OWNER:

ANGEL LAND DEVELOPERS, LLC
2106 LIBERTY FOREST LN.
PEARLAND, TX 77089
Phone: (832) 904-9156

Gruller Surveying, LLC

PROFESSIONAL LAND SURVEYING
1244 NORTH POST OAK ROAD, STE. 200
HOUSTON, TEXAS 77066
PH: 713.333.1486 / FX: 713.782.3755
JOB No. 43-2271

Brazoria CAD Property Search

Property ID: 177022 For Year 2025

Property Details

Account		
Property ID:	177022	Geographic ID: 0541-0239-000
Type:	R	Zoning: 3/11/16CJC
Property Use:		
Location		
Situs Address:	3702 CHOCOLATE BAYOU RD CR 89 TX 77578	
Map ID:		Mapsco:
Legal Description:	A0541 A C H & B TRACT 108A (DIV L) ACRES 2.731	
Abstract/Subdivision:	A0541	
Neighborhood:	(COMM) COMM ACCTS	
Owner		
Owner ID:	1206010	
Name:	ANGEL LAND DEVELOPERS	
Agent:		
Mailing Address:	2106 LIBERTY FOREST DR PEARLAND, TX 77089-1682	
% Ownership:	100.0%	
Exemptions:	For privacy reasons not all exemptions are shown online.	

Property Values

Improvement Homesite Value:	\$0 (+)
Improvement Non-Homesite Value:	\$0 (+)
Land Homesite Value:	\$0 (+)
Land Non-Homesite Value:	\$373,140 (+)
Agricultural Market Valuation:	\$0 (+)
Market Value:	\$373

[Privacy](#) - [Terms](#)

Agricultural Value Loss:	\$0 (-)
HS Cap Loss:	\$0 (-)
Circuit Breaker:	\$0 (-)
Appraised Value:	\$373,140
Ag Use Value:	\$0

Information provided for research purposes only. Legal descriptions and acreage amounts are for Appraisal District use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.

Property Taxing Jurisdiction

Owner: ANGEL LAND DEVELOPERS

Entity	Description	Tax Rate	Market Value	Taxable Value	Estimated Tax	Freeze Ceiling
CAD	BRAZORIA COUNTY APPRAISAL DISTRICT	0.000000	\$373,140	\$373,140	\$0.00	
DR4	BRAZORIA COUNTY DRAINAGE DISTRICT #4 (PEARLAND)	0.113276	\$373,140	\$373,140	\$422.68	
EM3	BRAZORIA COUNTY EMERGENCY DISTRICT #3	0.079229	\$373,140	\$373,140	\$295.64	
GBC	BRAZORIA COUNTY	0.262548	\$373,140	\$373,140	\$979.67	
JAL	ALVIN COLLEGE	0.156543	\$373,140	\$373,140	\$584.12	
RDB	ROAD & BRIDGE FUND	0.042210	\$373,140	\$373,140	\$157.50	
SAL	ALVIN INDEPENDENT SCHOOL DISTRICT	1.150000	\$373,140	\$373,140	\$4,291.11	

Total Tax Rate: 1.803806

Estimated Taxes With Exemptions: \$6,730.72

Estimated Taxes Without Exemptions: \$6,730.72

Property Improvement - Building

Property Land

Type	Description	Acreage	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
S1	PRIMARY SITE	1.50	65,340.00	0.00	0.00	\$254,830	\$0
A1	FRONT ACREAGE	1.23	53,622.36	0.00	0.00	\$118,310	\$0

Property Roll Value History

Year	Improvements	Land Market	Ag Valuation	HS Cap Loss	Appraised
2025	\$0	\$373,140	\$0	\$0	\$373,140
2024	\$0	\$373,140	\$0	\$0	\$315,300
2023	\$0	\$262,750	\$0	\$0	\$262,750
2022	\$0	\$157,750	\$0	\$0	\$157,750
2021	\$0	\$126,200	\$0	\$0	\$126,200
2020	\$0	\$126,200	\$0	\$0	\$126,200
2019	\$0	\$84,140	\$0	\$0	\$84,140
2018	\$5,000	\$89,890	\$0	\$0	\$94,890
2017	\$328,570	\$89,890	\$0	\$0	\$418,460

Property Deed History

Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Number
2/17/2022	DV	DEED RETAINING VENDORS LIEN	JKWS INVESTMENTS LLC	ANGEL LAND DEVELOPERS	2022	010504	

ARB Data

Hearing Date And Time	Board Members	Owner's Opinion Of Value	Board's Determination Of Value	ARB Determination
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RELEASE OF LIEN

THE STATE OF TEXAS ()

() KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF BRAZORIA ()

THAT THE UNDERSIGNED, the legal and equitable owner and holder of that one certain promissory note as described in:

DEED OF TRUST AND SECURITY AGREEMENT (with Assignment of Rents and Leases) dated February 17, 2022, recorded in County Clerk 2022010505, recorded on February 18, 2022, in name of Angel Land Developers LLC, executed by Deepa V. Patel and Manish B Patel, Managing Members, in favor of Randall L. Ferguson, Trustee for Pearland State Bank for note in the original amount of \$200,000.00.

Said note being secured by said liens against the following described property, to-wit:


FIELD NOTES DECPRIPTION OF A 2.731 ACRE TRACT OF LAND OUT OF LOT 108, BLOCK L, IN THE A.C.H. & B. SURVEY, SECTION 92, ABSTRACT 541, BRAZORIA COUNTY, TEXAS, ACCORDING TO THE PLAT AS RECORDED IN VOLUME 2, PAGE 91-92, PLAT RECORDS, BRAZORIA COUNTY, TEXAS OR AS MORE FULLY DESCRIBED IN THE ORIGINAL DEED OF TRUST.

For and in consideration of the full and final payment of all indebtedness secured by the aforesaid lien or liens, the receipt of which is hereby acknowledged, has released and discharged and by these presents hereby releases and discharges. the above described property from all liens held by the undersigned securing said indebtedness.

EXECUTED this 13th day of June, 2024.

LIENHOLDER:

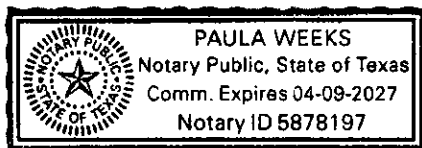
PEARLAND STATE BANK

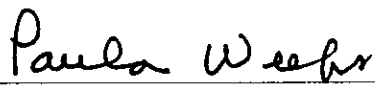
BY: 
Brandon K. Dansby, Executive Vice President

THE STATE OF TEXAS ()

COUNTY OF BRAZORIA ()

This instrument was acknowledged before me on June 13th, 2024, by Brandon Dansby, Executive Vice President of Pearland State Bank, a Texas Banking Corporation, on behalf of said corporation.




NOTARY PUBLIC, STATE OF TEXAS

MY COMMISSION EXPIRES: 4-9-27

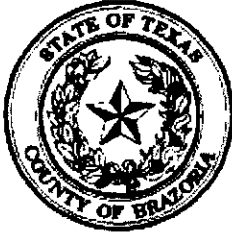
Return To: Angel Land Developers LLC
2106 Liberty Forest Ln
Pearland, TX 77089

FILED and RECORDED

Instrument Number: 2024027227

Filing and Recording Date: 06/24/2024 04:01:32 PM Pages: 2 Recording Fee: \$25.00

I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Brazoria County, Texas.



A handwritten signature in black ink, appearing to read "Joyce Hudman".

Joyce Hudman, County Clerk
Brazoria County, Texas

ANY PROVISION CONTAINED IN ANY DOCUMENT WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE REAL PROPERTY DESCRIBED THEREIN BECAUSE OF RACE OR COLOR IS INVALID UNDER FEDERAL LAW AND IS UNENFORCEABLE.

DO NOT DESTROY - Warning, this document is part of the Official Public Record.

cclerk-jessie

From: [Phan, Nancy](#)
To: [Tammy Bell](#)
Cc: [Asher, Rashmin](#); [Skawin, David](#); jabraham@cityofmanvel.com; [Phan, Nancy](#)
Subject: Angel Land ETJ Release Petition Submission
Date: Thursday, March 5, 2026 11:10:45 AM
Attachments: [2026.03.05 Angel Land Petition-c.pdf](#)

You don't often get email from nphan@spencerfane.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

Based on our conversation with Mr. Abraham, we are providing this petition for release from the ETJ on behalf of Angel Land Developers, LLC to the City Secretary, Tammy Bell. We will also be providing a physical copy via mail.

Thank you,

Nancy Phan Paralegal
Spencer Fane LLP

816 Congress Avenue, Suite 1200 | Austin, TX 78701
(O) 512.575.6621
nphan@spencerfane.com | spencerfane.com

Form 424
(Revised 05/11)
Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: See instructions



This space reserved for office use.

Certificate of Amendment

Entity Information

The name of the filing entity is:

Angel Land Developers LLC

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- | | |
|---|---|
| <input type="checkbox"/> For-profit Corporation | <input type="checkbox"/> Professional Corporation |
| <input type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Limited Liability Company |
| <input type="checkbox"/> Cooperative Association | <input type="checkbox"/> Professional Association |
| <input checked="" type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership |

The file number issued to the filing entity by the secretary of state is: 804374846

The date of formation of the entity is: 01/06/2022

Amendments

1. Amended Name

(If the purpose of the certificate of amendment is to change the name of the entity, use the following statement)

The amendment changes the certificate of formation to change the article or provision that names the filing entity. The article or provision is amended to read as follows:

The name of the filing entity is: (state the new name of the entity below)

The name of the entity must contain an organizational designation or accepted abbreviation of such term, as applicable.

2. Amended Registered Agent/Registered Office

The amendment changes the certificate of formation to change the article or provision stating the name of the registered agent and the registered office address of the filing entity. The article or provision is amended to read as follows:

Registered Agent
(Complete either A or B, but not both. Also complete C.)

A. The registered agent is an organization (cannot be entity named above) by the name of:

OR

B. The registered agent is an individual resident of the state whose name is:

Deepa

Patel

First Name

M.I.

Last Name

Suffix

The person executing this instrument affirms that the person designated as the new registered agent has consented to serve as registered agent.

C. The business address of the registered agent and the registered office address is:

2106 Liberty Forest Ln

Pearland

TX 77089

Street Address (No P.O. Box)

City

State Zip Code

3. Other Added, Altered, or Deleted Provisions

Other changes or additions to the certificate of formation may be made in the space provided below. If the space provided is insufficient, incorporate the additional text by providing an attachment to this form. Please read the instructions to this form for further information on format.

Text Area (The attached addendum, if any, is incorporated herein by reference.)

Add each of the following provisions to the certificate of formation. The identification or reference of the added provision and the full text are as follows:

1. Admission of new partner. His name is Jay Patel, he will act as Member of this partnership and his address is 2106 Liberty Forest Ln, Pearland TX 77089.

2. New Managing Member and Registered Agent is Deepa Patel, her address is 2106 Liberty Forest Ln, Pearland TX 77089.

Alter each of the following provisions of the certificate of formation. The identification or reference of the altered provision and the full text of the provision as amended are as follows:

Following are the names, titles and address of each partner.

1. Deepa Patel, Managing Member & Registered Agent, address is 2106 Liberty Forest Ln, Pearland TX 77089

2. Manish Patel, Member, address is 2106 Liberty Forest Ln, Pearland TX 77089

3. Mital Patel, Member, address is 2106 Liberty Forest Ln, Pearland TX 77089

4. Jay Patel, Member, address is 2106 Liberty Forest Ln, Pearland TX 77089

Delete each of the provisions identified below from the certificate of formation.

Statement of Approval

The amendments to the certificate of formation have been approved in the manner required by the Texas Business Organizations Code and by the governing documents of the entity.

Effectiveness of Filing (Select either A, B, or C.)

- A. This document becomes effective when the document is filed by the secretary of state.
- B. This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: _____
- C. This document takes effect upon the occurrence of a future event or fact, other than the passage of time. The 90th day after the date of signing is: _____

The following event or fact will cause the document to take effect in the manner described below:

Execution

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: 07/16/2024

By: _____
Manish B Patel
Signature of authorized person

Manish B Patel
Printed or typed name of authorized person (see instructions)



KRISTIN R. BULANEK
 BRAZORIA COUNTY TAX ASSESSOR-COLLECTOR
 111 E. Locust
 Angleton, TX 77515
 (979) 864-1320

Tax Certificate

Property Account Number:
05410239000

Statement Date: 09/08/2025
Owner: ANGEL LAND DEVELOPERS
Mailing Address: 2106 LIBERTY FOREST DR
 PEARLAND TX 770891682

Property Location: 0003702 CHOCOLATE BAYOU R
Legal: A0541 A C H & B TRACT 108A (DIV L) ACRES 2.731

TAX CERTIFICATE FOR ACCOUNT : 05410239000
 AD NUMBER: 177022
 GF NUMBER:
 CERTIFICATE NO : 3580702

FEE : \$10.00
 DATE : 9/8/2025

COLLECTING AGENCY

Brazoria County
 111 E. Locust
 Angleton TX 77515

CURRENT VALUES 2024

APPRAISED VALUE: 373,140
 EXEMPTIONS: 23.231 Circuit Breaker Limitation

REQUESTED BY

ANGEL LAND DEVELOPERS

2106 LIBERTY FOREST DR
 PEARLAND TX 770891682

TAX UNIT

ALVIN COMMUNITY COLLEGE
ALVIN ISD
BC EMERGENCY SERVICES #3
BRAZORIA COUNTY
BRAZORIA DRAINAGE DIST 4
SPECIAL ROAD & BRIDGE

THIS IS TO CERTIFY THAT AFTER A CAREFUL REVIEW OF THE TAX RECORDS, ALL TAXES DUE THE TAX ASSESSOR COLLECTOR OF BRAZORIA COUNTY ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN PAID UP TO AND INCLUDING THE CURRENT YEAR TAXES WITH ANY ABOVE LISTED EXCEPTIONS. THE ABOVE DESCRIBED PROPERTY TAX HAS/IS RECEIVING SPECIAL VALUATION BASED ON ITS USE, AND ADDITIONAL ROLLBACK TAXES MAY BECOME DUE BASED ON THE PROVISIONS OF THE SPECIAL VALUATION. SPTB RULE 155.40 (B) PARAGRAPH 6. THE TAXES TO BE IMPOSED FOR 2025 HAVE NOT YET BEEN CALCULATED.

ACCOUNT NUMBER: 05410239000

CERTIFICATE NO : 3580702

TOTAL CERTIFIED TAX DUE 9/2025 : \$0.00

 9/8/25
 Signature of Authorized officer of collection office Date



RESOLUTION NO. 2026-R-26

A RESOLUTION AMENDING THE CITY’S GRANT WRITING POLICY TO PROVIDE FOR NEW PROVISIONS REGARDING THE APPOINTMENT OF CITY GRANT ADMINISTRATORS; PROVIDING FOR NEW PROVISIONS REGARDING GRANT REPORTING AND MONITORING REQUIREMENTS; PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE.

WHEREAS, in 2021, the City adopted Resolution No. 2021-R-23 providing for a formal grant writing policy to set forth the procedures, guidelines and practices of the City concerning grant programs; and

WHEREAS, the City desires to amend the grant writing policy to provide for the appointment of grant administrators, to make additional changes for reporting and monitoring requirements, and to make other minor changes to the practices of the city grant writing process; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

SECTION 1: That the “Grant Writing Policy” dated October 4, 2021 is hereby amended for all employees of the City of Manvel. The new amended “2026 Grant Writing Policy” is attached as Exhibit A.

SECTION 2: The City Manager is authorized and directed to implement all grant writing matters contained therein.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this _____, day of _____, 2026.

Dan Davis, Mayor
City of Manvel, Texas

ATTEST:

Tammy Bell
City Secretary

2026 GRANT WRITING POLICY

PURPOSE

The purpose of this policy is to set forth an overall framework to guide the City of Manvel's management and use of grant resources.

GENERAL POLICY

Grant revenues can be an important part of the City's overall resource picture, especially with funding for capital improvements. Although grant programs themselves are sometimes difficult to locate for city needs and are becoming more competitive, actively seeking out grant revenues that can help achieve City goals and objectives can impact the overall financial health strategies.

The purpose of this policy is to ensure that each grant application submitted by or on behalf of the City of Manvel is aligned with an established priority, meets the City's expectations of document quality, has matching funds available if required by the grantor, and has an estimated schedule for expenditures needed to continue the project or program after the grant period ends.

PROVISIONS

GOALS

- To set forth the importance of grant programs in accomplishing City goals and objectives.
- To establish general concepts and framework for seeking out and managing grant programs.
- To identify roles and responsibilities in managing grant programs.
- To establish criteria for evaluating the benefits and costs of grant programs.

GENERAL CONCEPTS AND FRAMEWORK

1. The City will pursue grant funding, which may be offered through state, federal and other established sources, that supports identified goals and objectives. Any grant programs that have requirements, pre-requisites or restrictions that limit, reduce, modify, or eliminate the City's local control of revenues, land use authority, subdivision or development regulations, police powers, or any other authority provided under the City's Home Rule Charter or ordinances will not be pursued.
2. The City should focus its efforts on securing grants for capital improvements. This approach will allow for competitive applications for projects that may not be accomplished, while simultaneously maintaining financial independence should future grant sources diminish. Grants for operating purposes may be considered on a case-by-case basis after careful consideration of the benefits of the program and the ongoing impacts to the City if grant funding is no longer available.

3. The City shall avoid grants that fund “pilot” operating programs or short-term staffing enhancements to existing programs.
4. Grant programs that impose extra financial burdens on the City (e.g., being required to continue temporary employee positions funded by the grant after the grant has expired) shall be weighed against the financial benefit of the grant itself before application.
5. The City will only seek grants when sufficient staff resources are available to successfully perform the grant work scope and to effectively administer the program in compliance with grant requirements.
6. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.
7. Operating Departments (defined under Roles and Responsibilities) have the primary responsibility for seeking out grant opportunities, for preparing effective grant applications and for successfully managing grant programs after they have been awarded.
8. Operating Departments should develop a simple system that tracks grant funding availability in their functional areas. Using this system, all capital improvement budget requests will evaluate and document the ability of grants to assist in funding the project.

ROLES AND RESPONSIBILITIES

City Council

1. Approve grant management policies.
2. Approve all grant applications following City Council rules of procedure which require additional City resources or obligations (matching funds) that are not budgeted.
3. Delegate receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.

City Manager

1. Receive grants and execute related contract documents when authorized to do so by the Council.
2. Develop, recommend edits to, and maintain grant management policies.
3. Approve grants which require no unbudgeted matching funds or obligations from the City.

Finance Director

1. Responsible for the oversight of the City of Manvel’s financial activity. In this role, the Finance Director has the authority to review financial reports generated by recipient departments, work with the City Attorney to identify and investigate issues that may arise with

respect to the management of grants, and provide general oversight for other finance-related grant issues. This may include the proper budgeting and accounting for grants and other associated responsibilities indicated throughout this policy.

2. Responsible for creating a grant fund and/or project number, which is used to recognize grant revenue and expenditures in the budget for departments or divisions.
3. Responsible for coordination, preparation and distribution of single audit reports, if needed, based on the value of the grant. Ensure that the City's policy regarding single audit act requirements is implemented.

Grants Administrator

1. The Finance Director or City Manager's designee will act as Grants Administrator should this position not be a full-time staff member. A decentralized grants administration model will be implemented, assigning each grant award to a designated Grants Administrator based on the nature of the grant and the sponsoring department.

2. Each grant shall have a clearly identified Grants Administrator at the time of application or award. The assigned Grants Administrator shall be a representative of the sponsoring department. The City Manager or designee shall approve all assignments.

3. The assigned Grants Administrator shall be responsible for day-to-day management, compliance, coordination, recordkeeping, and reporting.

4.4. The City Manager shall retain oversight responsibility. The Finance Director shall maintain financial oversight and audit readiness.

2.5. The designated Grants Administrator shall be Responsible for general management and administration of the City's grant activities to include:

- a. Annual grant management planning and goals.
- b. Facilitation of departmental grant planning and collaborative grant submittals.
- c. Grant training and technical assistance for staff.
- d. Coordination of department tracking and reporting of grant activity.
- e. Maintenance of grant policies and procedures, grants manual, the databases and informational web pages.
- f. Promotion of grant opportunities
- g. Identifying or investigating issues that may arise with respect to the management of City grants.

3.6. The designated Grants Administrator shall Monitor documentation for compliance with

grant requirements and serve as the project manager for specified interdepartmental grants and federal appropriations.

4.7. The designated Grants Administrator shall provide technical assistance to Operating Departments with preparing grant applications, submitting reports and maintaining records or administrative processes.

Operating Departments (Directors/~~Project~~ Grant Managers)

1. Develop systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis:
 - a. Purpose of the grant program and its consistency with identified City goals and objectives.
 - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Ongoing impacts of the grant program after it is completed.
 - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing work if the grant is approved.
 - e. Amount of indirect costs to be recovered from the grant.
 - f. Total program costs, including portions funded through grant revenues and any required City contribution.
 - g. Source of funding for any required City share.
 - h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
3. Prepare grant applications.
 - a. Work with the grantor agency in identifying special program requirements and developing strategies for preparing a successful grant application.
 - b. Complete grant application documents.
 - c. Coordinate with affected departments as necessary.
 - d. For grants requiring unbudgeted additional City resources or obligations, prepare a Council report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis and be submitted to the City Manager for review and approval.
 - e. For other grants, submit the grant application, subject to the following conditions:
 - i. It will not add regular staffing.
 - ii. Any matching funds or in-kind contributions are already available within

existing resources, and no additional appropriation of unreserved, undesignated fund balance or working capital is required.

- iii. At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.
- iv. The purpose of the grant program is clearly consistent with current City plans, policies and goals.

4. Administer grant programs if awarded.

- a. For grants in excess of \$~~50,000~~100,000; prepare a City Manager report (or Council report if required by the grantor agency) accepting grant award, prepare budget amendment requests and any other required City forms or documents, coordinate execution of grant documents by the City Manager and return executed documents to grantor agency.
- b. For grants of \$~~50,000~~100,000 or less, execute and return grant documents to grantor agency.
- c. Notify affected departments of grant award.
- d. Maintain financial and other records in accordance with grant requirements.
- e. Complete and submit required reports, including requests for funds.
- f. Monitor grant expenditures and receipt of revenues.
- g. Coordinate on-site management reviews by the grantor agency during the grant term.
- h. Ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
- i. Perform the grant work scope.
- j. Project Managers will reconcile proposed reimbursement requests with the appropriate general ledger information prior to submitting.

5. Complete grant closeout.

- a. Complete the grant work scope.
- b. Notify affected departments that the project is completed and schedule a "close-out" meeting, if necessary, to resolve any final procedural issues.
- c. Ensure final receipt of grant revenues.
- d. Prepare and submit any required grant close-out documents.
- e. Review grant file for completeness.
- f. Retain all necessary program and financial records for the period of time required by grantor agency.
- g. Coordinate any on-site management reviews or audits after the grant is completed.

- h. Resolve any audit findings.

CONFLICT OF INTEREST

Grant audit findings due to a conflict-of-interest issue can damage the reputation and credibility of the City. Even the appearance of a conflict of interest can be damaging to the City's reputation and credibility. The purpose of this section of policy is to outline steps to take to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the City.

1. No officer or employee of the City shall have any direct or indirect interest, financial or otherwise, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which he or she is working.
2. The Department Director and/or Project Manager for each particular grant funded project shall ensure that regarding the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:
 - a. Using his or her official position for private gain.
 - b. Giving preferential treatment to any person or organization.
 - c. Losing complete independence or impartiality.
 - d. Making an official decision outside official channels.
 - e. Affecting adversely public confidence in the grant funded program in particular and the City in general.

LETTER OF SUPPORT REQUESTS FROM EXTERNAL ORGANIZATIONS

External organizations may seek support from the City for grant applications they intend to submit to a grantor. Requests for such support are often made to department staff or directors who may be unaware of whether other departments are competing for the same grant opportunity. Additionally, there may be other reasons why it would not be in the City's interests to provide a letter of support.

Letters of support for a grant application prepared by an external entity, and for which the City is not a collaborating partner, shall be coordinated by the Department Director in consultation with the Grants Administrator, Finance Director and the City Manager before submission to the requesting organization.

1. Upon receiving a request from an external organization for a letter of support for a grant application it intends to submit to a grantor, the department must decide whether to support the request.
2. The Department Director is responsible for consulting with the Grants Administrator, Finance Director and the City Manager, documenting the information and reasoning behind the decision, and for ensuring that no potential liabilities to the City will be incurred as a result of their action.

3. If the Department Director decides to approve the request and would like to provide a letter of support, the Grants Administrator must be provided with the name, mission and activities of the requesting organization, the name and description of the proposed project, and whether or not there will be future obligations by the City.
4. The Grants Administrator will ensure the City is not in competition, or likely to be in competition, for the same grant opportunity by comparing the request to pre-application reporting received from City departments.
5. If the City is likely to be in competition with the same grant opportunity, the request for a letter of support shall be denied.
6. If approved by the City Manager, the Department Director may supply the appropriate letter of support and provide a copy of the letter to the Grants Administrator.

INTERNALLY COMPETING APPLICATIONS

Grantors generally will not consider any proposal from a jurisdiction if that jurisdiction has submitted more than one proposal during the same funding round. Even if the grantor allows competing applications from the City, it may not be beneficial to have internal competition. The purpose of this section of policy is to develop a procedure for resolving such conflicts.

1. Upon identifying the potential for the submission of multiple grant applications to the same grantor during the same funding cycle, the Grants Administrator shall contact the grantor's program manager to determine if the grantor permits multiple submissions and inform the Department Directors of the grantor's decision.
2. The Grants Administrator and Department Directors shall take appropriate steps to resolve the situation, such as determining whether one department is better suited to pursue the grant, if more than one department should work together to pursue the grant or if more than one application may be submitted.
3. If the departments cannot agree upon a solution, the Grants Administrator will present the competing recommendations to the City Manager.
4. The City Manager, in consultation with the Finance Director shall take the recommendation(s) into consideration and make the determination of which department(s) shall submit the application. The determination will be based on merit of applications, funding availability, staffing support, previous grant award success and grant reporting and monitoring history.

AUTHORIZED ELECTRONIC SIGNATURE

Many federal and state grant programs have the requirement or option of submitting grant applications and reporting through the internet. The purpose of this section of policy is to identify the procedure to provide authorized electronic signatures.

1. All grant applications submitted through the internet shall comply with the standard policies and procedures for submission of grant applications as described in this policy.
2. The individual submitting the grant must be designated as an authorized electronic signatory by the appropriate Department Director.

3. The Department Director shall send an email to the Grants Administrator notifying authorized electronic signature status for each designated staff person selected. This shall be done well in advance of grant submission due dates to avoid last minute delays or problems that could cause the grant deadline to be missed.

D-U-N-S NUMBER

Dun & Bradstreet (D&B) issues organizations a D-U-N-S number, a unique nine-digit identification number that is required to apply for US federal government contracts or grants.

1. The Finance Department has the sole responsibility of managing and obtaining D-U-N-S numbers for the City from the federal government's Central Contractor Registry.
2. Contact the Finance Department or Grants Administrator to obtain the City's D-U-N-S number.

GRANT SEEKING PROCESS

In order to coordinate the City's grant activities effectively and support the strategic priorities, the Grants Administrator must have knowledge of prioritized department needs that potentially can be met through grants. This knowledge will allow the Grants Administrator to identify and eliminate the potential for parallel or redundant submissions, recognize areas for potential collaboration among departments, plan for submission of proposals to regular cyclical grant opportunities, and be pre-positioned to assist the departments in the submission of proposals to those opportunities when they arise.

PRE-APPLICATION ASSESSMENT & REVIEW PROCEDURE

The department considering an application for a grant is responsible for the pre-application assessment, in which the following factors shall be evaluated in consultation with the Finance Director, Grants Administrator and City Manager. The pre-application assessment shall be done well in advance of grant submission due dates in order to avoid last minute delays or problems that could cause the grant deadline to be missed.

1. Financial
 - a. Total anticipated project cost.
 - b. Match requirements and sources.
 - c. Administration and indirect recapture amounts.
 - d. Program income considerations.
 - e. Staffing requirements (including salary and benefits increases for multi-year grants).
 - f. Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential for loss of funding and the subsequent loss of grant funded positions or program components. Departments must plan responsibly for either termination or reduction of the program

or seek to secure alternative sources of funding.

2. Programmatic
 - a. Alignment with City's strategic priorities and affected department's business plan.
 - b. Provision or expansion of services to address critical needs.
 - c. Department's capacity to administer the financial and administrative aspects of the grant.

APPLICATION SUBMISSION

1. The department submitting the grant application is responsible for ensuring that pre-application assessment factors noted above have been evaluated and completed prior to submission.
2. The department is responsible for obtaining the City Manager's approval prior to the time of application submission and for submitting the grant application to the grantor by the grant application due date.
3. If required by the grantor at the time of submission, the department shall prepare a council agenda item for City Council approval to submit with the grant application.
4. A copy of the completed application must be submitted to the Grants Administrator to confirm the grant is recorded for status tracking and reporting to the City Council.

AWARD NOTIFICATION AND ACCEPTANCE

Grant agreements are legal contracts. It is the City's responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all of the terms and conditions prescribed by the grantor. Failure to do so increases the City's exposure to legal liability and compromises current and future grant funding. Therefore, the City carries a significant legal and ethical responsibility when accepting grant funding.

1. Award Notification Procedure

- a. All departments that receive a grant award shall date stamp, duplicate, and forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to the Grants Administrator within two (2) days of receipt.

2. Council Approval to Accept Award Procedure

- a. If approval of the grant has not been previously authorized by the City Council, the Project Manager shall prepare a report and fiscal impact statement for the City Manager's approval to request City Council authorization for the City Manager to execute the grant agreement and related documents.
- b. Once executed by the proper City officials, the Project Manager will forward the executed document to the grantor.

- c. The fully executed original grant agreement (executed by the City and the grantor) shall be received by the appropriate department.
- d. The department must provide the original version of the fully executed grant agreement to the City Secretary's office and Grants Administrator when the fully executed grant award is returned to the City by the grantor.

RECEIPT AND USE OF GRANT FUNDS

The purpose of this section of policy is to ensure that grant funds are properly used and received by the City of Manvel. Violations can result in a range of penalties including suspension of future funds from the grantor, forfeit and return of all funds associated with the award (including those already expended), civil charges, and/or criminal penalties.

1. All departments receiving grant funds shall adhere to City Financial Policies and Procedures.
2. No grant funds shall be disbursed or expenditure encumbered until the grant has funded, the required documentation is complete, the project has been established in an appropriate fund by the Finance Director or their designee, and City Council has approved any sub-grant awards, consultant agreements or contracts, if required.
3. If grant revenue and expenditure monies have not previously been identified in the annual budget, a budget amendment request shall be submitted by the Project Manager to the Finance Director. All grant-related budget amendment requests shall be submitted in a timely manner in order to keep the budget current with respect to the financial status of the grant.
4. Modifications to the budget associated with a grant funded project in such a way that alters the grant amount or moves funds from one budget line item to another must adhere to the City's policies and procedures for budget modifications, meet grantor requirements and be approved by the Finance Director or their designee. Copies are to be provided to the Grants Administrator.
5. Grant funds awarded to the City shall not be used to pay for an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
6. All income resulting from a grant funding shall adhere to the City's policies and procedures and be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other documents generated by the granting entity.
7. All procurement and contract activity associated with grant funded projects or programs shall follow the procedures outlined in the City's purchasing policies and procedures. A copy of the grant agreement and/or documentation specifying grantor purchasing requirements must be provided to the Finance Director or their designee to ensure compliance.
8. All property acquired using grant funds shall follow the procedures outlined in the City's policies and procedures.
9. All grant and any related matching fund revenues and expenditures shall be recorded in the grant project. Any revenues or expenditures that occur in another program/project that are applicable to a grant or that are used as a match shall have a journal entry made to put the

revenues or expenditures in the appropriate grant project with a detailed explanation, including original general ledger date and reference information. Revenues received shall not be deposited into an expenditure account unless an item purchased was returned.

10. Grant Project Managers are ultimately responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

GRANT REPORTING

Grants awarded to the City may require that progress, programmatic and financial reports be submitted to the grantor. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Late or inaccurate reports may negatively impact current or future funding.

1. Recipient departments must prepare timely and accurate progress, programmatic or financial reports as required by the grantor.
2. Copies of all financial status and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the Grants Administrator and Finance Director or their designee at the time of submission to the grantor.
3. The City Finance Director or their designee will review the financial reports for content and quality and address any issues with the recipient department to better assist for future reports.
4. The Grants Administrator will review any programmatic reports for content and quality and address any issues with the recipient department to better assist for future reports.

GRANT FILE MANAGEMENT, ACCESS AND RETENTION

The City Manager, Finance Director, Grants Administrator or designee may review the files, activities, equipment, and facilities, and interview relevant personnel and contracted entities of any City of Manvel project or program that is funded with grants awarded to the City.

1. All department and master files associated with a grant award must maintain a file structure that includes the following five sections with clear separations between different fiscal years, unless otherwise directed by the grantor:
 - a. Submittal – e.g., application guidance and a copy of the application
 - b. Research – e.g., statistical and other information used in preparation of and support of the grant
 - c. Award – e.g., award letter, council agenda item, grant agreement, grant amendments, modifications, extensions, cancellations, terminations or anything else related to the award
 - d. Finance – e.g., account set-up, purchase orders, invoices
 - e. Reports – e.g., granting entity and evaluation components
2. The City of Manvel generally maintains records for at least five years following the closure of its most recent audit report. State law may require different periods of time to which the

City must adhere. If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

- a. Grantors may require retention periods in excess of five years. Departments must ensure they comply with retention requirements specified by each grantor.
- b. Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.
- c. Source documents include copies of all awards, applications, and required recipient financial and narrative reports.
- d. Personnel and payroll records shall include the time and attendance reports, personnel activity reports or equivalent documentation for all individuals reimbursed under the award.

GRANT CLOSEOUT

1. Upon completion of the grant period of each grant, the recipient department must prepare a memorandum to the Finance Director and Grants Administrator that identifies the name of the grant, the project number and describes the final disposition of the funds and required activities.
2. Upon review of the memorandum and satisfaction of any discrepancies, the Finance Director or their designee will update the accounting system and confirm grant closeout with the Grants Administrator.
3. The grant closeout memo shall be placed in the grant's master file.

FEDERAL COMPLIANCE (UNIFORM GUIDANCE)

1. For all federally funded grants, the City shall comply with 2 CFR Part 200.
2. Requirements include allowable costs, procurement standards, internal controls, subrecipient monitoring, and audit compliance.

REPORTING & MONITORING COMPLIANCE

1. Each Grants Administrator shall ensure all reporting requirements are met.
2. Grant activities shall be monitored for compliance, performance, and proper use of funds.
3. Issues shall be escalated and corrective actions documented.
4. The City may conduct internal reviews to ensure compliance.

Grant Writing Policy –

Adopted Resolution No. 2021-R-23

Amended Resolution No. 2026-R-XX

2026 GRANT WRITING POLICY

PURPOSE

The purpose of this policy is to set forth an overall framework to guide the City of Manvel's management and use of grant resources.

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1. . A decentralized grants administration model will be implemented, assigning each grant award to a designated Grants Administrator based on the nature of the grant and the sponsoring department.
2. Each grant shall have a clearly identified Grants Administrator at the time of application or award. The assigned Grants Administrator shall be a representative of the sponsoring department. The City Manager or designee shall approve all assignments.
3. The assigned Grants Administrator shall be responsible for day-to-day management, compliance, coordination, recordkeeping, and reporting.
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 - d. Coordination of department tracking and reporting of grant activity.
 - e. Maintenance of grant policies and procedures, grants manual, the databases and informational web pages.
 - f. Promotion of grant opportunities
 - g. Identifying or investigating issues that may arise with respect to the management of City grants.
6. The designated Grants Administrator shall monitor documentation for compliance with grant requirements and serve as the project manager for specified interdepartmental grants and

federal appropriations.

7. The designated Grants Administrator shall provide technical assistance to Operating Departments with preparing grant applications, submitting reports and maintaining records or administrative processes.

Operating Departments (Directors/Grant Managers)

1. Develop systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis:
 - a. Purpose of the grant program and its consistency with identified City goals and objectives.
 - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Ongoing impacts of the grant program after it is completed.
 - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing work if the grant is approved.
 - e. Amount of indirect costs to be recovered from the grant.
 - f. Total program costs, including portions funded through grant revenues and any required City contribution.
 - g. Source of funding for any required City share.
 - h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
3. Prepare grant applications.
 - a. Work with the grantor agency in identifying special program requirements and developing strategies for preparing a successful grant application.
 - b. Complete grant application documents.
 - c. Coordinate with affected departments as necessary.
 - d. For grants requiring unbudgeted additional City resources or obligations, prepare a Council report requesting authorization to seek grant funding. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis and be submitted to the City Manager for review and approval.
 - e. For other grants, submit the grant application, subject to the following conditions:
 - i. It will not add regular staffing.
 - ii. Any matching funds or in-kind contributions are already available within existing resources, and no additional appropriation of unreserved,

undesignated fund balance or working capital is required.

- iii. At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.
- iv. The purpose of the grant program is clearly consistent with current City plans, policies and goals.

4. Administer grant programs if awarded.

- a. For grants in excess of \$100,000: prepare a City Manager report (or Council report if required by the grantor agency) accepting grant award, prepare budget amendment requests and any other required City forms or documents, coordinate execution of grant documents by the City Manager and return executed documents to grantor agency.
- b. For grants of \$100,000 or less, execute and return grant documents to grantor agency.
- c. Notify affected departments of grant award.
- d. Maintain financial and other records in accordance with grant requirements.
- e. Complete and submit required reports, including requests for funds.
- f. Monitor grant expenditures and receipt of revenues.
- g. Coordinate on-site management reviews by the grantor agency during the grant term.
- h. Ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
- i. Perform the grant work scope.
- j. Project Managers will reconcile proposed reimbursement requests with the appropriate general ledger information prior to submitting.

5. Complete grant closeout.

- a. Complete the grant work scope.
- b. Notify affected departments that the project is completed and schedule a "close-out" meeting, if necessary, to resolve any final procedural issues.
- c. Ensure final receipt of grant revenues.
- d. Prepare and submit any required grant close-out documents.
- e. Review grant file for completeness.
- f. Retain all necessary program and financial records for the period of time required by grantor agency.
- g. Coordinate any on-site management reviews or audits after the grant is completed.
- h. Resolve any audit findings.

CONFLICT OF INTEREST

Grant audit findings due to a conflict-of-interest issue can damage the reputation and credibility of the City. Even the appearance of a conflict of interest can be damaging to the City's reputation and credibility. The purpose of this section of policy is to outline steps to take to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the City.

1. No officer or employee of the City shall have any direct or indirect interest, financial or otherwise, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which he or she is working.
2. The Department Director and/or Project Manager for each particular grant funded project shall ensure that regarding the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:
 - a. Using his or her official position for private gain.
 - b. Giving preferential treatment to any person or organization.
 - c. Losing complete independence or impartiality.
 - d. Making an official decision outside official channels.
 - e. Affecting adversely public confidence in the grant funded program in particular and the City in general.

LETTER OF SUPPORT REQUESTS FROM EXTERNAL ORGANIZATIONS

External organizations may seek support from the City for grant applications they intend to submit to a grantor. Requests for such support are often made to department staff or directors who may be unaware of whether other departments are competing for the same grant opportunity. Additionally, there may be other reasons why it would not be in the City's interests to provide a letter of support.

Letters of support for a grant application prepared by an external entity, and for which the City is not a collaborating partner, shall be coordinated by the Department Director in consultation with the Grants Administrator, Finance Director and the City Manager before submission to the requesting organization.

1. Upon receiving a request from an external organization for a letter of support for a grant application it intends to submit to a grantor, the department must decide whether to support the request.
2. The Department Director is responsible for consulting with the Grants Administrator, Finance Director and the City Manager, documenting the information and reasoning behind the decision, and for ensuring that no potential liabilities to the City will be incurred as a result of their action.

3. If the Department Director decides to approve the request and would like to provide a letter of support, the Grants Administrator must be provided with the name, mission and activities of the requesting organization, the name and description of the proposed project, and whether or not there will be future obligations by the City.
4. The Grants Administrator will ensure the City is not in competition, or likely to be in competition, for the same grant opportunity by comparing the request to pre-application reporting received from City departments.
5. If the City is likely to be in competition with the same grant opportunity, the request for a letter of support shall be denied.
6. If approved by the City Manager, the Department Director may supply the appropriate letter of support and provide a copy of the letter to the Grants Administrator.

INTERNALLY COMPETING APPLICATIONS

Grantors generally will not consider any proposal from a jurisdiction if that jurisdiction has submitted more than one proposal during the same funding round. Even if the grantor allows competing applications from the City, it may not be beneficial to have internal competition. The purpose of this section of policy is to develop a procedure for resolving such conflicts.

1. Upon identifying the potential for the submission of multiple grant applications to the same grantor during the same funding cycle, the Grants Administrator shall contact the grantor's program manager to determine if the grantor permits multiple submissions and inform the Department Directors of the grantor's decision.
2. The Grants Administrator and Department Directors shall take appropriate steps to resolve the situation, such as determining whether one department is better suited to pursue the grant, if more than one department should work together to pursue the grant or if more than one application may be submitted.
3. If the departments cannot agree upon a solution, the Grants Administrator will present the competing recommendations to the City Manager.
4. The City Manager, in consultation with the Finance Director shall take the recommendation(s) into consideration and make the determination of which department(s) shall submit the application. The determination will be based on merit of applications, funding availability, staffing support, previous grant award success and grant reporting and monitoring history.

AUTHORIZED ELECTRONIC SIGNATURE

Many federal and state grant programs have the requirement or option of submitting grant applications and reporting through the internet. The purpose of this section of policy is to identify the procedure to provide authorized electronic signatures.

1. All grant applications submitted through the internet shall comply with the standard policies and procedures for submission of grant applications as described in this policy.
2. The individual submitting the grant must be designated as an authorized electronic signatory by the appropriate Department Director.

3. The Department Director shall send an email to the Grants Administrator notifying authorized electronic signature status for each designated staff person selected. This shall be done well in advance of grant submission due dates to avoid last minute delays or problems that could cause the grant deadline to be missed.

D-U-N-S NUMBER

Dun & Bradstreet (D&B) issues organizations a D-U-N-S number, a unique nine-digit identification number that is required to apply for US federal government contracts or grants.

1. The Finance Department has the sole responsibility of managing and obtaining D-U-N-S numbers for the City from the federal government's Central Contractor Registry.
2. Contact the Finance Department or Grants Administrator to obtain the City's D-U-N-S number.

GRANT SEEKING PROCESS

In order to coordinate the City's grant activities effectively and support the strategic priorities, the Grants Administrator must have knowledge of prioritized department needs that potentially can be met through grants. This knowledge will allow the Grants Administrator to identify and eliminate the potential for parallel or redundant submissions, recognize areas for potential collaboration among departments, plan for submission of proposals to regular cyclical grant opportunities, and be pre-positioned to assist the departments in the submission of proposals to those opportunities when they arise.

PRE-APPLICATION ASSESSMENT & REVIEW PROCEDURE

The department considering an application for a grant is responsible for the pre-application assessment, in which the following factors shall be evaluated in consultation with the Finance Director, Grants Administrator and City Manager. The pre-application assessment shall be done well in advance of grant submission due dates in order to avoid last minute delays or problems that could cause the grant deadline to be missed.

1. Financial
 - a. Total anticipated project cost.
 - b. Match requirements and sources.
 - c. Administration and indirect recapture amounts.
 - d. Program income considerations.
 - e. Staffing requirements (including salary and benefits increases for multi-year grants).
 - f. Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential for loss of funding and the subsequent loss of grant funded positions or program components. Departments must plan responsibly for either termination or reduction of the program

or seek to secure alternative sources of funding.

2. Programmatic
 - a. Alignment with City's strategic priorities and affected department's business plan.
 - b. Provision or expansion of services to address critical needs.
 - c. Department's capacity to administer the financial and administrative aspects of the grant.

APPLICATION SUBMISSION

1. The department submitting the grant application is responsible for ensuring that pre-application assessment factors noted above have been evaluated and completed prior to submission.
2. The department is responsible for obtaining the City Manager's approval prior to the time of application submission and for submitting the grant application to the grantor by the grant application due date.
3. If required by the grantor at the time of submission, the department shall prepare a council agenda item for City Council approval to submit with the grant application.
4. A copy of the completed application must be submitted to the Grants Administrator to confirm the grant is recorded for status tracking and reporting to the City Council.

AWARD NOTIFICATION AND ACCEPTANCE

Grant agreements are legal contracts. It is the City's responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all of the terms and conditions prescribed by the grantor. Failure to do so increases the City's exposure to legal liability and compromises current and future grant funding. Therefore, the City carries a significant legal and ethical responsibility when accepting grant funding.

1. Award Notification Procedure

- a. All departments that receive a grant award shall date stamp, duplicate, and forward a copy of the award notification, the grant agreement or contract, and any memoranda of understanding to the Grants Administrator within two (2) days of receipt.

2. Council Approval to Accept Award Procedure

- a. If approval of the grant has not been previously authorized by the City Council, the Project Manager shall prepare a report and fiscal impact statement for the City Manager's approval to request City Council authorization for the City Manager to execute the grant agreement and related documents.
- b. Once executed by the proper City officials, the Project Manager will forward the executed document to the grantor.

- c. The fully executed original grant agreement (executed by the City and the grantor) shall be received by the appropriate department.
- d. The department must provide the original version of the fully executed grant agreement to the City Secretary's office and Grants Administrator when the fully executed grant award is returned to the City by the grantor.

RECEIPT AND USE OF GRANT FUNDS

The purpose of this section of policy is to ensure that grant funds are properly used and received by the City of Manvel. Violations can result in a range of penalties including suspension of future funds from the grantor, forfeit and return of all funds associated with the award (including those already expended), civil charges, and/or criminal penalties.

1. All departments receiving grant funds shall adhere to City Financial Policies and Procedures.
2. No grant funds shall be disbursed or expenditure encumbered until the grant has funded, the required documentation is complete, the project has been established in an appropriate fund by the Finance Director or their designee, and City Council has approved any sub-grant awards, consultant agreements or contracts, if required.
3. If grant revenue and expenditure monies have not previously been identified in the annual budget, a budget amendment request shall be submitted by the Project Manager to the Finance Director. All grant-related budget amendment requests shall be submitted in a timely manner in order to keep the budget current with respect to the financial status of the grant.
4. Modifications to the budget associated with a grant funded project in such a way that alters the grant amount or moves funds from one budget line item to another must adhere to the City's policies and procedures for budget modifications, meet grantor requirements and be approved by the Finance Director or their designee. Copies are to be provided to the Grants Administrator.
5. Grant funds awarded to the City shall not be used to pay for an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
6. All income resulting from a grant funding shall adhere to the City's policies and procedures and be managed and maintained as established in the award letter, grant agreement, contract, special conditions, or other documents generated by the granting entity.
7. All procurement and contract activity associated with grant funded projects or programs shall follow the procedures outlined in the City's purchasing policies and procedures. A copy of the grant agreement and/or documentation specifying grantor purchasing requirements must be provided to the Finance Director or their designee to ensure compliance.
8. All property acquired using grant funds shall follow the procedures outlined in the City's policies and procedures.
9. All grant and any related matching fund revenues and expenditures shall be recorded in the grant project. Any revenues or expenditures that occur in another program/project that are applicable to a grant or that are used as a match shall have a journal entry made to put the

revenues or expenditures in the appropriate grant project with a detailed explanation, including original general ledger date and reference information. Revenues received shall not be deposited into an expenditure account unless an item purchased was returned.

10. Grant Project Managers are ultimately responsible for adherence to the stipulations outlined in the approved grant award/contract to ensure that allowable expenditures are incurred.

GRANT REPORTING

Grants awarded to the City may require that progress, programmatic and financial reports be submitted to the grantor. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Late or inaccurate reports may negatively impact current or future funding.

1. Recipient departments must prepare timely and accurate progress, programmatic or financial reports as required by the grantor.
2. Copies of all financial status and final reports prepared for submission to the grantor shall be provided, along with the associated grant name and year to the Grants Administrator and Finance Director or their designee at the time of submission to the grantor.
3. The City Finance Director or their designee will review the financial reports for content and quality and address any issues with the recipient department to better assist for future reports.
4. The Grants Administrator will review any programmatic reports for content and quality and address any issues with the recipient department to better assist for future reports.

GRANT FILE MANAGEMENT, ACCESS AND RETENTION

The City Manager, Finance Director, Grants Administrator or designee may review the files, activities, equipment, and facilities, and interview relevant personnel and contracted entities of any City of Manvel project or program that is funded with grants awarded to the City.

1. All department and master files associated with a grant award must maintain a file structure that includes the following five sections with clear separations between different fiscal years, unless otherwise directed by the grantor:
 - a. Submittal – e.g., application guidance and a copy of the application
 - b. Research – e.g., statistical and other information used in preparation of and support of the grant
 - c. Award – e.g., award letter, council agenda item, grant agreement, grant amendments, modifications, extensions, cancellations, terminations or anything else related to the award
 - d. Finance – e.g., account set-up, purchase orders, invoices
 - e. Reports – e.g., granting entity and evaluation components
2. The City of Manvel generally maintains records for at least five years following the closure of its most recent audit report. State law may require different periods of time to which the

City must adhere. If any litigation, claim, negotiation, audit, or other action involving grant records has been started before the expiration of the five-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

- a. Grantors may require retention periods in excess of five years. Departments must ensure they comply with retention requirements specified by each grantor.
- b. Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.
- c. Source documents include copies of all awards, applications, and required recipient financial and narrative reports.
- d. Personnel and payroll records shall include the time and attendance reports, personnel activity reports or equivalent documentation for all individuals reimbursed under the award.

GRANT CLOSEOUT

1. Upon completion of the grant period of each grant, the recipient department must prepare a memorandum to the Finance Director and Grants Administrator that identifies the name of the grant, the project number and describes the final disposition of the funds and required activities.
2. Upon review of the memorandum and satisfaction of any discrepancies, the Finance Director or their designee will update the accounting system and confirm grant closeout with the Grants Administrator.
3. The grant closeout memo shall be placed in the grant's master file.

FEDERAL COMPLIANCE (UNIFORM GUIDANCE)

1. For all federally funded grants, the City shall comply with 2 CFR Part 200.
2. Requirements include allowable costs, procurement standards, internal controls, subrecipient monitoring, and audit compliance.

REPORTING & MONITORING COMPLIANCE

1. Each Grants Administrator shall ensure all reporting requirements are met.
2. Grant activities shall be monitored for compliance, performance, and proper use of funds.
3. Issues shall be escalated and corrective actions documented.
4. The City may conduct internal reviews to ensure compliance.

Grant Writing Policy –

Adopted Resolution No. 2021-R-23

Amended Resolution No. 2026-R-XX



CITY COUNCIL DATA SHEET

MEETING DATE:

**Agenda: Regular
Consent**

TOPIC:

BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES

- Not applicable
- Not budgeted
- Full amount already budgeted
- Funds to be transferred from Acct.#

SUBMITTING STAFF MEMBER

FINANCE DIRECTOR APPROVAL

CITY MANAGER APPROVAL:

RESOLUTION NO. 2026-R-27

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, ACCEPTING A GRANT FROM THE HOUSTON GALVESTON AREA COUNCIL (HGAC) FOR FUNDING FOR A HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT IN THE CITY OF MANVEL; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ALL DOCUMENTS NECESSARY TO RECEIVE THE GRANT FUNDING; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Manvel applied to the Houston Galveston Area Council (HGAC) for a grant in the amount of \$27,884 for a household hazardous waste collection event to be held in the City of Manvel; and

WHEREAS, HGAC has approved the grant and submitted a grant agreement and related paperwork; and

WHEREAS, the City Council of the City of Manvel wishes to approve the acceptance of the grant and to authorize the City Manager to execute the agreement with HGAC and all documents necessary to receive the grant on behalf of the City; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS:

Section 1. The City Council of the City hereby accepts the grant from HGAC for \$27,884 in funding for the household hazardous waste collection event in the City of Manvel.

Section 2. The City Council of the City of Manvel authorizes Dan Johnson, City Manager, to execute the agreement with HGAC, sub-agreements with providers, and any and all documentation necessary to accept the grant on behalf of the City.

Section 3. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted

upon. City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 4. This Resolution shall irrevocably take effect immediately upon its first and final reading and the passage and approval.

Signed this _____ day of _____, 2026.

Dan Davis
Mayor

ATTEST:

Tammy Bell
City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

ORDINANCE NO. 2026-O-15

AN ORDINANCE AMENDING ORDINANCE NO. 2025-O-28 AMENDING THE CITY FISCAL YEAR 2026 BUDGET ENDING SEPTEMBER 30, 2026, PROVIDING FOR BUDGET AMENDMENTS TO RECOGNIZE ADDITIONAL COUNCIL-RELATED EXPENDITURES, DONATIONS, AND PARKS GROUND MAINTENANCE COSTS; AND BY AMENDING THE CAPITAL PROJECTS FUND TO RECOGNIZE THE ADDITIONAL EXPENSE NEEDED FOR THE WATER RECLAMATION FACILITY PROJECT; DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, by Ordinance No. 2025-O-28, the City Council of the City of Manvel, Texas, adopted its original budget for Fiscal Year ending September 2026; and

WHEREAS, by Ordinance 2025-O-32, 2026-O-01, 2026-O-08, and 2026-O-15 the City Council of the City of Manvel, Texas, amended the budget for the Fiscal Year ending September 2026; and

WHEREAS, Texas Local Government Code §102.010 provides that a municipality may make changes in the budget for municipal purposes; and

WHEREAS, the General Fund budget amendment is to recognize the additional funds needed for Council-related expenses, donations, and parks and grounds maintenance.

WHEREAS, the Capital Projects Fund budget amendment is to recognize the additional funds needed for the Water Reclamation Facility Project, including Canopies, Nano Rails, and other related expenses.

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

SECTION 1: That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct. The City Council deems the purpose for this budget amendment is a municipal purpose.

SECTION 2: That the General Fund and Capital Projects Fund budgets for the Fiscal Year ending September 30, 2026, of the City of Manvel, Texas, is hereby amended as;

Line Item	Description	Increase	Decrease
40-54-5636	Equipment Repairs/Maintenance	\$421,500	
40-00-3400	Unrestricted Fund Balance		\$421,500

Account Name	Current Budget	Debit	Credit	Balance
50-90-7534 WRF	\$30,882,472	\$500,000		\$31,382,472
50-91-7559 Other Projects	\$7,998,790		\$(500,000)	\$7,498,790
10-10-5620 Council Expenses	\$20,000	\$10,000		\$30,000
10-10-5680 Donations	\$25,000	\$21,200		\$46,200
10-55-5453 Grounds Maintenance	\$3,000	\$50,000		\$53,000
10-19-4999 Transfer in Fund Balance	\$(3,085,500)		\$(81,200)	\$(3,166,700)

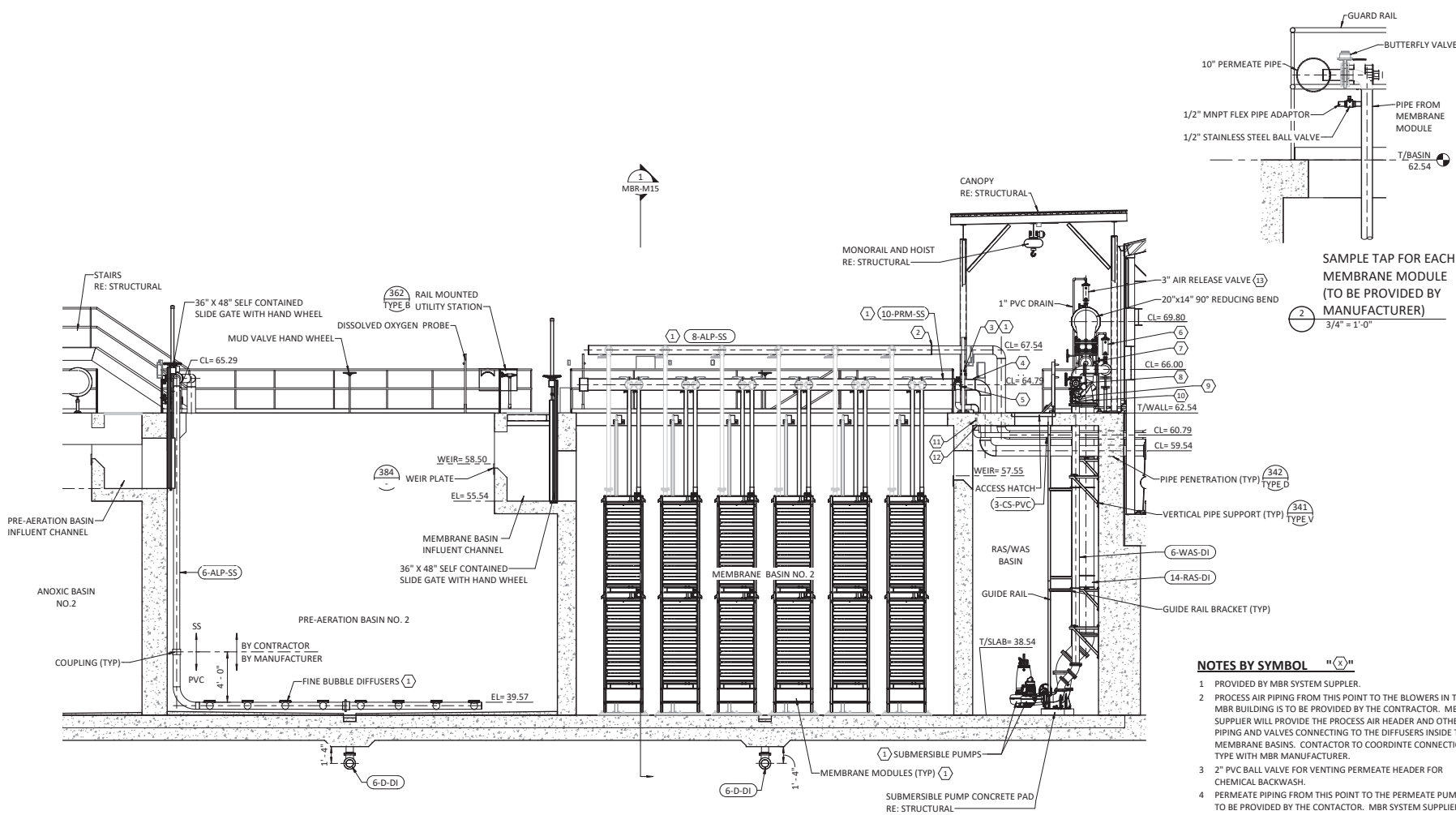
SECTION 3: That this Ordinance shall be finally passed and adopted on the date of its introduction and shall become effective from and after its passage and adoption.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2026.

Dan Davis, Mayor

ATTEST:

Tammy Bell, City Secretary



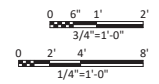
GENERAL NOTE:

1. ALL EQUIPMENT SHOWN IN THIS SHEET IS A GENERIC LAYOUT. IF MODIFICATIONS ARE NEEDED TO THE LAYOUT FOR THE CONTRACTOR'S SELECTED MANUFACTURER, THE CONTRACTOR WILL BE RESPONSIBLE FOR MODIFYING THE DESIGN/LAYOUT AT NO ADDITIONAL COST TO THE OWNER.
2. NOT ALL PIPES SUPPORTS/HANGER LOCATIONS ARE NOTED ON THIS SHEET FOR THE SAKE OF CLARITY. CONTRACTOR SHALL FOLLOW THE PIPE SPAN EQUIPMENTS FOR SUPPORTS AND HANGERS AS NOTED IN THE STANDARDS DETAIL SHEET.

1 MEMBRANE BASINS AND RAS/WAS PS SECTION
MBR-M8 1/4" = 1'-0"

NOTES BY SYMBOL "X"

- 1 PROVIDED BY MBR SYSTEM SUPPLIER.
- 2 PROCESS AIR PIPING FROM THIS POINT TO THE BLOWERS IN THE MBR BUILDING IS TO BE PROVIDED BY THE CONTRACTOR. MBR SUPPLIER WILL PROVIDE THE PROCESS AIR HEADER AND OTHER PIPING AND VALVES CONNECTING TO THE DIFFUSERS INSIDE THE MEMBRANE BASINS. CONTRACTOR TO COORDINATE CONNECTION TYPE WITH MBR MANUFACTURER.
- 3 2" PVC BALL VALVE FOR VENTING PERMEATE HEADER FOR CHEMICAL BACKWASH.
- 4 PERMEATE PIPING FROM THIS POINT TO THE PERMEATE PUMPS TO BE PROVIDED BY THE CONTRACTOR. MBR SYSTEM SUPPLIER WILL PROVIDE THE PROCESS AIR HEADER AND OTHER PIPING AND VALVE CONNECTION TO THE DIFFUSERS INSIDE THE MEMBRANE BASINS. CONTRACTOR TO COORDINATE TYPE WITH MBR MANUFACTURER.
- 5 1" PVC BALL VALVE FOR CHEMICAL SOLUTION LINE
- 6 1" AIR RELEASE VALVE
- 7 14" MANUALLY OPERATED PLUG VALVE
- 8 6" DI MANUALLY OPERATED PLUG VALVE
- 9 6" DI RUBBER FLAPPER CHECK VALVE
- 10 14" RUBBER FLAPPER CHECK VALVE
- 11 1" PVC CHEMICAL SOLUTION LINE FROM THE CHEMICAL FEED SKID IN THE MBR BUILDING.
- 12 PIPE PENETRATION, RE: DTL 342/TYPE R
- 13 ROUTE AIR RELEASE VALVE SS VENT TO RAS/WAS TO WET WELL. SEE STANDARD DETAIL 2/SD-M12.



8/22/2024
Approved for Construction



FREES & NICHOLS
11200 Broadway Street, Suite 2320
Pearland, TX 77584
Phone: (832) 456-4900
MFG: www.freese.com

CITY OF MANVEL, BRAZORIA COUNTY, TEXAS
CENTRAL WRF EXPANSION
PROCESS MECHANICAL
MEMBRANE BIOREACTOR
MEMBRANE BASIN AND RAS/WAS PS SECTION

DATE	BY	REVISION
09/12/23	RIA	DESIGNED
	WM/SB	CHECKED
		ISSUED

FILE NAME: WW-MBR212106-MBR-R21.RVT
 DATE: 8/22/24
 SCALE: 1/4" = 1'-0" (SEE THIS SHEET FOR ORIGINAL SCALE)
 SHEET: MBR-M14
 SEQ: 112

