

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



LARRY AKERY, COUNCIL PLACE 1
DAVID LANDS, COUNCIL PLACE 2
HARRY OPLIGER, COUNCIL PLACE 3
ED PERRY, COUNCIL PLACE 4
CRYSTAL SARMIENTO, COUNCIL PLACE 5
JEROME HUDSON, COUNCIL PLACE 6

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

**NOTICE OF A CITY COUNCIL MEETING
OF THE CITY OF MANVEL
September 18, 2023**

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

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 accommodations or interpreter services must be made 48 hours prior to this meeting. Please contact the City Secretary at 281-489-0630 x6 for further information.

CITY OF MANVEL MISSION STATEMENT

"The City of Manvel will continue to be a unique, vibrant, growth-managed community that will meet the needs of its citizens through the efforts of local government and civic-minded individuals by promoting well-planned development, cost-effective professional management, and competent and responsive municipal services."

Workshop Session

Presentation/Update by CORE Construction on the Police Station.

Discussion on the Fiscal Year 2023-2024 Proposed Budget.

Discussion on any topic as listed on the current agenda.

Regular Session

Call To Order

Invocation

Inspirational Reading – Councilmember Hudson

Pledge

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

Public Hearing

TO HEAR INPUT ON THE 2023 TAX YEAR PROPOSED PROPERTY TAX RATE:

A tax rate of \$0.560707 per \$100 valuation has been proposed by the governing body of the City of Manvel.

PROPOSED TAX RATE \$0.560707 per \$100
NO-NEW-REVENUE TAX RATE \$0.496003 per \$100
VOTER-APPROVAL TAX RATE \$0.560708 per \$100

The proposed tax rate is not greater than the voter-approval tax rate. As a result, the City of Manvel is not required to hold an election at which voters may accept or reject the proposed tax rate.

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

Recognition of Development Services for the Building Code Effectiveness Grading Classification received.

Consent Agenda

1. Acceptance of the meeting minutes to date.
2. Approve the second and final reading of Ordinance 2023-O-29;
AN ORDINANCE AMENDING CHAPTER 33 "FOOD AND FOOD HANDLERS," TO AMEND THE DEFINITIONS; AMENDING THE PROVISIONS PERTAINING TO GREASE TRAP REQUIREMENTS

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL BY AMENDING CHAPTER 33 "FOOD AND FOOD HANDLERS," TO AMEND THE DEFINITIONS; AMENDING THE PROVISIONS PERTAINING TO GREASE TRAP REQUIREMENTS; REPEALING PROVISIONS IN CONFLICT THEREWITH; 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.

3. Approve the second and final reading of Ordinance 2023-O-30;
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY AMENDING CHAPTER 29 – *FIRE PREVENTION AND PROTECTION* PERTAINING TO REGULATION OF ALARM SYSTEMS WITHIN THE CITY; PROVIDING PENALTIES FOR VIOLATION; AND PROVIDING FOR SEVERABILITY.
4. Approve the second and final reading of Ordinance 2023-O-31;
AN ORDINANCE AMENDING CHAPTER 59 *STREETS, SIDEWALKS AND OTHER PUBLIC PLACES*, ARTICLE IV “RESIDENTIAL PARKING,” BY ADOPTING A NEW SECTION 59-82 RELATED TO THE REGULATION OF PARKING.
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY AMENDING CHAPTER 59 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE IV “RESIDENTIAL PARKING,” BY ADOPTING A NEW SECTION 59-82 RELATED TO THE REGULATION OF PARKING; RENUMBERING THE REMAINING SECTIONS OF ARTICLE IV; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR CONFLICT HEREWITH; PROVIDING A PENALTY OF AN AMOUNT OF NOT LESS THAN ONE DOLLAR (\$1) OR MORE THAN TWO HUNDRED DOLLARS (\$200) FOR VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.
5. Final acceptance of infrastructure improvements for Del Bello Lakes Section 6 and release the associated maintenance bond.
6. Final acceptance of infrastructure improvements for Del Bello Lakes Phase II Detention and Drainage Facilities and release the associated maintenance bond.
7. Acceptance of infrastructure improvements for Valencia Lake E & F to begin the Two- Year Maintenance Period.
8. Acceptance of infrastructure improvements for Brazoria County Municipal Utility District No. 56 Lift Station No. 1 Phase 2 to begin the Two-Year Maintenance Period.
9. Acceptance of Special Warranty Deed from GR-M1, LTD for a 1.2727 acre parcel of land out of a 632.86 acre (calculated) remainder of a called 884.331-acre track of land being described in a deed executed on June 8, 2006. Recorded under B.C.C.F. 2006035182.

Items Removed from Consent Agenda

Regular Agenda

1. Consideration and possible action to approve on first reading, Ordinance 2023-O-32;
AN ORDINANCE APPROVING AND ADOPTING THE CITY OF MANVEL, TEXAS, OPERATING, CAPITAL IMPROVEMENT PROGRAM, SOUTH MANVEL DEVELOPMENT AUTHORITY AND MEDC BUDGET FOR THE FISCAL YEAR 2024; MAKING APPROPRIATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; ESTABLISHING THE PROCEDURE FOR INTRA- BUDGET TRANSFERS; APPROVING ALL PROGRAMS AND EXPENDITURES CONTAINED THEREIN; AUTHORIZING THE CITY MANAGER TO MAKE ANY BUDGETED EXPENDITURE WITHOUT FURTHER ACTION BY THE CITY COUNCIL; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

2. Consideration and possible action to ratify the property tax increase reflected in the 2024 Fiscal Year Budget that was just adopted that raises more property taxes than the Fiscal Year 2023 budget.
3. Consideration and possible action to approve on first reading, Ordinance 2023-O-33;
AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES FOR THE CITY OF MANVEL, TEXAS, FOR THE YEAR 2023, AND FOR EACH YEAR THEREAFTER UNTIL OTHERWISE PROVIDED; PROVIDING THE DATE ON WHICH SUCH TAXES SHALL BE DUE AND PAYABLE; PROVIDING FOR PENALTY AND INTEREST ON ALL TAXES NOT TIMELY PAID, AND REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith.
4. Consideration and possible action to approve the first of two readings of Ordinance 2023-O-34;
AN ORDINANCE AMENDING CHAPTER 71 "UTILITIES" ADOPTING NEW RATES FOR WATER AND SEWER.
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, CHAPTER 71. "UTILITIES" BY ADOPTING NEW RATES FOR WATER AND SEWER; MAKING OTHER CHANGES TO THE ORDINANCE GOVERNING THE PROVISION OF UTILITIES WITHIN THE CITY OF MANVEL; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.
5. Consideration and possible action to approve the first of two readings of Ordinance 2023-O-35;
AN ORDINANCE REPEALING CHAPTER 44 – *OFFENSES AND MISCELLANEOUS PROVISIONS*, ARTICLE V. JUVENILE CURFEW, IN RESPONSE TO H.B. 1819; PROVIDING PENALTIES FOR VIOLATION.
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, REPEALING CHAPTER 44 – OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE V. JUVENILE CURFEW, IN RESPONSE TO H.B. 1819; PROVIDING PENALTIES FOR VIOLATION; AND PROVIDING FOR SEVERABILITY.
6. Consideration and possible action to approve Resolution 2023-R-24;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANVEL, TEXAS, ADOPTING A SCHEDULE OF FEES, RATES, DEPOSITS, AND OTHER CHARGES FOR ZONING, PLATTING, BUILDING AND OTHER RELATED MATTERS; AND REPEALING ALL RESOLUTIONS IN CONFLICT HERE WITH; AND OTHER RELATED MATTERS.
7. Consideration and possible action to approve an Interlocal Agreement between the City of Manvel and Brazoria County Conservation and Reclamation District Number Three.
8. Consideration and possible action to authorize the Interim City Manager to negotiate a Professional Services Agreement with Kending Keast Collaborative for the Strategic Plan, Comprehensive Plan, and Thoroughfare Plan Update.

9. Consideration and possible action to authorize the City Manager to submit a Grant Application for Municipally Owned Interior and Exterior LED Lighting Retrofits for the State Energy Conservation Office (SECO) and to enter into any contract resulting from this grant, subject to budget appropriations.
10. Consideration and possible action to approve a burn ban and authorize the Fire Marshal and or Mayor to lift it once the Keetch-Byram Drought Index, as monitored and reported by the Texas Forest Service, reaches and maintains 400 or less for five consecutive days.

Executive Session

City Council will convene into Executive Session pursuant to Texas Government Code, Sec.551.074. "Personnel Matters - to deliberate the appointment, employment, evaluation, and duties of a public officer or employee".

City Manager Search

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.

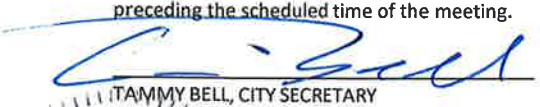
Items of community interest include:

- 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 September 15, 2023, in accordance with the Texas Open Meetings Act (Tex. Gov't. Code §551.001 et.seq). Said notice remained posted for at least 72 hours preceding the scheduled time of the meeting.


TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

NOTICE OF POSSIBLE QUORUM

A quorum of the Manvel Planning Development and Zoning Commission may be in attendance at the 9/18/2023 Manvel City Council Workshop and Meeting. If such be the case, this notice shall serve as notice of meeting pursuant to the requirements of the Texas Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. There will be no official City business or action of the aforementioned bodies taken during the meeting.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====



FISCAL YEAR 2023-24 ANNUAL BUDGET



This budget will raise more total property taxes than last year's budget by \$1,926,646 (increase of 22.964%), and of that amount \$1,235,669 is tax revenue to be raised from new property added to the tax roll this year.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

MISSION STATEMENT

“The City of Manvel will continue to be a unique, vibrant, growth-managed community that will meet the needs of its citizens through the efforts of local government and civic-minded individuals, by promoting well-planned development, cost effective professional management, and competent and responsive municipal services.”

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 1 - INTRODUCTION

READER'S GUIDE

In order to present the City Council and public with a clear picture of services and their costs, this year's budget includes actual revenues and expenditures from the 2019-2020 fiscal year, the 2020-2021 fiscal year, and the 2021-2022 fiscal year. Additionally, the original budget projections, revised budget projections, and year-end estimates from FY 2022-2023 are included along with the FY 2023-2024 budget projections.

BUDGET FORMAT

This document is divided into four major sections: the introduction, financial information, operational information, and supplemental information. The introductory section contains the City Manager's letter addressed to the Mayor and City Council explaining major policies and issues that affected the development of the fiscal year budget.

The Financial and Operational sections describe various aspects of the City's organization. This information is grouped by fund and sub-divided by department. Like many local governments, the City of Manvel uses the fund method of accounting. Simply stated, a fund is a unit of the City which tracks the application of various public resources. For example, the Utility Fund is established to account for the revenues and expenditures of the City's water and wastewater operations. Most people are interested in the General Fund as it encompasses the majority of the City's operations including the Police Department, Municipal Court and the Public Works Department.

Financial information, including projected amounts for the adopted FY 2023-2024 budget year, is presented for every fund. The financial condition of each fund is presented over five years. Somewhat like a statement that might be received from a bank, each fund shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund shows the actual audited amount from the previous three fiscal years, which is FY 2019-2020 through FY 2021-2022 in this document. The ending balance of the actual audited amount for FY 2021-2022 then becomes the beginning balance of the projected current fiscal year, FY 2022-2023.

The estimated FY 2022-2023 column illustrates projected amounts that can be compared to the amounts included in the original and revised budget columns for the current year. The ending balance of the estimated current fiscal year's totals then becomes the beginning balance for the FY 2023-2024 budget year. Included with the financials for each fund are narratives and tables that describe the major features of each respective fund. Each department's budget presentation includes a vision statement, accomplishments from the previous fiscal year, and operational goals for the upcoming year. Staffing levels for each department are also included and summarized over a number of years, similar to the funding information.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CITY LOCATION AND PROFILE

The City of Manvel was originally called Pomona in the early 1800's. When it was discovered that a city in West Texas was also named Pomona, the name was changed to Manvel. The town was named for Allen Manvel (1837-1893) who was the 11th president of the Atchison, Topeka and Santa Fe Railway. Just after the Civil War and the War of 1860, families began to settle in the area. Original settlers made Chocolate Bayou their home, with the town site itself in 1890 at the railroad crossing of the Gulf, Colorado and Santa Fe Railways. In 1931, the Texas Oil Company struck oil on property in Manvel, and it became a rich oil-producing community. Local rice production began in 1936, which is continued today as the City maintains its rural roots.

The City of Manvel was incorporated on 1960, and adopted the Home Rule Charter on 2011, pursuant to the laws of the State of Texas. The City operates under a Council-Manager form of government and provides services authorized by its charter. Presently these services include: police and fire protection, drainage, building/code inspection, planning, zoning, engineering, street repair and maintenance, park maintenance, recreational activities for citizens, and general administrative services. The City is an independent political subdivision of the State of Texas governed by an elected council (6 positions and a mayor), and is considered a primary government. As the City is considered a primary government for financial reporting purposes, its activities are not considered part of any other government or other type of reporting entity.

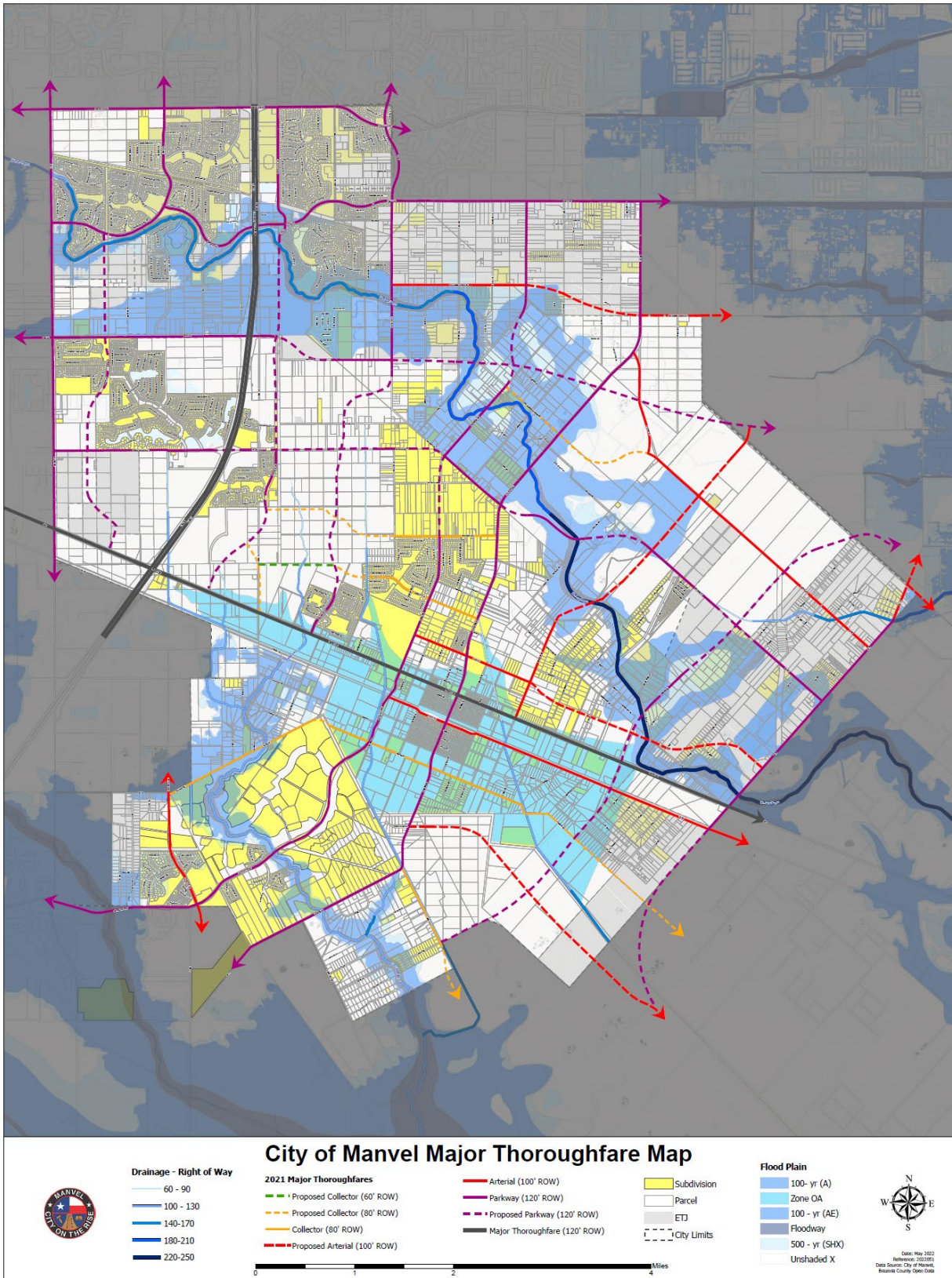
The City of Manvel is located approximately 20 miles south of downtown Houston, and 30 miles northwest of Galveston and the Gulf of Mexico. The City has a variety of transportation corridors as it is located in northern Brazoria County at the intersections of State Highway 288 (South Freeway) and State Highway 6. Highway 6 also serves as a partial outer loop around the City of Houston. Beltway 8, an 83-mile stretch providing a second freeway loop around Houston, is within minutes of the City of Manvel and connects with U.S. Highway 90A, U.S. Highway 59, and Interstate 10.

Without careful thought given to how growth will occur, the City could shift from a rural community to a stereotypical suburban area. Manvel is one of the largest cities in land size in the Houston area with more than 40 square miles of available land inside the city limits and extraterritorial jurisdiction (ETJ). As some family lands are sold due to less involvement in agricultural uses, subdivisions are being planned among the horse and cattle ranches of the City. The desire of the citizens is to maintain a semi-rural appeal, combining access to the amenities of a major metropolitan area with still being far enough away to offer a relaxed, family and community-oriented lifestyle.

Houston's population remains in the top 5 of the country. It is anticipated that Houston's growth will spill over into the neighboring cities and counties. The Woodlands, on the northern side of Houston, is one of the fastest growing cities in the United States. Manvel is experiencing unprecedented residential development rates that puts the City's actual growth rate above previously projected population numbers. With the rapid pace of growth occurring in and around the Houston area, Manvel is becoming a desirable location to consider given its convenient access to the Medical Center, Hobby Airport, and downtown Houston. Like many of the other municipalities in Brazoria County, much of the City's development is linked to that of the entire region.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

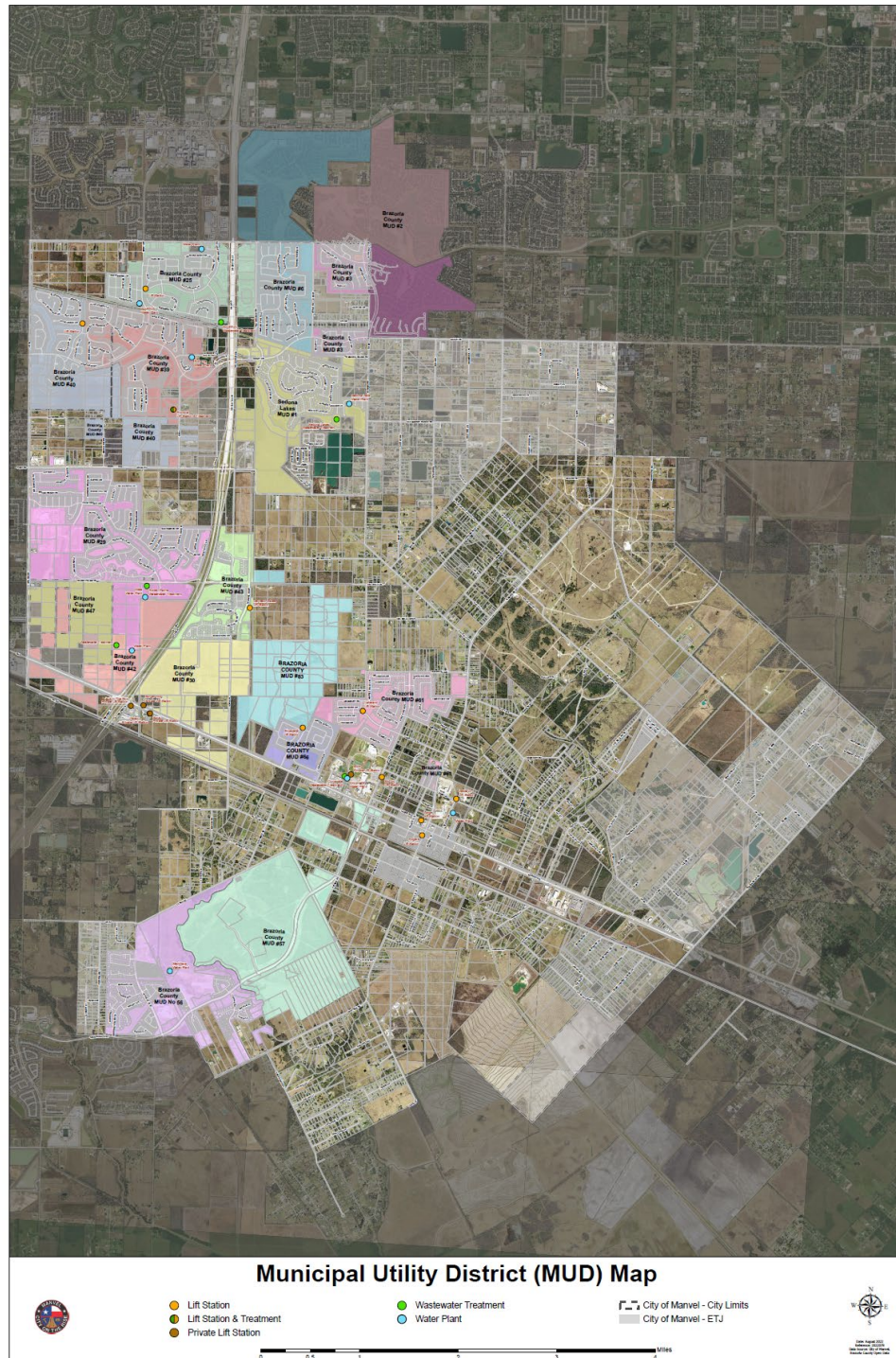


CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

MUNICIPAL UTILITY DISTRICTS (MUDs)

Concerning residential developments, the establishment of Municipal Utility Districts (MUDs) continues to be a solution in the absence of City provided utilities. A MUD is a political subdivision of the State of Texas authorized by the Texas Commission of Environmental Quality (TCEQ) to provide water, sewage, drainage and other services.



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CITY MANAGER MESSAGE

September 13, 2023

Dear Mayor Davis and City Councilmembers,

In accordance with Section 8.04 of the City's Home Rule Charter and Section §102.005 of Texas Local Government Code, we are pleased to submit the *Budget for Fiscal Year 2024*. This document includes the Fiscal Year (FY) 2020, 2021 and 2022 Actual amounts, the FY2023 Original Budget, Revised Budget, and Estimated Totals, and the Proposed Budget for FY2024. Per Section 8.01 of the Charter, FY2024 begins on October 1, 2023 and ends September 30, 2024.

The budget is a policy, management, and planning document. It is also a financial report and a means of communicating with the citizens of Manvel. The staff is confident that, while conservative, the budget projections and estimates reasonably and accurately anticipate the City's revenues and requirements. With the anticipated growth in both residential and commercial developments in the city limits and extraterritorial jurisdiction that will require various municipal services, the activities, staffing levels, and projects funded in this Budget will continue to improve the efficiency and effectiveness of our operations.

This Proposed Budget contains the following Sections:

1. Introduction
2. Executive Summary
3. Financial Management Policies
4. All Funds Financial Information
5. General Fund
6. Special Revenue Funds
7. Proprietary Funds
8. Debt Service Fund
9. Capital Projects Fund
10. Supplemental Information

According to the August 4, 2023 Brazoria County Appraisal District (BCAD) Certified Appraisal Role, the *Net Taxable Value* in the City of Manvel has increased from approximately \$1.5 Billion last year to over \$2 Billion this year. With approximately \$300 Million of the value within the Tax Increment Reinvestment Zone (TIRZ), the remaining \$1.8 Billion represents the *Total Taxable Value*.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Proposed expenditures for this Proposed Budget FY2024 assume that a total property tax rate of \$0.56 per \$100 of valuation is adopted. This rate is slightly lower than the current year's tax rate of \$0.57 per \$100 of valuation. As shown in the table below, \$0.56 would represent the lowest tax rate in (at least) 10 years in the City of Manvel, with the average being \$0.60. The last time the City of Manvel had a tax rate of \$0.56 was 25 years ago in 1998.

The following illustrates the City of Manvel Tax Rate and Net Taxable Value over the past ten years:

Fiscal Year	COM Tax Rate	Net Taxable Value (Prior Year)
2015	\$ 0.58	\$ 411,289,671
2016	\$ 0.58	\$ 474,208,894
2017	\$ 0.57	\$ 578,005,487
2018	\$ 0.57	\$ 669,955,379
2019	\$ 0.69	\$ 730,067,697
2020	\$ 0.64	\$ 830,737,358
2021	\$ 0.61	\$ 955,557,803
2022	\$ 0.57	\$ 1,128,634,287
2023	\$ 0.57	\$ 1,471,993,129
2024	\$ 0.56	\$ 2,022,942,450

The tax rate is composed of two parts: maintenance and operations (M&O) and debt service. As shown in Section 2, the proposed tax rate would set the M&O rate at \$0.352393 and the debt service rate at \$0.207607 per \$100 valuation.

Should Council vote to adopt the proposed rate of \$0.56, the levy generated would equate to approximately \$1.3 Million dollars over NNR:

Net Taxable Value:	\$ 2,022,942,450	Levy	Difference over NNR	Reduction Required
No New Revenue Rate:	\$ 0.496003	\$ 10,033,855	\$ -	\$ 1,294,622
	\$ 0.50	\$ 10,114,712	\$ 80,857	\$ 1,213,765
	\$ 0.51	\$ 10,317,006	\$ 283,151	\$ 1,011,471
	\$ 0.52	\$ 10,519,301	\$ 485,445	\$ 809,177
	\$ 0.53	\$ 10,721,595	\$ 687,740	\$ 606,883
	\$ 0.54	\$ 10,923,889	\$ 890,034	\$ 404,588
	\$ 0.55	\$ 11,126,183	\$ 1,092,328	\$ 202,294
Proposed Budget:	\$ 0.56	\$ 11,328,478	\$ 1,294,622	\$ -
Voter Approval Rate:	\$ 0.560708	\$ 11,342,800	\$ 1,308,945	

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

With the proposed rate of \$0.56, the impact for a \$300,000 home, would equate to about \$192 per year (or \$16 per month) above the No New Revenue Rate:

	No New Revenue Rate	Proposed
2023 COM Tax Rate	\$ 0.496003	\$ 0.560000
2023 COM Tax Payment	\$ 1,488	\$ 1,680
Difference over NNR		\$ 192

This Budget includes a Market/Performance Adjustment of (up to) 3% per employee, and a 3% Cost of Living Adjustment (COLA) for all full-time employees. This is a minimum recommended COLA to ensure competitive compensation to attract and retain qualified, high-performing, talented employees for all positions. As two reference points, City Council approved 7% for all employees last year, and the Social Security Administration (SSA) COLA for 2023 is 8.7%.

Eight of the 20 requested new staff positions are included in this Budget, including:

1. Permits Specialist (Development Services)
2. Detective (Police)
3. Telecommunications Officer (Police)
4. Animal Control Officer (Police)
5. Assistant Fire Marshal (Fire)
6. Maintenance Technician (Public Works)
7. Maintenance Technician (Public Works)
8. Utility Technician (Utilities)

There are also 47 out of the 56 supplemental requests included in the Budget, including all 42 items from the Preliminary Proposed Budget, plus an Investigations vehicle, an Animal Control vehicle, and a Vactor Trailer Jet.

And, for the first time in Manvel, Dependent Insurance Coverage is also included in this Budget, at the following scale:

- a. 0% for new hires
- b. 50% at 1 year
- c. 100% at 3 years or more

I look forward to working with the City Council and Staff to finalize this budget and set in motion the plan to guide us through the next year and beyond.

Respectfully submitted,



Daniel S. Johnson, P.E., CFM
Interim City Manager

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 2 – EXECUTIVE SUMMARY

This document has been prepared to help you, the reader, learn of the issues affecting the Manvel community. Many people believe a city budget is only a financial plan. Although you can learn a great deal about the City of Manvel's finances from these pages, the FY 2023-2024 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how the City is managed. It is an operations guide which gives the public, elected officials, and City staff information pertaining to the production and performance of individual City operations. The document is also designed as a communications device in which information is conveyed verbally and graphically.

FUNDS

The **General Fund** provides detailed analysis of the City's general operating activities, revenues, expenditures, and fund balances.

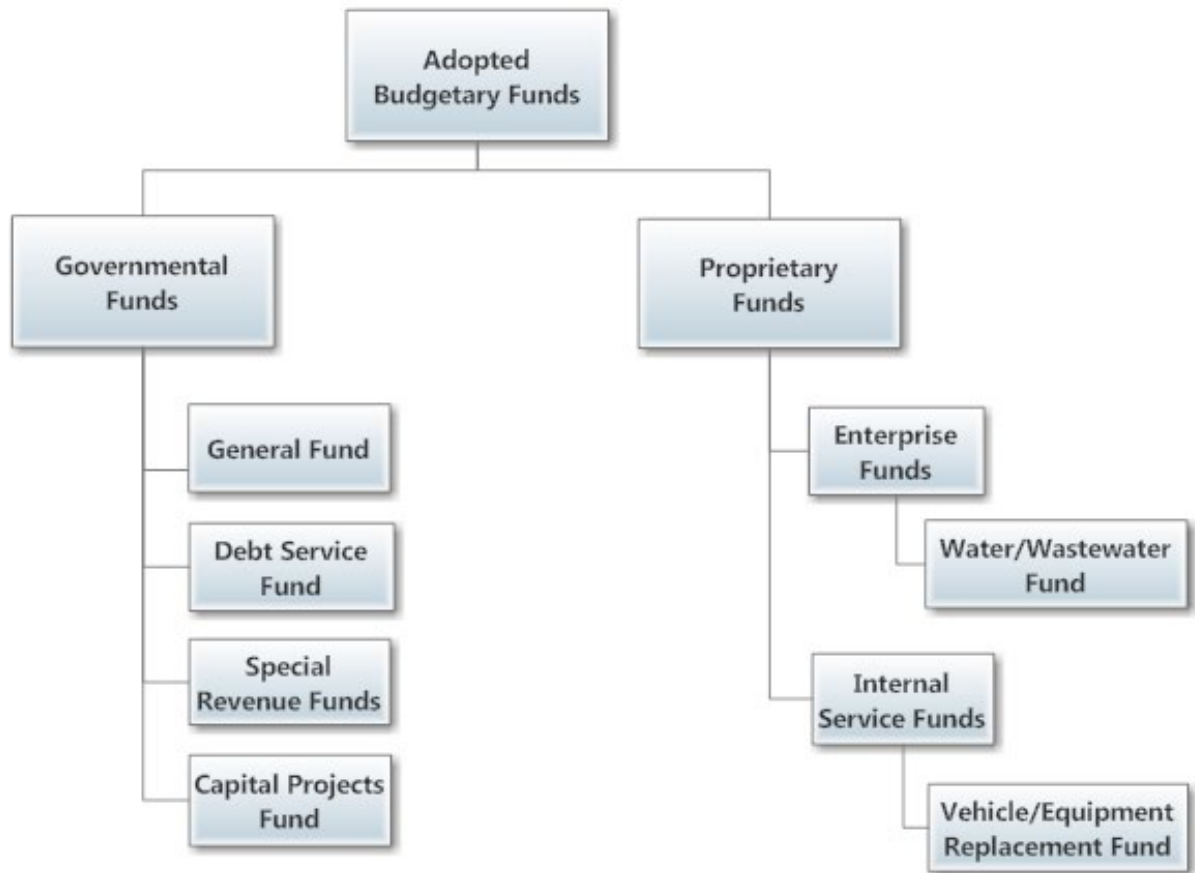
Special Revenue Funds provide separate accounting for the various Special Revenue Funds that include: Community Impact Fee Fund, Hotel Occupancy Tax Fund, Court Security Fund, Court Technology Fund, Law Enforcement Fund, South Manvel Development Authority (SMDA) and the Manvel Economic Development Corporation (MEDC).

The **Capital Projects Fund** provides separate accounting for the Capital Improvement Program projects that are detailed in the program and funded either by the issuing of debt or annual budget allocations.

Enterprise Funds (Utility Fund) provide accounting for the City's water and wastewater operations which are financed and operated like a private business enterprise. Also included are Internal Service Funds which provide separate accounting for the Vehicle & Equipment Replacement Program.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====



BASIS OF ACCOUNTING AND BUDGETING

The City's finances are accounted for in accordance with generally accepted accounting principles (GAAP) established by the Government Accounting Standards Board (GASB). Both financial statements and budgeting documents are prepared on this basis, and all funds are included in both.

The accounts of the City are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they are measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, and franchise tax revenues recorded in the General fund and ad valorem revenues recorded in the Debt Service fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when they are received in cash because they are generally not measurable until they are actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on long-term debt (which are all recorded when due) and compensated absences (which are recorded when payable) from currently available financial resources.

The City utilizes encumbrance accounting for its Governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.

The City’s Proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The City’s annual budgets are prepared and adopted on a basis consistent with generally accepted accounting principles (GAAP) for all governmental and proprietary funds except the capital projects fund, which adopts project-length budgets. Budgets can be amended at the department level of control by the City Council.

The issuance of Statement 34 by the Governmental Accounting Standards Board has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems; one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the City will continue utilizing the accounting and budgeting process as described above. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing funds of government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the City will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 3 – FINANCIAL MANAGEMENT POLICIES

The City of Manvel has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan for adequate funding of services desired by the public. The main objective of the Financial Management Policy is to enable the City to achieve a long-term stable and positive financial condition. The key words of the City's financial management policy include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policy is to provide guidelines for planning and directing the City's day-to-day financial affairs and to assist staff in developing recommendations to the City Council. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

Revenues: Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

Expenditures: Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

Capital Expenditures and Improvements: Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

Staffing and Training: Staffing levels shall be adequate for the fiscal departments of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Possible ways to increase efficiency shall be explored before adding staff. However, the staffing levels shall not be inadequate or marginal such that the internal controls are jeopardized or personnel turnover rates are unacceptable.

The City shall support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff shall be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

Fund Balance/Working Capital/Retained Earnings: Maintain the fund balance, working capital and retained earnings of the various operating funds at levels sufficient to protect the City's credit-worthiness as well as its financial position from emergencies.

Debt Management: Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of the debt payments on current and future revenues.

Investments: Invest the City's operating cash to ensure its safety, provide necessary liquidity and optimize yield.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Intergovernmental Relations: Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal level.

Grants: Investigate, pursue and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.

Allowance Write-Off Policy: Annually review accounts receivable to determine if collection efforts need adjustment or if accounts meet write-off qualifications.

Delinquency Policy (Utility Billing): Enforce penalties and turn-off procedures for delinquent water accounts as prescribed.

Economic Development: Initiate, encourage, and participate in economic development efforts to create job opportunities, and strengthen the local economy and tax base.

Fiscal Monitoring: Prepare and present reports for the current and multi-year periods that analyze, evaluate, and forecast the City's financial performance and economic condition.

Accounting, Auditing, and Financial Reporting: Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), The American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers' Association (GFOA).

Internal Controls: maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

Risk Management: Prevent and/or reduce financial impact to the City due to claims and losses through prevention, through transfer of liability, and/or through a program of self-insuring of the liability.

Budget: Develop and maintain a balanced budget which presents a clear understanding of goals, services levels, and performance standards and which shall be to the extent possible "user friendly" for citizens. Balanced budget means revenues meet or exceed expenditures.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

REVENUES

Balance and Diversification in revenue sources: The City shall strive to maintain a balance diversified revenue system to protect the City from fluctuation in any one source.

User Fees: For services that benefit specific users, when possible, the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs whereas not to prohibit economic development. City staff shall review user fees on a regular basis to calculate their full costs recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary.

Property Tax Revenues/Tax Rates: The City shall endeavor to balance its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees, and economic development. The city shall also strive to minimize tax rate increases.

Water/Wastewater Enterprise Utility Funds User Fees: Utility rates and Enterprise Funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements, and provide adequate levels of working capital.

Revenue Estimates for Budgeting: In order to maintain a stable level of services, the City shall use a conservative, objective, and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include the analysis and probability of economic changes and their impacts on revenues, historical collection rates, and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and mid-year service reductions.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

EXPENDITURES

Current Funding Basis: The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior years' savings.

Contracted Labor: The City will utilize contracted labor for the provision of City services whenever private contractors can perform the established levels of service at the least expense to the City.

Avoidance of Operating Deficits: The City shall take immediate corrective actions if at any time during the fiscal year expenditure and revenue estimates are such that an operating deficit is projected at year-end.

Maintenance of Capital Assets: Through the Vehicle/Equipment Replacement Fund and within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to continue services levels.

Periodic Program Review: Periodic program reviews for efficiency and effectiveness shall be performed. Programs not meeting efficiency of effectiveness shall be brought up to required standards or be subject to reduction or elimination.

Purchasing: The City shall make every effort to maximize any discounts offered by creditors/vendors. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall obtain the most favorable terms and pricing possible. Every effort will be made to include minority business enterprises in the bidding process.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CAPITAL EXPENDITURES AND IMPROVEMENTS

Capital Improvements Planning Program: The City shall annually review the Capital Improvement Plan (CIP), the current status of the City's infrastructure, replacement and renovation needs, and potential new projects and update the plan as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs resource availability. For every project, all operation, maintenance and replacement costs shall be fully estimated and disclosed. The CIP shall also present the City's long-term borrowing plan, debt payment schedules, and other debt outstanding or planned including general obligation bonds, revenue bonds, certificates of obligation, and lease/purchase agreements when appropriate.

Capital Assets: A capital asset will generally be defined as equipment that exceeds \$5,000 and has a useful life that exceeds one year.

Replacement of Vehicle/Equipment Capital Assets on a Regular Schedule: The City shall annually prepare a schedule for the replacement of its vehicle/equipment capital assets associated with General Fund and Water/Wastewater Utility Fund operations through the Vehicle/Equipment Replacement Fund. Capital assets included in this fund will be authorized by charges to the departments using the assets. The amortization charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The amortization charges application of those funds for replacement purposes will be accounted for in the Vehicle/Equipment Replacement Fund.

FUND BALANCE

General Fund Undesignated Fund Balance: The City shall strive to maintain the General Fund undesignated fund balance at a target of 20% with the minimum being 15% and the maximum being 25%. However, auditors recommend that every municipality keep a 6-month reserve which would be 50%.

Debt Service Fund Balance: The City shall strive to maintain the Debt Service Fund balance at a target of 20% with the minimum being 15% and the maximum being 25%.

Utility Working Capital and Retained Earnings of Other Operating Funds: In other operating funds, the City shall strive to maintain a positive retained earnings position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the minimum working capital in the Utility Fund shall be a target level of 20% of current year budgeted operating expenditures with the minimum being 15% and the maximum balance being 25%.

Use of the Fund Balance/Retained Earnings: Fund Balance/Retained Earnings shall be used only for emergencies, non-recurring expenditures, or major capital purchases and capital projects that cannot be accommodated through current year savings. Should such use reduce the balance below the minimum level set as the objective for that fund, recommendations will be made on how to restore it.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

DEBT MANAGEMENT

Use of Debt Financing: Debt financing shall only include general obligation bonds, revenue bonds, certificates of obligation, tax notes and lease/purchase agreements.

Amortizations of Debt: Amortization of debt shall be structured in accordance with a multi-year capital improvement plan. The term of a debt issue will never exceed the useful life of the capital asset being financed.

Affordability Targets: The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare general accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update to the Capital Improvement Plan. The decision on whether or not to assume new debt shall be based on these costs and benefits.

Bidding Parameters: The notice of sale will be carefully constructed so as to ensure the best possible bid for the City, in light of the existing market condition and other prevailing factors. Parameters to be examined include:

- Limits between lowest and highest coupons
- Coupon requirements relative to the yield curve
- Method of underwriter compensation, discount or premium coupons
- Use of True Interest Cost (TIC) vs. Net Interest Cost (NIC)
- Use of bond insurance
- Deep discount bonds
- Variable rate bonds
- Call provisions

Bond Issuance Advisory Fees and Costs: The city will be actively involved in the selection of all financial advisors, underwriters, paying agents, and bond counsel. The City will carefully itemize and scrutinize all costs associated with the issuances of the bonds.

Sale Process: The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

Rating Agencies Presentation: Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

Continuing Disclosure: The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Debt Refunding: The Finance Director and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt. A proposed refunding of debt should provide value benefit as a percent of refunded principal of at least 3.5%.

INVESTMENTS

The city cash shall be invested in such a manner so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, and to achieve the highest possible yield in accordance with the City's Investment Policy. Interest earned from investment shall be provided. Cash forecasting models and procedures will be employed to maximize the amount of investment funds.

GRANTS

Grant Guidelines: The City shall seek, apply for, and obtain those grants that are consistent with priority needs and objectives identified by City Council.

Indirect Costs: The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant.

Grant Review: The City shall review all grant submittals for their cash or in-kind match requirement, their potential impact on the operating budget, and the extent which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application.

Grant Program Termination: The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

ALLOWANCE WRITE-OFF POLICY

Write-offs of Accounts Receivables (A/R) are reviewed annually by the Director of Finance. Receivables are eligible for write-off after 18 months have elapsed. Documentation of notices, letters, and telephone calls should be made for each write-off.

Exceptions:

- Legal notification that account balances have been discharged through bankruptcy or legal notification of death of the debtor.
- Cases of forgery, involving the police, may be submitted for write-off prior to the 18-month stipulation only if accompanied by police reports and full documentation of the case. It must also be determined whether there is any possibility of recovery.
- If an account has recorded payment activity within four (4) months prior to 18 months, the account should not be considered for write-off.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

DELINQUENCY POLICY (UTILITY BILLING)

If the utility account is not paid when due, the city shall assess a fee that has been adopted by the City Council for delinquency payment and give notice that the utility account is delinquent.

In addition, the notice shall:

- Set a date for water turn-off; and
- Specify that service will be shut off unless payment in full is made to the city by stipulated date; and
- Advise that an additional charge per the ordinance adopted by the city council will be added to the bill when service is reconnected.

Extensions can only be granted by Director of Finance but only for a maximum of 12 months.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The City shall comply with prevailing local, state, and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Governmental Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The audit firm must demonstrate that they have the breadth and depth of staff to handle the City's audit in a timely manner. The audited financial statement should be prepared and presented to Council for approval within 120 days of the close of the fiscal year.

Consideration regarding the potential for inclusion of other entities, organizations, or functions in the City's reporting entity is based on criteria prescribed by generally accepted accounting principles (GAAP). These same criteria are evaluated in considering whether the City is a part of any other governmental or reporting entity. The overriding elements associated with prescribed criteria considered in determining the City's financial reporting entity status as that of a primary government are that it has a separately elected governing body, it is legally separate, and it is fiscally independent of other state and local governments. Additional prescribed criteria under generally accepted accounting principles include considerations pertaining to organizations for which the primary government is financially accountable, and considerations pertaining to other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

INTERNAL CONTROLS

The Director of Finance is responsible for the development of citywide written guidelines on purchasing, cash handling, internal controls, and other financial matters. The Director of Finance will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's specific requirements. Each department manager is responsible to ensure that good internal controls are followed throughout his or her department, that all finance department guidelines on purchase and internal controls are implemented, and that all independent auditor control recommendations are addressed.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 4 – ALL FUNDS FINANCIAL INFORMATION

Revenues by Type

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Revenues							
Ad Valorem Tax Revenues	5,471,398	5,896,614	6,496,082	8,286,500	8,286,500	8,493,373	11,512,248
Miscellaneous Tax Revenues	2,884,378	3,464,306	3,396,134	3,645,000	3,685,000	2,935,667	3,485,000
Franchise Fee Revenues	577,439	593,435	641,051	605,000	605,000	599,833	665,000
Licenses and Permits Revenues	3,274,956	4,625,182	4,469,876	5,030,646	5,030,646	3,601,799	4,708,500
Fines and Fees Revenues	297,102	248,724	187,402	275,150	275,150	267,199	222,500
Interest Revenues	250,425	20,824	215,264	63,500	63,500	1,613,608	433,500
Other Source Revenues	5,951,479	1,064,930	667,569	92,200	92,200	1,026,196	810,935
Utility Revenues	1,787,924	2,582,111	4,681,329	1,975,261	1,975,261	1,496,109	2,319,694
Transfer-In Revenues	2,826,806	17,336,378	0	14,147,169	49,815,497	49,993,685	49,102,746
Total Revenues	23,321,909	35,832,503	20,754,706	34,120,426	69,828,754	70,027,469	73,260,123

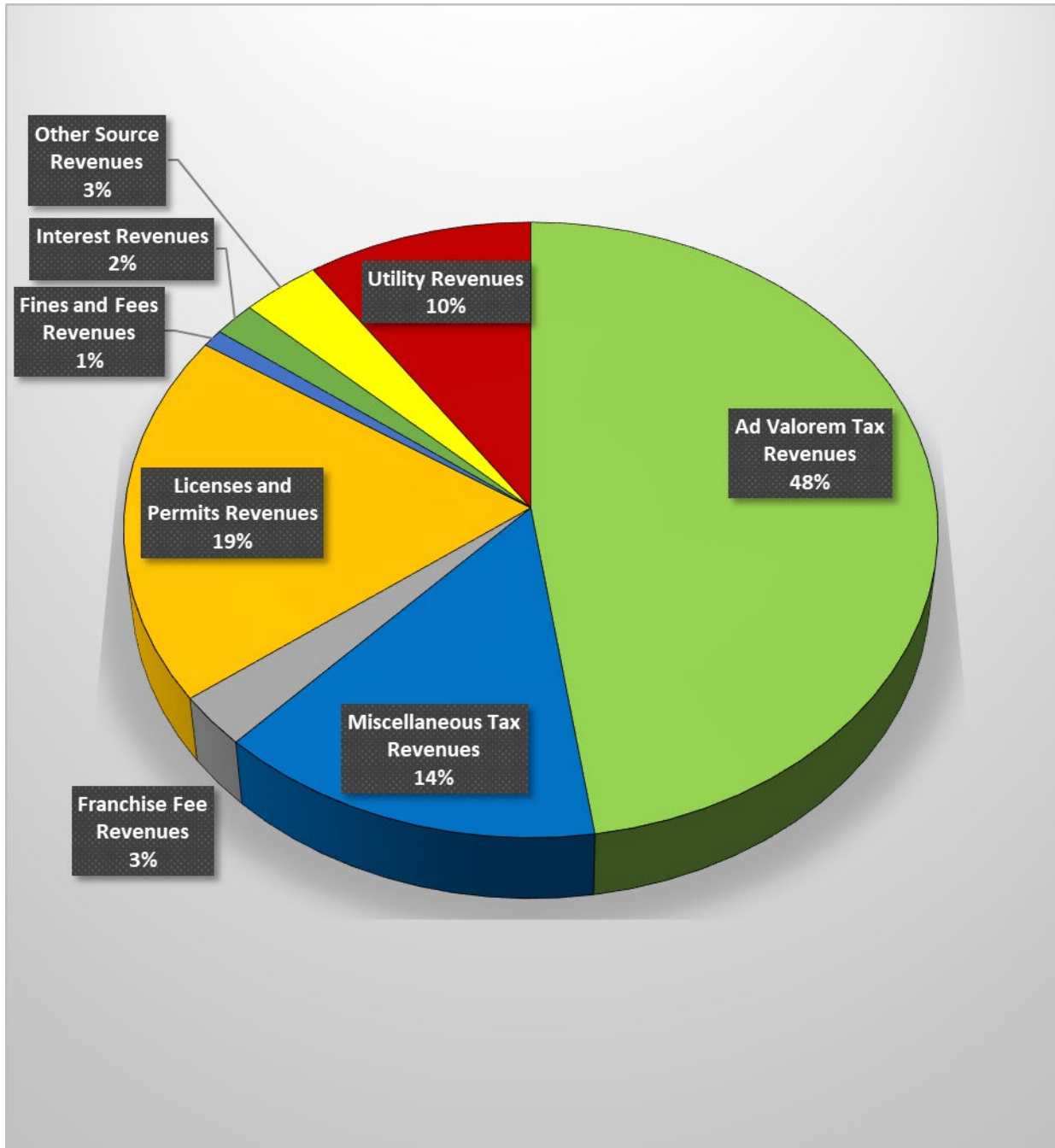
Revenues by Fund

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Revenues by Fund							
General Fund	10,902,074	11,587,678	12,015,798	13,765,946	14,120,946	13,134,695	15,228,534
Vehicle Replacement Fund	284,000	285,173	345,058	280,000	280,000	307,595	280,000
Debt Service Fund	1,934,420	2,086,674	1,970,539	3,042,500	3,042,500	3,045,466	3,832,748
Utility Operating Fund	1,639,820	1,970,162	4,559,047	1,772,761	1,772,761	1,663,493	2,069,694
Impact Fee Fund	470,286	713,690	147,820	210,000	210,000	86,087	250,000
Capital Projects Fund	2,431,051	3,642,361	204,278	12,434,069	47,762,397	48,393,870	45,950,997
Capital Projects Bond Fund	4,411,823	13,617,516	-	-	-	-	-
Parks Fund	25,000	429,100	-	308,100	333,100	333,100	308,100
Hotel Tax Fund	58,657	71,830	68,366	45,000	45,000	61,227	45,000
Municipal Jury Fund	-	38	150	150	150	182	150
Court Security Fund	7,794	6,645	7,624	15,000	15,000	1,162	7,000
Truancy Prevention Fund	-	1,913	7,380	5,900	5,900	11,116	5,900
Court Technology Fund	8,471	5,933	4,751	10,000	10,000	13,568	7,000
Law Enforcement Fund	0	-	-	1,000	1,000	3,376	1,000
PEG Fee Fund	16,414	18,321	16,956	50,000	50,000	50,364	50,000
SMDA Fund	89,059	130,507	3,004	151,000	151,000	1,079,950	1,712,500
TIRZ#3 Fund	86,055	130,211	267,844	416,500	416,500	789,428	1,711,500
MEDC Fund	956,985	1,134,750	1,136,091	1,612,500	1,612,500	1,052,790	1,800,000
Total Revenues by Fund	23,321,909	35,832,503	20,754,706	34,120,426	69,828,754	70,027,469	73,260,123

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Revenues by Type (Exclude Transfers) FY 2023-2024: \$24,157,376



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Expenditures by Type

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Expenditures							
Personnel Services	4,691,243	5,369,610	7,458,179	9,326,207	9,626,207	9,212,421	11,370,743
Commodities	300,266	410,051	586,893	616,950	616,950	612,134	861,650
Contractual Services	1,961,650	1,963,303	2,416,869	2,440,100	2,460,100	1,951,285	2,643,435
Other Services	2,996,798	3,321,159	3,603,832	4,898,600	3,860,422	4,209,823	5,312,598
Capital Outlays	6,811,149	5,307,881	6,840,093	15,442,069	50,825,397	3,466,696	49,230,420
Transfer-Out	14,703,483	17,336,378	0	1,396,500	1,396,500	2,537,189	2,424,635
Total Expenditures	31,464,589	33,708,381	20,905,867	34,120,426	68,785,576	21,989,548	71,843,480

Expenditures by Fund

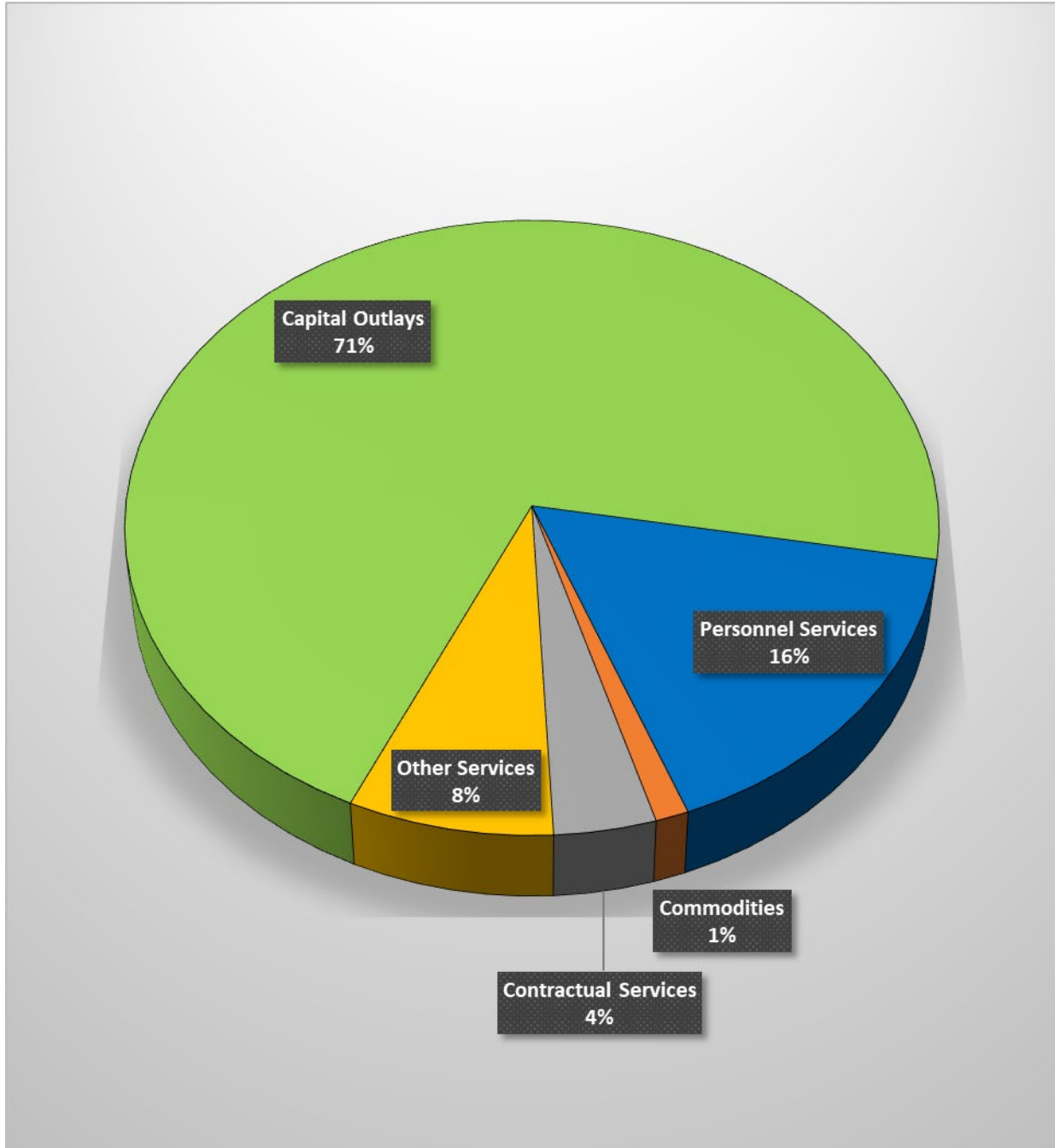
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Expenditures by Fund							
General Fund	8,290,046	10,608,350	11,543,803	13,765,946	14,120,946	12,383,886	15,228,534
Vehicle Replacement Fund	144,055	115,054	161,504	280,000	280,000	186,244	280,000
Debt Service Fund	1,874,390	2,012,411	2,003,971	3,042,500	2,004,322	3,055,506	3,832,748
Utility Operating Fund	1,196,258	1,351,239	1,685,774	1,767,761	1,767,761	1,491,883	2,069,694
Impact Fee Fund	405,000	1,390,411	-	210,000	210,000	233,907	250,000
Capital Projects Fund	14,459,406	4,327,194	5,072,486	12,434,069	47,762,397	2,729,184	45,672,720
Capital Projects Bond Fund	4,106,020	13,617,516	-	-	-	-	-
Parks Fund	23,690	36,679	234,962	308,100	333,100	256,103	308,100
Hotel Tax Fund	1,070	3,598	75	45,000	45,000	77	45,000
Municipal Jury Fund	-	-	15	150	150	-	150
Court Security Fund	-	-	3,355	15,000	15,000	-	7,000
Truancy Prevention Fund	-	-	5,203	5,900	5,900	10,469	5,900
Court Technology Fund	11,756	11,733	1,375	10,000	10,000	7,648	7,000
Law Enforcement Fund	-	-	-	1,000	1,000	-	1,000
PEG Fee Fund	-	-	-	50,000	50,000	-	50,000
SMDA Fund	6,625	-	-	151,000	151,000	576,010	574,135
TIRZ#3 Fund	86,055	130,211	-	416,500	416,500	1,057,272	1,711,500
MEDC Fund	860,219	103,984	193,343	1,612,500	1,612,500	1,360	1,800,000
Total Expenditures by Fund	31,464,589	33,708,381	20,905,867	34,115,426	68,785,576	21,989,548	71,843,480

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Expenditures by Type (Exclude Transfers)

FY 2023-24: \$69,418,845



CITY OF MANVEL, TEXAS

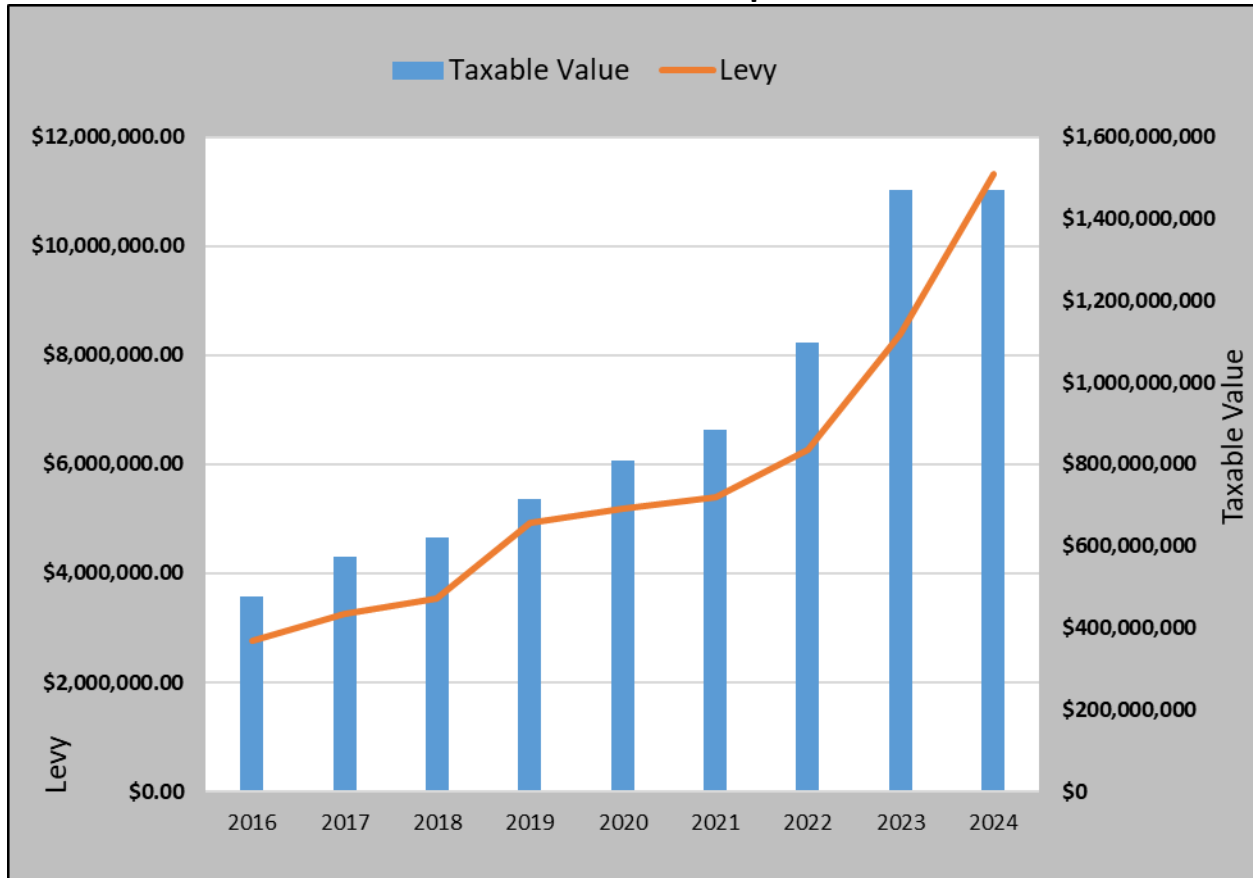
=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

PROPERTY TAXES

Property Tax Assessments

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Total Taxable Value	\$810,269,077.00	\$885,427,912.00	\$1,098,453,451.00	\$1,471,993,129.00	\$2,022,942,450
General Fund Tax Rate (M&O)	\$0.420952/\$100	\$0.400517/\$100	\$0.400306/\$100	\$0.363225/\$100	\$0.302393/\$100
Debt Service Tax Rate (I&S)	\$0.219048/\$100	\$0.209483/\$100	\$0.169694/\$100	\$0.206775/\$100	\$0.207607/\$100
Total Tax Rate	\$0.640000/\$100	\$0.610000/\$100	\$0.570000/\$100	\$0.570000/\$100	\$0.560000/\$100
General Fund Revenues	\$3,410,843.89	\$3,546,289.31	\$4,397,175.07	\$5,346,647.04	\$6,117,236.36
Debt Service Fund Revenues	\$1,774,878.21	\$1,854,820.95	\$1,864,009.60	\$3,043,713.79	\$4,199,770.13

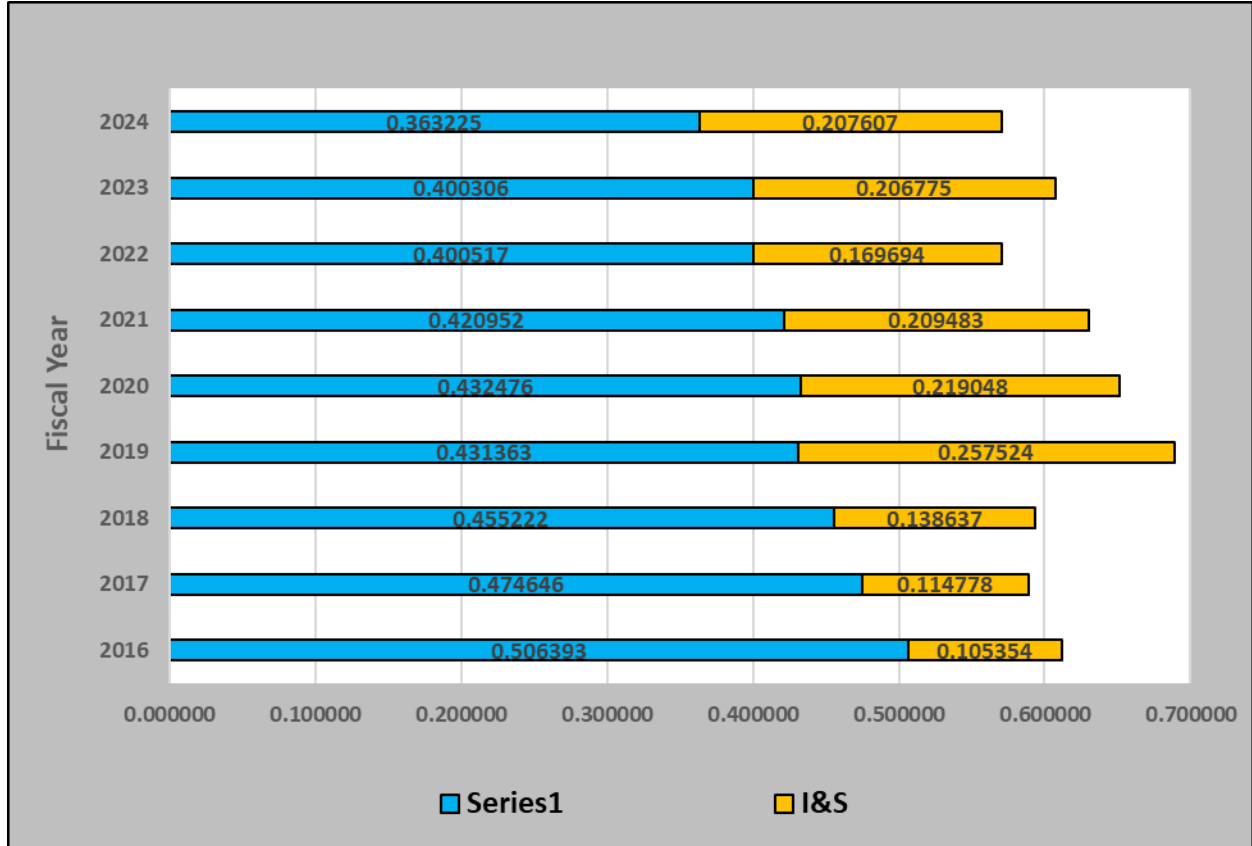
Property Tax Values and Levy 10-Year Historical Comparison



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

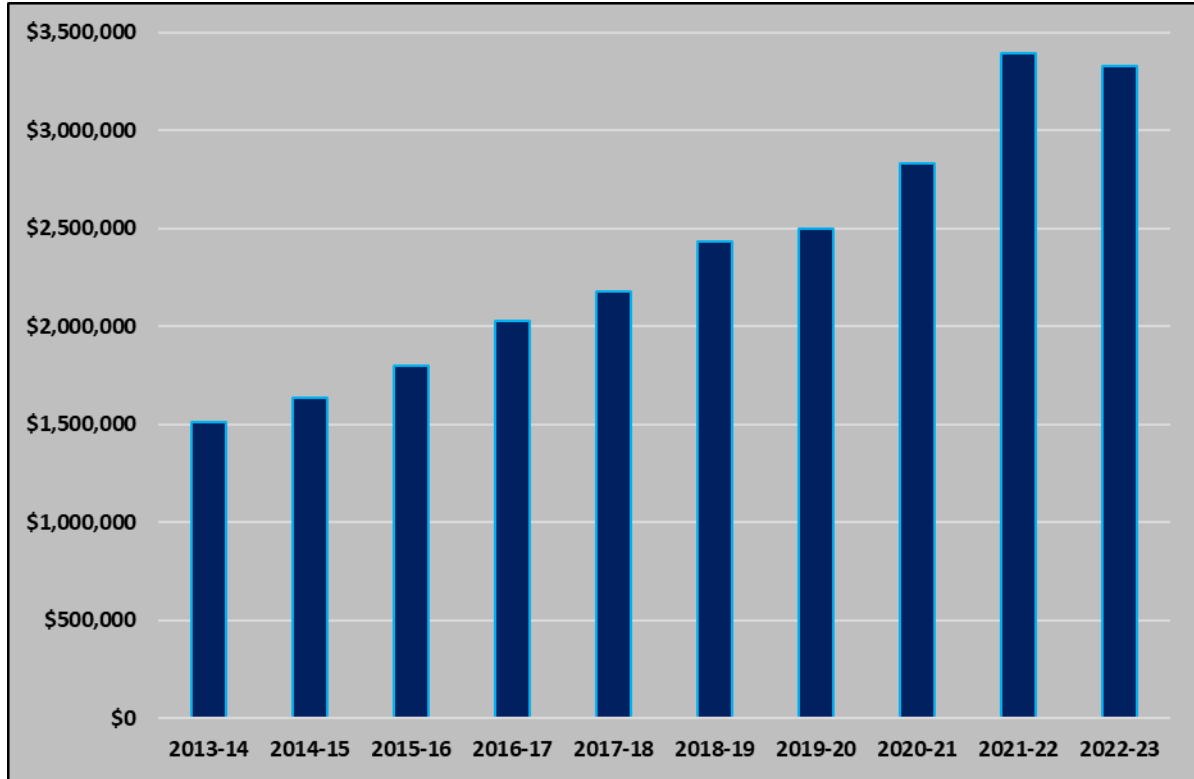
Property Tax Rates 10-Year Historical Comparison



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Sales Tax Collections 10-Year Historical Comparison



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 5 – GENERAL FUND

The General Fund accounts for resources traditionally associated with governments which are not required to be accounted for in another special fund. The General Fund is usually the most encompassing fund which includes the departments that account for the City's day-to-day operations. During the budget process, it is the General Fund that receives the most attention from City staff, Council, and the public. The attention is well deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits.

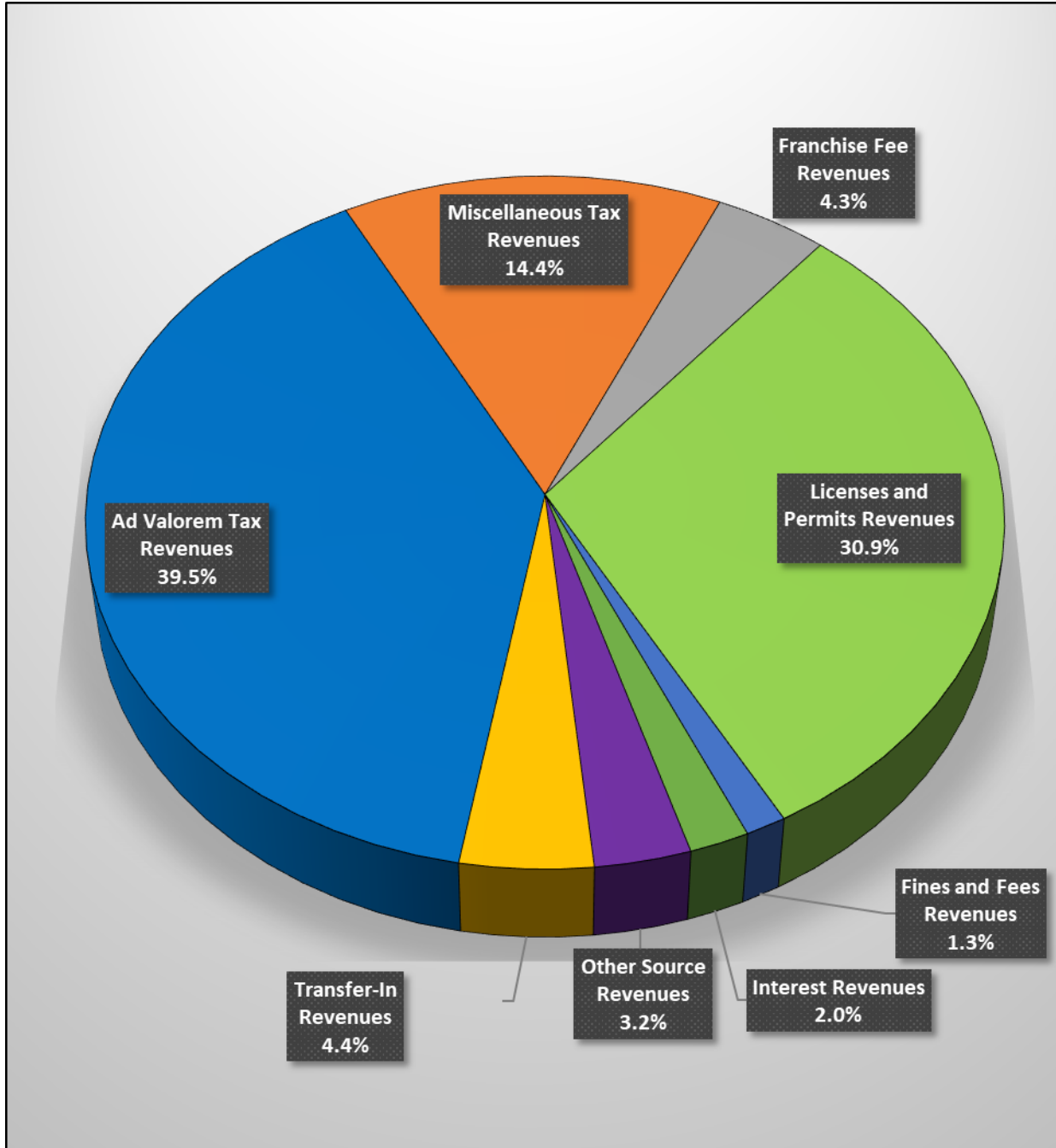
The anticipated ending fund balance in the General Fund for FY 2023-2024 is projected to be \$6.6 million. Revenues in the General Fund for the proposed FY 2023-2024 budget are \$15,106,650. Revenues are \$540 thousand more than FY 2022-2023 budgeted value. Even with a projected decrease in property tax rates due to higher property values, there will be an estimated addition of \$1.14 million to property tax revenue. The other major revenue sources for the 2023-2024 budget will be sales taxes and license and permit fees collected from the builders empowering the growth throughout Manvel.

Expenditures for operations in the FY 2023-2024 budget are also \$15,106,650 (as is expected in a balanced budget) which is an increase from the previous year's projected budgeted amount. As the City continues to grow, the expenditures will grow as well. Personnel will be needed to continue public works service, permitting, planning, and code enforcement. The Police Department will also continue to need personnel to keep ratios of police officers to citizens within optimal limits. Descriptions, goals and personnel staffing are included in each departmental section.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

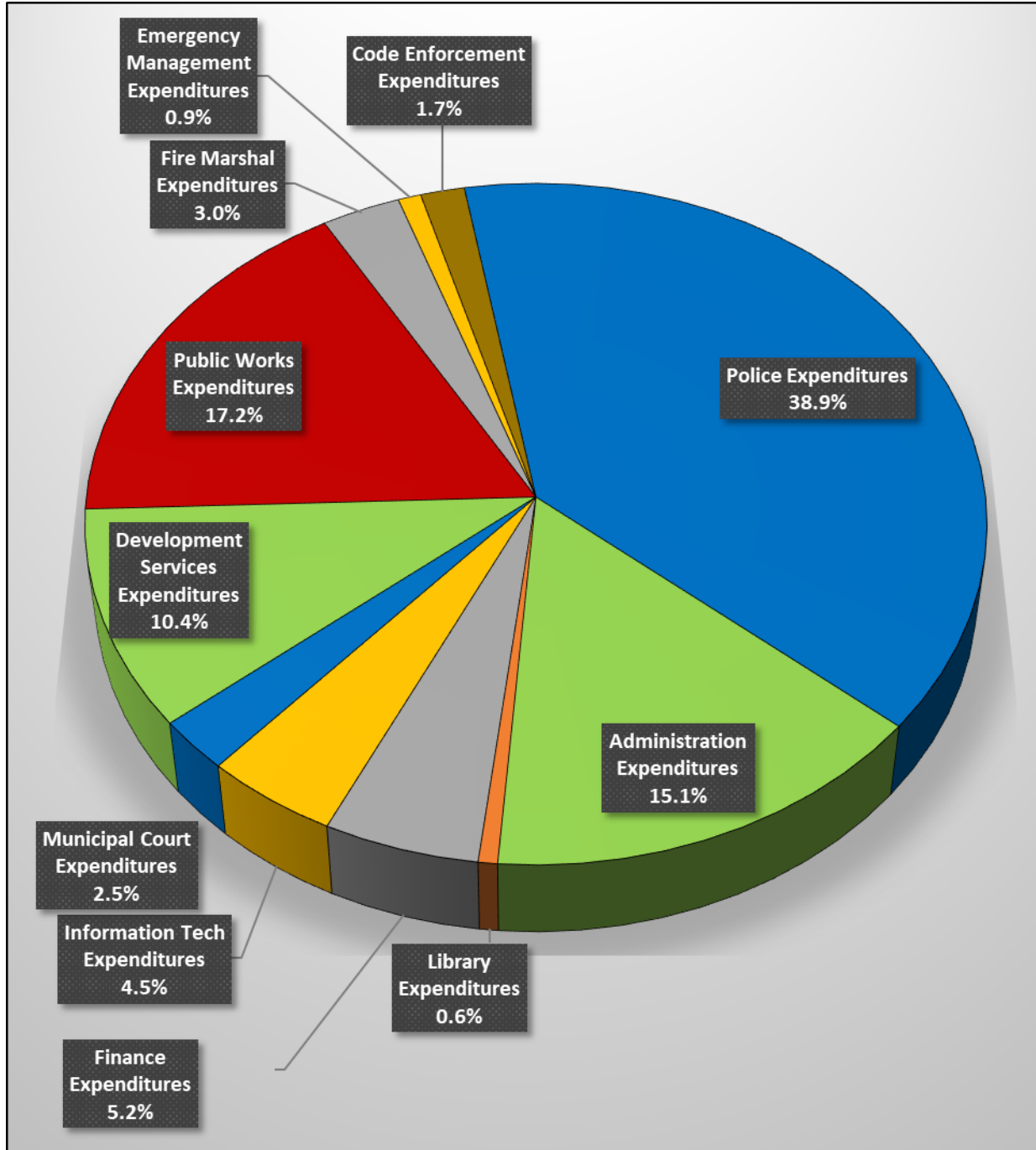
General Fund Revenues by Type FY 2023-2024: \$15,228,534



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

General Fund Expenditures by Department FY 2023-2024: \$15,228,534



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SUMMARY OF EXPENDITURES AND REVENUES

Revenues by Type and Expenditures by Department

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
General Fund Revenues							
Ad Valorem Tax Revenues	3,560,762	3,810,079	4,401,665	4,875,000	4,875,000	4,738,286	6,015,500
Miscellaneous Tax Revenues	1,878,274	2,261,651	2,178,857	2,400,000	2,400,000	1,917,764	2,200,000
Franchise Fee Revenues	561,025	575,113	624,095	595,000	595,000	589,470	655,000
Licenses and Permits Revenues	3,274,956	4,625,182	4,469,876	5,030,646	5,030,646	3,601,799	4,708,500
Fines and Fees Revenues	280,838	234,194	167,537	257,000	257,000	238,457	203,850
Interest Revenues	62,547	5,966	88,365	25,000	25,000	542,624	300,000
Other Source Revenues	783,672	75,493	85,403	83,300	83,300	651,296	481,535
Transfer-In Revenues	500,000	-	-	500,000	855,000	855,000	664,149
Total General Fund Revenues	10,902,074	11,587,678	12,015,798	13,765,946	14,120,946	13,134,695	15,228,534
General Fund Expenditures							
Administration Expenditures	2,323,951	3,739,164	2,030,605	2,908,589	3,208,589	2,927,207	2,305,586
Library Expenditures	80,915	82,759	89,761	92,300	92,300	99,947	97,860
Finance Expenditures	366,433	402,179	551,983	652,852	652,852	576,323	792,564
Information Tech Expenditures	293,297	363,370	537,384	665,764	665,764	505,777	681,441
Municipal Court Expenditures	284,105	301,153	287,652	329,484	329,484	352,614	379,182
Development Services Expenditures	1,054,433	964,534	1,413,397	1,598,881	1,598,881	992,347	1,580,090
Public Works Expenditures	952,821	1,587,913	1,842,151	2,001,767	2,056,767	2,012,855	2,615,860
Fire Marshal Expenditures	294,508	212,027	325,525	264,260	264,260	182,290	463,688
Emergency Management Expenditures	77,106	21,126	55,717	527,500	527,500	79,033	134,500
Code Enforcement Expenditures	-	-	-	250,434	250,434	173,163	259,481
Police Expenditures	2,562,478	2,934,125	4,409,629	4,474,115	4,474,115	4,482,330	5,918,283
Total General Fund Expenditures	8,290,046	10,608,350	11,543,803	13,765,946	14,120,946	12,383,886	15,228,534
Net Revenues Over Expenditures	2,612,028	979,327	471,994	-	-	750,808	0
Fund Balance - Beginning	4,871,242	6,983,270	7,962,598			8,434,592	8,330,400
Fund Balance - Transfer Out	(500,000)	-	-			(855,000)	(664,149)
Fund Balance - Ending	6,983,270	7,962,598	8,434,592			8,330,400	7,666,251
Fund Balance Reserve	45%	60%	66%			64%	55%
# of days coverage	163.20	220.12	242.04			234.55	199.80

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Revenues – Details by Type

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
General Fund Revenues							
Ad Valorem Tax Revenues							
10-01-4000 Current Ad Valorem Tax Rev.	3,417,297	3,694,319	4,303,013	4,725,000	4,725,000	4,640,285	5,940,500
10-01-4005 Personal Property Taxes	689	2,035	11,544	17,500	17,500	31,263	15,000
10-01-4010 Delinquent Ad Valorem Tax Revenue	122,717	91,051	63,822	110,000	110,000	26,482	30,000
10-01-4011 P&I on Ad Valorem Taxes	20,059	22,673	23,285	22,500	22,500	40,257	30,000
Total Ad Valorem Tax Revenues	3,560,762	3,810,079	4,401,665	4,875,000	4,875,000	4,738,286	6,015,500
Miscellaneous Tax Revenues							
10-02-4030 Sales Tax Revenues	1,885,016	2,261,651	2,218,512	2,400,000	2,400,000	1,957,764	2,240,000
10-02-4031 Sales Tax Rebate	(6,742)	-	(39,655)	-	-	(40,000)	(40,000)
Total Miscellaneous Tax Revenues	1,878,274	2,261,651	2,178,857	2,400,000	2,400,000	1,917,764	2,200,000
Franchise Fee Revenues							
10-03-4101 Gas Franchise Fees	31,793	20,678	26,533	30,000	30,000	45,693	45,000
10-03-4102 Electric Franchise Fees	309,501	320,488	322,810	325,000	325,000	241,724	330,000
10-03-4103 Cable Franchise Fees	41,112	52,398	58,941	55,000	55,000	51,891	55,000
10-03-4104 Telephone Franchise Fees	41,177	23,598	17,311	25,000	25,000	5,809	25,000
10-03-4105 Solid Waste Franchise Fees	137,442	157,950	198,500	160,000	160,000	244,352	200,000
Total Franchise Fee Revenues	561,025	575,113	624,095	595,000	595,000	589,470	655,000
Licenses and Permits Revenues							
10-04-4200 Permits CC Convenience Fees	20,423	49,317	32,144	55,000	55,000	-	-
10-04-4203 Permits & Licenses	2,538,027	3,557,527	3,476,868	3,947,146	3,947,146	2,884,255	4,000,000
10-04-4204 Licenses & Permits PD	5,641	4,385	7,983	7,500	7,500	7,088	7,500
10-04-4205 Rezoning Application fees	-	-	-	-	-	1,091	-
10-04-4206 Abandonment Fees	1,000	1,000	1,000	1,000	1,000	105,668	1,000
10-04-4207 Plat Fees	93,061	149,834	109,865	120,000	120,000	595,730	100,000
10-04-4208 Plan Reviews	616,804	839,916	842,016	900,000	900,000	7,968	600,000
10-04-4209 Planned Unit Dev. Fees	-	23,152	-	-	-	-	-
10-04-4210 Events Fees	-	50	-	-	-	-	-
Total Licenses and Permits Revenues	3,274,956	4,625,182	4,469,876	5,030,646	5,030,646	3,601,799	4,708,500
Fines and Fees Revenues							
10-05-4400 Court Fines	272,955	226,480	164,488	250,000	250,000	234,096	200,000
10-05-4401 Rev Court Fines	7,883	7,714	3,048	7,000	7,000	3,779	3,500
10-05-4404 OMNI/TLFTA Revenue	-	-	-	-	-	582	350
Total Fines and Fees Revenues	280,838	234,194	167,537	257,000	257,000	238,457	203,850
Interest Revenues							
10-06-4600 Interest Income	62,547	5,966	88,365	25,000	25,000	542,624	300,000
Total Interest Revenues	62,547	5,966	88,365	25,000	25,000	542,624	300,000
Other Source Revenues							
10-07-4701 Skynet - Lease Rental	8,400	8,400	8,400	8,400	8,400	7,636	8,400
10-07-4704 Grant Revenue	642,076	-	-	-	-	-	-
10-07-4721 Pipeline Application	-	-	7,000	-	-	-	-
10-07-4723 Pipeline ROW Crossing Fees	48,600	23,000	39,100	40,000	40,000	38,182	25,000
10-07-4800 Insurance & Other Reimbursements	825	12,170	532	1,000	1,000	1,355	1,000
10-07-4802 AISD Dispatch	8,000	8,000	12,000	12,000	12,000	13,091	12,000
10-07-4803 TCLEOS	1,965	1,927	-	1,900	1,900	2,368	2,000
10-07-4804 Sale/Disposition of Assets	-	5,780	-	-	-	-	-
10-07-4808 Donations for City Events	-	-	-	-	-	1,500	-
10-07-4809 TIRZ Cost of Service	-	-	-	-	-	476,010	363,135
10-07-4810 TIRZ Admin Fee	-	-	-	-	-	100,000	60,000
10-07-4811 Other Income	61,806	16,217	18,371	20,000	20,000	11,153	10,000
10-07-4840 MEDC Contributions	12,000	-	-	-	-	-	-
Total Other Source Revenues	783,672	75,493	85,403	83,300	83,300	651,296	481,535
Transfer-In Revenues							
10-09-4999 Transfer In - Fund Balance	500,000	-	-	500,000	855,000	855,000	664,149
Total Transfer-In Revenues	500,000	-	-	500,000	855,000	855,000	664,149
Total General Fund Revenues	10,902,074	11,587,678	12,015,798	13,765,946	14,120,946	13,134,695	15,228,534
Revenues by Category							
Ad Valorem Tax Revenues	3,560,762	3,810,079	4,401,665	4,875,000	4,875,000	4,738,286	6,015,500
Miscellaneous Tax Revenues	1,878,274	2,261,651	2,178,857	2,400,000	2,400,000	1,917,764	2,200,000
Franchise Fee Revenues	561,025	575,113	624,095	595,000	595,000	589,470	655,000
Licenses and Permits Revenues	3,274,956	4,625,182	4,469,876	5,030,646	5,030,646	3,601,799	4,708,500
Fines and Fees Revenues	280,838	234,194	167,537	257,000	257,000	238,457	203,850
Interest Revenues	62,547	5,966	88,365	25,000	25,000	542,624	300,000
Other Source Revenues	783,672	75,493	85,403	83,300	83,300	651,296	481,535
Utility Revenues	-	-	-	-	-	-	-
Transfer-In Revenues	500,000	-	-	500,000	855,000	855,000	664,149
Total Revenues	10,902,074	11,587,678	12,015,798	13,765,946	14,120,946	13,134,695	15,228,534

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Expenditures – Department Totals

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
General Fund Expenditures							
Administration Expenditures							
Personnel Services	720,410	999,258	1,189,800	1,309,789	1,609,789	1,569,537	1,356,286
Commodities	14,398	31,954	34,944	36,750	36,750	38,166	37,000
Contractual Services	249,171	298,562	472,506	484,550	484,550	270,540	454,300
Other Services	199,221	211,150	333,355	387,500	387,500	358,964	358,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	1,140,751	2,198,240	-	690,000	690,000	690,000	100,000
Total Administration Expenditures	2,323,951	3,739,164	2,030,605	2,908,589	3,208,589	2,927,207	2,305,586
Library Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	3,361	4,459	5,329	7,000	7,000	7,737	8,500
Contractual Services	74,361	75,107	81,238	82,000	82,000	88,617	86,060
Other Services	3,193	3,193	3,193	3,300	3,300	3,594	3,300
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Library Expenditures	80,915	82,759	89,761	92,300	92,300	99,947	97,860
Finance Expenditures							
Personnel Services	282,801	318,862	415,645	502,052	502,052	391,786	638,014
Commodities	2,413	5,690	3,328	6,500	6,500	8,652	9,500
Contractual Services	80,096	75,977	129,641	137,050	137,050	166,205	130,800
Other Services	1,122	1,650	3,369	7,250	7,250	9,678	14,250
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Finance Expenditures	366,433	402,179	551,983	652,852	652,852	576,323	792,564
Information Tech Expenditures							
Personnel Services	182,882	204,083	296,447	380,214	380,214	331,911	395,891
Commodities	11,347	14,736	13,605	14,500	14,500	12,171	14,500
Contractual Services	78,261	90,111	162,681	116,050	116,050	90,196	116,050
Other Services	20,806	54,441	64,650	155,000	155,000	71,499	155,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Information Tech Expenditures	293,297	363,370	537,384	665,764	665,764	505,777	681,441
Municipal Court Expenditures							
Personnel Services	209,456	211,048	226,288	244,584	244,584	255,651	292,832
Commodities	3,663	6,988	6,250	7,250	7,250	5,713	8,000
Contractual Services	65,247	70,697	47,925	65,650	65,650	84,230	65,350
Other Services	5,739	12,420	7,189	12,000	12,000	7,020	13,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Municipal Court Expenditures	284,105	301,153	287,652	329,484	329,484	352,614	379,182
Development Services Expenditures							
Personnel Services	253,507	315,915	663,707	887,131	887,131	948,941	1,011,765
Commodities	1,862	15,148	13,455	18,500	18,500	1,600	23,100
Contractual Services	699,397	551,890	689,482	655,750	655,750	41,053	527,975
Other Services	99,667	81,580	46,754	37,500	37,500	754	17,250
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Development Services Expenditures	1,054,433	964,534	1,413,397	1,598,881	1,598,881	992,347	1,580,090
Public Works Expenditures							
Personnel Services	522,825	561,350	813,280	1,047,167	1,047,167	978,777	1,378,260
Commodities	113,263	146,772	177,051	205,000	205,000	199,793	215,000
Contractual Services	153,495	238,515	254,879	236,600	236,600	234,339	274,600
Other Services	155,907	204,687	285,260	213,000	213,000	223,529	213,000
Capital Outlays	7,331	436,590	311,681	300,000	355,000	376,418	535,000
Transfer-Out	-	-	-	-	-	-	-
Total Public Works Expenditures	952,821	1,587,913	1,842,151	2,001,767	2,056,767	2,012,855	2,615,860

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Expenditures – Department Totals (cont.)

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
General Fund Expenditures							
Fire Marshal Expenditures							
Personnel Services	245,094	119,961	170,623	218,010	218,010	134,715	407,138
Commodities	6,236	24,311	29,249	15,700	15,700	15,845	15,700
Contractual Services	20,298	24,347	37,602	19,400	19,400	24,219	28,200
Other Services	22,881	43,409	52,347	11,150	11,150	7,511	12,650
Capital Outlays	-	-	35,705	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Fire Marshal Expenditures	294,508	212,027	325,525	264,260	264,260	182,290	463,688
Emergency Management Expenditures							
Personnel Services	9,599	5,426	-	-	-	-	-
Commodities	14,693	1,780	3,296	20,000	20,000	5,015	20,000
Contractual Services	-	-	-	-	-	-	-
Other Services	15,710	13,920	52,422	507,500	507,500	74,018	114,500
Capital Outlays	37,104	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Emergency Management Expenditures	77,106	21,126	55,717	527,500	527,500	79,033	134,500
Code Enforcement Expenditures							
Personnel Services	-	-	-	158,384	158,384	162,646	170,431
Commodities	-	-	-	17,750	17,750	3,513	14,750
Contractual Services	-	-	-	65,800	65,800	4,233	65,800
Other Services	-	-	-	8,500	8,500	2,771	8,500
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Code Enforcement Expenditures	-	-	-	250,434	250,434	173,163	259,481
Police Expenditures							
Personnel Services	2,125,905	2,265,938	3,140,940	4,005,715	4,005,715	3,880,084	4,955,833
Commodities	64,448	85,509	187,529	171,500	171,500	213,399	271,500
Contractual Services	250,874	206,393	176,160	192,650	192,650	270,775	322,700
Other Services	121,250	147,320	158,609	84,250	84,250	98,247	108,250
Capital Outlays	-	228,966	746,392	20,000	20,000	19,825	260,000
Transfer-Out	-	-	-	-	-	-	-
Total Police Expenditures	2,562,478	2,934,125	4,409,629	4,474,115	4,474,115	4,482,330	5,918,283
Total General Fund Expenditures	8,290,046	10,608,350	11,543,803	13,765,946	14,120,946	12,383,886	15,228,534

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

ADMINISTRATION

DEPARTMENT VISION STATEMENT

To effectively administer and manage City operations, policies, program agendas, citizen inquiries and laws in an efficient and responsible manner.

FUNCTIONS

- City Administration
- Mayor/City Council
- City Secretary
- Legal
- Public Information Officer

DEPARTMENT DESCRIPTION

Administration includes the activities of the City Manager, Assistant City Manager, City Secretary, and City Attorney. The City Manager is the Chief Administrative Officer of the City and is appointed by the City Council. Under the guidelines of the City Charter, Code of Ordinances, and State Law, the City Manager administers City ordinances and the policies of the City Council. The office provides the direction, leadership, and coordination of all departments.

FY 2022-2023 DEPARTMENT ACCOMPLISHMENTS

- Maintained 100% compliance with all open records requests
- Expanded the City's online presence through the City Website, Facebook, LinkedIn, Twitter, Instagram, and Next Door
- Successfully completed the first in-house community outreach survey
- Successfully completed the first Budget Town Hall
- Completed Bond Issuance for a new Police Station, Public Works Facility, and City Hall Expansion

FY 2023-2024 DEPARTMENT GOALS

- Implement Employee Evaluation Process
- Pursue Grant Funding Opportunities
- Complete the Strategic Plan, Comprehensive Plan Update and Thoroughfare Plan Update

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Administration Expenditures							
Personnel Services							
10-10-5000 Salaries	515,867	687,788	856,553	859,014	1,159,014	1,202,068	908,641
10-10-5001 Additional Compensation	19,000	71,065	29,988	95,000	95,000	-	88,469
10-10-5002 Overtime	-	171	6	250	250	788	2,780
10-10-5006 Longevity	1,560	1,740	1,980	2,280	2,280	2,280	1,980
10-10-5010 FICA Expense	31,896	43,766	53,230	67,331	67,331	51,458	78,184
10-10-5012 Unemployment Insurance	12,169	14,998	19,555	30,000	30,000	18,701	20,000
10-10-5030 Health Insurance	48,075	43,635	70,073	85,776	85,776	83,753	83,508
10-10-5031 Vision Insurance	573	730	816	893	893	873	710
10-10-5032 Life & LTD	1,287	8,759	1,969	12,995	12,995	9,192	2,449
10-10-5033 Dental	2,197	2,853	3,122	3,419	3,419	3,341	2,710
10-10-5034 Retirement	51,712	76,484	96,403	89,919	89,919	134,276	102,304
10-10-5035 Cell Phone Allowance	1,336	1,779	1,791	1,800	1,800	1,950	1,950
10-10-5036 Auto Allowance	8,786	12,291	16,735	16,800	16,800	16,325	18,200
10-10-5037 Pay Reimbursement	23,661	30,274	33,808	40,000	40,000	40,224	40,000
10-10-5038 Flex	147	230	218	266	266	275	-
10-10-5039 Flex Card - Health Ins	1,219	1,604	1,967	2,400	2,400	2,475	2,400
10-10-5040 Workers Compensation	925	1,092	1,586	1,646	1,646	1,557	2,000
Total Personnel Services	720,410	999,258	1,189,800	1,309,789	1,609,789	1,569,537	1,356,286
Commodities							
10-10-5220 Janitorial Supplies & Cleaning	5,699	19,364	22,724	25,000	25,000	27,540	25,000
10-10-5222 Postage	1,758	1,372	3,642	2,500	2,500	4,700	2,500
10-10-5230 Office Expense	5,497	10,984	7,241	7,500	7,500	4,821	7,500
10-10-5240 Minor Tools & Equipment	1,444	234	595	1,000	1,000	782	1,000
10-10-5260 Apparel	-	-	743	750	750	324	1,000
Total Commodities	14,398	31,954	34,944	36,750	36,750	38,166	37,000
Contractual Services							
10-10-5320 Bank Fees	-	-	-	-	-	22	-
10-10-5340 Copier Lease/Maintenance	5,371	1,296	1,528	2,000	2,000	1,701	2,000
10-10-5362 Records Retention	875	1,548	1,485	2,000	2,000	1,145	2,000
10-10-5380 Building Repair & Maintenance	59,216	67,632	49,163	50,000	50,000	40,330	45,000
10-10-5400 Legal Fees	14,728	49,704	124,714	50,000	50,000	81,920	50,000
10-10-5418 Employment Testing	1,495	2,150	140	300	300	-	300
10-10-5420 Electricity	5,789	11,167	12,597	12,500	12,500	13,324	12,500
10-10-5422 Electricity - Street Lights	49,022	45,359	45,043	50,000	50,000	47,291	50,000
10-10-5423 Storm Recovery Charge	-	6,855	22,850	28,000	28,000	-	-
10-10-5430 Gas Utilities	1,956	1,140	1,187	1,750	1,750	2,270	2,000
10-10-5432 Rental Equipment	2,532	2,532	2,338	2,500	2,500	90	-
10-10-5438 County Recording Fees	1,083	773	648	1,500	1,500	587	1,500
10-10-5440 Computer Maintenance/Support	65,733	2,771	4,302	10,000	10,000	6,721	-
10-10-5441 Computer Software	3,780	3,969	4,616	-	-	-	-
10-10-5442 Website Administration	4,289	4,503	4,728	10,000	10,000	12,780	20,000
10-10-5445 Telephone	28,116	53,237	49,507	55,000	55,000	54,903	55,000
10-10-5458 Maintenance Agreements	-	-	-	-	-	-	5,000
10-10-5476 Codification	3,710	5,863	1,225	6,000	6,000	5,845	6,000
10-10-5507 MUD 43 Reimbursement	-	36,095	145,450	200,000	200,000	-	200,000
10-10-5550 Radio Usage	1,476	1,968	984	3,000	3,000	1,610	3,000
Total Contractual Services	249,171	298,562	472,506	484,550	484,550	270,540	454,300

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Administration Expenditures							
Other Services							
10-10-5600 Marketing						98	21,000
10-10-5620 Council Expenses	6,225	14,944	20,155	20,000	20,000	15,917	20,000
10-10-5621 Council Pay	-	-	12,400	38,000	38,000	38,162	43,000
10-10-5622 Dues & Subscriptions	7,707	8,343	48,664	12,500	12,500	13,551	12,500
10-10-5625 Publications	-	-	-	-	-	38	-
10-10-5630 Insurance and Bonds	109,762	139,988	169,723	200,000	200,000	213,818	200,000
10-10-5632 City Functions & Meetings	1,363	2,500	4,235	9,000	9,000	10,879	12,000
10-10-5633 Public Notice Expense	7,213	4,971	2,350	5,000	5,000	4,171	5,000
10-10-5645 Training & Travel	6,716	5,998	9,613	12,500	12,500	12,557	12,500
10-10-5650 Mileage	59	-	-	500	500	112	500
10-10-5676 Elections Expense	1,500	7,061	5,082	7,500	7,500	24,292	9,000
10-10-5678 Holiday & Special Events	4,143	3,432	16,992	12,500	12,500	17,892	12,500
10-10-5800 Eng/Consulting/Planning Fees	54,533	23,913	44,142	70,000	70,000	7,476	10,000
Total Other Services	199,221	211,150	333,355	387,500	387,500	358,964	358,000
Capital Outlays							
10-10-6020 Capital Outlay - Equipment	-	-	-	-	-	-	-
Total Capital Outlays	-	-	-	-	-	-	-
Transfer-Out							
10-10-8540 Transfer To - Utility Fund	315,751	100,000	-	-	-	-	-
10-10-8582 Transfer To - Capital Projects Fund	800,000	1,634,747	-	450,000	450,000	450,000	-
10-10-8592 Transfer To - Parks Fund	25,000	429,100	-	-	-	-	100,000
10-95-8581 Transfer To - TIRZ #3	-	34,393	-	40,000	40,000	40,000	-
10-95-8591 Transfer To - Veh/Equip Replace Fund	-	-	-	200,000	200,000	200,000	-
Total Transfer-Out	1,140,751	2,198,240	-	690,000	690,000	690,000	100,000
Total Administration Expenditures	2,323,951	3,739,164	2,030,605	2,908,589	3,208,589	2,927,207	2,305,586

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

LIBRARY

DEPARTMENT VISION STATEMENT

To make readily available to the community educational materials and services that will promote excellence in informational, recreational, and instructive pursuits. Seek to encourage activities and ideas that will stimulate, enrich and expand interests of patrons of all ages.

FUNCTIONS

- Administration

DEPARTMENT DESCRIPTION

The Manvel library is part of the Brazoria County Library System. The City of Manvel provides assistance with rental space, utilities, and a shared book program designed to supplement the materials provided by the library system to ensure the best access to high-demand resources for the patrons of the Manvel branch. The major programs that occur at the branch are weekly story times, songs and crafts for preschoolers.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Library Expenditures							
Commodities							
10-15-5220 Janitorial Supplies & Cleaning	3,361	4,300	5,329	5,500	5,500	6,821	7,000
10-15-5243 Small Furniture & Fixtures	-	158	-	1,500	1,500	916	1,500
Total Commodities	3,361	4,459	5,329	7,000	7,000	7,737	8,500
Contractual Services							
10-15-5380 Building Repair & Maintenance	2,342	265	5,077	2,500	2,500	2,890	2,500
10-15-5420 Electricity	5,031	5,072	5,125	5,500	5,500	4,828	5,500
10-15-5445 Telephone	987	1,070	1,436	1,500	1,500	1,176	1,500
10-15-5459 Lease Expense - Library	66,000	68,700	69,600	72,500	72,500	79,724	76,560
Total Contractual Services	74,361	75,107	81,238	82,000	82,000	88,617	86,060
Other Services							
10-15-5670 Book Plan - Library	3,193	3,193	3,193	3,300	3,300	3,594	3,300
Total Other Services	3,193	3,193	3,193	3,300	3,300	3,594	3,300
Total Library Expenditures	80,915	82,759	89,761	92,300	92,300	99,947	97,860

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

FINANCE

DEPARTMENT VISION STATEMENT

To provide excellent financial reporting and budgeting services, safeguard City assets, and deliver excellent customer service.

FUNCTIONS

- Administration
- Accounting and Budgeting
- Purchasing and Accounts Payable
- Utility Billing
- Human Resources

DEPARTMENT DESCRIPTION

The Finance Department has general responsibility for the financial administration of the City. The department is responsible for preparing/coordinating the budget and departmental spending for the City, recording/documenting all financial transactions, investing idle funds, managing debt, processing cash receipts, managing grants, processing payroll, purchasing goods/services for the City, and processing and paying invoices. Additionally, the department includes a Human Resources Manager to increase the responsibilities of the department to include benefits, on-boarding of new hires, claims relating to workplace accidents, and all other employee-related concerns that funnel through the HR department.

The Finance Department maintains the books and records for the City financial activities. It is responsible for protecting the assets of the City and managing the risk of its operations. Purchases of goods and services are monitored by this department in accordance with state law. Contracts and invoices are processed, and checks are prepared accordingly. Payroll timesheets are checked for quality control and bi-weekly payroll is performed in this department. Investment of available funds is also performed by the Finance Director.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Received GFOA award for distinguished budget
- Received end-of-year audit report with no misstatements
- Maintained all PFIA certifications for investment officers
- Completed installation of new financial software

FY 2023-24 DEPARTMENT GOALS

- Strive for continued “no misstatement” status on annual audit report
- Update and upgrade policies and procedures to improve efficiency and accuracy
- Succession Planning
- Educate all departments on new software

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Finance Expenditures							
Personnel Services							
10-20-5000 Salaries	211,198	240,592	311,856	370,989	370,989	283,336	469,171
10-20-5002 Overtime	195	445	523	500	500	3,721	4,770
10-20-5006 Longevity	840	900	1,020	1,260	1,260	1,200	1,200
10-20-5010 FICA Expense	15,611	21,860	23,570	28,515	28,515	21,012	36,298
10-20-5030 Health Insurance	28,045	27,091	38,446	55,134	55,134	46,830	71,388
10-20-5031 Vision Insurance	328	322	463	592	592	493	592
10-20-5032 Life & LTD	855	911	1,205	1,594	1,594	1,156	2,041
10-20-5033 Dental	914	1,047	1,769	2,258	2,258	2,125	2,258
10-20-5034 Retirement	23,452	24,243	34,449	38,291	38,291	29,612	47,495
10-20-5038 Flex Admin Expense	98	130	174	222	222	166	-
10-20-5039 Flex Card - Health Ins	814	853	1,567	2,000	2,000	1,475	2,000
10-20-5040 Workers Compensation	451	468	602	697	697	659	800
Total Personnel Services	282,801	318,862	415,645	502,052	502,052	391,786	638,014
Commodities							
10-20-5230 Office Expense	2,413	3,575	3,251	4,000	4,000	8,445	7,000
10-20-5240 Minor Tools & Equipment	-	2,115	21	2,000	2,000	76	2,000
10-20-5260 Apparel	-	-	56	500	500	132	500
Total Commodities	2,413	5,690	3,328	6,500	6,500	8,652	9,500
Contractual Services							
10-20-5418 Employment Testing	-	-	-	300	300	153	300
10-20-5440 Computer Maintenance/Support	15,738	17,742	53,360	50,000	50,000	87,346	40,000
10-20-5450 Tax Assessor Fees	3,428	3,013	2,398	4,000	4,000	4,049	4,000
10-20-5475 Accounting Fee Expense	4,190	3,500	3,500	4,750	4,750	-	5,500
10-20-5477 Audit & Professional Fees	23,936	16,961	32,560	30,000	30,000	24,993	33,000
10-20-5479 Appraisal Fees	32,804	34,762	37,823	48,000	48,000	49,666	48,000
Total Contractual Services	80,096	75,977	129,641	137,050	137,050	166,205	130,800
Other Services							
10-20-5615 Bank/Credit Card Processing Fees	-	95	-	-	-	-	-
10-20-5622 Dues & Subscriptions	77	690	1,125	1,250	1,250	-	-
10-20-5645 Training & Travel	1,045	865	2,244	6,000	6,000	1,444	1,250
10-20-5650 Mileage	-	-	-	-	-	8,234	13,000
Total Other Services	1,122	1,650	3,369	7,250	7,250	9,678	14,250
Total Finance Expenditures	366,433	402,179	551,983	652,852	652,852	576,323	792,564

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

INFORMATION TECHNOLOGY

DEPARTMENT VISION STATEMENT

To maintain computer hardware, software, network capabilities and peripherals to support all City buildings and equipment so employees may provide uninterrupted service to the citizens of Manvel.

FUNCTIONS

- Computer Hardware
- Software/Programs
- Network Security
- Phones and Peripherals

DEPARTMENT DESCRIPTION

The Information Technology Department is responsible for the hardware and software functionality on all computers for the City. Network security/functionality and data safety are also duties of the IT Department. This includes servers and desktop/laptop models down to timeclock units used for clocking in and out at other City buildings.

Computers and technology are ever-changing and evolving, so the IT Department is also involved with upgrades to hardware and software to stay current with data safety and program use. This ranges from upgrading applications and hardware on individual computers to changing software platforms for entire departments.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Purchase and implementation of infrastructure monitoring system.
- Evaluation and rework of core group policies.
- VDI setup and testing

FY 2023-24 DEPARTMENT GOALS

- Deploy VDI to live workstations.
- Standardize none VDI workstations.
- Connect PD to City Hall and rework PD network layout.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Information Tech Expenditures							
Personnel Services							
10-25-5000 Salaries	136,192	152,278	221,021	278,316	278,316	240,057	284,155
10-25-5006 Longevity	60	180	300	300	300	300	180
10-25-5007 Part Time Wages	-	7,460	-	-	-	-	-
10-25-5010 FICA Expense	10,420	12,045	16,912	21,429	21,429	17,527	21,752
10-25-5030 Health Insurance	18,330	13,022	28,570	44,107	44,107	42,974	55,254
10-25-5031 Vision Insurance	214	215	1,157	473	473	454	473
10-25-5032 Life Insurance & LTD	564	595	806	1,205	1,205	1,001	1,633
10-25-5033 Dental Insurance	488	896	1,308	1,807	1,807	1,731	1,807
10-25-5034 Retirement	15,082	15,422	23,625	28,775	28,775	25,523	28,462
10-25-5035 Cell Phone Allowance	911	855	1,471	1,500	1,500	580	-
10-25-5038 Flex Spend Admin	49	95	86	178	178	127	-
10-25-5039 Flex Card Spending	409	794	775	1,600	1,600	1,142	1,600
10-25-5040 Workers Compensation	163	225	416	524	524	496	575
Total Personnel Services	182,882	204,083	296,447	380,214	380,214	331,911	395,891
Commodities							
10-25-5225 Fuel	-	-	-	1,000	1,000	114	1,000
10-25-5230 Office Expense	7,915	7,221	7,486	7,000	7,000	6,820	7,000
10-25-5240 Minor Tools & Equipment	3,433	7,515	6,119	6,500	6,500	5,237	6,500
Total Commodities	11,347	14,736	13,605	14,500	14,500	12,171	14,500
Contractual Services							
10-25-5418 Employment Testing	-	-	416	300	300	305	300
10-25-5440 Computer Maintenance/Support	42,590	58,477	112,423	70,000	70,000	66,632	70,000
10-25-5441 Computer Software	17,348	17,182	23,989	25,000	25,000	11,671	25,000
10-25-5442 Website Administration	3,101	-	-	-	-	-	-
10-25-5443 Computer Replacement	14,383	14,149	25,008	20,000	20,000	11,177	20,000
10-25-5446 Uniforms	838	302	846	750	750	411	750
Total Contractual Services	78,261	90,111	162,681	116,050	116,050	90,196	116,050
Other Services							
10-25-5622 Dues & Subscriptions	18,183	47,225	53,089	140,000	140,000	66,346	140,000
10-25-5645 Training & Travel	1,221	5,566	11,561	15,000	15,000	5,153	15,000
10-25-5650 Mileage	1,402	-	-	-	-	-	-
10-25-5800 Professional Services	-	1,650	-	-	-	-	-
Total Other Services	20,806	54,441	64,650	155,000	155,000	71,499	155,000
Total Information Tech Expenditures	293,297	363,370	537,384	665,764	665,764	505,777	681,441

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

MUNICIPAL COURT

DEPARTMENT VISION STATEMENT

To provide excellence in service, preserve and manage court records, and provide access to legal documents filed in the Municipal Court.

FUNCTIONS

- Citations
- Court Dockets
- Warrants
- Collections

DEPARTMENT DESCRIPTION

The Manvel Municipal Court handles violations involving Class-C fine-only criminal misdemeanors or City Ordinance violations. The Court Administrator supervises the clerical staff of the Municipal Court. All court staff members work closely with other city departments to ensure the vision of the Municipal Court is carried out effectively, efficiently and impartially.

The duties of the Court Clerks include: processing citations, accepting and preparing complaints, scheduling cases, preparing dockets, notifying defendants of hearings, maintaining court records (including complaints, citations, warrants, pleadings and judgments), preparing state reports, preparing affidavits and appeals, recording and properly disbursing funds for fines collected, maintaining the collection agency program, and preparing jury summons and subpoenas.

The Municipal Court Judges preside over all arraignment hearings, sign arrest and capias pro fine warrants, preside over trials (both jury and non-jury), set bonds, and perform magistrate functions for prisoners and juveniles.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Developed a very successful Teen Court Program
- Implemented a new and more efficient magistrate system and all judges have their own laptops to stay connected and be aware of the updates in the system.
- Juvenile Case Manager, Brianna Bobb and Deputy Court Clerk, Joetta Watson both received their Level I Certification.
- Successfully streamlined process for paperless system.

FY 2023-24 DEPARTMENT GOALS

- Continue to grow the Teen Court Program and outreach to the community.
- Make court office space more efficient and conducive for working with the public.
- Implementing more warrant programs (examples: Warrant Round Ups, Outreach from the collection company MVBA, etc.) emphasize, make aware, and clear warrants.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Court Expenditures							
Personnel Services							
10-30-5000 Salaries	152,249	160,294	164,898	175,505	175,505	184,144	201,269
10-30-5002 Overtime	999	1,911	725	1,000	1,000	1,386	3,411
10-30-5006 Longevity	900	960	60	240	240	240	300
10-30-5009 Certification	-	-	38	1,800	1,800	1,269	1,950
10-30-5010 FICA Expense	11,317	11,867	12,565	13,659	13,659	13,798	15,830
10-30-5030 Health Insurance	25,557	18,313	28,895	33,080	33,080	35,503	48,528
10-30-5031 Vision Insurance	299	303	348	355	355	375	355
10-30-5032 Life & LTD	557	554	563	664	664	613	1,225
10-30-5033 Dental	1,250	1,260	1,327	1,355	1,355	1,430	1,355
10-30-5034 Retirement	14,792	14,298	15,137	15,259	15,259	15,187	16,710
10-30-5035 Cell Phone Allowance	-	-	-	-	-	288	-
10-30-5038 Flex	133	106	130	133	133	110	250
10-30-5039 Flex Card - Health Ins	1,106	883	1,175	1,200	1,200	992	1,200
10-30-5040 Workers Compensation	298	298	429	334	334	316	450
Total Personnel Services	209,456	211,048	226,288	244,584	244,584	255,651	292,832
Commodities							
10-30-5222 Postage	977	2,013	2,974	2,500	2,500	2,976	3,500
10-30-5230 Office Expense	2,686	4,216	2,620	3,000	3,000	2,736	4,000
10-30-5240 Minor Tools & Equipment	-	759	655	1,000	1,000	-	-
10-30-5260 Apparel	-	-	-	750	750	-	500
Total Commodities	3,663	6,988	6,250	7,250	7,250	5,713	8,000
Contractual Services							
10-30-5405 Jail Housing	-	-	180	-	-	-	-
10-30-5418 Employment Testing	-	-	-	150	150	63	150
10-30-5440 Computer Maintenance/Support	10,264	11,268	9,030	13,000	13,000	11,609	12,500
10-30-5445 Telephone	1,325	635	456	1,000	1,000	336	700
10-30-5448 Court Interpreter	3,350	3,120	465	1,500	1,500	576	2,000
10-30-5451 Prosecuting Attorney	25,813	31,488	31,779	35,000	35,000	70,851	40,000
10-30-5580 Warrant Fees	24,496	24,186	6,016	15,000	15,000	796	10,000
Total Contractual Services	65,247	70,697	47,925	65,650	65,650	84,230	65,350
Other Services							
10-30-5615 Credit Card Processing Fees	4,288	5,283	4,582	4,000	4,000	5,929	7,000
10-30-5622 Dues & Subscriptions	337	3,460	110	4,000	4,000	289	2,000
10-30-5634 Jury cost	186	778	-	-	-	-	-
10-30-5645 Training & Travel	928	2,900	2,498	4,000	4,000	802	4,000
Total Other Services	5,739	12,420	7,189	12,000	12,000	7,020	13,000
Total Court Expenditures	284,105	301,153	287,652	329,484	329,484	352,614	379,182

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

DEVELOPMENT SERVICES

DEPARTMENT VISION STATEMENT

To encourage high quality, sustainable and equitable growth and development of Manvel by facilitating more options for abundant housing, thriving neighborhoods, exceptional design in architecture and public spaces, preservation of historic resources, innovative regulatory practices, safe and durable buildings attentive customer service, and resident involvement.

FUNCTIONS

- Planning
- Engineering
- Permits
- Inspections
- GIS

DEPARTMENT DESCRIPTION

The Development Services Department is responsible for the orderly and logical growth of the City by providing professional support to citizens, developers, builders, and contractors. The Department also provides support to the City Council, appointed boards and commissions, and other City departments. The Development Services Department is responsible for the implementation of the Code of Ordinances, Building Codes, and other adopted plans through review of planning and zoning regulations, construction plans, inspections, permits, and new policies or amendments. The Department also provides GIS services with an overarching goal of fulfilling the geospatial demands and mapping needs for all City departments, staff and personnel, as well as citizens and businesses.

FY 2022-2023 DEPARTMENT ACCOMPLISHMENTS

- The Department adopted new technical codes to most currently available.
- The Department has made all permit records electronic.
- Reorganized the Department webpage for easier usability.
- Assisted in the update of the Design Criteria Manual and other amended ordinances.

FY 2023-24 DEPARTMENT GOALS

- Implement new development checklists and development checklist software.
- Become 90% paperless for plan and permit submittals by the end of the Fiscal Year.
- Continue improved coordination with other agencies, developers, and builders.
- Increase online presence with all application and development checklists.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Development Services Expenditures							
Personnel Services							
10-40-5000 Salaries	184,826	235,615	489,815	653,172	653,172	685,808	716,955
10-40-5002 Overtime	1,433	859	3,466	2,000	2,000	3,997	8,417
10-40-5006 Longevity	1,020	1,200	1,440	1,800	1,800	1,800	2,280
10-40-5010 FICA Expense	13,391	16,873	37,015	50,258	50,258	51,540	55,665
10-40-5030 Health Insurance	28,045	32,898	68,456	99,241	99,241	118,126	140,802
10-40-5031 Vision Insurance	328	390	811	1,065	1,065	1,245	1,183
10-40-5032 Life & LTD	632	810	1,941	2,815	2,815	5,256	4,082
10-40-5033 Dental	1,371	1,624	5,544	4,065	4,065	2,432	4,517
10-40-5034 Retirement	20,705	23,868	51,696	67,487	67,487	73,238	72,838
10-40-5038 Flex	146	145	275	400	400	437	450
10-40-5039 Flex Card - Health Ins	1,214	1,207	1,992	3,600	3,600	3,901	4,000
10-40-5040 Workers Compensation	396	425	1,255	1,228	1,228	1,161	575
Total Personnel Services	253,507	315,915	663,707	887,131	887,131	948,941	1,011,765
Commodities							
10-40-5225 Fuel				1,000	1,000	26	600
10-40-5230 Office Expense	1,690	3,661	5,891	4,000	4,000	463	6,500
10-40-5240 Minor Tools & Equipment	172	11,488	6,207	12,500	12,500	1,061	15,000
10-40-5260 Apparel	-	-	1,357	1,000	1,000	50	1,000
Total Commodities	1,862	15,148	13,455	18,500	18,500	1,600	23,100
Contractual Services							
10-40-5360 Plat Fees	26,746	4,086	246			35	-
10-40-5412 Plan Reviews	159,643	128,314	129,646	150,000	150,000	10,896	110,000
10-40-5418 Employment Testing	-	-	1,412	750	750	-	750
10-40-5439 Inspections	503,168	402,153	503,000	475,000	475,000	27,601	350,000
10-40-5440 Computer Maintenance/Support Fees	9,840	17,338	55,179	30,000	30,000	2,521	67,225
Total Contractual Services	699,397	551,890	689,482	655,750	655,750	41,053	527,975
Other Services							
10-40-5615 Credit Card Processing Fees	18,080	57,963	35,277	30,000	30,000	138	5,000
10-40-5622 Dues & Subscriptions	-	-	315	1,500	1,500	110	1,500
10-40-5638 Vehicle Repair/Maintenance						-	2,500
10-40-5645 Training & Traveling	1,577		3,662	6,000	6,000	506	8,000
10-40-5650 Mileage	-	2,056				-	250
10-40-5670 Vehicle/Equip Replacement Fee	15,000	17	7,500	-	-	-	-
10-40-5800 Eng/Consulting/Planning Fees	65,010	21,543	-	-	-	-	-
Total Other Services	99,667	81,580	46,754	37,500	37,500	754	17,250
Total Development Services Expenditures	1,054,433	964,534	1,413,397	1,598,881	1,598,881	992,347	1,580,090

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

PUBLIC WORKS

DEPARTMENT VISION STATEMENT

To provide public infrastructure and municipal services that protect and enrich the daily lives of those who live, work and visit the City of Manvel.

FUNCTIONS

- Streets and Sign Maintenance
- Parks
- Drainage
- Capital Projects
- Facility Maintenance
- Fleet Maintenance

DEPARTMENT DESCRIPTION

The Department of Public Works is responsible for repairs and maintenance of the City's streets, roadway construction, right-of-way, storm drains, parks, trees, buildings and related facilities.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Initiated the ILA with Brazoria County by repairing two miles of road (Georgia, Alabama, Cemetery, and Crestridge)
- Adopted and implemented a Street Maintenance Program to objectively further the rehab and reconstruction of our roadways.
- Maintain a safe environment for the employees (zero accidents).
- Maintain a professional working relationship with external agencies and other cities.

FY 2023-24 DEPARTMENT GOALS

- Uphold ILA with Brazoria County for the reconstruction and rehabilitation for two miles of road.
- Develop a Sidewalk Maintenance Program to help us determine the condition, upkeep, and budget necessary to serve the citizens throughout the community.
- Increase/improve training to maximize the efficiency and reduce safety hazards while working.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Public Works Expenditures							
Personnel Services							
10-50-5000 Salaries	351,061	389,711	572,457	719,705	719,705	666,773	891,407
10-50-5002 Overtime	3,801	4,612	4,171	3,500	3,500	6,565	19,934
10-50-5006 Longevity	3,480	1,680	1,320	2,040	2,040	1,980	2,640
10-50-5007 Part Time Wages	2,949	3,957	473	4,550	4,550	630	6,000
10-50-5010 FICA Expense	25,931	28,382	43,131	55,921	55,921	49,666	70,168
10-50-5030 Health Insurance	68,388	73,478	99,465	154,375	154,375	153,196	255,295
10-50-5031 Vision Insurance	800	872	1,205	1,656	1,656	1,590	1,893
10-50-5032 Life & LTD	1,462	1,571	2,179	3,226	3,226	2,791	6,532
10-50-5033 Dental	3,368	3,627	4,545	6,324	6,324	6,126	7,227
10-50-5034 Retirement	39,684	39,826	63,579	74,624	74,624	69,210	91,815
10-50-5035 Cell Phone Allowance	1,691	929	1,225	1,200	1,200	1,794	3,250
10-50-5038 Flex	312	354	416	622	622	537	700
10-50-5039 Flex Card - Health Ins	2,592	2,978	2,876	5,599	5,599	4,843	6,400
10-50-5040 Workers Compensation	17,307	9,375	16,238	13,825	13,825	13,076	15,000
Total Personnel Services	522,825	561,350	813,280	1,047,167	1,047,167	978,777	1,378,260
Commodities							
10-50-5212 Safety Equipment/Supplies	2,935	5,427	9,190	7,000	7,000	6,915	7,000
10-50-5220 Janitorial Supplies & Cleaning	1,172	5,521	7,407	8,000	8,000	8,152	8,000
10-50-5225 Fuel	35,402	34,135	65,273	60,000	60,000	74,470	65,000
10-50-5230 Office Expense	2,072	5,840	8,820	5,000	5,000	6,034	5,000
10-50-5235 Street Signs	8,086	20,778	36,668	50,000	50,000	30,990	50,000
10-50-5240 Minor Tools & Equipment	8,114	16,494	18,222	15,000	15,000	15,594	20,000
10-50-5250 Road Materials	55,482	58,576	31,471	60,000	60,000	57,638	60,000
Total Commodities	113,263	146,772	177,051	205,000	205,000	199,793	215,000
Contractual Services							
10-50-5376 Sidewalk Repairs	17,107	28,695	57,382	35,000	35,000	44,166	50,000
10-50-5418 Employment Testing	-	-	1,512	600	600	1,069	600
10-50-5420 Electricity	-	-	3,096	3,500	3,500	3,268	4,500
10-50-5421 Electrical Service	3,522	2,845	-	-	-	-	-
10-50-5432 Rental Equipment	31,847	32,739	51,663	35,000	35,000	36,821	45,000
10-50-5436 Communications Expense	2,867	2,983	4,655	3,000	3,000	12,497	10,000
10-50-5437 Striping	14,419	29,788	26,861	30,000	30,000	31,507	35,000
10-50-5445 Telephone	-	139	-	-	-	669	-
10-50-5446 Uniforms	11,157	12,648	17,996	20,000	20,000	17,732	20,000
10-50-5455 Leased Property	1,029	1,029	1,029	1,500	1,500	2,400	1,500
10-50-5456 Ditch Mowing	32,393	42,891	25,144	35,000	35,000	31,583	35,000
10-50-5457 Clean up/Trash Disposal	7,104	7,087	2,539	7,500	7,500	3,595	7,500
10-50-5550 Radio Usage	5,412	5,412	5,412	5,500	5,500	3,444	5,500
10-50-5570 Ditch Cleaning	26,638	72,259	57,589	60,000	60,000	45,588	60,000
Total Contractual Services	153,495	238,515	254,879	236,600	236,600	234,339	274,600
Other Services							
10-50-5635 Building Repair/Maintenance	13,240	17,633	20,484	30,000	30,000	19,960	30,000
10-50-5638 Vehicle Repairs/Maintenance	51,638	46,832	88,829	50,000	50,000	60,356	50,000
10-50-5640 Street Repairs	-	45,388	71,586	125,000	125,000	135,462	125,000
10-50-5645 Training & Travel	30	4,834	9,361	8,000	8,000	7,751	8,000
10-50-5700 Vehicle/Equip Replacement Fees	91,000	90,000	95,000	-	-	-	-
Total Other Services	155,907	204,687	285,260	213,000	213,000	223,529	213,000
Capital Outlays							
10-50-6020 Capital Outlay - Equipment	-	-	-	-	-	-	85,000
10-50-6030 Capital Outlay - Vehicle	-	436,590	183,604	-	-	-	-
10-50-6035 Capital Outlay - Street Reconstruction	7,331	-	128,077	300,000	355,000	376,418	450,000
10-50-6070 Capital Outlay - Improvements	-	-	-	-	-	-	-
Total Capital Outlays	7,331	436,590	311,681	300,000	355,000	376,418	535,000
Total Public Works Expenditures	952,821	1,587,913	1,842,151	2,001,767	2,056,767	2,012,855	2,615,860

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

FIRE MARSHAL

DEPARTMENT VISION STATEMENT

To make the City of Manvel a safe place to live, work, and visit, by protecting individuals, preserving property, promoting a clean community and maintaining an exceptional quality of life.

FUNCTIONS

- Fire Marshal
- Fire Training
- Public Education

DEPARTMENT DESCRIPTION

The Fire Marshal Department is responsible for conducting plan reviews of commercial buildings and performing inspections of new and existing structures within the city and ETJ to ensure they meet current Fire Codes and City ordinances. The Fire Marshal Department responds to fire incidents to determine the origin and cause, investigate activities leading up to the fire, interview witnesses and makes arrests as needed. The Fire Marshal Department also inspects new and existing occupancies to maintain code requirements in buildings and properties in order to protect individuals from fire and life safety hazards.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Adopted 2021 International Fire Code (IFC)
- Updated Fire Marshal's Office (FMO) Permit Application Process and fee schedule
- Re-established FMO Annual Operational Permit Process

FY 2023-24 DEPARTMENT GOALS

- Proactively Improve Public Awareness and Community Risk Reduction
- Improve and maintain staffing with progressive training
- Standardize facilities and equipment through the City

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Fire Marshal							
Personnel Services							
10-70-5000 Salaries	175,435	87,533	122,931	158,448	158,448	98,440	290,440
10-70-5002 Overtime	1,287	246	2,099	500	500	-	6,917
10-70-5006 Longevity	900	780	840	-	-	-	60
10-70-5010 FICA Expense	13,326	6,568	9,628	12,251	12,251	7,550	22,802
10-70-5030 Health Insurance	28,664	13,196	17,838	22,054	22,054	12,261	47,148
10-70-5031 Vision Insurance	335	156	214	237	237	128	355
10-70-5032 Life & LTD	720	320	463	681	681	419	1,225
10-70-5033 Dental	1,450	651	819	903	903	489	1,355
10-70-5034 Retirement	19,568	9,076	13,917	16,451	16,451	10,139	29,836
10-70-5035 Cell Phone Allowance	-	-	290	1,200	1,200	649	650
10-70-5038 Flex	97	85	48	89	89	48	150
10-70-5039 Flex Card - Health Ins	810	561	160	800	800	433	1,200
10-70-5040 Workers Compensation	2,500	788	1,376	4,396	4,396	4,158	5,000
Total Personnel Services	245,094	119,961	170,623	218,010	218,010	134,715	407,138
Commodities							
10-70-5217 Public Education & Materials	-	-	202	500	500	-	500
10-70-5222 Postage	48	15	466	200	200	29	200
10-70-5225 Fuel	2,497	1,862	4,617	6,000	6,000	1,933	6,000
10-70-5230 Office Expense	1,700	894	5,298	1,500	1,500	331	1,500
10-70-5240 Minor Tools & Equipment	1,990	21,539	18,666	7,500	7,500	13,551	7,500
Total Commodities	6,236	24,311	29,249	15,700	15,700	15,845	15,700
Contractual Services							
10-70-5400 Legal Fees	-	5,175	-	-	-	-	-
10-70-5418 Employment Testing	-	-	280	150	150	-	150
10-70-5432 Rental Equipment	3,313	-	-	-	-	-	-
10-70-5440 Computer Maintenance/Support	4,943	4,920	8,808	7,500	7,500	13,985	15,000
10-70-5441 Computer Software	-	-	5,561	-	-	-	-
10-70-5445 Telephone	6,969	7,405	6,176	6,500	6,500	6,095	7,800
10-70-5446 Uniforms	2,122	1,475	1,999	2,000	2,000	919	2,000
10-70-5452 Code Enforcement/Abatement	-	2,420	11,827	-	-	-	-
10-70-5550 Radio Usage	2,952	2,952	2,952	3,250	3,250	3,220	3,250
Total Contractual Services	20,298	24,347	37,602	19,400	19,400	24,219	28,200
Other Services							
10-70-5622 Dues & Subscriptions	671	177	322	3,150	3,150	122	3,150
10-70-5638 Vehicle Repairs/Maintenance	674	4,574	4,584	3,000	3,000	1,506	4,500
10-70-5645 Training & Travel	3,536	1,430	1,243	4,000	4,000	2,103	4,000
10-70-5660 Investigative Expense	-	-	-	1,000	1,000	-	1,000
10-70-5700 Vehicle/Equip Replacement Fees	18,000	20,000	20,000	-	-	3,780	-
10-70-5800 Professional Services	-	17,228	26,198	-	-	-	-
Total Other Services	22,881	43,409	52,347	11,150	11,150	7,511	12,650
Capital Outlays							
10-70-6030 Capital Outlay - Vehicle	-	-	35,705	-	-	-	-
Total Capital Outlays	-	-	35,705	-	-	-	-
Total Fire Marshal Expenditures	294,508	212,027	325,525	264,260	264,260	182,290	463,688

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

EMERGENCY MANAGEMENT

DEPARTMENT VISION STATEMENT

To provide timely and effective emergency management services to the citizens, visitors and City staff.

FUNCTIONS

- Emergency Management

DEPARTMENT DESCRIPTION

During FY 2016-17, the City Manager was appointed as the Emergency Management Director. This department performs the functions of planning, preparation, recovery and reduction of the impact of any type of disaster that could affect the City.

City departments also assist with particular responsibilities through an Emergency Operations Plan and would act accordingly to the plan if the City experienced any disaster. The City receives various levels of training and periodically performs different types of emergency response exercises in order to meet the state and federal guidelines and measure the preparedness level of all departments.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Completed Emergency Management Plans and Annexes
- Updated our STEAR List for evacuations

FY 2023-24 DEPARTMENT GOALS

- Maintain Certification and training of employees.
- Monitor State EOC and send out advisories when needed.
- Keep the Emergency Operations Team prepared for specific emergencies.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Emergency Management Expenditures							
Personnel Services							
10-71-5000 Salaries - Disaster	4,286	913	-	-	-	-	-
10-71-5002 Overtime - Disaster	3,717	3,732	-	-	-	-	-
10-71-5010 FICA Expense - Disaster	116	337	-	-	-	-	-
10-71-5034 Retirement - Disaster	861	445	-	-	-	-	-
10-71-7600 Disaster - Regular Pay	619	-	-	-	-	-	-
Total Personnel Services	9,599	5,426	-	-	-	-	-
Commodities							
10-71-5225 Fuel	-	1,180	-	-	-	-	-
10-71-5240 Minor Tools & Equipment	14,693	600	3,296	20,000	20,000	5,015	20,000
Total Commodities	14,693	1,780	3,296	20,000	20,000	5,015	20,000
Other Services							
10-71-5638 Vehicle Repairs/Maintenance	-	241	-	-	-	-	-
10-71-5645 Training & Travel	-	303	-	2,500	2,500	-	2,500
10-71-5700 Vehicle/Equip Replacement Fees	9,017	9,000	-	-	-	-	-
10-71-5748 Emergency Notification	4,376	4,376	4,518	5,000	5,000	5,041	12,000
10-71-7608 Disaster - General Expenses	2,317	-	47,904	500,000	500,000	68,977	100,000
Total Other Services	15,710	13,920	52,422	507,500	507,500	74,018	114,500
Capital Outlays							
10-71-6030 Capital Outlay - Vehicle	37,104	-	-	-	-	-	-
Total Capital Outlays	37,104	-	-	-	-	-	-
Total Emergency Management Expenditures	77,106	21,126	55,717	527,500	527,500	79,033	134,500

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CODE ENFORCEMENT

DEPARTMENT VISION STATEMENT

To make the City of Manvel a safe place to live, work, and visit, by protecting individuals, preserving property, promoting a clean community and maintaining an exceptional quality of life.

FUNCTIONS

- Code Enforcement
- Health Inspections

DEPARTMENT DESCRIPTION

Code Enforcement is responsible for conducting plan reviews of commercial buildings and performing inspections of new and existing structures within the city and ETJ to ensure they meet current Codes and City ordinances. Code Enforcement also responds to complaints of property violations such as tall grass/weeds and trash/debris on properties to assist the owners with bringing the properties up to code.

FY 2023-24 DEPARTMENT GOALS

- Create Policy and Procedures in order to provide Code Enforcement personnel clear guidelines for work processes.
- Create a public forum for citizen and business owner interaction in order to provide positive reinforcement of support through training and community support service information.
- Streamline the citizen complaint process to ensure a timely response by code enforcement personnel.
- Provide methods of feedback after Bi-annual inspections to affected businesses, owners, managers, and/or employees, etc., to ensure positive compliance and education.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Code Enforcement							
Personnel Services							
10-80-5000 Salaries	-	-	-	108,387	108,387	111,727	114,890
10-80-5002 Overtime	-	-	-	3,500	3,500	2,227	4,308
10-80-5006 Longevity	-	-	-	-	-	-	120
10-80-5010 FICA Expense	-	-	-	8,651	8,651	8,748	9,277
10-80-5030 Health Insurance	-	-	-	22,054	22,054	24,591	24,240
10-80-5031 Vision Insurance	-	-	-	237	237	261	237
10-80-5032 Life & LTD	-	-	-	497	497	498	816
10-80-5033 Dental	-	-	-	903	903	997	903
10-80-5034 Retirement	-	-	-	11,617	11,617	11,720	12,139
10-80-5035 Cell Phone Allowance	-	-	-	1,200	1,200	469	1,950
10-80-5038 Flex	-	-	-	89	89	98	100
10-80-5039 Flex Card - Health Ins	-	-	-	800	800	884	800
10-80-5040 Workers Compensation	-	-	-	449	449	425	650
Total Personnel Services	-	-	-	158,384	158,384	162,646	170,431
Commodities							
10-80-5222 Postage	-	-	-	750	750	307	750
10-80-5225 Fuel	-	-	-	8,000	8,000	1,917	5,000
10-80-5230 Office Expense	-	-	-	3,000	3,000	458	3,000
10-80-5240 Minor Tools & Equipment	-	-	-	6,000	6,000	831	6,000
Total Commodities	-	-	-	17,750	17,750	3,513	14,750
Contractual Services							
10-80-5400 Legal Fees	-	-	-	-	-	-	-
10-80-5418 Employment Testing	-	-	-	200	200	-	200
10-80-5432 Rental Equipment	-	-	-	-	-	-	-
10-80-5440 Computer Maintenance/Support	-	-	-	5,000	5,000	2,815	5,000
10-80-5441 Computer Software	-	-	-	-	-	-	-
10-80-5445 Telephone	-	-	-	5,000	5,000	-	5,000
10-80-5446 Uniforms	-	-	-	2,500	2,500	345	2,500
10-80-5452 Code Enforcement/Abatement	-	-	-	50,000	50,000	-	50,000
10-80-5550 Radio Usage	-	-	-	3,100	3,100	1,073	3,100
Total Contractual Services	-	-	-	65,800	65,800	4,233	65,800
Other Services							
10-80-5622 Dues & Subscriptions	-	-	-	1,000	1,000	82	1,000
10-80-5638 Vehicle Repairs/Maintenance	-	-	-	3,500	3,500	453	3,500
10-80-5645 Training & Travel	-	-	-	4,000	4,000	2,237	4,000
10-80-5660 Investigative Expense	-	-	-	-	-	-	-
10-80-5700 Vehicle/Equip Replacement Fees	-	-	-	-	-	-	-
10-80-5800 Professional Services	-	-	-	-	-	-	-
Total Other Services	-	-	-	8,500	8,500	2,771	8,500
Capital Outlays							
10-80-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
Total Capital Outlays	-	-	-	-	-	-	-
Total Code Enforcement Expenditures	-	-	-	250,434	250,434	173,163	259,481

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

POLICE

DEPARTMENT VISION STATEMENT

The members of the Manvel Police Department are committed to excellence in law enforcement and are dedicated to the people, traditions and diversity of our city.

FUNCTIONS

- Administration
- Criminal Investigations
- Patrol
- Communications
- Support Staff

DEPARTMENT DESCRIPTION

The Police Department is responsible for maintaining the safety of the citizens of the City of Manvel as well as the persons who travel and visit our city. This is accomplished by vigilant patrol and rapid response to calls for service. The officers of the Police Department are responsible for enforcing Federal, State and Local Laws. The members of the Police Department take pride in the standard they set with the relationship between the community and their Police Department.

The Police Department is commanded by the Chief of Police who oversees the overall activities of the department and the different divisions. The Chief of Police writes and sets policy for the department, researches and compiles reports for criminal statistics, manages the department's budget and purchasing, approves leave and requested training, responds to assist on calls for service, enforces traffic and criminal law and any other duty that would maintain the efficiency of the department.

The Criminal Investigations Division consists of a Detective Sergeant and three Detectives. The Criminal Investigations division is responsible for investigating reported criminal activity, obtaining arrest warrants as well as evidence management. The CID responds to major criminal offenses processes crime scenes and collects evidence for investigation and prosecution. They also process evidence for fingerprints or identifiers that would identify a suspect in a case such as DNA.

The Patrol Division is made up of Patrol Sergeants, Patrol Corporals, and Patrol Officers. The officers of the department are responsible for patrolling the city and enforcing Federal, State and Municipal Laws. Officers enforce traffic law, investigate accidents, respond to and handle calls for service, animal complaints, business and residential alarms, conduct vacation watches and close patrols. Officers write reports and investigate criminal activity which includes processing scenes for evidence, collecting evidence, submitting reports for investigation and prosecution, obtaining warrants for arrest and making arrests of individuals identified as suspects in criminal cases. The traffic division falls under the patrol operations of the department. Traffic officers are specially trained in collision re-construction and investigation, DWI enforcement and Impaired Driving investigations. Currently there are two officers assigned to the traffic division. These officers work staggered shifts and are assigned based on the need of enforcement. They concentrate in high traffic areas and areas where the department has received complaints of speeding or reckless driving.

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The department's Communications Division has seven personnel assigned. Telecommunications Officers answer the incoming administrative phone calls, 911 emergency calls and dispatch for the Manvel Police Department, as well as the Alvin Independent School District Police on weekends and holidays.

The department's Administrative Assistant/ Office Manager position handles the records management of the department; compiles data for monthly and quarterly reports as well as data for the NIBRS (National Incident Base Reporting System) to be submitted monthly. The Administrative Assistant reviews reports and prepares the reports and supporting documents to be submitted for prosecution; monitors the records management system and ensures the data entry is correct as well as the CAD (Computer Aided Dispatch) data entry. Monitors the training of the communications personnel and department personnel who have access to the TLETS system (Texas Law Enforcement Telecommunications System), receives and compiles public information records request; Monitors the Mobile and Body Camera Systems and is currently the Administrator with the Records Management/CAD.

In the FY 24 budget year the department includes 3 new positions, one (1) Detective, one (1) Telecommunications officer, and one (1) Animal Control Officer. Because we will be seeing increased calls for service due to new developments, the positions will increase patrol visibility and response.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Finalized the install of the updated Communications system
- Initiated the department Air Division (Drone)
- Added four new patrol officers
- Re-classified Administrative Sergeant to Captain of Administrative Services
- Held several Community Relations events
- Implemented the "Are you Okay Program"

FY 2023-24 DEPARTMENT GOALS

- Start Construction of the Police Department
- Continue to promote Community Events
- Finalize the review and adopt the Departments new Policy Manual
- Host more In-service training for the department and outside agencies

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	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Police Expenditures							
Personnel Services							
10-90-5000 Salaries	1,495,579	1,678,632	2,231,313	2,824,191	2,824,191	2,713,663	3,343,403
10-90-5002 Overtime	47,659	46,161	48,430	40,000	40,000	56,017	105,442
10-90-5006 Longevity	4,140	5,580	5,940	7,200	7,200	6,780	8,460
10-90-5009 Certification	-	-	16,360	17,400	17,400	13,000	37,180
10-90-5010 FICA Expense	114,007	125,977	173,719	221,061	221,061	207,751	267,999
10-90-5030 Health Insurance	239,387	178,697	334,818	485,179	485,179	489,745	713,041
10-90-5031 Vision Insurance	2,805	2,958	4,028	5,206	5,206	5,169	5,679
10-90-5032 Life & LTD	6,145	6,780	8,057	12,505	12,505	10,415	19,596
10-90-5033 Dental	11,812	12,311	15,606	19,874	19,874	19,907	21,681
10-90-5034 Retirement	171,287	175,013	252,588	296,844	296,844	285,510	350,676
10-90-5035 Cell Phone Allowance Expense	623	727	884	900	900	1,681	975
10-90-5038 Flex	1,168	1,176	1,297	1,954	1,954	1,793	2,500
10-90-5039 Flex Card - Health Ins	9,700	9,790	11,127	17,598	17,598	15,874	19,200
10-90-5040 Workers Compensation	21,593	22,137	36,772	55,803	55,803	52,779	60,000
Total Personnel Services	2,125,905	2,265,938	3,140,940	4,005,715	4,005,715	3,880,084	4,955,833
Commodities							
10-90-5210 Supplies	2,468	3,756	4,632	3,500	3,500	4,455	3,500
10-90-5211 Supplies - Crime Prevention	325	821	935	1,000	1,000	1,212	1,000
10-90-5220 Janitorial Supplies & Cleaning	1,758	1,432	3,123	5,000	5,000	3,601	5,000
10-90-5222 Postage	664	1,061	1,207	1,500	1,500	1,046	1,500
10-90-5225 Fuel	47,906	55,434	96,298	80,000	80,000	121,539	80,000
10-90-5230 Office Expense	5,000	4,538	6,643	5,500	5,500	6,663	5,500
10-90-5240 Minor Tools & Equipment	6,327	18,468	74,691	75,000	75,000	74,882	175,000
Total Commodities	64,448	85,509	187,529	171,500	171,500	213,399	271,500
Contractual Services							
10-90-5364 Records & Evidence Storage	3,852	4,505	3,994	5,000	5,000	908	5,000
10-90-5370 Radio Repairs	1,150	-	504	1,000	1,000	3,577	5,000
10-90-5380 Building Repair & Maintenance	3,562	12,161	10,875	10,000	10,000	6,276	10,000
10-90-5418 Employment Testing	-	-	2,500	2,000	2,000	2,007	2,000
10-90-5420 Electricity	7,156	5,546	6,085	6,000	6,000	6,443	8,000
10-90-5430 Gas Utilities	273	301	307	400	400	435	450
10-90-5436 Communications Expense	9,576	11,258	10,551	10,000	10,000	17,897	28,000
10-90-5440 Computer Maintenance/Support	13,821	-	765	-	-	2,812	1,000
10-90-5445 Telephone	28,908	32,474	28,391	30,000	30,000	39,951	45,000
10-90-5446 Uniforms	8,366	12,045	10,745	13,000	13,000	14,236	13,000
10-90-5458 Maintenance Agreements	155,003	109,279	75,637	85,000	85,000	147,275	175,000
10-90-5473 Animal Control Expense	20	129	221	250	250	-	250
10-90-5550 Radio Usage	19,188	18,696	25,584	30,000	30,000	28,957	30,000
Total Contractual Services	250,874	206,393	176,160	192,650	192,650	270,775	322,700
Other Services							
10-90-5618 Job Recruiting	385	1,085	850	750	750	655	750
10-90-5622 Dues & Subscriptions	750	945	863	1,250	1,250	1,365	1,250
10-90-5638 Vehicle Repairs/Maintenance	38,478	54,638	68,391	55,000	55,000	62,630	55,000
10-90-5645 Training & Travel	9,892	12,019	11,506	15,000	15,000	15,079	35,000
10-90-5646 Training - LEOS Eligible	749	3,610	2,640	2,000	2,000	2,269	2,000
10-90-5659 Firearms/Taser	4,429	6,543	8,528	8,000	8,000	10,315	8,000
10-90-5660 Investigative Expense	1,320	3,479	831	2,000	2,000	5,934	6,000
10-90-5685 Jail Operations	248	-	-	250	250	-	250
10-90-5700 Vehicle/Equip Replacement Fees	65,000	65,000	65,000	-	-	-	-
Total Other Services	121,250	147,320	158,609	84,250	84,250	98,247	108,250
Capital Outlays							
10-90-6020 Capital Outlay - Equipment	-	144,520	22,030	20,000	20,000	19,825	20,000
10-90-6030 Capital Outlay - Vehicle	-	84,446	381,900	-	-	-	240,000
10-90-6040 Capital Outlay - Furniture & Fixtures	-	-	312,928	-	-	-	-
10-90-6080 Capital Outlay - Building	-	-	29,534	-	-	-	-
Total Capital Outlays	-	228,966	746,392	20,000	20,000	19,825	260,000
Total Police Expenditures	2,562,478	2,934,125	4,409,629	4,474,115	4,474,115	4,482,330	5,918,283

CITY OF MANVEL, TEXAS

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SECTION 6 – SPECIAL REVENUE FUNDS

COMMUNITY IMPACT FEE FUND

The Community Impact Fee Fund provides for the accounting of fees collected for the expansion of the water & wastewater system. These fees are calculated and reviewed according to state provisions.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Community Impact Fee Fund Revenues							
Interest Revenues							
45-06-4600 Interest Income	6,156	501	-	-	-	-	-
Total Interest Revenues	6,156	501	-	-	-	-	-
Utility Revenues							
45-08-4334 Impact Fee - Water	350,997	443,302	109,870	150,000	150,000	(4,884)	150,000
45-08-4336 Impact Fee - Wastewater	113,133	269,887	37,950	60,000	60,000	90,971	100,000
Total Utility Revenues	464,130	713,189	147,820	210,000	210,000	86,087	250,000
Transfer-In Revenues							
45-09-4999 Transfer In - Fund Balance	-	-	-	-	-	-	-
Total Transfer-In Revenues	-	-	-	-	-	-	-
Total Community Impact Fee Fund Revenues	470,286	713,690	147,820	210,000	210,000	86,087	250,000
Community Impact Fee Fund Expenditures							
Other Services							
45-10-5800 Eng/Consulting/Planning Fees	5,000	-	-	-	-	-	-
Total Other Services	5,000	-	-	-	-	-	-
Transfer-Out							
45-10-8582 Transfer To - Capital Projects Fund	400,000	1,390,411	-	-	-	-	-
45-95-8582 Transfer To - Capital Projects Fund	-	-	-	210,000	210,000	233,907	250,000
Total Transfer-Out	400,000	1,390,411	-	210,000	210,000	233,907	250,000
Total Community Impact Fee Fund Expenditures	405,000	1,390,411	-	210,000	210,000	233,907	250,000
Net Revenues over (Expenditures)	65,286	(676,721)	147,820	-	-	(147,820)	-
Fund Balance - Beginning	611,436	676,722	0	147,820	147,820	147,820	0
Fund Balance - Transfer Out	-	-	-	-	-	-	-
Fund Balance - Ending	676,722	0	147,820	147,820	147,820	0	-

CITY OF MANVEL, TEXAS

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PARKS FUND

The Parks Fund provides for the accounting of committed funds for park land and development. This fund is designated as a Special Revenue Fund.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Parks Fund Revenues							
Interest Revenues							
55-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues							
55-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	-	-	-	-	-	-	-
Transfer-In Revenues							
55-07-4950 Transfer In - Gen Fund	-	-	-	-	-	-	-
55-09-4950 Transfer In - Gen Fund	25,000	429,100	-	-	-	-	100,000
55-09-4999 Transfer In - Fund Balance	-	-	-	308,100	333,100	333,100	208,100
Total Transfer-In Revenues	25,000	429,100	-	308,100	333,100	333,100	308,100
Total Parks Fund Revenues	25,000	429,100	-	308,100	333,100	333,100	308,100
Parks Fund Expenditures							
Commodities							
55-55-5220 Janitorial Supplies & Cleaning	-	-	-	-	-	-	-
Total Commodities	-	-	-	-	-	-	-
Contractual Services							
55-55-5377 Beautification Projects	10,000	16,300	52,102	35,000	60,000	250,358	35,000
55-55-5380 Building Repair & Maintenance	55	2,092	1,498	2,500	2,500	-	2,500
55-55-5420 Electricity	394	456	617	600	600	645	600
55-55-5453 Grounds Maintenance	13,240	17,831	16,167	20,000	20,000	5,000	20,000
Total Contractual Services	23,690	36,679	70,385	58,100	83,100	256,003	58,100
Capital Outlays							
55-55-6070 Capital Outlay - Improvements	-	-	164,577	250,000	250,000	100	250,000
Total Capital Outlays	-	-	164,577	250,000	250,000	100	250,000
Total Parks Fund Expenditures	23,690	36,679	234,962	308,100	333,100	256,103	308,100
Net Revenues over (Expenditures)	1,310	392,421	(234,962)	-	-	76,997	-
Fund Balance - Beginning	108,344	109,654	502,075			267,113	11,011
Fund Balance - Transfer Out	-	-	-			(333,100)	(208,100)
Fund Balance - Ending	109,654	502,075	267,113			11,011	(197,089)

CITY OF MANVEL, TEXAS

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HOTEL OCCUPANCY TAX FUND

The Hotel Occupancy Tax Fund provides for the accounting of taxes collected from the hotels within the city. The collected money has to be spent on goods and services to promote tourism and the convention and hotel industry as per state law.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Hotel/Motel Tax Fund Revenues							
Miscellaneous Tax Revenues							
60-02-4901 Hotel Taxes	58,657	71,830	68,366	45,000	45,000	61,227	45,000
Total Miscellaneous Tax Revenues	<u>58,657</u>	<u>71,830</u>	<u>68,366</u>	<u>45,000</u>	<u>45,000</u>	<u>61,227</u>	<u>45,000</u>
Interest Revenues							
60-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Source Revenues							
60-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Hotel/Motel Tax Fund Revenues	<u>58,657</u>	<u>71,830</u>	<u>68,366</u>	<u>45,000</u>	<u>45,000</u>	<u>61,227</u>	<u>45,000</u>
Hotel/Motel Tax Fund Expenditures							
Other Services							
60-10-5725 Advertising & Promotion	1,070	3,598	75	45,000	45,000	77	45,000
Total Other Services	<u>1,070</u>	<u>3,598</u>	<u>75</u>	<u>45,000</u>	<u>45,000</u>	<u>77</u>	<u>45,000</u>
Capital Outlays							
60-91-7559 Projects	-	-	-	-	-	-	-
Total Capital Outlays	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Hotel/Motel Tax Fund Expenditures	<u>1,070</u>	<u>3,598</u>	<u>75</u>	<u>45,000</u>	<u>45,000</u>	<u>77</u>	<u>45,000</u>
Net Revenues over (Expenditures)	57,587	68,232	68,291			61,150	-
Fund Balance - Beginning	569,249	626,836	695,068			763,359	824,509
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	<u>626,836</u>	<u>695,068</u>	<u>763,359</u>			<u>824,509</u>	<u>824,509</u>

CITY OF MANVEL, TEXAS

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MUNICIPAL JURY FUND

The Municipal Jury Fund provides for the accounting of fees collected by the Court in accordance with state statute to pay for jurors needed for jury trials.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Municipal Jury Fund Revenues							
Fines and Fees Revenues							
61-05-4400 Court Fines	-	38	150	150	150	182	150
Total Fines and Fees Revenues	-	38	150	150	150	182	150
Interest Revenues							
61-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues							
61-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	-	-	-	-	-	-	-
Total Municipal Jury Fund Revenues	-	38	150	150	150	182	150
Municipal Jury Fund Expenditures							
Other Services							
61-10-5634 Jury Cost	-	-	15	150	150	-	150
Total Other Services	-	-	15	150	150	-	150
Total Municipal Jury Fund Expenditures	-	-	15	150	150	-	150
Net Revenues over (Expenditures)	-	38	135	-	-	182	-
Fund Balance - Beginning	-	-	38			173	355
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	-	38	173			355	355

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

COURT SECURITY FUND

The Court Security Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase security for the Court.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Court Security Fund Revenues							
Fines and Fees Revenues							
62-05-4400 Court Fines	7,794	6,645	7,624	7,000	7,000	9,162	7,000
Total Fines and Fees Revenues	7,794	6,645	7,624	7,000	7,000	9,162	7,000
Interest Revenues							
62-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Transfer-In Revenues							
62-09-4999 Transfer-In Fund Balance	-	-	-	8,000	8,000	(8,000)	-
Total Transfer-In Revenues	-	-	-	8,000	8,000	(8,000)	-
Total Court Security Fund Revenues	7,794	6,645	7,624	15,000	15,000	1,162	7,000
Court Security Fund Expenditures							
Personnel Services							
62-10-5000 Salaries	-	-	-	-	-	-	-
62-10-5002 Overtime	-	-	-	-	-	-	-
62-10-5010 FICA Expense	-	-	-	-	-	-	-
62-10-5030 Health Insurance	-	-	-	-	-	-	-
62-10-5034 Retirement	-	-	-	-	-	-	-
Total Personnel Services	-	-	-	-	-	-	-
Commodities							
62-10-5240 Minor Tools & Equipment	-	-	3,355	8,000	8,000	-	3,000
Total Commodities	-	-	3,355	8,000	8,000	-	3,000
Contractual Services							
62-10-5433 Security Equipment	-	-	-	-	-	-	-
62-10-5434 Bailiff - Security	-	-	-	6,500	6,500	-	3,500
Total Contractual Services	-	-	-	6,500	6,500	-	3,500
Other Services							
62-10-5645 Training & Travel	-	-	-	500	500	-	500
Total Other Services	-	-	-	500	500	-	500
Total Court Security Fund Expenditures	-	-	3,355	15,000	15,000	-	7,000
Net Revenues over (Expenditures)	7,794	6,645	4,268	-	-	1,162	-
Fund Balance - Beginning	15,453	23,247	29,892			34,160	43,322
Fund Balance - Transfer Out	-	-	-			8,000	-
Fund Balance - Ending	23,247	29,892	34,160			43,322	43,322

CITY OF MANVEL, TEXAS

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TRUANCY PREVENTION FUND

The Truancy Prevention Fund provides for the accounting of fees collected by the Court in accordance with state statute to be used for a truancy officer or programs to deter truancy in juveniles.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Truancy Prevention Fund Revenues							
Fines and Fees Revenues							
63-05-4400 Court Fines	-	1,913	7,340	5,500	5,500	10,331	5,500
Total Fines and Fees Revenues	-	1,913	7,340	5,500	5,500	10,331	5,500
Interest Revenues							
63-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues							
63-07-4811 Other Income	-	-	40	400	400	785	400
Total Other Source Revenues	-	-	40	400	400	785	400
Total Truancy Prevention Fund Revenues	-	1,913	7,380	5,900	5,900	11,116	5,900
Truancy Prevention Fund Expenditures							
Personnel Services							
63-10-5000 Salaries	-	-	799	-	-	-	-
Total Personnel Services	-	-	799	-	-	-	-
Commodities							
63-10-5230 Office Expense	-	-	4,052	2,500	2,500	10,469	5,900
Total Commodities	-	-	4,052	2,500	2,500	10,469	5,900
Contractual Services							
63-10-5480 Contract Labor	-	-	-	2,400	2,400	-	-
Total Contractual Services	-	-	-	2,400	2,400	-	-
Other Services							
63-10-5645 Training & Travel	-	-	352	1,000	1,000	-	-
Total Other Services	-	-	352	1,000	1,000	-	-
Total Truancy Prevention Fund Expenditures	-	-	5,203	5,900	5,900	10,469	5,900
Net Revenues over (Expenditures)	-	1,913	2,177	-	-	647	-
Fund Balance - Beginning	-	-	1,913			4,090	4,737
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	-	1,913	4,090			4,737	4,737

CITY OF MANVEL, TEXAS

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COURT TECHNOLOGY FUND

The Court Technology Fund provides for the accounting of fees collected by the Court in accordance with state statute to purchase technology for the Court.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Court Technology Fund Revenues							
Fines and Fees Revenues							
64-05-4400 Court Fines	8,471	5,933	4,751	5,500	5,500	9,068	6,000
Total Fines and Fees Revenues	8,471	5,933	4,751	5,500	5,500	9,068	6,000
Interest Revenues							
64-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Transfer-In Revenues							
64-09-4999 Transfer In - Fund Balance	-	-	-	4,500	4,500	4,500	1,000
Total Transfer-In Revenues	-	-	-	4,500	4,500	4,500	1,000
Total Court Technology Fund Revenues	8,471	5,933	4,751	10,000	10,000	13,568	7,000
Court Technology Fund Expenditures							
Commodities							
64-10-5240 Minor Tools & Equipment	11,756	11,733	1,375	7,500	7,500	7,465	2,500
Total Commodities	11,756	11,733	1,375	7,500	7,500	7,465	2,500
Contractual Services							
64-10-5440 Computer Maintenance/Support	-	-	-	2,500	2,500	183	4,500
Total Contractual Services	-	-	-	2,500	2,500	183	4,500
Total Court Technology Fund Expenditures	11,756	11,733	1,375	10,000	10,000	7,648	7,000
Net Revenues over (Expenditures)	(3,286)	(5,799)	3,376	-	-	5,920	-
Fund Balance - Beginning	30,804	27,518	21,719			25,096	26,516
Fund Balance - Transfer Out	-	-	-			(4,500)	(1,000)
Fund Balance - Ending	27,518	21,719	25,096			26,516	25,516

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

LAW ENFORCEMENT FUND

The Law Enforcement Fund provides for the accounting of money and/or property seized through various operations of the police department in accordance with state statute.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Law Enforcement Fund Revenues							
Interest Revenues							
65-06-4600 Interest Income	0	-	-	-	-	-	-
Total Interest Revenues	0	-	-	-	-	-	-
Other Source Revenues							
65-07-4505 Seizure Funds	-	-	-	1,000	1,000	3,376	1,000
Total Other Source Revenues	-	-	-	1,000	1,000	3,376	1,000
Total Law Enforcement Fund Revenues	0	-	-	1,000	1,000	3,376	1,000
Law Enforcement Fund Expenditures							
Commodities							
65-90-5240 Minor Tools & Equipment	-	-	-	1,000	1,000	-	1,000
Total Commodities	-	-	-	1,000	1,000	-	1,000
Total Law Enforcement Fund Expenditures	-	-	-	1,000	1,000	-	1,000
Net Revenues over (Expenditures)	0	-	-	-	-	3,376	-
Fund Balance - Beginning	4,020	4,020	4,020			4,020	7,397
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	4,020	4,020	4,020			7,397	7,397

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

PUBLIC, EDUCATIONAL, and GOVERNMENT (PEG) FEE FUND

The PEG Fee Fund provides for the accounting of fees collected by cable companies doing business in the City of Manvel in accordance with state statute. The funds are provided to purchase improvements for PEG Access programming and these funds must be used only for the production of PEG Access programming, according to state law.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
PEG Fee Fund Revenues							
Franchise Fee Revenues							
67-03-4110 PEG Fees	16,414	18,321	16,956	10,000	10,000	10,364	10,000
Total Franchise Fee Revenues	<u>16,414</u>	<u>18,321</u>	<u>16,956</u>	<u>10,000</u>	<u>10,000</u>	<u>10,364</u>	<u>10,000</u>
Interest Revenues							
67-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfer-In Revenues							
67-09-4999 Transfer In - Fund Balance	-	-	-	40,000	40,000	40,000	40,000
Total Transfer-In Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Total PEG Fee Fund Revenues	<u>16,414</u>	<u>18,321</u>	<u>16,956</u>	<u>50,000</u>	<u>50,000</u>	<u>50,364</u>	<u>50,000</u>
PEG Fee Fund Expenditures							
Commodities							
67-10-5240 Minor Tools & Equipment	-	-	-	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlays							
67-10-6020 Capital Outlay - Equipment	-	-	-	50,000	50,000	-	50,000
Total Capital Outlays	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Total PEG Fee Fund Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
Net Revenues over (Expenditures)	16,414	18,321	16,956	-	-	50,364	-
Fund Balance - Beginning	120,712	137,126	155,448			172,404	182,768
Fund Balance - Transfer Out	-	-	-			(40,000)	(40,000)
Fund Balance - Ending	<u>137,126</u>	<u>155,448</u>	<u>172,404</u>			<u>182,768</u>	<u>142,768</u>

CITY OF MANVEL, TEXAS

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SOUTH MANVEL DEVELOPMENT AUTHORITY (SMDA) FUND

The SMDA Fund provides for the accounting of funds for development in the southern areas of Manvel located in TIRZ #3. This fund partners with the TIRZ #3 Fund and acts to use funds generated from property taxes to reinvest in development of the area.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
SMDA Fund Revenues							
Interest Revenues							
80-06-4600 Interest Income	3,004	296	3,004	1,000	1,000	22,678	1,000
Total Interest Revenues	3,004	296	3,004	1,000	1,000	22,678	1,000
Transfer-In Revenues							
80-09-4961 Transfer In - TIRZ #3	86,055	130,211	-	150,000	150,000	1,057,272	1,711,500
Total Transfer-In Revenues	86,055	130,211	-	150,000	150,000	1,057,272	1,711,500
Total SMDA Fund Revenues	89,059	130,507	3,004	151,000	151,000	1,079,950	1,712,500
SMDA Fund Expenditures							
Contractual Services							
80-10-5330 Administrative Support Services		-	-			100,000	60,000
80-10-5461 Planning & Development	6,625	-	-	5,000	5,000	-	5,000
Total Contractual Services	6,625	-	-	5,000	5,000	100,000	65,000
Other Services							
80-10-5701 Legal Fees	-	-	-	-	-	-	-
80-91-7001 Bond Principal	-	-	-	-	-	-	-
80-91-7100 Interest Expense	-	-	-	-	-	-	-
80-91-7102 Fiscal Agents Fee	-	-	-	-	-	-	-
Total Other Services	-	-	-	-	-	-	-
Capital Outlays							
80-91-7559 Projects	-	-	-	146,000	146,000	-	-
Total Capital Outlays	-	-	-	146,000	146,000	-	-
Transfers Out							
80-95-8510 Transfer To General Fund	-	-	-	-	-	476,010	363,135
Total Capital Outlays	-	-	-	-	-	476,010	363,135
Total SMDA Fund Expenditures	6,625	-	-	151,000	151,000	576,010	428,135
Net Revenues over (Expenditures)	82,434	130,507	3,004	-	-	503,940	1,284,365
Fund Balance - Beginning	299,204	381,638	512,145			515,149	1,019,089
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	381,638	512,145	515,149			1,019,089	2,303,454

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=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

TAX INCREMENT REINVESTMENT ZONE #3 (TIRZ #3) FUND

The TIRZ #3 Fund is for the accounting of funds collected in the defined zone of property in the southern area of Manvel. This is the revenue side which partners with the SMDA (that handles the expenditures) to reinvest in development of that area.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
TIRZ #3 Fund Revenues							
Ad Valorem Tax Revenues							
81-01-4000 Current Ad Valorem Taxes	61,557	73,634	179,756	350,000	350,000	609,336	1,530,000
81-01-4010 Delinquent Ad Valorem Taxes	869	2,767	-	1,000	1,000	7,927	1,000
81-01-4011 P&I on Ad Valorem Taxes	500	594	-	500	500	-	500
81-01-4020 Brazoria County - Ad Valorem Taxes	16,018	18,780	48,433	25,000	25,000	132,165	140,000
Total Ad Valorem Tax Revenues	78,945	95,774	228,189	376,500	376,500	749,428	1,671,500
Miscellaneous Tax Revenues							
81-02-4030 Sales Tax Revenues	6,742	-	39,655	-	40,000	40,000	40,000
Total Miscellaneous Tax Revenues	6,742	-	39,655	-	40,000	40,000	40,000
Interest Revenues							
81-06-4600 Interest Income	368	45	-	-	-	-	-
Total Interest Revenues	368	45	-	-	-	-	-
Transfer-In Revenues							
81-09-4950 Transfer In - General Fund	-	34,393	-	40,000	-	-	-
Total Transfer-In Revenues	-	34,393	-	40,000	-	-	-
Total TIRZ #3 Fund Revenues	86,055	130,211	267,844	416,500	416,500	789,428	1,711,500
TIRZ #3 Fund Expenditures							
Transfer-Out							
81-95-8587 Transfer Out - SMDA Fund	86,055	130,211	-	416,500	416,500	1,057,272	1,711,500
Total Transfer-Out	86,055	130,211	-	416,500	416,500	1,057,272	1,711,500
Total TIRZ #3 Fund Expenditures	86,055	130,211	-	416,500	416,500	1,057,272	1,711,500
Net Revenues over (Expenditures)	-	0	267,844	-	-	(267,844)	-
Fund Balance - Beginning	-	-	0			267,844	0
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	-	0	267,844			0	0

CITY OF MANVEL, TEXAS

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MANVEL ECONOMIC DEVELOPMENT CORP (MEDC) FUND

This MEDC Fund accounts for the Manvel Economic Development Corporation. The revenues are derived by using 1/3 of the amount of sales tax received by the City, and are designated for economic development.

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Manvel Economic Development Fund Revenues							
Miscellaneous Tax Revenues							
90-02-4030 Sales Tax Revenue	940,705	1,130,825	1,109,256	1,200,000	1,200,000	916,676	1,200,000
Total Miscellaneous Tax Revenues	940,705	1,130,825	1,109,256	1,200,000	1,200,000	916,676	1,200,000
Interest Revenues							
90-06-4600 Interest Income	16,280	3,924	26,835	5,000	5,000	136,114	100,000
Total Interest Revenues	16,280	3,924	26,835	5,000	5,000	136,114	100,000
Other Source Revenues							
90-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	-	-	-	-	-	-	-
Transfer-In Revenues							
90-09-4999 Transfer In - Fund Balance	-	-	-	407,500	407,500	-	500,000
Total Transfer-In Revenues	-	-	-	407,500	407,500	-	500,000
Total Manvel Economic Development Fund Revenues	956,985	1,134,750	1,136,091	1,612,500	1,612,500	1,052,790	1,800,000

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MANVEL ECONOMIC DEVELOPMENT CORP (MEDC) FUND (cont.)

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Manvel Economic Development Fund Expenditures							
Commodities							
90-10-5230 Office Expense	-	30	135	500	500	-	500
Total Commodities	-	30	135	500	500	-	500
Contractual Services							
90-10-5305 Service Agreements	12,000	-	-	12,000	12,000	-	12,000
90-10-5477 Audit Fees	2,725	2,775	2,880	3,000	3,000	-	3,300
Total Contractual Services	14,725	2,775	2,880	15,000	15,000	-	15,300
Other Services							
90-10-5622 Dues & Subscriptions	6,000	6,548	7,422	7,500	7,500	1,250	8,000
90-10-5625 Publications	-	161	-	1,500	1,500	-	1,500
90-10-5644 Orientation and Training	155	-	-	1,000	1,000	-	3,000
90-10-5647 Conference/Meetings	-	960	1,383	4,000	4,000	110	1,000
90-10-5655 Other Expenses	-	-	-	3,000	3,000	-	4,000
Total Other Services	6,155	7,669	8,805	17,000	17,000	1,360	17,500
Capital Outlays							
90-10-6201 MEDC Project	750,000	-	91,523	500,000	500,000	-	686,700
90-10-6205 Project Reimbursement	89,339	93,510	90,000	-	-	-	-
90-10-7511 Municipal Complex	-	-	-	1,080,000	1,080,000	-	1,080,000
90-10-7600 Contingency	-	-	-	-	-	-	-
Total Capital Outlays	839,339	93,510	181,523	1,580,000	1,580,000	-	1,766,700
Transfer-Out							
90-95-8583 Transfer To - Cap Proj Fund	-	-	-	-	-	-	-
90-95-8590 Transfer Out - Debt Service Fund	-	-	-	-	-	-	-
Total Transfer-Out	-	-	-	-	-	-	-
Total Manvel Economic Development Fund Expenditures	860,219	103,984	193,343	1,612,500	1,612,500	1,360	1,800,000
Net Revenues over (Expenditures)	96,766	1,030,766	942,748	-	-	1,051,430	-
Fund Balance - Beginning	2,700,124	2,796,890	3,827,656			4,770,403	5,821,834
Fund Balance - Transfer Out	-	-	-			-	(500,000)
Fund Balance - Ending	2,796,890	3,827,656	4,770,403			5,821,834	5,321,834

CITY OF MANVEL, TEXAS

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SECTION 7 – PROPRIETARY FUNDS

VEHICLE/EQUIPMENT REPLACEMENT FUND

The Vehicle/Equipment Replacement Fund provides for the accounting of funds allocated from the various departments for the usage/replacement of vehicles and particular equipment. These funds are budgeted within the associated departments and transferred into this replacement fund. The amounts for City vehicles/equipment are scheduled over their useful life and updated for price changes over time. As units are scheduled for replacement, they are purchased and the cycle continues. Any new units that are first approved in a department's Capital Outlay line item will be added to this schedule in the year after purchase.



	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Vehicle Replacement Fund Revenues							
Interest Revenues							
12-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues							
12-07-4740 Vehicle/Equipment Replacement Fees	265,000	253,000	256,500	-	-	-	-
12-07-4800 Insurance & Other Reimbursements	-	32,173	88,558	-	-	-	-
12-07-4815 Gain on Sale of Asset Disposal	19,000	-	-	-	-	27,595	-
Total Other Source Revenues	284,000	285,173	345,058	-	-	27,595	-
Transfer-In Revenues							
12-09-4950 Transfer In - Gen Fund	-	-	-	200,000	200,000	200,000	-
12-09-4951 Transfer In - Utility Fund	-	-	-	80,000	80,000	80,000	-
12-09-4999 Transfer In - Fund Balance	-	-	-	-	-	-	280,000
Total Transfer-In Revenues	-	-	-	280,000	280,000	280,000	280,000
Total Vehicle Replacement Fund Revenues	284,000	285,173	345,058	280,000	280,000	307,595	280,000
Vehicle Replacement Fund Expenditures							
Other Services							
12-10-5655 Other Expenses	-	-	-	-	-	-	-
12-10-8410 Depreciation Expense	144,055	112,891	161,504	-	-	-	-
12-91-8410 Depreciation Expense	-	-	-	-	-	-	-
Total Other Services	144,055	112,891	161,504	-	-	-	-
Capital Outlays							
12-91-6030 Capital Outlay - Vehicle	-	2,163	-	280,000	280,000	186,244	280,000
Total Capital Outlays	-	2,163	-	280,000	280,000	186,244	280,000
Total Vehicle Replacement Fund Expenditures	144,055	115,054	161,504	280,000	280,000	186,244	280,000
Net Revenues over (Expenditures)	139,945	170,119	183,554	-	-	121,351	-
Fund Balance - Beginning	873,474	1,013,418	1,183,538			1,367,091	1,488,443
Fund Balance - Transfer Out	-	-	-			-	(280,000)
Fund Balance - Ending	1,013,418	1,183,538	1,367,091			1,488,443	1,208,443

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

UTILITY FUND

The Utility Fund will operate as an enterprise fund, meaning it will be funded through water, utility capacity fees, sewer and reuse service revenues. The Utility Fund has generally needed transfers from the General Fund to match revenues to expenditures. However, more connections have been added, and could possibly result in the fund being self-sufficient this year or very near future. With three water treatment plants and a wastewater treatment facility, the Utility Department provides service to the residents and businesses in Manvel. The Utility Department is responsible for providing high quality, safe drinking water and environmentally responsible wastewater service to the community.



Revenues by Type and Expenditures by Department

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Utility Fund Revenues							
Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues	275	1,240	25,538	7,500	7,500	253,471	-
Utility Revenues	1,323,794	1,868,922	4,533,509	1,765,261	1,765,261	1,410,022	2,069,694
Transfer-In Revenues	315,751	100,000	-	-	-	-	-
Total Utility Fund Revenues	1,639,820	1,970,162	4,559,047	1,772,761	1,772,761	1,663,493	2,069,694
Utility Fund Expenditures							
Administration Expenditures	232,750	396,886	688,196	761,261	761,261	725,363	918,094
Water Expenditures	540,050	665,808	680,358	674,000	674,000	461,622	724,600
Wastewater Expenditures	423,458	288,545	317,221	332,500	332,500	304,898	427,000
Total Utility Fund Expenditures	1,196,258	1,351,239	1,685,774	1,767,761	1,767,761	1,491,883	2,069,694
Net Revenues over Expenses	443,562	618,923	2,873,273			171,610	(0)
Transfer Ins						-	-
Beginning Fund Balance	10,945,558	11,389,120	12,008,043			14,881,316	15,052,926
Ending Fund Balance	11,389,120	12,008,043	14,881,316			15,052,926	15,052,926

CITY OF MANVEL, TEXAS

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Revenues – Details by Type

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Utility Fund Revenues							
Interest Revenues							
40-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues							
40-07-4800 Insurance Reimbursements	-	-	-	-	-	-	-
40-07-4811 Other Income	275	1,240	25,538	7,500	7,500	253,471	-
Total Other Source Revenues	275	1,240	25,538	7,500	7,500	253,471	-
Utility Revenues							
40-08-4301 Water Revenue	396,909	544,232	801,098	713,761	713,761	872,276	1,002,245
40-08-4302 Wastewater Revenue	390,840	534,099	728,873	670,000	670,000	478,224	955,949
40-08-4311 Water Meters	95,540	89,570	58,970	80,000	80,000	26,877	80,000
40-08-4320 Set-Up Fee	12,435	13,985	10,980	14,000	14,000	6,291	14,000
40-08-4321 Tap Connection Fees	7,950	13,000	3,000	7,500	7,500	5,509	7,500
40-08-4390 Late Penalty Fees	6,670	1,969	20,357	10,000	10,000	20,846	10,000
40-08-4971 Contributed Capital	413,450	672,068	2,910,231	270,000	270,000	-	-
Total Utility Revenues	1,323,794	1,868,922	4,533,509	1,765,261	1,765,261	1,410,022	2,069,694
Transfer-In Revenues							
40-09-4950 Transfer In - General Fund	315,751	100,000	-	-	-	-	-
40-09-4999 Transfer In - Fund Balance	-	-	-	-	-	-	-
Total Transfer-In Revenues	315,751	100,000	-	-	-	-	-
Total Utility Fund Revenues	1,639,820	1,970,162	4,559,047	1,772,761	1,772,761	1,663,493	2,069,694
Revenues by Category							
Ad Valorem Tax Revenues	-	-	-	-	-	-	-
Miscellaneous Tax Revenues	-	-	-	-	-	-	-
Franchise Fee Revenues	-	-	-	-	-	-	-
Licenses and Permits Revenues	-	-	-	-	-	-	-
Fines and Fees Revenues	-	-	-	-	-	-	-
Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues	275	1,240	25,538	7,500	7,500	253,471	-
Utility Revenues	1,323,794	1,868,922	4,533,509	1,765,261	1,765,261	1,410,022	2,069,694
Transfer-In Revenues	315,751	100,000	-	-	-	-	-
Total Revenues	1,639,820	1,970,162	4,559,047	1,772,761	1,772,761	1,663,493	2,069,694

CITY OF MANVEL, TEXAS

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Expenditures – Department Totals

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Utility Fund Expenditures							
Administration Expenditures							
Personnel Services	138,763	283,158	540,651	573,161	573,161	558,375	764,294
Commodities	12,224	16,896	32,833	22,000	22,000	16,623	46,200
Contractual Services	4,597	3,324	13,499	37,600	32,600	26,343	33,600
Other Services	77,166	93,508	101,214	53,500	53,500	44,022	74,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	80,000	80,000	80,000	-
Total Administration Expenditures	232,750	396,886	688,196	766,261	761,261	725,363	918,094
Water Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	20,565	18,799	53,195	30,000	30,000	46,675	130,000
Contractual Services	124,455	168,747	157,800	125,000	125,000	129,212	174,600
Other Services	126,404	174,192	141,632	137,000	137,000	130,810	150,000
Capital Outlays	268,627	304,069	327,731	382,000	382,000	154,925	270,000
Transfer-Out	-	-	-	-	-	-	-
Total Water Expenditures	540,050	665,808	680,358	674,000	674,000	461,622	724,600
Wastewater Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	20,038	25,248	17,912	25,000	25,000	19,299	35,000
Contractual Services	116,359	120,179	120,192	132,500	132,500	165,137	217,000
Other Services	117,061	143,119	179,116	175,000	175,000	120,463	175,000
Capital Outlays	170,000	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Wastewater Expenditures	423,458	288,545	317,221	332,500	332,500	304,898	427,000
Total Utility Fund Expenditures	1,196,258	1,351,239	1,685,774	1,772,761	1,767,761	1,491,883	2,069,694
Expenditures by Category							
Personnel Services	138,763	283,158	540,651	573,161	573,161	558,375	764,294
Commodities	52,826	60,943	103,940	77,000	77,000	82,596	211,200
Contractual Services	245,411	292,250	291,491	295,100	290,100	320,692	425,200
Other Services	320,631	410,819	421,962	365,500	365,500	295,296	399,000
Capital Outlays	438,627	304,069	327,731	382,000	382,000	154,925	270,000
Transfer-Out	-	-	-	80,000	80,000	80,000	-
Total Expenditures	1,196,258	1,351,239	1,685,774	1,772,761	1,767,761	1,491,883	2,069,694
Expenditures by Department							
Administration	232,750	396,886	688,196	766,261	761,261	725,363	918,094
Water	540,050	665,808	680,358	674,000	674,000	461,622	724,600
Wastewater	423,458	288,545	317,221	332,500	332,500	304,898	427,000
Total Expenditures	1,196,258	1,351,239	1,685,774	1,772,761	1,767,761	1,491,883	2,069,694

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Utility Fund - Administration

DEPARTMENT VISION STATEMENT

To make the City of Manvel a safe place to live, work, and visit by protecting individuals, preserving property, promoting a clean community, and maintaining an exceptional quality of life.

FUNCTIONS

- Administration
- Water Treatment
- Water Distribution
- Wastewater Treatment
- Wastewater Distribution
- Utility Construction

DEPARTMENT DESCRIPTION

The Utility Department is responsible for providing outstanding water and wastewater services to the community while complying with Federal and State superior regulatory requirements. This includes administrative oversight in operations, development maintenance, engineering services, GIS database management, data analysis, innovative solutions and exceptional services to all of our customers. Additional services include project management, plan reviews, contract administration, and investigating infrastructural and technical issues.

FY 2022-23 DEPARTMENT ACCOMPLISHMENTS

- Superior Public Water Status from TCEQ, placed signs on all water plants and on city owned streets leading into the city
- Source Water Protection Status from TCEQ, placed signs on all water plants owned by the city
- Zero TCEQ Violations on Water System and Wastewater System
- Created Hydrant Flushing Program, flushed all hydrants in the city
- Scheduled hydrant survey to begin in September
- Began Valve Exercising Program
- Completed connecting the 8" water line loop at Maverick Water Plant
- Completed Lead & Copper Sampling
- Began working on new lead & copper rule changes due in October 2024
- Opened Town Center Wastewater Treatment Plant
- Began performing Smoke Testing in the south end of town
- Repaired various I&I areas found by smoke testing
- Identified posable homes in Lakeland that could be causing some I&I issues due to roof drains possibly being plumbed into sanitary system

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Utility Fund - Administration

FY 2023-24 DEPARTMENT GOALS

- Complete Valve Operating Program to operate and number every valve in the city for easy identification and location of valves
- Continue Fire Hydrant flushing program
- Cross train every employee and foremen to make department operate more effective & efficient
- Continue smoke testing to identifying I&I issues
- Continue operations in water & wastewater to eliminate any potential TCEQ violations

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Administration Expenditures							
Personnel Services							
40-10-5000 Salaries	97,544	204,407	366,192	387,950	387,950	372,350	494,744
40-10-5002 Overtime	949	5,079	11,183	7,000	7,000	10,543	15,558
40-10-5006 Longevity	840	-	120	420	420	360	660
40-10-5010 FICA Expense	8,290	15,469	28,746	30,292	30,292	29,228	39,106
40-10-5030 Health Insurance	16,398	27,045	72,912	88,214	88,214	89,338	139,423
40-10-5031 Vision Insurance	192	433	873	947	947	938	1,183
40-10-5032 Life & LTD	402	813	1,402	1,769	1,769	1,544	4,082
40-10-5033 Dental	818	1,801	3,438	3,613	3,613	3,581	4,517
40-10-5034 Retirement	12,760	20,718	41,577	40,676	40,676	39,270	51,170
40-10-5035 Cell Phone Allowance	595	570	613	600	600	650	650
40-10-5038 Flex	57	131	137	355	355	289	400
40-10-5039 Flex Card - Health Ins	471	781	1,234	3,200	3,200	2,601	4,000
40-10-5040 Workers Compensation	4,502	4,587	8,913	8,125	8,125	7,685	8,800
40-10-5041 Pension Expense	(5,054)	1,324	3,311	-	-	-	-
Total Personnel Services	138,763	283,158	540,651	573,161	573,161	558,375	764,294
Commodities							
40-10-5200 OPEB Expense	-	-	3,851	-	-	-	-
40-10-5202 Mowing & Weed Control	-	995	-	-	-	-	-
40-10-5222 Postage	2,000	3,158	3,759	3,500	3,500	3,647	3,700
40-10-5225 Fuel	-	-	1,140	6,000	6,000	-	25,000
40-10-5230 Office Expense	687	1,200	3,185	2,500	2,500	1,104	2,500
40-10-5240 Minor Tools & Equipment	9,537	11,542	20,898	10,000	10,000	11,872	15,000
Total Commodities	12,224	16,896	32,833	22,000	22,000	16,623	46,200
Contractual Services							
40-10-5300 Equipment Rental	1,123	525	1,332	-	-	-	-
40-10-5302 Mowing & Weed Control	-	-	-	-	-	469	1,000
40-10-5380 Building Repair & Maintenance	-	32	-	1,000	1,000	-	750
40-10-5418 Employment Testing	-	-	280	750	750	536	750
40-10-5430 Gas Utilities	-	320	504	750	750	-	-
40-10-5440 Computer Maintenance/Support	1,442	163	3,475	10,000	10,000	6,540	10,000
40-10-5445 Telephone	-	-	7,653	6,000	6,000	6,665	7,000
40-10-5446 Uniforms	556	807	255	12,500	12,500	11,060	12,500
40-10-5550 Radio Usage	1,476	1,476	-	1,600	1,600	1,073	1,600
Total Contractual Services	4,597	3,324	13,499	32,600	32,600	26,343	33,600
Other Services							
40-10-5615 Credit Card Processing Fees	13,741	19,889	27,982	22,500	22,500	23,006	35,000
40-10-5638 Vehicle Repairs/Maintenance	-	-	4,031	6,000	6,000	13,541	14,000
40-10-5645 Training & Travel	175	3,120	8,357	20,000	20,000	7,475	20,000
40-10-5655 Other Expenses	-	-	344	-	-	-	-
40-10-5700 Vehicle/Equip Replacement Fees	58,000	60,000	60,000	-	-	-	-
40-10-5800 Eng/Consulting/Planning Fees	5,250	10,500	500	5,000	5,000	-	5,000
Total Other Services	77,166	93,508	101,214	53,500	53,500	44,022	74,000
Transfer-Out							
40-95-8591 Transfer To - Veh/Equip Replace Fund	-	-	-	80,000	80,000	80,000	-
Total Transfer-Out	-	-	-	80,000	80,000	80,000	-
Total Administration Expenditures	232,750	396,886	688,196	761,261	761,261	725,363	918,094

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Water

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Water Expenditures							
Commodities							
40-54-5204 Chemicals	13,738	13,487	22,888	18,000	18,000	36,262	50,000
40-54-5225 Fuel	126	-	1,140	-	-	-	-
40-54-5240 Minor Tools & Equipment	6,701	5,313	6,338	6,000	6,000	6,000	30,000
40-54-5245 Fire Hydrants	-	-	22,829	6,000	6,000	4,413	50,000
Total Commodities	20,565	18,799	53,195	30,000	30,000	46,675	130,000
Contractual Services							
40-54-5310 New Meter Purchase	79,483	115,785	93,443	75,000	75,000	55,000	75,000
40-54-5420 Electricity	26,200	28,890	38,001	35,000	35,000	60,931	75,000
40-54-5440 Computer Maintenance/Support	6,529	6,395	5,040	-	-	-	-
40-54-5445 Telephone	2,556	1,710	719	-	-	124	500
40-54-5446 Uniforms	543	2,272	6,415	-	-	89	100
40-54-5499 Laboratory Expenses	9,144	13,695	14,182	15,000	15,000	13,067	24,000
Total Contractual Services	124,455	168,747	157,800	125,000	125,000	129,212	174,600
Other Services							
40-54-5636 Equipment Repairs/Maintenance	105,671	145,837	107,599	125,000	125,000	109,613	125,000
40-54-5638 Vehicle Repairs/Maintenance	3,848	8,176	4,612	-	-	-	-
40-54-5645 Training & Travel	115	1,799	7,040	-	-	-	-
40-54-5700 Vehicle/Equip Replacement Fees	9,000	9,000	9,000	-	-	-	-
40-54-5729 Permits & Assessments	3,871	6,679	4,963	9,000	9,000	20,401	22,000
40-54-5742 Subsidence Fees	3,900	2,700	8,418	3,000	3,000	796	3,000
Total Other Services	126,404	174,192	141,632	137,000	137,000	130,810	150,000
Capital Outlays							
40-54-6020 Capital Outlay - Equipment	-	-	-	-	-	-	-
40-54-6030 Capital Outlay - Vehicle	-	-	-	112,000	112,000	154,925	-
40-54-8410 Depreciation Expense	268,627	304,069	327,731	270,000	270,000	-	270,000
Total Capital Outlays	268,627	304,069	327,731	382,000	382,000	154,925	270,000
Total Water Expenditures	540,050	665,808	680,358	674,000	674,000	461,622	724,600

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Wastewater

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Wastewater Expenditures							
Commodities							
40-56-5204 Chemicals	10,156	16,491	8,785	15,000	15,000	13,754	20,000
40-56-5225 Fuel	-	200	-	-	-	-	-
40-56-5240 Minor Tools & Equipment	9,882	8,557	9,127	10,000	10,000	5,544	15,000
Total Commodities	20,038	25,248	17,912	25,000	25,000	19,299	35,000
Contractual Services							
40-56-5419 Sludge Hauling	47,699	61,193	47,386	55,000	55,000	79,191	92,000
40-56-5420 Electricity	34,328	35,870	47,945	45,000	45,000	54,059	75,000
40-56-5432 Rental Equipment	17,802	900	196	10,000	10,000	-	10,000
40-56-5445 Telephone	1,384	1,642	3,195	-	-	-	-
40-56-5446 Uniforms	1	-	3,969	-	-	231	-
40-56-5499 Laboratory Expenses	15,145	20,575	17,502	22,500	22,500	31,656	40,000
Total Contractual Services	116,359	120,179	120,192	132,500	132,500	165,137	217,000
Other Services							
40-56-5636 Equipment Repairs/Maintenance	116,961	141,764	177,610	175,000	175,000	120,463	175,000
40-56-5645 Training & Travel	100	1,355	1,507	-	-	-	-
Total Other Services	117,061	143,119	179,116	175,000	175,000	120,463	175,000
Capital Outlays							
40-56-6020 Capital Outlay - Equipment	170,000	-	-	-	-	-	-
40-56-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
Total Capital Outlays	170,000	-	-	-	-	-	-
Total Wastewater Expenditures	423,458	288,545	317,221	332,500	332,500	304,898	427,000

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 8 – DEBT SERVICE FUND

The Debt Service Fund is used to account for the payment of principal and interest on general obligation bonds, certificates of obligations, tax notes and lease agreements. The schedule of bond indebtedness indicates the date of issuance, effective interest amounts, and outstanding debt at the beginning of the year. The summary of total bond indebtedness shows the total principal and interest requirements to maturity. The current tax levy is based on the appraised values provided by the Brazoria County Appraisal District (BCAD). The budget as adopted includes the certified values from the BCAD. Delinquent tax collections, penalties, and interest are based on trend analysis. As a Home Rule Charter city, the City of Manvel is not limited by law in the amount of debt it may issue. Under Article XI, Section 5 of the State of Texas Constitution and the City Charter, the maximum tax rate for all purposes is \$2.50 per \$100 of assessed valuation.

Debt Service

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Debt Service Fund Revenues							
Ad Valorem Tax Revenues							
30-01-4000 Current Ad Valorem Tax Rev.	1,778,562	1,932,772	1,826,218	2,995,000	2,995,000	2,930,561	3,785,248
30-01-4005 Personal Property Taxes	-	-	-	-	-	-	-
30-01-4010 Delinquent Ad Valorem Tax Revenue	44,063	47,425	27,899	30,000	30,000	63,681	30,000
30-01-4011 P&I on Ad Valorem Taxes	9,067	10,564	12,110	10,000	10,000	11,417	10,000
Total Ad Valorem Tax Revenues	1,831,691	1,990,761	1,866,228	3,035,000	3,035,000	3,005,658	3,825,248
Interest Revenues							
30-06-4600 Interest Income	13,390	2,403	14,312	7,500	7,500	39,807	7,500
Total Interest Revenues	13,390	2,403	14,312	7,500	7,500	39,807	7,500
Other Source Revenues							
30-07-4811 Other Income	89,339	93,510	90,000	-	-	-	-
Total Other Source Revenues	89,339	93,510	90,000	-	-	-	-
Transfer-In Revenues							
30-09-4950 Transfer In - General Fund	-	-	-	-	-	-	-
30-09-4951 Transfer In - Utility Fund	-	-	-	-	-	-	-
30-09-4960 Transfer In - MEDC Fund	-	-	-	-	-	-	-
Total Transfer-In Revenues	-	-	-	-	-	-	-
Total Debt Service Fund Revenues	1,934,420	2,086,674	1,970,539	3,042,500	3,042,500	3,045,466	3,832,748
Debt Service Fund Expenditures							
Other Services							
30-91-7001 Bond Principal	1,215,000	1,355,000	1,385,000	1,261,055	1,385,000	2,050,000	1,830,000
30-91-7100 Interest Expense	657,240	654,761	616,321	1,778,295	616,322	1,002,856	1,999,748
30-91-7102 Fiscal Agents Fee	2,150	2,650	2,650	3,150	3,000	2,650	3,000
Total Other Services	1,874,390	2,012,411	2,003,971	3,042,500	2,004,322	3,055,506	3,832,748
Total Debt Service Fund Expenditures	1,874,390	2,012,411	2,003,971	3,042,500	2,004,322	3,055,506	3,832,748
Net Revenues over (Expenditures)	60,030	74,263	(33,432)	-	1,038,178	(10,041)	(0)
Fund Balance - Beginning	334,598	394,628	468,891	435,459	435,459	435,459	425,418
Fund Balance - Transfer Out	-	-	-	-	-	-	-
Fund Balance - Ending	394,628	468,891	435,459	435,459	1,473,637	425,418	425,418

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Long-Term Debt Principal Balances by Year

	2013 Certificate of Obligation	2015 GO Refunding	2016 Certificate of Obligation	2017 Certificate of Obligation	2018 Certificate of Obligation	2019 Certificate of Obligation	2023 Certificate of Obligation	TOTAL DEBT
9/30/2023	1,200,000	715,000	2,990,000	2,820,000	7,970,000	3,060,000	785,000	19,540,000
9/30/2024	1,090,000	480,000	2,760,000	2,670,000	7,545,000	2,920,000	545,000	18,010,000
9/30/2025	980,000	240,000	2,530,000	2,515,000	7,105,000	2,775,000	570,000	16,715,000
9/30/2026	870,000	0	2,300,000	2,355,000	6,655,000	2,625,000	600,000	15,405,000
9/30/2027	755,000	0	2,070,000	2,190,000	6,190,000	2,470,000	630,000	14,305,000
9/30/2028	635,000	0	1,840,000	2,020,000	5,710,000	2,310,000	660,000	13,175,000
9/30/2029	515,000	0	1,610,000	1,845,000	5,215,000	2,140,000	695,000	12,020,000
9/30/2030	390,000	0	1,380,000	1,665,000	4,705,000	1,965,000	725,000	10,830,000
9/30/2031	265,000	0	1,150,000	1,480,000	4,180,000	1,785,000	765,000	9,625,000
9/30/2032	135,000	0	920,000	1,285,000	3,640,000	1,605,000	800,000	8,385,000
9/30/2033	0	0	690,000	1,085,000	3,080,000	1,420,000	840,000	7,115,000
9/30/2034	0	0	460,000	880,000	2,505,000	1,230,000	885,000	5,960,000
9/30/2035	0	0	230,000	670,000	1,910,000	1,035,000	930,000	4,775,000
9/30/2036	0	0	0	455,000	1,295,000	835,000	975,000	3,560,000
9/30/2037	0	0	0	230,000	660,000	635,000	1,025,000	2,550,000
9/30/2038	0	0	0	0	0	430,000	1,075,000	1,505,000
9/30/2039	0	0	0	0	0	220,000	1,130,000	1,350,000
9/30/2040	0	0	0	0	0	0	1,185,000	1,185,000
9/30/2041	0	0	0	0	0	0	1,245,000	1,245,000
9/30/2042	0	0	0	0	0	0	1,295,000	1,295,000
9/30/2043	0	0	0	0	0	0	1,345,000	1,345,000
9/30/2044	0	0	0	0	0	0	1,400,000	1,400,000
9/30/2045	0	0	0	0	0	0	1,455,000	1,455,000
9/30/2046	0	0	0	0	0	0	1,515,000	1,515,000
9/30/2047	0	0	0	0	0	0	1,575,000	1,575,000
9/30/2048	0	0	0	0	0	0	1,635,000	1,635,000
9/30/2049	0	0	0	0	0	0	1,705,000	1,705,000
9/30/2050	0	0	0	0	0	0	1,775,000	1,775,000
9/30/2051	0	0	0	0	0	0	1,845,000	1,845,000
9/30/2052	0	0	0	0	0	0	1,920,000	1,920,000

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Long-Term Debt Principal and Interest Payments by Year

	2013 CO		2015 GO		2016 CO		2017 CO	
	Prin	Int	Prin	Int	Prin	Int	Prin	Int
FY24	110,000	28,835	235,000	14,200	230,000	86,250	150,000	85,219
FY25	110,000	26,525	240,000	9,600	230,000	79,350	155,000	79,119
FY26	110,000	24,105	240,000	4,800	230,000	72,450	160,000	73,619
FY27	115,000	21,518			230,000	65,550	165,000	68,744
FY28	120,000	18,755			230,000	58,650	170,000	63,719
FY29	120,000	15,875			230,000	51,750	175,000	58,544
FY30	125,000	12,748			230,000	44,850	180,000	53,219
FY31	125,000	9,373			230,000	37,950	185,000	47,744
FY32	130,000	5,800			230,000	31,050	195,000	42,044
FY33	135,000	1,958			230,000	24,150	200,000	36,119
FY34					230,000	17,250	205,000	30,044
FY35					230,000	10,350	210,000	23,819
FY36					230,000	3,450	215,000	17,444
FY37							225,000	10,703
FY38							230,000	3,594
FY39								
FY40								
FY41								
FY42								
FY43								
FY44								
FY45								
FY46								
FY47								
FY48								
FY49								
FY50								
FY51								
FY52								
	1,200,000	165,490	715,000	28,600	2,990,000	583,050	2,820,000	693,691

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Long-Term Principal and Interest Payments by Year (cont.)

	2018 CO		2019 CO		2023 CO		TOTAL	
	Prin	Int	Prin	Int	Prin	Int	Prin	Int
FY24	425,000	243,644	140,000	82,394	545,000	1,999,748	1,835,000	2,540,289
FY25	440,000	230,669	145,000	76,694	570,000	1,933,913	1,890,000	2,359,175
FY26	450,000	217,319	150,000	70,794	600,000	1,866,543	1,940,000	2,258,835
FY27	465,000	203,594	155,000	64,694	630,000	1,797,555	1,760,000	2,156,960
FY28	480,000	189,419	160,000	58,394	660,000	1,730,893	1,820,000	2,061,435
FY29	495,000	174,794	170,000	51,794	695,000	1,661,713	1,885,000	1,962,675
FY30	510,000	159,719	175,000	46,644	725,000	1,591,385	1,945,000	1,861,920
FY31	525,000	144,194	180,000	43,094	765,000	1,520,310	2,010,000	1,759,570
FY32	540,000	128,219	180,000	39,381	800,000	1,446,200	2,075,000	1,653,312
FY33	560,000	111,369	185,000	35,503	840,000	1,562,597	2,150,000	1,736,192
FY34	575,000	93,634	190,000	31,400	885,000	1,290,034	2,085,000	1,430,963
FY35	595,000	74,981	195,000	27,069	930,000	1,209,675	2,160,000	1,318,825
FY36	615,000	55,319	200,000	22,625	975,000	1,125,794	2,235,000	1,202,006
FY37	635,000	34,213	200,000	18,125	1,025,000	1,041,247	2,085,000	1,086,163
FY38	660,000	11,550	205,000	13,312	1,075,000	955,413	2,170,000	970,557
FY39			210,000	8,125	1,130,000	881,331	1,340,000	881,331
FY40			220,000	2,750	1,185,000	819,456	1,405,000	819,456
FY41					1,245,000	757,456	1,245,000	757,456
FY42					1,295,000	707,656	1,295,000	707,656
FY43					1,345,000	655,856	1,345,000	655,856
FY44					1,400,000	602,056	1,400,000	602,056
FY45					1,455,000	546,056	1,455,000	546,056
FY46					1,515,000	487,856	1,515,000	487,856
FY47					1,575,000	427,256	1,575,000	427,256
FY48					1,635,000	364,256	1,635,000	364,256
FY49					1,705,000	298,856	1,705,000	298,856
FY50					1,775,000	228,525	1,775,000	228,525
FY51					1,845,000	155,306	1,845,000	155,306
FY52					1,920,000	79,200	1,920,000	79,200
	7,970,000	2,072,634	3,060,000	692,792	32,745,000	29,744,145	51,500,000	33,370,004

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2013

	2013		
	PRINCIPAL	INTEREST	TOTAL
2/15/2024	110,000.00	14,995.00	124,995.00
8/15/2024		13,840.00	13,840.00
2/15/2025	110,000.00	13,840.00	123,840.00
8/15/2025		12,685.00	12,685.00
2/15/2026	110,000.00	12,685.00	122,685.00
8/15/2026		11,420.00	11,420.00
2/15/2027	115,000.00	11,420.00	126,420.00
8/15/2027		10,097.50	10,097.50
2/15/2028	120,000.00	10,097.50	130,097.50
8/15/2028		8,657.50	8,657.50
2/15/2029	120,000.00	8,657.50	128,657.50
8/15/2029		7,217.50	7,217.50
2/15/2030	125,000.00	7,217.50	132,217.50
8/15/2030		5,530.00	5,530.00
2/15/2031	125,000.00	5,530.00	130,530.00
8/15/2031		3,842.50	3,842.50
2/15/2032	130,000.00	3,842.50	133,842.50
8/15/2032		1,957.50	1,957.50
2/15/2033	135,000.00	1,957.50	136,957.50
	\$1,200,000.00	\$165,490.00	\$1,365,490.00

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

GO Refunding Bonds - Series 2015

	PRINCIPAL	INTEREST	TOTAL
2/15/2024		7,100.00	7,100.00
8/15/2024	235,000.00	7,100.00	242,100.00
2/15/2025		4,800.00	4,800.00
8/15/2025	240,000.00	4,800.00	244,800.00
2/15/2026		2,400.00	2,400.00
8/15/2026	240,000.00	2,400.00	242,400.00
	\$715,000.00	\$28,600.00	\$743,600.00

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2016

	PRINCIPAL	INTEREST	TOTAL
2/15/2024	230,000.00	44,850.00	274,850.00
8/15/2024		41,400.00	41,400.00
2/15/2025	230,000.00	41,400.00	271,400.00
8/15/2025		37,950.00	37,950.00
2/15/2026	230,000.00	37,950.00	267,950.00
8/15/2026		34,500.00	34,500.00
2/15/2027	230,000.00	34,500.00	264,500.00
8/15/2027		31,050.00	31,050.00
2/15/2028	230,000.00	31,050.00	261,050.00
8/15/2028		27,600.00	27,600.00
2/15/2029	230,000.00	27,600.00	257,600.00
8/15/2029		24,150.00	24,150.00
2/15/2030	230,000.00	24,150.00	254,150.00
8/15/2030		20,700.00	20,700.00
2/15/2031	230,000.00	20,700.00	250,700.00
8/15/2031		17,250.00	17,250.00
2/15/2032	230,000.00	17,250.00	247,250.00
8/15/2032		13,800.00	13,800.00
2/15/2033	230,000.00	13,800.00	243,800.00
8/15/2033		10,350.00	10,350.00
2/15/2034	230,000.00	10,350.00	240,350.00
8/15/2034		6,900.00	6,900.00
2/15/2035	230,000.00	6,900.00	236,900.00
8/15/2035		3,450.00	3,450.00
2/15/2036	230,000.00	3,450.00	233,450.00
	\$2,990,000.00	\$583,050.00	\$3,573,050.00

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2017

	PRINCIPAL	INTEREST	TOTAL
2/15/2024	150,000.00	44,109.38	194,109.38
8/15/2024		41,109.38	41,109.38
2/15/2025	155,000.00	41,109.38	196,109.38
8/15/2025		38,009.38	38,009.38
2/15/2026	160,000.00	38,009.38	198,009.38
8/15/2026		35,609.38	35,609.38
2/15/2027	165,000.00	35,609.38	200,609.38
8/15/2027		33,134.38	33,134.38
2/15/2028	170,000.00	33,134.38	203,134.38
8/15/2028		30,584.38	30,584.38
2/15/2029	175,000.00	30,584.38	205,584.38
8/15/2029		27,959.38	27,959.38
2/15/2030	180,000.00	27,959.38	207,959.38
8/15/2030		25,259.38	25,259.38
2/15/2031	185,000.00	25,259.38	210,259.38
8/15/2031		22,484.38	22,484.38
2/15/2032	195,000.00	22,484.38	217,484.38
8/15/2032		19,559.38	19,559.38
2/15/2033	200,000.00	19,559.38	219,559.38
8/15/2033		16,559.38	16,559.38
2/15/2034	205,000.00	16,559.38	221,559.38
8/15/2034		13,484.38	13,484.38
2/15/2035	210,000.00	13,484.38	223,484.38
8/15/2035		10,334.38	10,334.38
2/15/2036	215,000.00	10,334.38	225,334.38
8/15/2036		7,109.38	7,109.38
2/15/2037	225,000.00	7,109.38	232,109.38
8/15/2037		3,593.75	3,593.75
2/15/2038	230,000.00	3,593.75	233,593.75
	\$2,820,000.00	\$693,690.76	\$3,513,690.76

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2018

	PRINCIPAL	INTEREST	TOTAL
2/15/2024	425,000.00	125,009.38	550,009.38
8/15/2024		118,634.38	118,634.38
2/15/2025	440,000.00	118,634.38	558,634.38
8/15/2025		112,034.38	112,034.38
2/15/2026	450,000.00	112,034.38	562,034.38
8/15/2026		105,284.38	105,284.38
2/15/2027	465,000.00	105,284.38	570,284.38
8/15/2027		98,309.38	98,309.38
2/15/2028	480,000.00	98,309.38	578,309.38
8/15/2028		91,109.38	91,109.38
2/15/2029	495,000.00	91,109.38	586,109.38
8/15/2029		83,684.38	83,684.38
2/15/2030	510,000.00	83,684.38	593,684.38
8/15/2030		76,034.38	76,034.38
2/15/2031	525,000.00	76,034.38	601,034.38
8/15/2031		68,159.38	68,159.38
2/15/2032	540,000.00	68,159.38	608,159.38
8/15/2032		60,059.30	60,059.30
2/15/2033	560,000.00	60,059.30	620,059.30
8/15/2033		51,309.38	51,309.38
2/15/2034	575,000.00	51,309.38	626,309.38
8/15/2034		42,325.00	42,325.00
2/15/2035	595,000.00	42,325.00	637,325.00
8/15/2035		32,656.25	32,656.25
2/15/2036	615,000.00	32,656.25	647,656.25
8/15/2036		22,662.50	22,662.50
2/15/2037	635,000.00	22,662.50	657,662.50
8/15/2037		11,550.00	11,550.00
2/15/2038	660,000.00	11,550.00	671,550.00
	\$7,970,000.00	\$2,072,634.32	\$10,042,634.32

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2019

	PRINCIPAL	INTEREST	TOTAL
2/15/2024	140,000.00	42,596.88	182,596.88
8/15/2024		39,796.88	39,796.88
2/15/2025	145,000.00	39,796.88	184,796.88
8/15/2025		36,896.88	36,896.88
2/15/2026	150,000.00	36,896.88	186,896.88
8/15/2026		33,896.88	33,896.88
2/15/2027	155,000.00	33,896.88	188,896.88
8/15/2027		30,796.88	30,796.88
2/15/2028	160,000.00	30,796.88	190,796.88
8/15/2028		27,596.88	27,596.88
2/15/2029	170,000.00	27,596.88	197,596.88
8/15/2029		24,196.88	24,196.88
2/15/2030	175,000.00	24,196.88	199,196.88
8/15/2030		22,446.88	22,446.88
2/15/2031	180,000.00	22,446.88	202,446.88
8/15/2031		20,646.88	20,646.88
2/15/2032	180,000.00	20,646.88	200,646.88
8/15/2032		18,734.38	18,734.38
2/15/2033	185,000.00	18,734.38	203,734.38
8/15/2033		16,768.75	16,768.75
2/15/2034	190,000.00	16,768.75	206,768.75
8/15/2034		14,631.25	14,631.25
2/15/2035	195,000.00	14,631.25	209,631.25
8/15/2035		12,437.50	12,437.50
2/15/2036	200,000.00	12,437.50	212,437.50
8/15/2036		10,187.50	10,187.50
2/15/2037	200,000.00	10,187.50	210,187.50
8/15/2037		7,937.50	7,937.50
2/15/2038	205,000.00	7,937.50	212,937.50
8/15/2038		5,375.00	5,375.00
2/15/2039	210,000.00	5,375.00	215,375.00
8/15/2039		2,750.00	2,750.00
2/15/2040	220,000.00	2,750.00	222,750.00
	\$3,060,000.00	\$692,790.72	\$3,752,790.72

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2023

	PRINCIPAL	INTEREST	TOTAL
2/15/2024	545,000	729,603	1,274,603
8/15/2024		729,603	729,603
2/15/2025	570,000	715,978	1,285,978
8/15/2025		715,978	715,978
2/15/2026	600,000	701,728	1,301,728
8/15/2026		701,728	701,728
2/15/2027	630,000	686,728	1,316,728
8/15/2027		686,728	686,728
2/15/2028	660,000	670,978	1,330,978
8/15/2028		670,978	670,978
2/15/2029	695,000	654,478	1,349,478
8/15/2029		654,478	654,478
2/15/2030	725,000	637,103	1,362,103
8/15/2030		637,103	637,103
2/15/2031	765,000	618,978	1,383,978
8/15/2031		618,978	618,978
2/15/2032	800,000	599,853	1,399,853
8/15/2032		599,853	599,853
2/15/2033	840,000	579,853	1,419,853
8/15/2033		579,853	579,853
2/15/2034	885,000	558,853	1,443,853
8/15/2034		558,853	558,853
2/15/2035	930,000	536,728	1,466,728
8/15/2035		536,728	536,728
2/15/2036	975,000	513,478	1,488,478
8/15/2036		513,478	513,478
2/15/2037	1,025,000	489,103	1,514,103
8/15/2037		489,103	489,103

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

Certificates of Obligation - Series 2023

2/15/2038	1,075,000	463,478	1,538,478
8/15/2038		463,478	463,478
2/15/2039	1,130,000	436,603	1,566,603
8/15/2039		436,603	436,603
2/15/2040	1,185,000	408,353	1,593,353
8/15/2040		408,353	408,353
2/15/2041	1,245,000	378,728	1,623,728
8/15/2041		378,728	378,728
2/15/2042	1,295,000	353,828	1,648,828
8/15/2042		353,828	353,828
2/15/2043	1,345,000	327,928	1,672,928
8/15/2043		327,928	327,928
2/15/2044	1,400,000	301,028	1,701,028
8/15/2044		301,028	301,028
2/15/2045	1,455,000	273,028	1,728,028
8/15/2045		273,028	273,028
2/15/2046	1,515,000	243,928	1,758,928
8/15/2046		243,928	243,928
2/15/2047	1,575,000	213,628	1,788,628
8/15/2047		213,628	213,628
2/15/2048	1,635,000	182,128	1,817,128
8/15/2048		182,128	182,128
2/15/2049	1,705,000	149,428	1,854,428
8/15/2049		149,428	149,428
2/15/2050	1,775,000	114,263	1,889,263
8/15/2050		114,263	114,263
2/15/2051	1,845,000	77,653	1,922,653
8/15/2051		77,653	77,653
2/15/2052	1,920,000	39,600	1,959,600
8/17/2052		39,600	39,600
	\$32,745,000.00	\$25,314,093.99	\$58,059,093.99

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

SECTION 9 – CAPITAL PROJECTS FUND



The Capital Projects Fund provides for the accounting of projects over \$25,000 that are expected to take longer than the annual budget appropriates and has a useful life of more than 5 years. The Capital Project Fund accounts for the revenues and expenditures on an annual basis, while the overall Capital Improvement Plan (CIP) accounts for each project's total revenues and expenditures over several years.

The Capital Projects Bond Fund provides for the accounting of projects over \$25,000 that are expected to take longer than the annual budget appropriates and has a useful life of more than 5 years. These projects have the added stipulation that all or some of the moneys used are generated from bond issuances. The Capital Projects Bond Fund was merged back into the Capital Projects Fund and is now included for reference purposes while historical values are still relevant.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CAPITAL PROJECTS FUND

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Capital Projects Fund Revenues							
Interest Revenues							
50-06-4600 Interest Income	31,051	7,690	82,747	25,000	25,000	872,385	25,000
Total Interest Revenues	31,051	7,690	82,747	25,000	25,000	872,385	25,000
Other Source Revenues							
50-07-4704 Grant Revenues	-	109,513	-	-	-	-	-
50-07-4811 Other Income	1,200,000	500,000	121,531	-	-	89,673	328,000
50-07-4830 Bond Proceeds	-	-	-	-	-	-	-
50-07-4831 Bond Premium	-	-	-	-	-	-	-
Total Other Source Revenues	1,200,000	609,513	121,531	-	-	89,673	328,000
Transfer-In Revenues							
50-07-4963 Transfer In - Impact Fee Fund	400,000	-	-	-	-	-	-
50-09-4950 Transfer In - Gen Fund	800,000	1,634,747	-	450,000	450,000	450,000	-
50-09-4963 Transfer In - Impact Fee Fund	-	1,390,411	-	350,000	350,000	233,907	250,000
50-09-4964 Transfer In - Cap Projects Bond Fund	-	-	-	-	35,000,000	35,138,837	-
50-09-4999 Transfer In - Fund Balance	-	-	-	11,609,069	11,937,397	11,609,069	45,347,997
Total Transfer-In Revenues	1,200,000	3,025,158	-	12,409,069	47,737,397	47,431,813	45,597,997
Total Capital Projects Fund Revenues	2,431,051	3,642,361	204,278	12,434,069	47,762,397	48,393,870	45,950,997

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CAPITAL PROJECTS FUND (cont.)

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Capital Projects Fund Expenditures							
Personnel Services							
50-91-5000 Salaries	-	65,692	-	-	-	-	-
50-91-5010 FICA Expense	-	4,917	-	-	-	-	-
50-91-5030 Health Insurance	-	6,514	-	-	-	-	-
50-91-5031 Vision Insurance	-	108	-	-	-	-	-
50-91-5032 Life Insurance & LTD	-	267	-	-	-	-	-
50-91-5033 Dental Insurance	-	452	-	-	-	-	-
50-91-5034 Retirement	-	6,597	-	-	-	-	-
50-91-5038 Flex Admin Expense	-	45	-	-	-	-	-
50-91-5039 Flex Card Expense Health Ins	-	17	-	-	-	-	-
Total Personnel Services	-	84,610	-	-	-	-	-
Capital Outlays							
50-91-6030 Capital Outlay - Vehicle	-	31,527	-	-	-	-	-
50-91-7105 Bond Issuance Cost	-	-	-	-	-	138,837	-
50-91-7402 Master Water Plan	-	133,849	10,111	-	-	-	-
50-91-7403 Master Wastewater Plan	-	122,451	3,121	-	-	-	-
50-91-7404 City Hall Front Parking Lot	-	-	181,502	-	-	7,940	-
50-91-7408 City Hall Bldg-Expansion	434,400	-	-	-	-	-	-
50-91-7409 Rogers/Holley Street Construction	1,622	-	-	-	-	-	-
50-91-7412 Comprehensive Plan	-	-	-	150,000	150,000	-	150,000
50-91-7413 Thoroughfare Plan	-	-	-	120,000	120,000	-	120,000
50-91-7419 Council Approved Projects	-	319,293	300,402	-	-	-	-
50-91-7502 Water Plant Improvements	-	46,700	133,821	517,459	517,459	304,519	212,940
50-91-7506 Elevated Storage Tank	-	122,610	39,730	5,688,590	5,688,590	39,831	5,648,759
50-91-7507 Surface Water Rights Acquisition	-	295,993	328,328	-	328,328	349,149	362,724
50-91-7510 Tankersley Waterline Loop	305,800	-	-	-	-	-	-
50-91-7511 Municipal Complex	-	1,443,409	803,342	2,018,805	2,018,805	391,524	1,627,281
50-91-7513 Little Rascals Econ Dev Project	117,506	-	-	-	-	-	-
50-91-7516 East WWTP	-	78,000	1,736,648	-	-	-	-
50-91-7518 Cemetary Waterline Loop	28,400	-	-	-	-	-	-
50-91-7523 Purchases of Land	495,000	-	359,513	-	-	-	-
50-91-7524 Masters/Jordan Development	-	181,750	155,410	200,000	200,000	25,508	174,492
50-91-7525 Large Avenue Phase 3	-	778,900	-	-	-	-	-
50-91-7529 FM 1128 Water Line Ext	-	-	73,513	1,469,847	1,469,847	28,284	1,441,563
50-91-7530 IT Project	-	103,529	172,677	200,000	200,000	247,475	-
50-91-7531 Building Planning	-	82,687	169,809	206,482	206,482	109,370	97,112
50-91-7532 Wastewater Improvements	-	477,758	553,774	1,560,631	1,560,631	756,733	803,898
50-91-7533 SCADA Improvements	-	24,130	26,542	302,255	302,255	276,559	25,696
50-91-7535 Police Station	-	-	-	-	21,000,000	34,075	20,965,925
50-91-7536 Public Works Building	-	-	-	-	8,000,000	19,378	7,980,622
50-91-7537 City Hall Expansion	-	-	-	-	6,000,000	-	6,000,000
50-91-7559 Other Projects	-	-	24,241	-	-	-	61,710
Total Capital Outlays	1,382,729	4,242,584	5,072,486	12,434,069	47,762,397	2,729,184	45,672,720
Transfer-Out							
50-91-8651 Transfer to Capital Projects Bond Fun	13,076,677	-	-	-	-	-	-
Total Transfer-Out	13,076,677	-	-	-	-	-	-
Total Capital Projects Fund Expenditures	14,459,406	4,327,194	5,072,486	12,434,069	47,762,397	2,729,184	45,672,720
Net Revenues over (Expenditures)							
	(12,028,355)	(684,833)	(4,868,207)	-	-	45,664,686	278,278
Fund Balance - Beginning	2,343,933	(9,684,422)	(10,369,254)			(15,237,462)	18,818,156
Fund Balance - Transfer Out	-	-	-			(11,609,069)	(45,347,997)
Fund Balance - Ending	(9,684,422)	(10,369,254)	(15,237,462)			18,818,156	(26,251,564)

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CAPITAL PROJECTS BOND FUND

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Original Budget	FY 2022-23 Revised Budget	FY 2022-23 Actual (Oct-July)	FY 2022-23 Estimated (Aug-Sept)	FY 2022-23 Estimated Totals	FY 2023-24 Proposed Budget
Capital Projects Bond Fund Revenues									
Interest Revenues									
51-06-4600 Interest Income	117,629	-	-	-	-	-	-	-	-
51-51-4600 Interest Income	-	-	-	-	-	-	-	-	-
Total Interest Revenues	117,629	-	-	-	-	-	-	-	-
Other Source Revenues									
51-07-4830 Bond Proceeds	3,445,000	-	-	-	-	-	-	-	-
51-07-4831 Bond Premium	149,194	-	-	-	-	-	-	-	-
Total Other Source Revenues	3,594,194	-	-	-	-	-	-	-	-
Transfer-In Revenues									
51-09-4999 Transfer In - Fund Balance	-	13,617,516	-	-	-	-	-	-	-
51-51-4954 Transfer From - Capital Projects Fund	700,000	-	-	-	-	-	-	-	-
Total Transfer-In Revenues	700,000	13,617,516	-	-	-	-	-	-	-
Total Capital Projects Bond Fund Revenues	4,411,823	13,617,516	-	-	-	-	-	-	-
Capital Projects Bond Fund Expenditures									
Capital Outlays									
51-51-7105 Bond Issuance Costs	92,452	-	-	-	-	-	-	-	-
51-51-7506 Elevated Storage Tank	-	-	-	-	-	-	-	-	-
51-51-7507 Surface Water Rights Acquisition	294,749	-	-	-	-	-	-	-	-
51-51-7511 Municipal Complex	439,367	-	-	-	-	-	-	-	-
51-51-7519 East WWTP	-	-	-	-	-	-	-	-	-
51-51-7520 West WWTP	-	-	-	-	-	-	-	-	-
51-51-7521 West Water Loop	-	-	-	-	-	-	-	-	-
51-51-7522 Almost Heaven	-	-	-	-	-	-	-	-	-
51-51-7524 Masters/Jordan Land Development	3,226,452	-	-	-	-	-	-	-	-
51-51-7525 Large Avenue Phase 3	53,000	-	-	-	-	-	-	-	-
51-51-8010 Payments to Escrow Agents	-	-	-	-	-	-	-	-	-
Total Capital Outlays	4,106,020	-	-	-	-	-	-	-	-
Transfer-Out									
51-95-8582 Transfer To - Capital Projects Fund	-	13,617,516	-	-	-	-	-	-	-
Total Transfer-Out	-	13,617,516	-	-	-	-	-	-	-
Total Capital Projects Bond Fund Expenditures	4,106,020	13,617,516	-	-	-	-	-	-	-
Net Revenues over (Expenditures)	305,803	-	-	-	-	-	-	-	-
Fund Balance - Beginning	-	305,803	(13,311,713)	(13,311,713)	(13,311,713)			(13,311,713)	(13,311,713)
Fund Balance - Transfer Out	-	(13,617,516)	-	-	-			-	-
Fund Balance - Ending	305,803	(13,311,713)	(13,311,713)	(13,311,713)	(13,311,713)			(13,311,713)	(13,311,713)

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

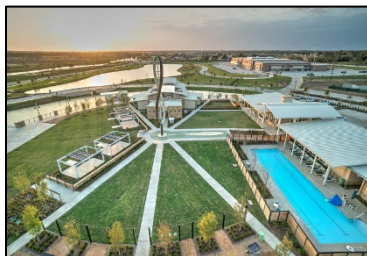
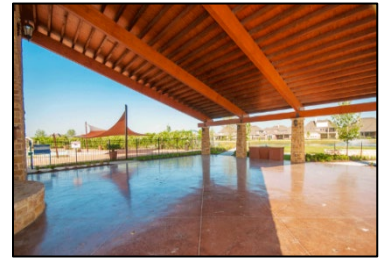
SECTION 10 – SUPPLEMENTAL INFORMATION



General Community Information



Glossary of Terms



CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

GENERAL COMMUNITY INFORMATION

Government	Date of Incorporation	1960
	Form of Government	Council - Manager
Demographics	Population	2022 – 14,803 (est)
		2020 – 9,992
		2010 – 5,179
Schools	Elementary	City - 5
	Middle Schools	City - 2
	High Schools	City – 1
	College & Career Academy	City - 1
Economics	Median Household Income – Manvel	\$84,711
	Median Household Income – Texas	\$63,826
	Median Household Income – Nation	\$64,994
	Per Capita Income – Manvel	\$36,695
	Median Individual Income - Texas	\$32,177
	Median Individual Income – Nation	\$35,384
Tax Structure	2022 Tax Year per \$100 of Appraised Value	
	City of Manvel	0.570000
	Emergency District #3	0.097745
	Brazoria County Road and Bridge	0.150000
	Brazoria County	0.341106
	Alvin Community College	0.164145
	Alvin ISD	1.377700
Bond Rating		AA+
Services	Number of police stations	1
	Sworn Officers	33
Parks	Number of Developed Parks	1
	Number of Undeveloped Parks	1
	Park Acreage	33.5
Health Facilities	General Area	2
	Special Purpose Heath Care Centers	6
Other	County of Government	Commissioners Court
	Area of City	23 sq. miles
	Area of ETJ (Extra Territorial Jurisdiction)	17 sq. miles
	Education (% high school graduate or greater)	88%
	Median Housing Value	\$241,400

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

GLOSSARY OF TERMS

ACCOUNT – A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.

ACCRUAL BASIS – The basis of accounting under which transactions are recognized when they occur regardless of the timing of related cash flows.

ACCOUNT NUMBER – A set of accounts used in the general ledger by the City to indicate the fund, department and activity.

ACCRUED EXPENSES – Expenses incurred but not due until a later date.

ACTIVITY – A group of related functions performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

AD VALOREM TAXES – Commonly referred to as property taxes, levied on real and person property at 100% valuation according to the properties valuation and the tax rate.

ADOPTED BUDGET – The final budget adopted by ordinance by the City Council.

APPROPRIATION – An authorization granted by a legislative body to make expenditures to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

ASSESSED VALUATION – Total gross valuation assigned to property for ad valorem taxation purposes. In Texas, taxable property is assessed at 100% of market value.

ASSET – A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

ASSIGNED FUND BALANCE – Amounts a government intends to use for specific purposes, but are neither restricted nor committed. However, the intent should be expressed by the Council or the Council's designee (City Manager and Financial Director). This is similar to Committed Fund Balance except that in this instance no formal Council action is required, such as an ordinance or resolution. Amounts encumbered for a specific purpose may be reported as assigned fund balance only if the resources are not already considered to be reportable as restricted or committed fund balance. The purpose must be stated but not necessarily the amount as the actual amount may not be known at the time the purpose or need is required.

AUDIT – A systematic collection of the sufficient, competent, evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains the evidential matter through inspection, observation, inquires and confirmations with third parties.

BALANCED BUDGET – The operating budget is balanced with current revenues greater than or equal to current expenditures or expenses.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

BASIS OF ACCOUNTING – A term used to refer to when revenues, expenditures, expenses, and transfers and the related assets and liabilities – are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND – A written promise, generally under seal, to pay a specified amount of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

BONDED INDEBTEDNESS – That portion of indebtedness represented by outstanding bonds.

BONDS ISSUED – Bonds sold by the City.

CAPITAL OUTLAY (CAPITAL EXPENDITURE) – Any item purchased by the City which meets the City's capitalization criteria. They are: has a value of \$5,000 or more, has an anticipated life of more than one year, and/or can be readily identified and tracked as an individual item. These expenditures result in the acquisition of or addition to fixed assets.

CAPITAL PROJECTS FUND – Established to account for and report financial resources that are restricted, committed and assigned to expenditure for capital outlay including the acquisition or construction of capital facilities and other capital assets.

CAPITAL IMPROVEMENTS PROGRAM – A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project and the amount and the method of financing.

CASH BASIS – A basis of accounting under which transactions are recognized only when cash is received or disbursed.

CERTIFICATIONS OF OBLIGATION (CO) – Legal debt instruments which finance a variety of projects such as major equipment purchases, improvements and infrastructure construction. These certificates are backed by the full faith and credit of the issuing government and are financed through property tax and/or utility revenues, generally for a shorter term than bonds. COs are authorized by the City Council.

CITY CHARTER – The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of the government.

CITY COUNCIL – The Mayor and six (6) Council members collectively acting as the legislative and policymaking body of the City.

COMMITTED FUND BALANCE – Amounts constrained to specific purposes by a government itself. These amounts are committed by Council action (ordinance or resolution) and cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed to previously commit these funds.

COMMODITIES – Include articles and supplies, which are consumed or materially altered when used. Examples are office supplies and minor tools and equipment.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

CONTRACTUAL SERVICES – Include expenditures for auditing services, legal services, utilities and services.

DEBT SERVICE FUND – A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Also called a SINKING FUND.

DELINQUENT TAXES – Taxes remaining unpaid at end of current fiscal year. Although taxes become delinquent and accrue penalties and interest on February 1 of each year, they are carried as current taxes receivable during the current fiscal year.

DEPARTMENT – A section of the total organization, which is comprised of various operations and is under the oversight of a Director who reports to the City Manager.

DEPRECIATION – The periodic expiration of a fixed asset's useful life. There are several methods for computing depreciation. Straight line, which is the most common, divides the value of the asset at acquisition by its estimated useful life. This amount is then charged to expense until the asset is fully depreciated. Depreciation is not a budgeted item.

DETAIL OF EXPENDITURES – Line-item expenditures by account within each division of the General Operating Fund of the City.

DISTINGUISHED BUDGET PRESENTATION AWARD – A voluntary program administered by the Government Finance Officer Association to encourage governments to publish well organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

EFFECTIVE TAX RATE – Calculation as required by the State Property Tax Code. The Effective Tax Rate applied to the year's tax base would generate the same amount of taxes levied last year if you adjusted for new property and new exemption.

ENTERPRISE FUND – A fund established to account for operations financed and operated in a manner similar to private business enterprises such as water and wastewater funds, airport, and other services where primarily the cost of goods and services to the general public are recovered through use charges.

EXPENDITURES – If the accounts are kept on the accrual basis, this item designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund for which retired and capital outlays.

EXTRA-TERRITORIAL JURISDICTION – The land bordering a City's limits that the City has limited control over but does not furnish City services to nor collect ad valorem taxes from. This is an area outside of City limits that could become part of the City.

FISCAL YEAR – A twelve-month period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books.

FIXED ASSETS – Assets of long-term character that is intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

FRANCHISE FEE – The fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas and cable television.

FUND – An independent fiscal and accounting entity with a self-balancing set of accounts regarding cash and/or other resources, together with all related liabilities, obligation, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND ACCOUNTING – A governmental accounting system that is organized and operated on a fund basis.

FUND BALANCE – The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND TYPE – Any one of seven categories, which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERAL FUND – The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operation.

GENERAL OBLIGATION BONDS – Bonds for whose payments the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedure. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Government Accounting Standards Board.

GOVERNMENTAL ACCOUNTING – The composite activity of analyzing, recording, summarizing, reporting and interpreting the financial transactions of government.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – The authoritative accounting and financial reporting standard-setting body for governmental entities.

INTEREST & SINKING (also known as Debt Service) – A fund established to finance and account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

INTERNAL SERVICE FUND – Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government on a cost-reimbursement basis.

LEGAL DEBT MARGIN – The maximum debt a city may issue. Under the Home Rule Charter, the City is not limited by law in the amount of debt it may issue.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

LEVY – To impose taxes, special assessments, or service charges for the support of City services.

LIABILITIES – Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide service to other entities in the future as a result of past transactions or events.

LONG TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

MODIFIED ACCRUAL BASIS OF ACCOUNTING – Under this basis of accounting, revenues are recognized when susceptible to accrual when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the incurred period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest general long-term debt are recorded as liabilities when due.

NONSPENDABLE FUND BALANCE – This includes amounts that cannot be spent because they are not in spendable form or they are legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items not expected to be converted to cash, for example, inventories, prepaid items, and the long-term portion of loans and notes receivable, as well as property acquired for resale.

OPERATING BUDGET – Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING EXPENSES – The cost of personnel, materials and equipment required for a Department to function.

ORDINANCE – A formal legislative enactment by the governing body of municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charge, universally require ordinances.

OTHER SERVICES – Includes miscellaneous expenditures not accounted for in personnel, commodities or contractual services.

PUBLIC HEARING – The portions of open meetings held to present evidence and provide information on both sides of an issue.

RESTRICTED FUND BALANCE – Amounts constrained to specific purposes by law through constitutional provisions or enabling legislation or by contract whereby constraints have been placed on the use of funds externally by creditors, grantors, contributors, or laws or regulations of other governments. Capital Projects Fund Balances and Debt Service Fund Balances are examples of this.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====

REVENUES – (1) Increases in the net current assets of a governmental fund type from other than expenditures fund and residual equity transfers. Also, general long-term debt proceeds and operating transfers are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

SPECIAL REVENUE FUND – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

SURPLUS – Exceeding what is needed or used.

TAX ABATEMENT – A full or partial exemption of ad valorem taxes for a specified time of certain real and/or personal property. Used as an economic development tool by cities.

TAX INCREMENT REINVESTMENT ZONE (TIRZ) – A development or re-development financing tool created under the provisions of the Texas State Statue, Chapter 311 of the Tax Increment Financing Act. A TIRZ provides a method to finance improvements in a specifically designated zone using tax increment funds.

TAX LEVY – Total revenues to be raised by ad valorem taxes for expenditures of general operating expenditures and debt service payments.

TAXES – Compulsory charges levied by government to finance services performed for the common benefit. This term does not include specific charges made against a particular persons or property for current of permanent benefits, such as special assessments. Neither does the term include charges for service rendered only to those paying such charges (e. g., sewer service charges).

TAX RATE – The amount of tax levied for each \$100 of assessed valuation.

TAXABLE VALUE – Estimated value of taxable property to which the ad valorem tax rate is applied.

TRUTH IN TAXATION LAWS – Texas State Law that requires all taxing units to calculate and publish the effective tax rate and other notices as assessed values increase to notify the taxpayer of the entity’s intent to raise taxes.

UNASSIGNED FUND BALANCE – Amounts that are available for any purpose. This includes amount not included in any other category (the residual). Only the general fund may have unassigned fund balance.

WORKING CAPITAL – The current assets less liabilities of a fund. For budgetary purposes, working capital, rather than retained earnings, is general used to reflect the available resource of proprietary funds.

CITY OF MANVEL, TEXAS

=====FISCAL YEAR 2023-2024 ANNUAL BUDGET=====



NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.560707 per \$100 valuation has been proposed by the governing body of CITY OF MANVEL.

PROPOSED TAX RATE	\$0.560707 per \$100
NO-NEW-REVENUE TAX RATE	\$0.496003 per \$100
VOTER-APPROVAL TAX RATE	\$0.560708 per \$100

The no-new-revenue tax rate is the tax rate for the 2023 tax year that will raise the same amount of property tax revenue for CITY OF MANVEL from the same properties in both the 2022 tax year and the 2023 tax year.

The voter-approval rate is the highest tax rate that CITY OF MANVEL may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that CITY OF MANVEL is proposing to increase property taxes for the 2023 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 18, 2023 AT 6:00PM AT the Manvel City Hall, 20031 Hwy 6, Manvel, Texas.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, CITY OF MANVEL is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Council of CITY OF MANVEL at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED
AS FOLLOWS:

Property tax amount= (tax rate) x (taxable value of your property)/100

FOR the proposal:	Councilmember Place 1, Larry Akery	Councilmember Place 3, Harry Opliger
	Councilmember Place 4, Ed Perry	Councilmember Place 5, Crystal Sarmiento
	Councilmember Place 6, Jerome Hudson	

AGAINST the proposal:	Mayor Dan Davis	Council Member Place 2, David Lands
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PRESENT and not voting:None

ABSENT: None

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by CITY OF MANVEL last year to the taxes proposed to be imposed on the average residence homestead by CITY OF MANVEL this year.

	2022	2023	Change
Total tax rate (per \$100 of value)	\$0.570000	\$0.560707	decrease of -0.009293, or -1.63%
Average homestead taxable value	\$295,142	\$349,981	increase of 54,839, or 18.58%
Tax on average homestead	\$1,682.31	\$1,962.37	increase of 280.06, or 16.65%
Total tax levy on all properties	\$8,036,005	\$10,304,264	increase of 2,268,259, or 28.23%

For assistance with tax calculations, please contact the tax assessor for CITY OF MANVEL at (979) 864-1320 or taxoffice@brazoriacountytx.gov, or visit <https://www.brazoriacountytx.gov/departments/tax-office> for more information.

ORDINANCE NO. 2023-O-29

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL BY AMENDING CHAPTER 33 “FOOD AND FOOD HANDLERS,” TO AMEND THE DEFINITIONS; AMENDING THE PROVISIONS PERTAINING TO GREASE TRAP REQUIREMENTS; REPEALING PROVISIONS IN CONFLICT THEREWITH; 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.

WHEREAS, the City Council of the City of Manvel, Texas, has deemed it in the best interest of the health, safety, and welfare of the citizens of the City to regulate food and food handlers; and

WHEREAS, this regulation is integral to maintaining the public health and to support the vision of citizens and City Council of the City of Manvel; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The Code of Ordinances of the City of Manvel is hereby amended by amending Chapter 33 “*Food and Food Handlers*,” Article I to read and provide as follows:

“Chapter 33 - FOOD AND FOOD HANDLERS

ARTICLE I. - IN GENERAL

Sec. 33-1. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Employee shall mean any person who handles food or drink during preparation or serving, or who comes in contact with any eating or cooking utensils, or who is stationed in a room in which food or drink is prepared or served, including but not limited to, the permit holder, person in charge, person having supervisory or management duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in the food establishment.

Food means (1) articles used for food or drink for human consumption; (2) a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, (3) chewing gum, and (4) components of any such article.

Hair restraints shall mean a hat, hair covering or net, beard restraint, or clothing that covers body hair and is designed and worn to effectively keep hair from contacted exposed food, equipment, utensils, linens, or single-use and single-service articles. This requirement does not apply to food employees, such as counter staff, who only serve beverages and wrapped or packaged foods, hostesses, and wait staff, if they present a minimal risk of contaminating exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles, whose hair is secured.

Health officer shall mean any person in the code enforcement/health office, or other person designated by the city manager, assigned to inspect food establishments, educate food establishment employees and food employees on local and state statutory requirements for health and safety in food service, and enforce all local and state health and safety laws as permitted by law.

Imminent health hazard shall mean a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operations to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury; including but not limited to, a complete rack of refrigeration, sewage back-up into the establishment, or an inspection score less than 50.

Misbranded-food shall mean be deemed misbranded if:

- (1) Its labeling is false or misleading in any particular;
- (2) It is offered for sale under the name of another food;
- (3) It is an imitation of another food, unless its label bears the word "imitation" in type of uniform size and prominence and immediately thereafter the name of the food imitated; and except in cases of mixture and compounds which may be now or from time to time hereafter known as articles of food, under their own distinctive names, and not an imitation of or offered for sale under the distinctive name of another article if the name is accompanied on the same label or brand with a statement of the place where said article has been manufactured or produced. No one administering this chapter may constitute oleomargarine as an imitation of butter;
- (4) The container is so made, formed, or filled as to be misleading;

- (5) It is in package form without a label containing: (a) the common name of the food, (b) the name and place of business of the manufacturer, packer, or distributor; (c) an accurate statement of the quantity of the content in terms of weight, measure, or numerical count; and (d) the name of the food source for each major food allergen contained in the food unless the food source is already part of the common name;
- (6) If any word, statement, or other information required by or under authority of this chapter of state law to appear on the label or labeling is not prominently placed thereon with such conspicuousness (as compared with other words, statements, designs, or devices, in the labeling) and in such terms to render it likely to be read and understood by the ordinary individual under customary conditions of purchase and use;
- (7) If it purports to be or is represented as food for which a definition and standard of identity has been prescribed by state regulations, unless, (a) it conforms to such definition and standard, and (b) its label bears the name of the food specified in the definition and standard, and, insofar as may be required by such regulations, the common names of optional ingredients (other than spices, flavoring, and coloring) present in such foods;
- (8) If it purports to be or is represented as: (a) A food for which a standard of quality has been prescribed by state regulations, and its quality falls below such standard unless its label bears, in such manner and form as such regulations specify, a statement that it falls below such standard; or (b) A food for which standard or standards of fill of container have been prescribed by state regulations, and it falls below the standard of fill container applicable thereto, unless it labels bears, in such manner and form as such regulations specify, a statement that it falls below such standard;
- (9) If it is not subject to the provisions above, unless it bears labeling clearly giving: (a) the common or usual name in the food, if any there be; and (b) in case it is fabricated from two or more ingredients, the common or usual name of each such ingredient; except that spices, flavorings, and colorings, other than those sold as such may be designated as spices flavorings, and colorings, without naming each; provided that, to the extent that compliance with the requirements of clause (b) of this subsection is impractical or results in deception or unfair competition, exemptions shall be established by regulations promulgated by the state commissioner of health; provided further that the requirements above shall not apply to any bottled carbonated drinks or soft drinks and, provided further, that clause (b) of this subsection shall not apply to any bottled carbonated drinks or soft drinks or the dispensing of carbonated soft drinks in single service cups. Nothing in this chapter shall be construed as requiring proprietors or manufacturers of proprietary foods which contain no unwholesome added ingredients to disclose their trade formulas except insofar as the provisions of the law require to secure freedom of adulteration or misbranding;

(10) If it purports to be or is represented for special dietary uses, unless its label bears such information concerning its vitamin, mineral and other dietary properties as the state commissioner of health determines to be, and by regulations prescribed, as necessary in order to inform purchasers as to its value for such uses; or

(12) If it bears or contains any artificial flavorings, artificial coloring, or chemical preservative, unless it bears labeling stating that fact; provided that, to the extent that compliance with the requirements of this subsection is impracticable, exemptions shall be established by regulations promulgated by the state commissioner of health. The provisions of this subsection and subsections (7) and (9) with respect to artificial coloring are not to apply in the case of butter, cheese, and ice cream.

Nonprofit organization/establishment shall mean an organization whose operations is not conducted or maintained for the purpose of making a profit, and from which its shareholders or trustees do not benefit financially. Nonprofit status must be verified by submission of supporting documentation, such as an IRS form 501c.

Private water system shall mean a drinking water system that is not connected to a public water system and is not regulated by the Texas Commission on Environmental Quality, including private wells. Such systems have additional requirements, including, but not limited to, water sampling and testing every six months. Upon request, proof of testing may be required and documents submitted to the regulatory authority.

Regulatory authority shall mean the City of Manvel, Texas.

Temporary food establishment shall mean a food establishment that operates for a period of no more than ten consecutive days in conjunction with a single event or celebration. This may include a stand or a booth.

Restaurant shall mean a business establishment whose primary function is the ability for the general public to obtain dining or take-out food service, where the services rendered are for the consumption of food that is cooked, held, stored, prepared, or served on the premises. The term restaurant excludes: grocery stores, convenience stores, day cares, public and private schools, governmental entities, churches, non-profit entities, and businesses not generally open for public access.

~~[*Restaurant* shall mean restaurant, coffee shop, cafeteria, short-order café, luncheonette, tavern, sandwich shop, sandwich stand, soda fountain, hospitals, institutions, private, public and parochial school lunchrooms, private and semi-private clubs, stadium concession stand, and all other food or beverage establishments, as well as other kitchens or other places in which food or drink is prepared for serving or for sale elsewhere.]~~

State law definitions shall mean any term used in this chapter and not specifically defined herein shall have the meaning ascribed to it in the Texas Food, Drug and Cosmetic Act, V.T.C.A., Health and Safety Code, Ch. 431.

Time/temperature controlled for safety (TCS) food shall mean a food that requires time/temperature controlled for safety to limit pathogenic microorganism growth or toxin formation.

Utensils shall mean and include any kitchenware, tableware, glassware, cutlery, vessels, containers, or other equipment with which food or drink comes in contact during storage, preparation, serving, eating, or drinking.

Sec. 33-2. State regulations adopted.

- (a) The city adopts by reference the Texas Food Establishment Rules 2015. The Texas Food Establishment Rules 2015 shall be considered incorporated herein by reference for all purposes.
- (b) From and after enactment of this chapter, the Texas Food Establishment Rules 2015 shall govern the regulation of food and food establishments in the city in addition to any other requirements set forth in this chapter and other applicable laws and regulations. For purposes of this chapter, the words, terms and phrases set forth in the Texas Food Establishment Rules 2015 as definitions shall have the meanings and interpretations set forth therein.
- (c) Except as where may be specifically stated herein, this chapter shall be enforced by the city code enforcement officer/health officer, or such other personnel designated by the city manager.
- (d) A copy of the Texas Food Establishment Rules 2015 shall be on file in the office of the city secretary.

Sec. 33-3. Local amendments and definitions.

The *Texas Food Establishment Rules 2015* adopted in section 33-1 are hereby amended as follows:

- (1) The following provisions are added:
 - a. 228.2(153) Code enforcement/health officer—A city "code enforcement officer" or "health officer" shall mean any person in the health office/code enforcement office, or other person designated by the city manager, assigned to inspect food establishments, educate food establishment employees and food employees on local and state

statutory requirements for health and safety in food service, and enforce all local and state health and safety laws as permitted by law.

- b. 228.2(154) Reconstituted—Food created or prepared by recombining dehydrated food products with water or other liquids.
- c. 228.2(155) Sanitation—Effective bactericidal treatment process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on tableware, utensils, equipment, and alike.
- d. 228.186(o)(2)(F) Service Animals—In areas that are not used for food preparation or storage, a food establishment may, at the owner or manager's discretion, or where required by law, allow patrons to bring service animals on the premises. Notices stating where a patron is allowed to bring service animals on the premises shall be posted in all areas where the service animals are to be allowed by the food establishment.

(2) The following provisions are adopted in place of the identically numbered provisions in the *Texas Food Establishment Rules 2015*:

- a. 228.2(57) Food establishment—Food establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, whether for charge or not, as follows:
 - 1. A restaurant, retail food store, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending machine location, self-service food market, conveyance used to transport people, institution, or food bank. This includes any establishment where prepackaged time/temperature control for safety (TCS) food and food products are offered to the ultimate consumer and intended for off premise consumption;
 - 2. An establishment that relinquishes possession of food to a consumer directly, or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers; and
 - 3. Includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location, unless the vending or feeding location is permitted by the regulatory authority.
 - 4. An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises regardless if there is a charge for the food.
 - 5. Food establishment does not include :
 - i. An establishment that offers only prepackaged foods that are not TCS foods;

- ii. A produce stand that only offers whole, uncut fresh fruits and vegetables;
 - iii. A food processing plant;
 - iv. A cottage food production operation; [Ø]
 - v. A private home that receives catered or home-delivered food;
- b. 228.2(59) Food protection manager certification—A document obtained by a person in charge who demonstrates knowledge by being a food protection manager that is certified by a food protection manager certification program that is evaluated and listed by a conference for food protection-recognized accrediting agency as conforming to the conference for food protection standards for accreditation of food protection manager certification programs. Food establishments having multiple preparation areas or at such distance that a single individual may not effectively supervise activities in each, must have a person in charge who has a valid food service manager's certification located in each area.
 - c. 228.2(85) Mobile food unit (MFU)—A vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily movable (including, but not limited to, trailers and food hand cart) and used to store, prepare, display, serve, or sell food. Mobile units must completely retain their mobility at all times. A mobile food unit does not mean a stand or a booth. A mobile food unit operating in the city must have onsite at least one food employee who possesses a food manager certification.
 - d. 228.2(143) Temporary food establishment—A food establishment that operates a stand or booth for a period of no more than ten consecutive days in conjunction with a single event or celebration. A temporary food establishment operating in the city must have onsite at least one food employee who possesses a food manager certification.
 - e. 228.42(a)(2) is amended by changing "closed beverage container" to "screw top lid" and adding a requirement that management designate a specific location to store all approved employee beverage containers.”

Section 3. The Code of Ordinances of the City of Manvel is hereby amended by amending Chapter 33 “*Food and Food Handlers*,” to adopt a new section 33-51 to read and provide as follows:

“ARTICLE IV. CONSTRUCTION, REMODELING AND CONVERSION

Sec. 33-51. Plans.

- (a) No construction, remodeling, or alteration of a permitted food establishment shall be conducted without any and all required permits.
- (b) One hard copy and an electric copy of properly prepared plans and specifications for each construction, remodeling, or alteration of a food establishment shall be submitted to the permit department prior to any on-site construction. The plans must be drawn to scale no smaller than one-eighth inch and shall consist of a plot plan, floor plan, foundation plan, structural plan, plumbing plan, elevation plan, wall section, engineer's scale and survey (if required by applicable law), mechanical and electrical details, and health equipment detail with elevations, any of the city standard details that apply, and the city's signature block on the first page.
- (c) Grease traps / interceptors. All food establishments that discharge fats, oils, and/or grease into the city sanitary sewer shall have a grease trap/interceptor:
 - (1) New commercial shell building. All new commercial shell buildings with food establishments shall have a minimum 500-gallon grease trap/interceptor per food establishment or a minimum 500-gallon communal grease trap/interceptor per 2,500 square feet for the new shell commercial building. Changes in food establishments may result in larger or smaller gallon grease trap/interceptor size as determined by TCEQ's 'Grease Interceptor Sizing Worksheet' which shall be certified by a licensed plumber.
 - (2) All other commercial buildings. Food establishments shall have a grease trap/interceptor as determined by the Texas Commission on Environmental Quality's (TCEQ) 'Grease Interceptor Sizing Worksheet', as amended from time to time. The grease trap/ interceptor size determined by TCEQ's 'Grease Interceptor Sizing Worksheet' shall be certified by a licensed plumber. Changes in food establishments may result in larger or smaller gallon grease trap/interceptor size.
 - (3) Sublets or rent space. When a food establishment sublets or rents a space or section of the establishment to a second party, an updated TCEQ 'Grease Interceptor Sizing Worksheet' shall be required by a licensed plumber. In the event the grease trap/ interceptor requirement, per the TCEQ worksheet, exceeds the grease trap/interceptor currently installed, the grease trap/interceptor shall be increased as required by the sizing sheet.
 - (4) Undersized grease traps / interceptors. If it is determined a food establishment's grease trap / interceptor is undersized by the Director of Public Works or designee, a larger grease trap / interceptor may be required after consultation with the food establishment.
 - (5) [deleted]
- (d) Servicing of grease traps/ interceptors. Food establishments that have been required to install grease traps or interceptors will follow the maintenance requirements below:
 - (1) Grease traps and interceptors shall be cleaned as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease

trap / interceptor; to ensure the discharge is in compliance with local discharge limits; and to ensure no visible grease is observed in discharge.

(2) Grease traps and interceptors subject to these standards shall be completely evacuated a minimum of every 90 days, or more frequently when:

- i. Twenty-five (25) percent or more of the wetted height of the grease trap or interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils, or greases; or
- ii. The discharge exceeds BOD, COD, TSS, FOG, pH, or other pollutant levels established by the POTW; or
- iii. If there is a history of non-compliance.

(3) Report of service. Each establishment may be required to provide the regulatory authority with a copy of the grease interceptors servicing manifest or invoice immediately after the grease interceptor has been serviced. The invoice shall contain the name and address of the food service establishment; the name and address of the licensed waste carrier; the name and address of the licensed disposal site; the signature of the operator of the establishment, the waste carrier and the disposal site; and the quantity and date of grease removal and disposal.

(e) All food prep areas shall have smooth wall board. Such as FRP (fiberglass reinforced panels). No rough or porous wall board will be allowed.

(f) All food establishments, temporary food establishments, and mobile food units shall have only commercially designed equipment. Residentially designed equipment will not be permitted within a commercial food establishment operation.

[Sec. 33-51. Plans.

~~(a) No construction, remodeling, or alteration of a permitted food establishment shall be conducted without any and all required permits.~~

~~(b) One (1) hard copy and an electric copy of properly prepared plans and specifications for each construction, remodeling, or alteration of a food establishment shall be submitted to the permit department prior to any on-site construction. The plans must be drawn to scale no smaller than one eighth (1/8") inch and shall consist of a plot plan, floor plan, foundation plan, structural plan, plumbing plan, elevation plan, wall section, engineer's scale and survey (if required by applicable law), mechanical and electrical details, and health equipment detail with elevations, any of the City of Manvel standard details that apply, and the city's signature block on the first page.~~

~~(c) All food establishments shall have a minimum of a 500-gallon grease trap/interceptor.~~

~~(1) Under sink grease traps for all food establishment shall be strictly prohibited. The only exception is for MFU's~~

- ~~(2) Servicing of grease interceptors. Food service establishments must service grease interceptors quarterly. The regulatory authority may require that the food service establishment service the grease interceptors more frequently, if deemed necessary.~~
- ~~(3) Report of service. Each establishment may be required to provide the regulatory authority with a copy of the grease interceptors servicing manifest or invoice immediately after the grease interceptor has been serviced. The invoice shall contain the name and address of the food service establishment; the name and address of the licensed waste carrier; the name and address of the licensed disposal site; the signature of the operator of the establishment, the waste carrier and the disposal site; and the quantity and date of grease removal and disposal.~~
- ~~(d) All food prep areas shall have smooth wall board. Such as FRP (fiberglass reinforced panels.). No rough or porous wall board will be allowed.~~
- ~~(e) All food establishments, temporary food establishments, and mobile food units shall have only commercially designed equipment. Residentially designed equipment will not be permitted within a commercial food establishment operation.]~~

...”

Section 4. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City of Manvel, save and except the change described above.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this _____ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2023.

Dan Davis, Mayor

ATTEST:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

ORDINANCE NO. 2023-O-29

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL BY AMENDING CHAPTER 33 “FOOD AND FOOD HANDLERS,” TO AMEND THE DEFINITIONS; AMENDING THE PROVISIONS PERTAINING TO GREASE TRAP REQUIREMENTS; REPEALING PROVISIONS IN CONFLICT THEREWITH; 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.

WHEREAS, the City Council of the City of Manvel, Texas, has deemed it in the best interest of the health, safety, and welfare of the citizens of the City to regulate food and food handlers; and

WHEREAS, this regulation is integral to maintaining the public health and to support the vision of citizens and City Council of the City of Manvel; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The Code of Ordinances of the City of Manvel is hereby amended by amending Chapter 33 “*Food and Food Handlers*,” Article I to read and provide as follows:

“Chapter 33 - FOOD AND FOOD HANDLERS

ARTICLE I. - IN GENERAL

Sec. 33-1. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Employee shall mean any person who handles food or drink during preparation or serving, or who comes in contact with any eating or cooking utensils, or who is stationed in a room in which food or drink is prepared or served, including but not limited to, the permit holder, person in charge, person having supervisory or management duties, person on the payroll, family member, volunteer, person performing work under contractual agreement, or other person working in the food establishment.

Food means (1) articles used for food or drink for human consumption; (2) a raw, cooked, or processed edible substance, ice, beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, (3) chewing gum, and (4) components of any such article.

Hair restraints shall mean a hat, hair covering or net, beard restraint, or clothing that covers body hair and is designed and worn to effectively keep hair from contacted exposed food, equipment, utensils, linens, or single-use and single-service articles. This requirement does not apply to food employees, such as counter staff, who only serve beverages and wrapped or packaged foods, hostesses, and wait staff, if they present a minimal risk of contaminating exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles, whose hair is secured.

Health officer shall mean any person in the code enforcement/health office, or other person designated by the city manager, assigned to inspect food establishments, educate food establishment employees and food employees on local and state statutory requirements for health and safety in food service, and enforce all local and state health and safety laws as permitted by law.

Imminent health hazard shall mean a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operations to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury; including but not limited to, a complete rack of refrigeration, sewage back-up into the establishment, or an inspection score less than 50.

Misbranded-food shall mean be deemed misbranded if:

- (1) Its labeling is false or misleading in any particular;
- (2) It is offered for sale under the name of another food;
- (3) It is an imitation of another food, unless its label bears the word "imitation" in type of uniform size and prominence and immediately thereafter the name of the food imitated; and except in cases of mixture and compounds which may be now or from time to time hereafter known as articles of food, under their own distinctive names, and not an imitation of or offered for sale under the distinctive name of another article if the name is accompanied on the same label or brand with a statement of the place where said article has been manufactured or produced. No one administering this chapter may constitute oleomargarine as an imitation of butter;
- (4) The container is so made, formed, or filled as to be misleading;

- (5) It is in package form without a label containing: (a) the common name of the food, (b) the name and place of business of the manufacturer, packer, or distributor; (c) an accurate statement of the quantity of the content in terms of weight, measure, or numerical count; and (d) the name of the food source for each major food allergen contained in the food unless the food source is already part of the common name;
- (6) If any word, statement, or other information required by or under authority of this chapter of state law to appear on the label or labeling is not prominently placed thereon with such conspicuousness (as compared with other words, statements, designs, or devices, in the labeling) and in such terms to render it likely to be read and understood by the ordinary individual under customary conditions of purchase and use;
- (7) If it purports to be or is represented as food for which a definition and standard of identity has been prescribed by state regulations, unless, (a) it conforms to such definition and standard, and (b) its label bears the name of the food specified in the definition and standard, and, insofar as may be required by such regulations, the common names of optional ingredients (other than spices, flavoring, and coloring) present in such foods;
- (8) If it purports to be or is represented as: (a) A food for which a standard of quality has been prescribed by state regulations, and its quality falls below such standard unless its label bears, in such manner and form as such regulations specify, a statement that it falls below such standard; or (b) A food for which standard or standards of fill of container have been prescribed by state regulations, and it falls below the standard of fill container applicable thereto, unless it labels bears, in such manner and form as such regulations specify, a statement that it falls below such standard;
- (9) If it is not subject to the provisions above, unless it bears labeling clearly giving: (a) the common or usual name in the food, if any there be; and (b) in case it is fabricated from two or more ingredients, the common or usual name of each such ingredient; except that spices, flavorings, and colorings, other than those sold as such may be designated as spices flavorings, and colorings, without naming each; provided that, to the extent that compliance with the requirements of clause (b) of this subsection is impractical or results in deception or unfair competition, exemptions shall be established by regulations promulgated by the state commissioner of health; provided further that the requirements above shall not apply to any bottled carbonated drinks or soft drinks and, provided further, that clause (b) of this subsection shall not apply to any bottled carbonated drinks or soft drinks or the dispensing of carbonated soft drinks in single service cups. Nothing in this chapter shall be construed as requiring proprietors or manufacturers of proprietary foods which contain no unwholesome added ingredients to disclose their trade formulas except insofar as the provisions of the law require to secure freedom of adulteration or misbranding;

(10) If it purports to be or is represented for special dietary uses, unless its label bears such information concerning its vitamin, mineral and other dietary properties as the state commissioner of health determines to be, and by regulations prescribed, as necessary in order to inform purchasers as to its value for such uses; or

(12) If it bears or contains any artificial flavorings, artificial coloring, or chemical preservative, unless it bears labeling stating that fact; provided that, to the extent that compliance with the requirements of this subsection is impracticable, exemptions shall be established by regulations promulgated by the state commissioner of health. The provisions of this subsection and subsections (7) and (9) with respect to artificial coloring are not to apply in the case of butter, cheese, and ice cream.

Nonprofit organization/establishment shall mean an organization whose operations is not conducted or maintained for the purpose of making a profit, and from which its shareholders or trustees do not benefit financially. Nonprofit status must be verified by submission of supporting documentation, such as an IRS form 501c.

Private water system shall mean a drinking water system that is not connected to a public water system and is not regulated by the Texas Commission on Environmental Quality, including private wells. Such systems have additional requirements, including, but not limited to, water sampling and testing every six months. Upon request, proof of testing may be required and documents submitted to the regulatory authority.

Regulatory authority shall mean the City of Manvel, Texas.

Temporary food establishment shall mean a food establishment that operates for a period of no more than ten consecutive days in conjunction with a single event or celebration. This may include a stand or a booth.

Restaurant shall mean a business establishment whose primary function is the ability for the general public to obtain dining or take-out food service, where the services rendered are for the consumption of food that is cooked, held, stored, prepared, or served on the premises. The term restaurant excludes: grocery stores, convenience stores, day cares, public and private schools, governmental entities, churches, non-profit entities, and businesses not generally open for public access.

~~[*Restaurant* shall mean restaurant, coffee shop, cafeteria, short-order café, luncheonette, tavern, sandwich shop, sandwich stand, soda fountain, hospitals, institutions, private, public and parochial school lunchrooms, private and semi-private clubs, stadium concession stand, and all other food or beverage establishments, as well as other kitchens or other places in which food or drink is prepared for serving or for sale elsewhere.]~~

State law definitions shall mean any term used in this chapter and not specifically defined herein shall have the meaning ascribed to it in the Texas Food, Drug and Cosmetic Act, V.T.C.A., Health and Safety Code, Ch. 431.

Time/temperature controlled for safety (TCS) food shall mean a food that requires time/temperature controlled for safety to limit pathogenic microorganism growth or toxin formation.

Utensils shall mean and include any kitchenware, tableware, glassware, cutlery, vessels, containers, or other equipment with which food or drink comes in contact during storage, preparation, serving, eating, or drinking.

Sec. 33-2. State regulations adopted.

- (a) The city adopts by reference the Texas Food Establishment Rules 2015. The Texas Food Establishment Rules 2015 shall be considered incorporated herein by reference for all purposes.
- (b) From and after enactment of this chapter, the Texas Food Establishment Rules 2015 shall govern the regulation of food and food establishments in the city in addition to any other requirements set forth in this chapter and other applicable laws and regulations. For purposes of this chapter, the words, terms and phrases set forth in the Texas Food Establishment Rules 2015 as definitions shall have the meanings and interpretations set forth therein.
- (c) Except as where may be specifically stated herein, this chapter shall be enforced by the city code enforcement officer/health officer, or such other personnel designated by the city manager.
- (d) A copy of the Texas Food Establishment Rules 2015 shall be on file in the office of the city secretary.

Sec. 33-3. Local amendments and definitions.

The *Texas Food Establishment Rules 2015* adopted in section 33-1 are hereby amended as follows:

- (1) The following provisions are added:
 - a. 228.2(153) Code enforcement/health officer—A city "code enforcement officer" or "health officer" shall mean any person in the health office/code enforcement office, or other person designated by the city manager, assigned to inspect food establishments, educate food establishment employees and food employees on local and state

statutory requirements for health and safety in food service, and enforce all local and state health and safety laws as permitted by law.

- b. 228.2(154) Reconstituted—Food created or prepared by recombining dehydrated food products with water or other liquids.
- c. 228.2(155) Sanitation—Effective bactericidal treatment process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the bacterial count, including pathogens, to a safe level on tableware, utensils, equipment, and alike.
- d. 228.186(o)(2)(F) Service Animals—In areas that are not used for food preparation or storage, a food establishment may, at the owner or manager's discretion, or where required by law, allow patrons to bring service animals on the premises. Notices stating where a patron is allowed to bring service animals on the premises shall be posted in all areas where the service animals are to be allowed by the food establishment.

(2) The following provisions are adopted in place of the identically numbered provisions in the *Texas Food Establishment Rules 2015*:

- a. 228.2(57) Food establishment—Food establishment means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, whether for charge or not, as follows:
 - 1. A restaurant, retail food store, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending machine location, self-service food market, conveyance used to transport people, institution, or food bank. This includes any establishment where prepackaged time/temperature control for safety (TCS) food and food products are offered to the ultimate consumer and intended for off premise consumption;
 - 2. An establishment that relinquishes possession of food to a consumer directly, or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers; and
 - 3. Includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location, unless the vending or feeding location is permitted by the regulatory authority.
 - 4. An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises regardless if there is a charge for the food.
 - 5. Food establishment does not include :
 - i. An establishment that offers only prepackaged foods that are not TCS foods;

- ii. A produce stand that only offers whole, uncut fresh fruits and vegetables;
 - iii. A food processing plant;
 - iv. A cottage food production operation; [Ø]
 - v. A private home that receives catered or home-delivered food;
- b. 228.2(59) Food protection manager certification—A document obtained by a person in charge who demonstrates knowledge by being a food protection manager that is certified by a food protection manager certification program that is evaluated and listed by a conference for food protection-recognized accrediting agency as conforming to the conference for food protection standards for accreditation of food protection manager certification programs. Food establishments having multiple preparation areas or at such distance that a single individual may not effectively supervise activities in each, must have a person in charge who has a valid food service manager's certification located in each area.
 - c. 228.2(85) Mobile food unit (MFU)—A vehicle mounted, self or otherwise propelled, self-contained food service operation, designed to be readily movable (including, but not limited to, trailers and food hand cart) and used to store, prepare, display, serve, or sell food. Mobile units must completely retain their mobility at all times. A mobile food unit does not mean a stand or a booth. A mobile food unit operating in the city must have onsite at least one food employee who possesses a food manager certification.
 - d. 228.2(143) Temporary food establishment—A food establishment that operates a stand or booth for a period of no more than ten consecutive days in conjunction with a single event or celebration. A temporary food establishment operating in the city must have onsite at least one food employee who possesses a food manager certification.
 - e. 228.42(a)(2) is amended by changing "closed beverage container" to "screw top lid" and adding a requirement that management designate a specific location to store all approved employee beverage containers.”

Section 3. The Code of Ordinances of the City of Manvel is hereby amended by amending Chapter 33 “*Food and Food Handlers*,” to adopt a new section 33-51 to read and provide as follows:

“ARTICLE IV. CONSTRUCTION, REMODELING AND CONVERSION

Sec. 33-51. Plans.

- (a) No construction, remodeling, or alteration of a permitted food establishment shall be conducted without any and all required permits.
- (b) One hard copy and an electric copy of properly prepared plans and specifications for each construction, remodeling, or alteration of a food establishment shall be submitted to the permit department prior to any on-site construction. The plans must be drawn to scale no smaller than one-eighth inch and shall consist of a plot plan, floor plan, foundation plan, structural plan, plumbing plan, elevation plan, wall section, engineer's scale and survey (if required by applicable law), mechanical and electrical details, and health equipment detail with elevations, any of the city standard details that apply, and the city's signature block on the first page.
- (c) Grease traps / interceptors. All food establishments that discharge fats, oils, and/or grease into the city sanitary sewer shall have a grease trap/interceptor:

 - (1) New commercial shell building. All new commercial shell buildings with food establishments shall have a minimum 500-gallon grease trap/interceptor per food establishment or a minimum 500-gallon communal grease trap/interceptor per 2,500 square feet for the new shell commercial building. Changes in food establishments may result in larger or smaller gallon grease trap/interceptor size as determined by TCEQ's 'Grease Interceptor Sizing Worksheet' which shall be certified by a licensed plumber.
 - (2) All other commercial buildings. Food establishments shall have a grease trap/interceptor as determined by the Texas Commission on Environmental Quality's (TCEQ) 'Grease Interceptor Sizing Worksheet', as amended from time to time. The grease trap/ interceptor size determined by TCEQ's 'Grease Interceptor Sizing Worksheet' shall be certified by a licensed plumber. Changes in food establishments may result in larger or smaller gallon grease trap/interceptor size.
 - (3) Sublets or rent space. When a food establishment sublets or rents a space or section of the establishment to a second party, an updated TCEQ 'Grease Interceptor Sizing Worksheet' shall be required by a licensed plumber. In the event the grease trap/ interceptor requirement, per the TCEQ worksheet, exceeds the grease trap/interceptor currently installed, the grease trap/interceptor shall be increased as required by the sizing sheet.
 - (4) Undersized grease traps / interceptors. If it is determined a food establishment's grease trap / interceptor is undersized by the Director of Public Works or designee, a larger grease trap / interceptor may be required after consultation with the food establishment.
- (d) Servicing of grease traps/ interceptors. Food establishments that have been required to install grease traps or interceptors will follow the maintenance requirements below:

 - (1) Grease traps and interceptors shall be cleaned as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease

trap / interceptor; to ensure the discharge is in compliance with local discharge limits; and to ensure no visible grease is observed in discharge.

(2) Grease traps and interceptors subject to these standards shall be completely evacuated a minimum of every 90 days, or more frequently when:

- i. Twenty-five (25) percent or more of the wetted height of the grease trap or interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils, or greases; or
- ii. The discharge exceeds BOD, COD, TSS, FOG, pH, or other pollutant levels established by the POTW; or
- iii. If there is a history of non-compliance.

(3) Report of service. Each establishment may be required to provide the regulatory authority with a copy of the grease interceptors servicing manifest or invoice immediately after the grease interceptor has been serviced. The invoice shall contain the name and address of the food service establishment; the name and address of the licensed waste carrier; the name and address of the licensed disposal site; the signature of the operator of the establishment, the waste carrier and the disposal site; and the quantity and date of grease removal and disposal.

(e) All food prep areas shall have smooth wall board. Such as FRP (fiberglass reinforced panels). No rough or porous wall board will be allowed.

(f) All food establishments, temporary food establishments, and mobile food units shall have only commercially designed equipment. Residentially designed equipment will not be permitted within a commercial food establishment operation.

[Sec. 33-51. Plans.

~~(a) No construction, remodeling, or alteration of a permitted food establishment shall be conducted without any and all required permits.~~

~~(b) One (1) hard copy and an electric copy of properly prepared plans and specifications for each construction, remodeling, or alteration of a food establishment shall be submitted to the permit department prior to any on-site construction. The plans must be drawn to scale no smaller than one eighth (1/8") inch and shall consist of a plot plan, floor plan, foundation plan, structural plan, plumbing plan, elevation plan, wall section, engineer's scale and survey (if required by applicable law), mechanical and electrical details, and health equipment detail with elevations, any of the City of Manvel standard details that apply, and the city's signature block on the first page.~~

~~(c) All food establishments shall have a minimum of a 500-gallon grease trap/interceptor.~~

~~(1) Under sink grease traps for all food establishment shall be strictly prohibited. The only exception is for MFU's~~

- ~~(2) Servicing of grease interceptors. Food service establishments must service grease interceptors quarterly. The regulatory authority may require that the food service establishment service the grease interceptors more frequently, if deemed necessary.~~
- ~~(3) Report of service. Each establishment may be required to provide the regulatory authority with a copy of the grease interceptors servicing manifest or invoice immediately after the grease interceptor has been serviced. The invoice shall contain the name and address of the food service establishment; the name and address of the licensed waste carrier; the name and address of the licensed disposal site; the signature of the operator of the establishment, the waste carrier and the disposal site; and the quantity and date of grease removal and disposal.~~
- ~~(d) All food prep areas shall have smooth wall board. Such as FRP (fiberglass reinforced panels.). No rough or porous wall board will be allowed.~~
- ~~(e) All food establishments, temporary food establishments, and mobile food units shall have only commercially designed equipment. Residentially designed equipment will not be permitted within a commercial food establishment operation.]~~

...”

Section 4. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City of Manvel, save and except the change described above.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this _____ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2023.

Dan Davis, Mayor

ATTEST:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

ORDINANCE NO. 2023-O-30

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY AMENDING CHAPTER 29 – *FIRE PREVENTION AND PROTECTION* PERTAINING TO REGULATION OF ALARM SYSTEMS WITHIN THE CITY; PROVIDING PENALTIES FOR VIOLATION; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the City Council of the City of Manvel, Texas, determines it in the best interest of the health, safety, and welfare of the citizens of the City to amend the city’s ordinance pertaining to alarm systems within the city limits; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The **Code of Ordinances of the City of Manvel** is hereby amended by amending Chapter 29. “Fire Prevention and Protection” to read and provide as follows:

“Chapter 29 – FIRE PREVENTION AND PROTECTION

....

ARTICLE IV. – ~~[FIRE]~~ ALARM SYSTEMS

Sec. 29-81. - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section:

Alarm site shall mean the premises within the city on which an alarm system is, or will be, installed or operated.

Alarm console means a monitoring panel, located at the police department, to which certain alarm sites are hard-wired or otherwise directly connected.

Alarm system shall mean a device or system that emits, transmits or relays a signal intended to summon or that would reasonably be expected to summon emergency services of the city, including, but not limited to, burglar alarms, fire alarms, hold-up alarms, local alarms, phone-in alarms from security agencies, medical alert alarms and other emergency assistance alarms. "Alarm system" does not include vehicle alarms, unless such vehicle is permanently located at a site, nor an alarm designed to alert only the inhabitants of a premises which does not have a local alarm.

Burglar alarm system shall mean a device or system that transmits a signal intended to alert law enforcement officials or others of an unlawful entry or attempted unlawful entry into the premises of the alarm site.

Chargeable false alarm shall mean a false alarm to which the city's police department, fire department, or fire marshal has responded within 30 minutes of receiving notification.

Chief of police shall mean the Chief of the Manvel Police Department.

City shall mean the City of Manvel, Texas.

False alarm shall mean the transmitting of a signal by a burglar alarm system indicating an unlawful or attempted unlawful entry when no such unlawful or attempted unlawful entry has occurred at an alarm site, or a fire alarm system indicating a fire when no fire has occurred at an alarm site, or a hold-up alarm system indicating a robbery or attempted robbery when no such robbery or attempted robbery has occurred at an alarm site.

Fire alarm system shall mean an alarm system sounding an alarm as a result of the manual operation of a fire alarm box or the operation of protection equipment or systems, such as water flowing in a sprinkler system, the discharge of carbon dioxide, the detection of smoke or the detection of heat.

Fire department shall mean the Brazoria County Emergency Services District No. 3 or Manvel Volunteer Fire Department.

Fire marshal shall mean the Manvel Fire Marshal's Office.

Hold-up alarm system shall mean an alarm system signaling a robbery or attempted robbery in which the signal transmission is initiated by the direct action of the person attacked or by an observer of the attack.

Local alarm system shall mean an alarm system that emits a signal at an alarm site that is audible and/or visible from the exterior of the structure.

Permit shall mean a certificate of authorization issued by the police department or fire marshal to the owner, agent or person in control of an alarm site which authorizes the operation of an alarm system or fire alarm system or systems at such alarm site.

Police department shall mean the Manvel Police Department.

Shutoff device shall mean a device or feature of a burglar alarm system that acts automatically to shut off any audible signal emitted by the burglar alarm system within a predetermined time after the activation of the signal.

Sec. 29-82. - Installation.

(a) All fire alarm systems, including detection and communications equipment, shall be installed separately from any burglar alarm system or hold-up alarm system. A fire alarm system installed in single-family dwelling is exempt from this requirement.

(b) All fire alarm systems shall be installed by persons authorized by the ~~[V.A.T.S., Insurance Code § 5.43-2]~~ Texas Insurance Code, Chapter 6002 and Title 28. Texas Administrative Code – Chapter 34, subchapter F.

(c) All burglar alarm systems designed and installed to be monitored off premises shall be installed by persons authorized pursuant to the provisions of the Texas Private Investigators and Private Security Agencies Act.

Sec. 29-83. - False alarms.

(a) False alarm determination. Notification of an alarm shall not be deemed false if it is determined that the alarm was caused by:

- (1) Natural or manmade catastrophe;
- (2) Severe weather that causes physical damage to the premises;
- (3) Vandalism;
- (4) Power failure or telephone line outage;
- (5) Attempted illegal entry, robbery or hold up;
- (6) Failure or malfunction of alarm console located in the police department or its designated setting; or
- (7) Servicing alarm and the police department has been previously notified.

(b) False alarm fees.

(1) Burglar alarms. In addition to the fees for issuance or renewal of a permit, burglar alarm permit holders shall pay ~~[the sum of \$50.00]~~ for each chargeable false alarm in excess of three ~~[five]~~ chargeable false alarms in any 12-month period [-] :

- a. \$50, if the location has had more than three but fewer than six other false alarms in the preceding 12-month period;
- b. \$75, if the location has had more than five but fewer than eight other false alarms in the preceding 12-month period; or
- c. \$100, if the location has had eight or more other false alarms in the preceding 12-month period.
- d. The city shall submit an invoice to a person within thirty (30) days of the person incurring the usage fee. A person may contest the invoice within fifteen (15) days of the invoice date by filing a written protest with the police department. The chief

of police or designee shall investigate the written protest and shall notify the person of the city's decision regarding payment of the invoice. If the chief of police determines that the person owes the usage fee, the person shall pay the usage fee no later than the fifteenth day after the date of the chief of police's written determination. The city shall pursue all legal remedies against any person who fails to pay the usage fee.

(2) Fire alarms. In addition to the fees for issuance or renewal of a permit, fire alarm permit holders shall pay [~~the sum of \$100.00~~] for each chargeable false alarm in excess of three [two] chargeable false alarms in any 12-month period [-] :

- a. \$50, if the location has had more than three but fewer than six other false alarms in the preceding 12-month period;
- b. \$75, if the location has had more than five but fewer than eight other false alarms in the preceding 12-month period; or
- c. \$100, if the location has had eight or more other false alarms in the preceding 12-month period.
- d. The city shall submit an invoice to a person within thirty (30) days of the person incurring the usage fee. A person may contest the invoice within fifteen (15) days of the invoice date by filing a written protest with the fire marshal. The fire marshal or designee shall investigate the written protest and shall notify the person of the city's decision regarding payment of the invoice. If the fire marshal determines that the person owes the usage fee, the person shall pay the usage fee no later than the fifteenth day after the date of the fire marshal's written determination. The city shall pursue all legal remedies against any person who fails to pay the usage fee.

Sec. 29-84. - Shutoff devices.

All burglar alarm systems within the city shall be equipped with shutoff devices designed or adjusted to shut off the burglar alarm system's audible signal within 15 minutes after its activation.

Sec. 29-85. - Building codes.

The requirements of this article are in addition to any applicable requirements of the city's building code.

Sec. 29-86. - Penalty.

Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense.

Sec. 29-87. - Repeal.

All ordinances or parts or ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Sec. 29-88. - Severability.

In the event any clause phrase, provision, sentence, or part of this article or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this article as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the city council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts. ”

Section 4. This Ordinance shall in no manner amend, change, supplement, or revise any provision of any ordinance of the City of Manvel, save and except the change described above.

Section 5. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 6. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this _____ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2023.

Dan Davis, Mayor

Attest:

Tammy Bell, City Secretary

Approved as to form:

Robert Gervais



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: September 5, 2023

TOPIC:

Consideration and possible action to approve ORDINANCE NO. 2023-O-30, the proposed Alarm Systems Ordinance includes definitions and an alignment with Local Code.

BACKGROUND: The changes to this ordinance reflect updates to be in compliance with Local Government Code for the range of false alarms, frequency of false alarms and associated fee. In addition, the section is changed from Fire Alarm Systems to Alarm Systems. This name change is related to the ordinance including burglar alarms, not just fire alarms.

Local Government Code TITLE 7. REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND RELATED ACTIVITIES SUBTITLE A. MUNICIPAL REGULATORY AUTHORITY CHAPTER 214. MUNICIPAL REGULATION OF HOUSING AND OTHER STRUCTURES Sec. 214.207.

STAFF RECOMMENDATION:

The staff recommends approval of Ordinance No. 2023-O-30.

ATTACHMENTS: Ordinance No. 2023-O-30, Chapter 29 – FIRE PREVENTION AND PROTECTION ARTICLE IV. – *ALARM SYSTEMS*

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Joe Murray

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____

Texas Administrative Code
Title 28. Insurance
Part 1. Texas Department of Insurance
Chapter 34. State Fire Marshal
Subchapter F. Fire Alarm Rules

Rule §34.601 Purpose

The purpose of this subchapter is to administer through the state fire marshal the law set forth in the Insurance Code Chapter 6002 regarding inspecting, planning, certifying, leasing, selling, servicing, testing, installing, monitoring, and maintaining fire alarm or fire detection devices and systems in the interest of safeguarding lives and property.

Rule §34.602 Title

The sections of this subchapter shall be known as and may be cited as the Fire Alarm Rules.

Rule §34.603 Applicability of Sections

The sections of this subchapter shall apply to persons and organizations engaged in the business of inspecting, planning, certifying, leasing, selling, servicing, testing, installing, monitoring, and maintaining fire alarm or fire detection devices and systems, and not to the general public.

Rule §34.604 Exceptions

The exceptions of Insurance Code §6002.155 are applicable to the sections of this subchapter. Professionally exempt individuals or organizations are exempt from license requirements only and will be responsible for ensuring that planning and installation of fire detection or fire alarm devices are performed according to standards adopted in §34.607 of this chapter except when the planning and installation complies with a more recent edition of an adopted standard.

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CITY OF MANVEL
FIRE MARSHAL'S OFFICE
INSPECTIONS * INVESTIGATIONS
20025 Hwy 6 Manvel, TX 77578
(281) 489-0630 Fax (281)-498-0634



LOCAL GOVERNMENT CODE

TITLE 7. REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND RELATED ACTIVITIES

SUBTITLE A. MUNICIPAL REGULATORY AUTHORITY

CHAPTER 214. MUNICIPAL REGULATION OF HOUSING AND OTHER STRUCTURES

SUBCHAPTER A. DANGEROUS STRUCTURES

Sec. 214.206. ON-SITE INSPECTION REQUIRED. A municipality may not consider a false alarm to have occurred unless a response is made by an agency of the municipality within a reasonable time and the agency determines from an inspection of the interior or exterior of the premises that the alarm report by an alarm systems monitor was false.

Added by Acts 2015, 84th Leg., R.S., Ch. 930 (H.B. [2162](#)), Sec. 3, eff. September 1, 2015.

Sec. 214.207. PENALTIES FOR FALSE ALARMS. (a) A municipality may impose a penalty on a person who uses an alarm system in the municipality for the report of a false alarm by an alarm systems monitor if at least three other false alarms have occurred at that location during the preceding 12-month period. The amount of the penalty for the report of a false alarm as described by Section [214.206](#) may not exceed:

- (1) \$50, if the location has had more than three but fewer than six other false alarms in the preceding 12-month period;
- (2) \$75, if the location has had more than five but fewer than eight other false alarms in the preceding 12-month period; or
- (3) \$100, if the location has had eight or more other false alarms in the preceding 12-month period.

(b) A municipality may not impose a penalty authorized under Subsection (a) if reasonable visual proof of possible criminal activity recorded by an alarm systems monitor is provided to the municipality before the inspection of the premises by an agency of the municipality.

(c) A municipality that adopts an ordinance requiring a person to obtain a permit from the municipality before the person may use an alarm system in the municipality may impose a penalty, not to exceed \$250, for the report of a false alarm by an alarm systems monitor on a person who has not obtained a permit for the alarm system as required by the municipal ordinance.

(d) A municipality:

- (1) may impose a penalty, not to exceed \$250, for the report of a false alarm on a person not licensed under Chapter [1702](#), Occupations Code, that to any extent is reported or facilitated by the unlicensed person; and
- (2) may not impose a penalty for the report of a false alarm on a person licensed under Chapter [1702](#), Occupations Code.

(e) A municipality may not impose or collect any fine, fee, or penalty, other than collection fees, related to a false alarm or alarm system unless the fine, fee, or penalty is defined in the ordinance in accordance with this subchapter.

Added by Acts 2015, 84th Leg., R.S., Ch. 930 (H.B. [2162](#)), Sec. 3, eff. September 1, 2015.

ORDINANCE NO. 2023-O-31

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY AMENDING CHAPTER 59 *STREETS, SIDEWALKS AND OTHER PUBLIC PLACES*, ARTICLE IV “RESIDENTIAL PARKING,” BY ADOPTING A NEW SECTION 59-82 RELATED TO THE REGULATION OF PARKING; RENUMBERING THE REMAINING SECTIONS OF ARTICLE IV; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR CONFLICT HERewith; PROVIDING A PENALTY OF AN AMOUNT OF NOT LESS THAN ONE DOLLAR (\$1) OR MORE THAN TWO HUNDRED DOLLARS (\$200) FOR VIOLATION OF ANY PROVISION HEREOF; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the **Texas Transportation Code** § 311.001, provides that a municipality has exclusive control over and under the public highways, streets, alleys, sidewalks, and public ways within the city limits; and

WHEREAS, section 2.07 of **The City Charter** provides that the city may regulate and control the use of the streets and other public places in the city; and

WHEREAS, the City Council hereby determines that the regulation herein of parking on city streets is declared to be reasonable and limited to the amount of regulation necessary to preserve and protect the public health and safety;

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

Section 1. The facts and matters contained in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The Code of Ordinances of the City of Manvel, Chapter 59. “Streets, Sidewalks and Other Public Places,” is hereby amended by adding a new

SECTION 59-82, to read and provide as follows (and renumbering the sections that follow):

“Chapter 59 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

...

ARTICLE IV.- RESIDENTIAL PARKING

...

Sec. 59-82. - Parking, stopping, standing, loading, and unloading zones.

The operator or driver of any vehicle shall not park, stop or stand such vehicle for the purpose of loading or unloading passengers or cargo within the following streets or rights-of-way designated by the city council below. Signs shall be placed or erected and maintained in each block designating the areas governed by the provisions of this section.

No parking, stopping, standing, loading, and unloading zones:

- (a) 7000 block of McCoy Road, between SH 6 and Charlotte Street.
- (b) Charlotte Street - 100 feet East and West of the intersection of McCoy Road.
- (c) School Road, between Lewis Lane and Large Road.
- (d) Palm Desert Drive, between Airline Road (CR 48) and Desert Springs Lane.

Sec. 59-~~83~~ [82]. - Recreational vehicles.

Recreational vehicles shall be parked, kept or stored behind a line that is twenty (20) feet forward toward the street from the front building line (set back line as established by zone or plat) of the lot in Single Family Residence (SFR) or Open Single Family Residence (OSFR) zoned subdivisions, and shall be parked, kept or stored with all the parts of the vehicle behind the sidewalk in a Single Family Residence (SFR) or Open Single Family Residence (OSFR) zoned subdivisions.

Sec. 59-84 [~~83~~]. - Commercial vehicles.

- (a) Commercial vehicles not owned, leased, or driven by the resident, shall not be parked or left standing except for the purpose of making a delivery, providing a service, or in connection with a house renovation or repair project and then only during the time of the delivery, service, or during actual hours of renovation work.
- (b) In any event, unless during actual hours of delivery, service or renovation work, the following commercial vehicles shall not be parked on a residential street in a residential subdivision:
 - (1) Truck-tractors;
 - (2) Trailers designed to be drawn by truck-tractors;
 - (3) Public or private buses, including school, church, greyhound, coach or tour buses;
 - (4) Converted buses;
 - (5) Heavy construction equipment, to include but not be limited to: graders, dozers, rollers, cement mixers, backhoes, dump trucks, and the like;
 - (6) Any commercial vehicle exceeding thirty-five (35) feet in length.

Sec. 59-85 [~~84~~]. – Violation.

- (a) It shall be a violation whenever a vehicle is found parked or stopped in violation of this ordinance or state law.
- (b) Whenever any motor vehicle, with or without driver, is found parked or stopped in violation of any of the restrictions imposed by this ordinance or by state law, the officer finding such vehicle shall take note of its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation, on a form provided by the city, for the driver to answer to the charge during the hours and at a place specified in the citation.

(c) In any prosecution charging a violation of any law or regulation governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was, at the time of such parking, the registered owner of such vehicle shall constitute in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.”

Section 3. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

Section 4. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount of not less than one dollar (\$1) or more than Two Hundred Dollars (\$200). In any prosecution hereunder governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was, at the time of such parking, the registered owner of such vehicle shall constitute in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

Section 5. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of

the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on first reading this _____ day of _____, 2017.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2017.

Debra Davison, Mayor

Attest:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: September 18, 2023

TOPIC: Final acceptance of infrastructure improvements for Del Bello Lakes Section 6 and release the associated maintenance bond.

BACKGROUND: City Staff has conducted a final acceptance walk-through for Del Bello Lakes Section 6 on August 7, 2023, to conclude the maintenance period which began on July 19, 2021. All punch list items have been addressed.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project and release the associated maintenance bonds.

ATTACHMENTS: N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Jessica Rodriguez

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: September 18, 2023

TOPIC: Final acceptance of infrastructure improvements for Del Bello Lakes Phase II Detention and Drainage Facilities and release the associated maintenance bond.

BACKGROUND: City Staff has conducted a final acceptance walk-through for Del Bello Lakes Phase II Detention and Drainage Facilities on August 3, 2023, to conclude the maintenance period which began on September 7, 2021. All punch list items have been addressed.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project and release the associated maintenance bonds.

ATTACHMENTS: N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Jessica Rodriguez

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: September 18, 2023

TOPIC: Acceptance of infrastructure improvements for Valencia Lake E & F to begin the Two-Year Maintenance Period.

BACKGROUND: City Staff has approved the final walk through on this project for the civil site work. The applicant has submitted the Two-Year Maintenance Bond with the City Secretary's Office and the As-Built Construction Plans have been submitted to Development Services Department.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project to begin the Two-Year Maintenance Period.

ATTACHMENTS: N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Jessica Rodriguez

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____



MANVEL CITY COUNCIL DATA SHEET

MEETING DATE: September 18, 2023

TOPIC: Acceptance of infrastructure improvements for Brazoria County Municipal Utility District No. 56 Lift Station No. 1 Phase 2 to begin the Two-Year Maintenance Period.

BACKGROUND: City Staff has approved the final walk through on this project for the civil site work. The applicant has submitted the Two-Year Maintenance Bond with the City Secretary's Office and the As-Built Construction Plans have been submitted to Development Services Department.

STAFF RECOMMENDATION: Staff recommends City Council accept the infrastructure improvements for this project to begin the Two-Year Maintenance Period.

ATTACHMENTS: N/A

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Jessica Rodriguez

FINANCE DIRECTOR APPROVAL _____

CITY MANAGER APPROVAL _____

ORDINANCE NO. 2023-O-34

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, CHAPTER 71. “UTILITIES” BY ADOPTING NEW RATES FOR WATER AND SEWER; MAKING OTHER CHANGES TO THE ORDINANCE GOVERNING THE PROVISION OF UTILITIES WITHIN THE CITY OF MANVEL; PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED \$2,000.00 FOR ANY VIOLATION OF ANY PROVISION OF THIS ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT OR IN CONFLICT HERewith; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, pursuant to **Texas Water Code** § 13.042, the governing body of each municipality has exclusive original jurisdiction over all water and sewer utility rates, operations, and services provided by a water and sewer utility within its corporate limits;

WHEREAS, pursuant to **Tex. Loc. Gov’t Code** § 552.001(b), a municipality is permitted to operate and regulate a utility system “in a manner that protects the interests of the municipality”;

WHEREAS, the City Council of the City of Manvel seeks to exercise its exclusive original jurisdiction over water and sewer utility rates and operations and adopt new rates and provisions governing the provision of utilities by the City of Manvel; and

WHEREAS, the City Council commissioned Freese and Nichols to prepare a Water and Wastewater Rate Study to report on water and sewer rates and utility operations; and

WHEREAS, the City Council has reviewed all necessary data to make a reasonable determination of rate base, expenses, investment, and rate of return within the municipal boundaries, including the Water and Wastewater Rate Study by Freese and Nichols; and

WHEREAS, the City Council deems the new rates to be fair, just, and reasonable; and

WHEREAS, the revisions to the city’s utility ordinance are deemed to be in the best interest of the City of Manvel; NOW THEREFORE,

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

Section 1. The Code of Ordinances of the City of Manvel, Texas is hereby amended

by amending Chapter 71. “Utilities”, to read and provide as follows:

“Chapter 71 UTILITIES

ARTICLE I. IN GENERAL

Sec. 71-4. Water rates.

(a) *Monthly rates.*

- (1) *Single-family residential users.* Single-family residential users shall be charged monthly for water as follows:

First 2,000 gallons	[\$28.36] <u>\$32.59</u> base charge
All over 2,000 gallons	[\$2.60] <u>\$3.34</u> per 1,000 gallons

(2) *Multifamily residential users.*

- a. *Single meter.* Each multifamily building that is served by a single meter shall be charged monthly.
- b. *Multiple meters.* If a multifamily building is served by more than one meter, water delivered through each meter shall be charged the base rate for single-family residential users multiplied by the number of units served through such meter, with consumption over the base amount charged at the rates quoted above for single-family residential users.
- (3) *Commercial users.* Each business unit occupied by a separate business, including separate establishments within a single building, whether connected by a single meter or multiple meters, shall be charged monthly for water as follows:

First 2,000 gallons	[\$34.03] <u>\$39.11</u> base
All over 2,000 gallons	[\$2.60] <u>\$3.34</u> per 1,000 gallons

- (4) *Irrigation systems.* Metered water connections established solely for the purpose of providing water to irrigation systems shall be charged monthly for water usage at the above-quoted rates that apply to such type of user. There shall be no sewer service charge for irrigation meters.
- (5) *One-thousand gallon unit.* The fee for any 1,000-gallon unit shall also apply to any portion of a 1,000-gallon unit.
- (b) *Pressure of water.* The city intends to use all reasonable efforts to supply adequate pressure of water to any user. The city does not and will not guarantee to any user a specific quantity

or pressure of water for any purpose whatsoever. The city is required only to furnish a connection to its water system and in no case shall the city be liable for the failure or refusal to furnish water or any particular amount or pressure of water; however, the city shall use reasonable efforts to supply water to all users at an acceptable minimum pressure.

(c) *Sale or use of water or sewer services.*

- (1) No person or entity except the city shall sell or resell water from the city's water system.
- (2) No person or entity except the city shall sell or resell city sewer services.
- (3) No person or entity except the city shall receive or use water from the city's water system without having a direct connection to the city's water system.
- (4) No person or entity except the city shall receive or use city sewer services without having a direct connection to the city's sewer system.
- (5) It is an affirmative defense to this subsection that the person or entity has the express, written, unrevoked consent of the city council or its designee for such sale, resale, receipt, or use.

Sec. 71-5. Sewer.

(a) *Single-family residential users:*

First 2,000 gallons	[\$34.03] <u>\$39.11</u> base
All over 2,000 gallons	[\$2.60] <u>\$3.34</u> per 1,000 gallons

(b) *Multifamily residential users:*

First 2,000 gallons	[\$34.03] <u>\$39.11</u> base
All over 2,000 gallons	[\$2.60] <u>\$3.34</u> per 1,000 gallons

(c) *Commercial users:*

First 2,000 gallons	[\$39.71] <u>\$45.63</u> base
All over 2,000 gallons	[\$2.60] <u>\$3.34</u> per 1,000 gallons

(d) *Additional applications.* The fee for any 1,000-gallon unit shall also apply to any portion of a 1,000-gallon unit.

(e) *Sewer fees.* Sewer fees are calculated using the metered amount of water provided to the user. The city shall not be required to prove that the water went into the city's sewer system.

(f) *Quality of sewage.*

- (1) *Domestic waste.* Only ordinary liquid and water-carried waste from domestic activities that is amenable to biological treatment and that is discharged from sanitary

conveniences of buildings connected to a public sanitary sewer system shall be discharged in the city's sanitary sewer lines. Waste resulting from any process of commerce or industry may not be discharged in the city's sanitary sewer lines except as authorized pursuant to subsection (f)(2) of this section.

- (2) *Commercial and industrial waste.* All discharges other than waste described in subsection (f)(1) of this section are prohibited unless the user has applied to and received written authorization from the city for such discharge. The applicant must file a statement with the city containing the following information:
- a. Name and address of applicant;
 - b. Type of industry, business, activity, or other waste-creative process;
 - c. Quantity of waste to be discharged;
 - d. Typical analysis of waste;
 - e. Type of pretreatment proposed; and
 - f. Such other information as the city may request in writing.

The city shall have the right to reject any application for discharge of nondomestic waste into the city's sanitary sewer lines if the city determines in its sole discretion that the proposed discharge may be harmful to the city's sanitary sewer system or the environment. The city also shall have the right in approving any application for the discharge of nondomestic waste to impose any limitations on such discharge that the city determines in its sole discretion to be necessary to protect the city's sanitary sewer system or the environment.

- (3) *National categorical pretreatment standard.* If a user is subject to a national categorical pretreatment standard pursuant to regulations promulgated by the Environmental Protection Agency under Section 307 of the Federal Clean Water Act, the user is prohibited from discharging pollutants into the city's sanitary sewer system in violation of applicable categorical pretreatment standards.
- (4) *City testing; pretreatment.* The city shall have the right to sample and test any user's discharge at the discretion of the city's operator, with no limit as to the frequency of the tests, and to charge the user for the city's cost of such sampling and testing. The city also shall have the right to require pretreatment, at the user's expense, of any discharge of nondomestic waste if the city determines in its sole discretion that pretreatment of such waste is necessary to protect the city's sanitary sewer system or the environment, even if pretreatment is not otherwise required pursuant to subsection (f)(3) of this section.

- (d) *Maintenance and repair.* It shall be the responsibility of each user to maintain the water and sewer lines from the building served to the point of connection to the city's system.
- (e) *Out-of-city service.* The city council shall determine whether to provide any utility service to areas outside of the city and the terms and conditions for such service.
- (f) *Nonliability of city.* Neither the city nor its agents, employees, officers, or representatives shall bear any liability to any person other than the city for any act, omission, or condition in any way directly or indirectly related to the subject matter of this article.

Section 3. **Effective date.** The rates established by this ordinance shall take effect the first billing cycle that occurs after October 2, 2023.

Section 4. **Penalty.** Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this chapter shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$2,000.00. Each day of violation shall constitute a separate offense.

Section 5. **Repealer.** All ordinances or parts of ordinances inconsistent or in conflict herewith, are, to the extent of such inconsistency or conflict, hereby repealed.

Section 6. **Severability.** In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED AND APPROVED on first reading this 18th day of September, 2023.

PASSED, APPROVED, AND ADOPTED on second and final reading this 2nd day of
October, 2023.

Dan Davis, Mayor

Attest:

Tammy Bell, City Secretary

APPROVED AS TO FORM:

Robert Gervais, City Attorney

EXHIBIT A

2022 Water and Wastewater Rate Study prepared by Freese and Nichols



Table 5-2: Residential Rate Adjustments Needed

Inside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Residential											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$25.00	\$25.00	\$28.36	\$32.59	\$34.65	\$35.58	\$38.46	\$40.24	\$42.09	\$45.98
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$30.00	\$30.00	\$34.03	\$39.11	\$41.58	\$42.70	\$46.15	\$48.28	\$50.51	\$55.18
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78

Outside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Residential											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$37.50	\$37.50	\$42.54	\$48.89	\$51.98	\$53.38	\$57.69	\$60.35	\$63.14	\$68.98
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$45.00	\$45.00	\$51.05	\$58.67	\$62.37	\$64.05	\$69.23	\$72.42	\$75.77	\$82.77
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16



Table 5-3: Commercial Rate Adjustments Needed

Inside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Commercial											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$30.00	\$30.00	\$34.03	\$39.11	\$41.58	\$42.70	\$46.15	\$48.28	\$50.51	\$55.18
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$35.00	\$35.00	\$39.71	\$45.63	\$48.51	\$49.82	\$53.84	\$56.33	\$58.93	\$64.38
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78

Outside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Commercial											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$45.00	\$45.00	\$51.05	\$58.67	\$62.37	\$64.05	\$69.23	\$72.42	\$75.77	\$82.77
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$52.50	\$52.50	\$59.56	\$68.45	\$72.77	\$74.73	\$80.77	\$84.49	\$88.40	\$96.57
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16

WATER AND WASTEWATER RATE STUDY

Prepared for:

City of Manvel



March 2022

Prepared by:

FREESE AND NICHOLS, INC.
11200 Broadway St., Suite 2320
Pearland, Texas 77584
832-456-4700

WATER AND WASTEWATER RATE STUDY

Prepared for:

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FREESE AND NICHOLS, INC.
11200 Broadway St., Suite 2320
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FNI Project No.: MNV20631



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Appendices

Appendix A: Projected Expenses for Water and Wastewater Fund



EXECUTIVE SUMMARY

The City of Manvel (City) is located on Highway 6 west of State Highway (SH) 288, in northern Brazoria County, Texas. The City currently provides retail water and wastewater services to customers within the City and outside the City limits. In August 2020, the City authorized Freese and Nichols, Inc. to perform a water and wastewater rate study. The purpose of the rate study is to develop a multi-year plan for rates that will provide sufficient revenue to implement needed capital improvements and allow the water and wastewater systems to be self-supporting. Freese and Nichols' methodology for performing this study is based on accepted industry standards and practices, specifically the American Water Works Association (AWWA) Manual 1 (M1) "Principles of Water Rates, Fees, and Charges", Seventh Edition, and the Water Environment Federation's (WEF) *Financing and Charges* manual.

The study included the following steps:

- Obtain data from City needed for the rate study.
- Review and analyze the data and develop projections of the operating expenses and revenues at current rates.
- Identify the revenue requirements for the water and wastewater system using the projected operating expenses and projected capital expenses in the next few years.
- Develop a rate model for the City's water and wastewater systems that projects the rates needed to provide sufficient annual revenue.
- Document the findings in a report.

This report describes the findings and recommendations of the water and wastewater rate study. The calculations are based on the City's Fiscal Year, which runs from October 1 through September 30.

A financing plan has been developed based on an analysis of the rates utilized to furnish water and wastewater services to customers connected to the City's water and wastewater utilities, herein referred to as the "Utility System." The financing plan compares the adequacy of projected revenues under existing rates in meeting the revenue requirement of the Utility System and identifies any adjustments which may be necessary to the existing revenue levels during the study period. The plan consists of implementing annual rate increases over the forecast period of Fiscal Years 2022 through 2030 and crafting a Utility System financing plan that provides the City with the ability to adequately fund operating and capital requirements over the forecast period. The City's goal is to have both the Water and Wastewater Utilities operate individually as self-sufficient or stand-alone entities while maintaining both a Debt Service



Coverage ratio of 1.25 for each Utility. While the City does not have a policy target for Fund Balances, this study leverages surplus fund balances to reduce debt issuances, and strives to achieve a Fund Balance of \$1-2 million as a combined system. This Fund Balance target is recommended in excess of the target of 20% of operating expenditures because while the monies assessed for Impact Fees are collected within a 10-year period, the debt service payments will be over a 30-year period.

As a result of the evaluations and analyses, the following summary of findings and recommendations is offered for consideration by the City.

REVENUE UNDER EXISTING RATES

The City of Manvel provided treated water and wastewater services to just over 1,000 water customers (residential, commercial and irrigation) and just over 1,000 wastewater customers (residential, commercial) as of September 30, 2020. In Fiscal Year 2022, it is projected that the City will serve just over 2,000 water customers (residential, commercial and irrigation) and just under 2,000 wastewater customers (residential, commercial), which illustrates a customer growth rate of roughly 50 percent annually over the two year period. Annual growth rate is projected to decrease from 15 percent between Fiscal Year 2023 and Fiscal Year 2024, to 5 percent between Fiscal Year 2029 and Fiscal Year 2030.

Revenue is primarily derived from charges for treated water and wastewater services. Additional revenue is derived from miscellaneous services and fees that the City may offer or charge for services that are not directly related to the production of water or transmission of wastewater. Operating revenue from rates for water and wastewater service, under existing rates, is projected to be \$771,224 for water and \$866,583 for wastewater in Fiscal Year 2022. Other operating revenues are projected to be \$153,564 for water and \$27,921 for wastewater in the same period. Currently water and wastewater sales revenues are estimated to increase based upon the projected increase of between roughly 15 percent per year and 5 percent per year in the number of customers over the forecast period. Other operating water and wastewater revenues are estimated to increase by the same rate as water and wastewater sales revenues, since those operating revenues are derived from the number of meters in the system.

Other non operating water and wastewater revenue in Fiscal Year 2022 is estimated to be \$1,470,892, the majority of which derives from transfers from the General Fund to the Utility Fund. This practice is not used in this rate study for Fiscal Year 2023 through Fiscal Year 2030. The forecast of revenues projected herein assumes that existing rates will be maintained throughout the forecast period.



IMPACT FEES

In parallel with this Water and Wastewater Rate Study, Freese and Nichols performed a Water and Wastewater Impact Fee Study, to update the City's water and wastewater impact fees. A maximum allowable impact fee of \$4,818 per service unit for water and \$14,221 per service unit for wastewater was calculated. The City decided to implement 50 percent of the maximum allowable impact fee, resulting in a new impact fee rate of \$2,409 per service unit for water and \$7,111 per service unit for wastewater. Based on the projected growth in new connections, this new impact fee is estimated to collect roughly \$1.7 million in Fiscal Year 2022, growing to a maximum of roughly \$4.8 million in Fiscal Year 2026 and 2027, and roughly \$2.5 million in Fiscal Year 2030.

EXPENSES

Expenses include operating and maintenance expenses, transfers, debt service obligations, capital projects cash funded from Utility System revenues and cash reserve funding. Operating and maintenance expenses include the costs of labor, materials, power, chemicals, salaries, and other expenses associated with the utility's operations.

Total expenses for the water utility are projected to be \$816,423 for the water system and \$2,468,760 for the wastewater system in Fiscal Year 2022. Expenses in Fiscal Year 2022 are anomalously high due to a one-year practice of funding capital improvements via capital outlay versus debt service. Total expenses are projected to increase to \$2,732,560 for the water system and \$3,026,090 for the wastewater system in Fiscal Year 2030. The increases for both systems come partially from inflation, cost of materials, and the cost of fuel, but principally from the principal and interest payments associated with a growing Capital Improvements Program.

The debt service payments are calculated for both the total issuance, as well as the amount of issuance paid for by rates. For the purposes of this rate study, only the portion of debt service payments associated with rates is accounted for. Annual debt payments associated with rates will be \$263,008 for the water system and \$740,678 for the wastewater system in Fiscal Year 2023, growing to \$1,613,306 for the water system and \$1,886,994 for the wastewater system in Fiscal Year 2030.

A cash reserve fund balance of \$1-2 million from revenues generated from operations is targeted annually for the combined Utility System.



PROPOSED WATER AND WASTEWATER RATE ADJUSTMENTS

Based upon the analysis, revenues generated under existing rates by the Utility System are not sufficient to fund the Utility System's obligations. The proposed rate plan meets all the forecasted Utility System revenue requirements, fulfills the bond coverage requirement and maintains adequate cash balances of the Utility System. The following sections of this report provide a detailed summary of the Utility System's financial forecast.

An analysis of projected revenues and revenue requirements for the Utility System was conducted to determine the adequacy of existing rates. The illustration below summarizes the projected annual revenue increases required over the next nine years to meet future revenue requirements, to maintain and improve Utility System infrastructure, to maintain adequate debt service coverage ratios, and maintain adequate cash reserves to improve the financial condition of the Utility System.

Table ES-1: Indicated Required Revenue Increases

Year	Combined Base	Combined Volumetric	Combined Overall
2022	0.0%	0.0%	0.0%
2023	13.4%	30.0%	17.3%
2024	14.9%	28.5%	18.1%
2025	6.3%	13.5%	8.0%
2026	2.7%	5.0%	3.2%
2027	8.1%	12.5%	9.1%
2028	4.6%	10.0%	5.9%
2029	4.6%	10.0%	5.9%
2030	9.2%	25.0%	12.9%

ADDITIONAL RECOMMENDATIONS

Listed below are the general recommendations associated with the analysis performed herein:

1. The City of Manvel staff should prepare the documents necessary to obtain approval of the proposed financial plan and water and wastewater rates.
2. The City should continue to closely monitor its non-revenue water through audits, identification of leaks, and other appropriate measures.
3. The City should establish an Outside City Limits rate of 1.5 times the Inside City Limits rate.
4. The City should establish a policy on requirements to connect after service becomes available for existing development.
5. The City should update this rate study on an on-going basis. It should be updated sooner if there are significant changes in the assumptions presented in this study, such as timing of the CIP projects.



1.0 WATER AND WASTEWATER SYSTEM

1.1 GENERAL DESCRIPTION

The City of Manvel (City) is located on Highway 6 west of State Highway (SH) 288, in northern Brazoria County, Texas. The City currently provides water service to over 1,000 connections, and wastewater service to over 1,000 connections as well. The City is experiencing rapid growth, and this Water and Wastewater Rate Study assumes an initial growth in connections of roughly 40 percent per year, stabilizing at roughly 5 percent per year by Fiscal Year 2030.

The City of Manvel's existing water infrastructure consists of the School Road Water Plant and associated pumps, water supply wells, and transmission and distribution pipelines. The City relies entirely on groundwater from the Gulf Coast Aquifer System. The City holds four groundwater well permits from the Brazoria County Groundwater Conservation District.

The City of Manvel's existing wastewater collection system consisting of eight (8) lift stations and associated force mains, a network of manholes and gravity mains, and one wastewater treatment plant (WWTP).

The City's water and wastewater customer base includes residential, commercial, and irrigation users. Water and sewer sales revenue is primarily supported by residential base charges, accounting for roughly two-thirds of total water sales revenue and nearly three-quarters of total wastewater sales revenue. Breakdowns of water and wastewater sales revenues by customer class are provided in **Figure 1-1** and **Figure 1-2**, respectively.

A review of Fiscal Year 2016 through Fiscal Year 2020 historical financial and billing data provided by the City showed the following general patterns:

- The combined water and wastewater expenses have averaged \$930,000 (including depreciation and transfers to the General Fund). Without depreciation and transfers, the average for that period is \$790,000.
- The combined water and wastewater revenue has averaged \$750,000.



1.2 PROJECTED WATER NEEDS AND WASTEWATER FLOWS

Table 1-1 shows projected water and wastewater connections, and metered water and wastewater billed volumes for Manvel. These projections are based on input from City staff. These projections are for an average year. Water use will tend to be more in dry years and less in wet years. **Figure 1-3** shows the historical and projected number of water and wastewater connections.

Review of historical water production in comparison to historical water billed volumes revealed substantial fluctuations in non-revenue water (both positive and negative). Values of non-revenue water above 12 percent are considered high for a retail water supplier. However, not all this non-revenue water is unaccounted for water. Some is used for authorized, beneficial purposes such as fire flow, line flushing, and irrigating city facilities, such as parks. Currently the city estimates the amount used for these purposes. To the extent possible, FNI recommends that the City meter as much of its unbilled authorized usage as feasible, particularly irrigation of City facilities. This will enable the City to better track how much water is actually being lost through leaks in the system. The City should continue to monitor non-revenue water and perform detailed water audits and seek to further reduce non-revenue water, unaccounted for water usage. The City should also audit its water production data, to ensure more accurate estimates of what is coming into the system.

Table 1-1: Projected Connections, and Water and Wastewater Billed Volume (including base)

Fiscal Year	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Water Connections	1,368	1,910	2,130	2,453	2,777	3,192	3,422	3,588	3,752	3,918
Wastewater Connections	1,326	1,864	2,080	2,399	2,718	3,127	3,352	3,511	3,668	3,827
Water Billed Volume (MG)	93	129	144	166	188	216	232	243	254	265
Wastewater Billed Volume (MG)	93	129	144	166	188	216	232	243	254	265



Figure 1-1: Historical Water Sales Revenues, by Customer Class

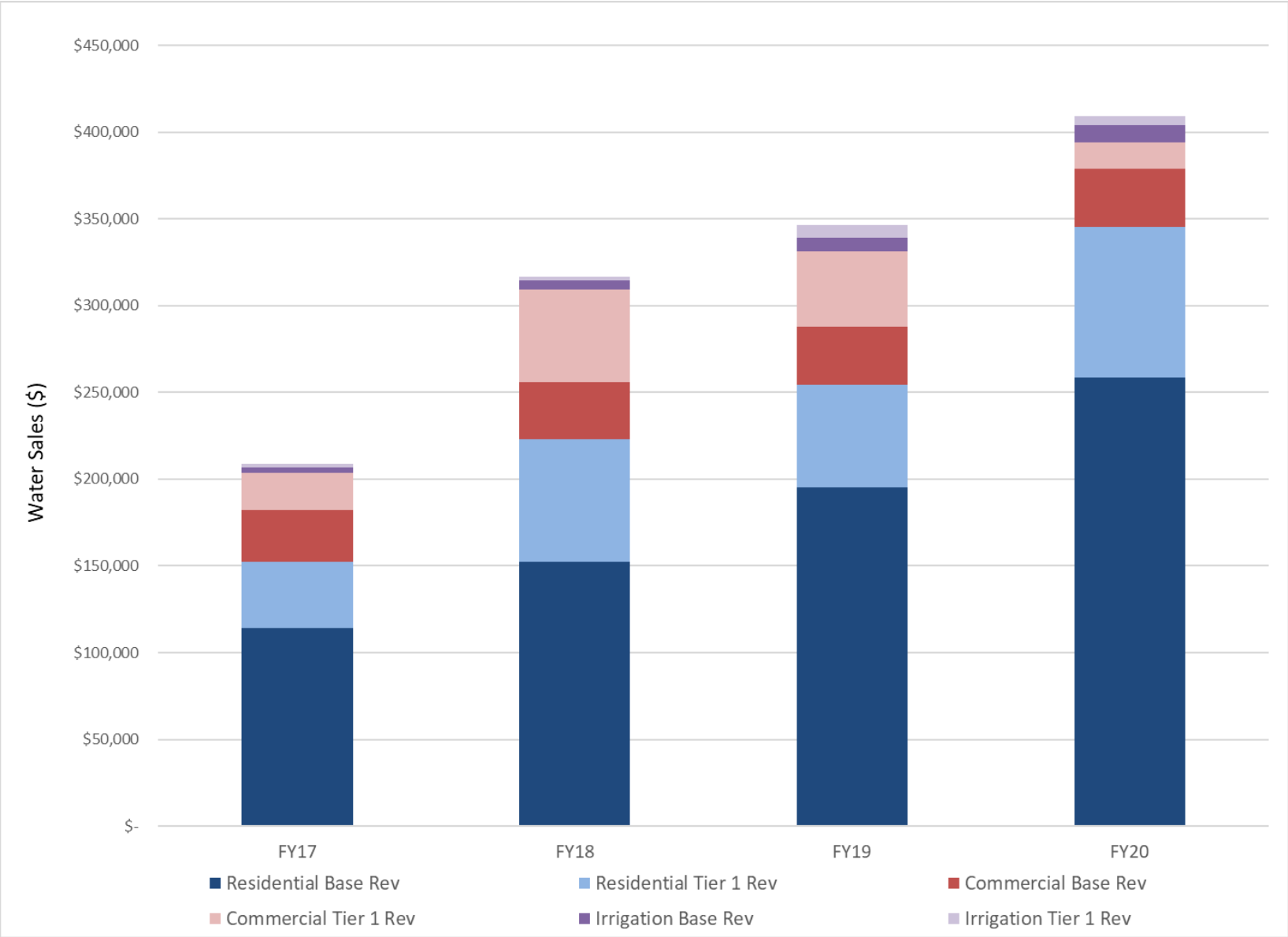




Figure 1-2: Historical Wastewater Sales Revenues, by Customer Class

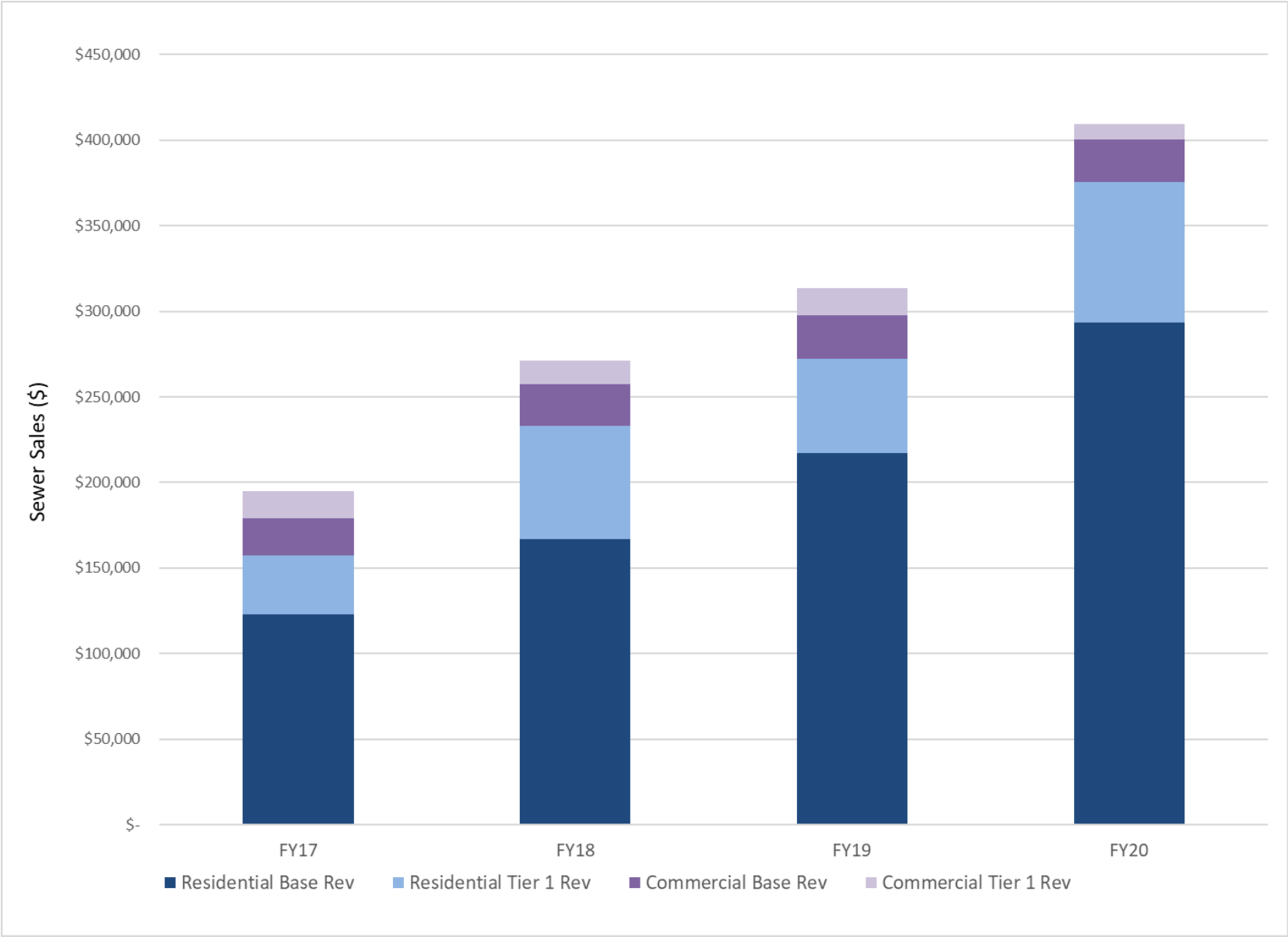
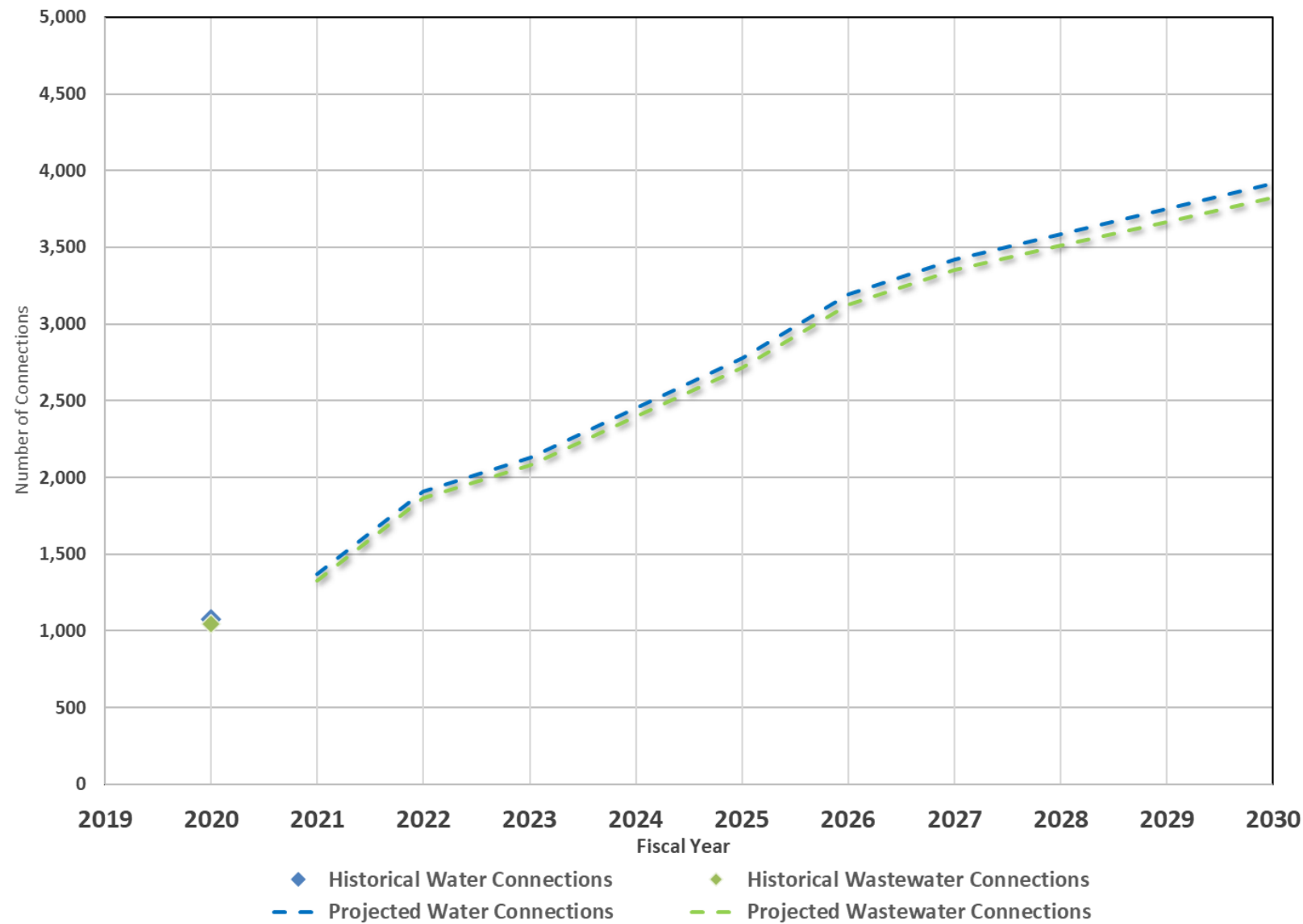




Figure 1-3: Historical and Projected Connections





2.0 HISTORICAL REVENUES AND EXPENSES

2.1 HISTORICAL REVENUES

Table 2-1 shows the historical revenues for the water and wastewater fund over the last four complete years (Fiscal Year 2016 – Fiscal Year 2020), as well as the budgeted revenues for Fiscal Year 2021. During this time, the City did not increase water or wastewater volumetric or base charges. Current rates as of September 2021 are shown in **Table 2-2**. Annual revenue from sales has averaged approximately \$531,000 over the previous four years, with total revenues (including transfers from the General Fund) averaging approximately \$745,000 over the same period. Over that time, water sales revenue made up on average approximately 50 percent of all sales revenue, and wastewater sales revenue made up on average approximately 50 percent.

2.2 HISTORICAL EXPENSES

Table 2-3 shows a summary of the historical expenses by major department. The annual expenses have averaged \$930,000. Historically, Water Expenditures make up on average approximately 50 percent of all expenses, followed by Administration Expenditures at 31 percent and Wastewater Expenditures at 19 percent. **Appendix Table A-1** provides a breakdown of historical expenses by line item.

2.3 COMPARISON OF HISTORICAL REVENUE AND EXPENSES

Figure 2-1 compares the historical revenue and expenses for the water and wastewater fund. The figure shows that in Fiscal Year 2016 through Fiscal Year 2020, expenses exceeded revenue (deficit), before taking into account the transfers from the General Fund.



Table 2-1: Historical Revenue for the Water and Wastewater Fund

Category	Historical				
	2015-2016	2016-17	2017-18	2018-19	2019-20
Utility Revenue (to include Sales)	\$438,389	\$456,564	\$588,268	\$702,040	\$869,137
Interest Revenue	\$382	\$0	\$1,464	\$335	\$0
Other Revenue	\$31,221	\$68,658	\$79,565	\$18,379	\$191
Transfers-In Revenue	\$400	\$98,426	\$57	\$375,000	\$0
TOTAL REVENUE	\$470,393	\$623,648	\$669,354	\$1,095,755	\$869,328

Table 2-2: Current City of Manvel Monthly Water & Wastewater Rates

Current Water Rates		
Residential		
Service Charge (includes 2,000 gallons)	\$25.00	
Volume Charge (2,001 gallons and above)	\$2.00	Per 1,000 gallons
Commercial/Irrigation		
Service Charge (includes 2,000 gallons)	\$30.00	
Volume Charge (2,001 gallons and above)	\$2.00	Per 1,000 gallons
Current Wastewater Rates		
Residential		
Service Charge (includes 2,000 gallons)	\$30.00	
Volume Charge (2,001 – 20,000 gallons*)	\$2.00	Per 1,000 gallons
Commercial		
Service Charge (includes 2,000 gallons)	\$35.00	
Volume Charge (2,001 – 20,000 gallons*)	\$2.00	Per 1,000 gallons

*No charge on Wastewater above 20,000 gallons

Table 2-3: Historical Expenses for the Water and Wastewater Fund, by Department

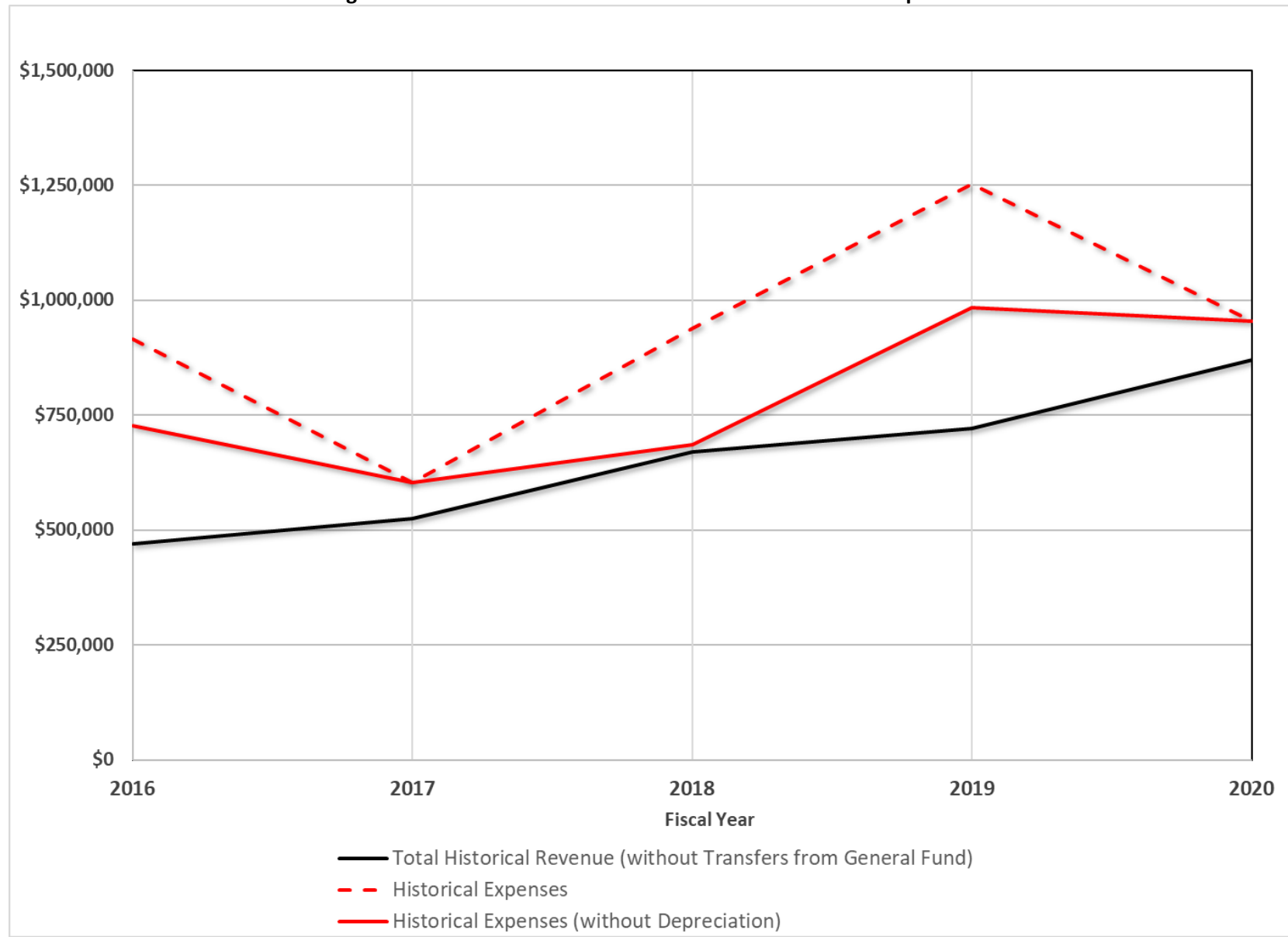
Department	Historical				
	2015-2016	2016-17	2017-18	2018-19	2019-20
Administration Expenses	\$342,491	\$246,462	\$274,339	\$336,797	\$251,307
Water Expenses	\$522,443	\$331,529	\$565,076	\$636,195	\$284,445
Wastewater Expenses	\$50,401	\$24,348	\$99,681	\$278,990	\$419,334
Non-Departmental Expenses	\$0	\$0	\$0	\$0	\$0
Total Operating Expenses	\$915,335	\$602,338	\$939,096	\$1,251,982	\$995,086

Total Revenue from Table 2-1	\$470,393	\$623,648	\$669,354	\$1,095,755	\$869,328
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Deficit (-) or Surplus (+)	-\$444,942	\$21,310	-\$269,742	-\$156,228	-\$85,757
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Figure 2-1: Historical Water and Wastewater Revenue and Expenses





3.0 WATER AND WASTEWATER FUND RATE ANALYSIS

3.1 PROJECTED REVENUES AT CURRENT RATES

Table 3-1 shows projected revenues at current rates for the water and wastewater fund. Without impact fees, projected total revenue (to include non-sales revenue) for Fiscal Year 2022 is approximately \$3.3 million. A large portion of those revenues is derived from a one-time transfer from the General Fund, a practice which is not used in Fiscal Year 2023 through Fiscal Year 2030. With impact fees, projected total revenue (to include non-sales revenue) for Fiscal Year 2022 is approximately \$5.0 million. If held to current rates, revenue is anticipated to increase by the same trend in increased connections and water/wastewater use. **Figure 3-1** shows the historical water and wastewater revenues and projected revenues at current rates. This figure does not include any revenues associated with impact fees. Volumetric sales and other operating revenues increase by the growth in number of connections and therefore, the corresponding consumption volume. Base sales revenues increase by the growth factor for number of connections. Other non-operating revenues are held constant at the Fiscal Year 2021 budget amount, with the exception of the one-time transfer from the General Fund in Fiscal Year 2022.

3.2 PROJECTED EXPENSES

Table 3-2 is a summary by major category of the projected expenses for the water and wastewater fund. **Appendix Table A-1** details the projected expenses by department and line item, as well as the basis for those projections. Projected expenses for Fiscal Year 2022 are roughly \$3.3 million, largely derived from a one-time capital outlay expense. In future years, O&M expenses (not including debt service) are projected to increase at a modest rate, primarily due to inflation and other escalators.

Over the next 10 years, the City is anticipated to undertake approximately \$84 million (2021 dollars) in improvements to its water and wastewater system. Approximately \$37 million of this capital program will be paid for with rates. This study assumes the capital improvements are programmed in debt issuances every year between Fiscal Year 2022 and Fiscal Year 2027, and a small issuance in Fiscal Year 2030. On average, approximately 70 percent of the funds will be for wastewater projects and 30 percent for water projects. These improvements are necessary to provide for future growth, replace aging infrastructure, maintain reliable service, keep facilities in compliance with new regulations, and improve efficiency. Debt service payments for each year's bond issuance were calculated using an interest rate of 3 percent, 30-year repayment terms, and a yearly inflation rate of 4 percent applied to the present-day capital cost of



CIP projects that will be constructed in future years. A debt service coverage requirement of 1.25 was assumed for both the water fund and the wastewater fund. **Appendix Table A-2** identifies the timing of future debt service issuances paid for with rates (in 2021 dollars), and **Appendix Table A-3** calculates the annual payments for the rate portion of those future debt service issuances. Figure 3-2 shows the historical and projected expenses for the water and wastewater fund, taking into account the rate portion only of debt service payments. **Table 3-1** depicts the total projected revenue, with and without impact fees. **Table 3-2** depicts the total projected expenses, with only the rate portion of debt service payments. At current rates, without impact fee revenues and only taking into account the rate portion of debt service payments, expenses exceed revenues in Fiscal Year 2023 by roughly \$200,000, increasing to roughly \$2.3 million by Fiscal Year 2030. **Figure 3-3** compares projected expenses and revenues (at current rates).



Table 3-1: Projected Revenue at Current Rates for the Water and Wastewater Fund

Category	Budget	Projected								
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Utility Revenue (to include Sales)	\$780,000	\$1,819,291	\$2,030,102	\$2,339,309	\$2,648,781	\$3,044,306	\$3,268,879	\$3,426,820	\$3,583,107	\$3,741,825
Other Revenue	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Transfers-In Revenue	\$319,580	\$1,465,892	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE (without impact fee)	\$1,104,580	\$3,290,183	\$2,035,102	\$2,344,309	\$2,653,781	\$3,049,306	\$3,273,879	\$3,431,820	\$3,588,107	\$3,746,825
Impact Fee Revenue (50%)		\$1,665,913	\$2,732,097	\$4,007,710	\$4,007,710	\$4,864,465	\$4,864,465	\$2,484,590	\$2,475,070	\$2,484,590
TOTAL REVENUE (with impact fee at 50%)	\$1,104,580	\$4,956,096	\$4,767,198	\$6,352,018	\$6,661,490	\$7,913,770	\$8,138,344	\$5,916,410	\$6,063,177	\$6,231,415



Figure 3-1: Historical and Projected Water and Wastewater Revenue (not including impact fees)

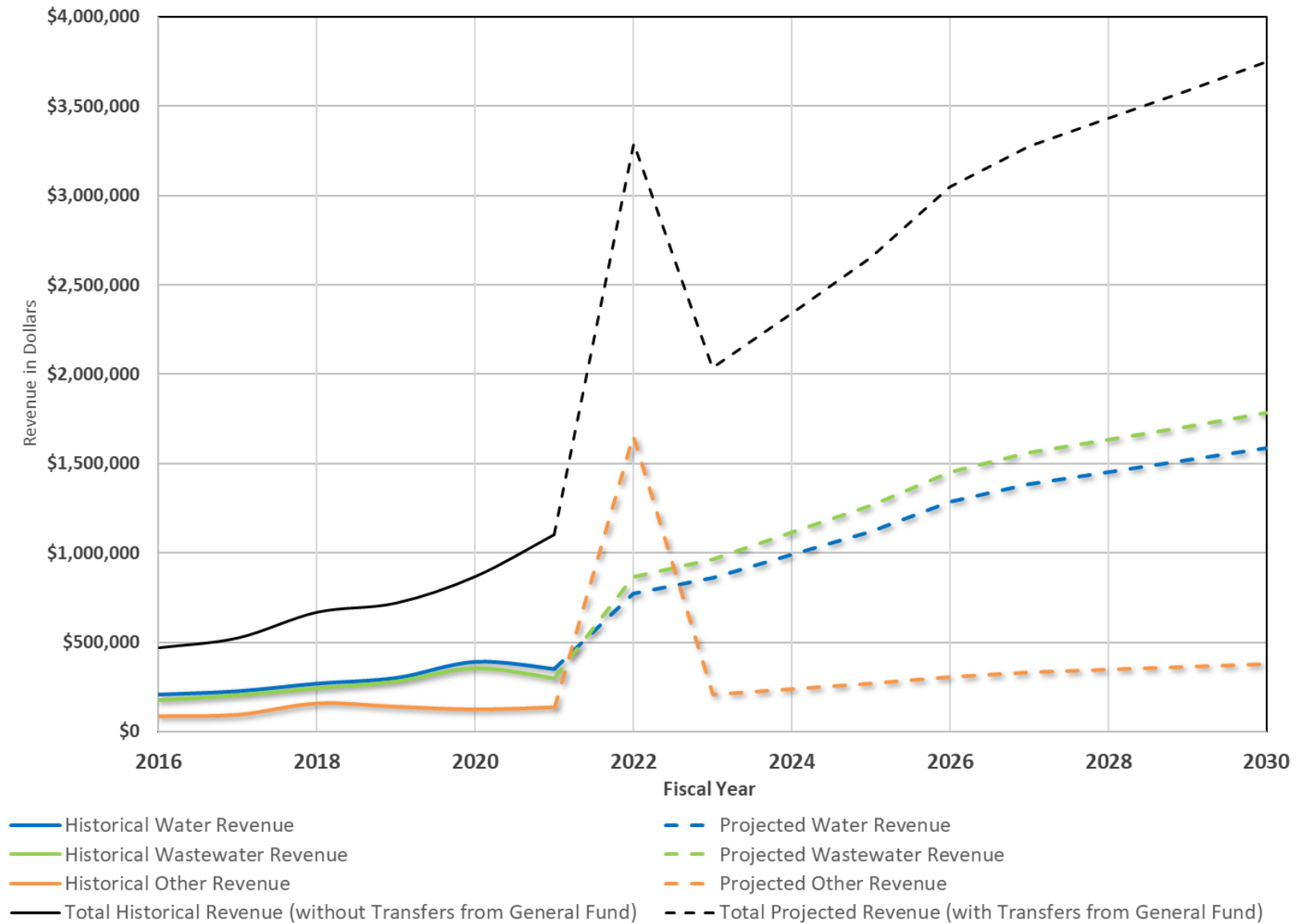




Table 3-2: Projected Expenses for the Water and Wastewater Fund, by Department

Department	Budget	Projected								
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Water Utility										
Administrative	\$233,790	\$240,804	\$248,030	\$255,471	\$362,137	\$370,031	\$427,663	\$436,038	\$444,666	\$453,551
Operational	\$365,000	\$575,619	\$425,589	\$461,925	\$503,137	\$549,993	\$603,390	\$664,376	\$734,170	\$814,203
Non-Departmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned Debt Service – Rate Portion	\$0	\$0	\$263,008	\$580,978	\$739,280	\$855,331	\$855,331	\$859,663	\$980,915	\$1,613,306
TOTAL WATER	\$598,790	\$816,423	\$936,627	\$1,298,374	\$1,604,554	\$1,775,355	\$1,886,384	\$1,960,077	\$2,159,751	\$2,881,060
Wastewater Utility										
Administrative	\$233,790	\$240,804	\$248,030	\$255,471	\$362,137	\$370,031	\$427,663	\$436,038	\$444,666	\$453,551
Operational	\$272,000	\$2,227,956	\$320,945	\$350,430	\$814,503	\$902,897	\$946,502	\$776,091	\$805,471	\$834,046
Non-Departmental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planned Debt Service – Rate Portion	\$0	\$0	\$740,678	\$871,360	\$1,050,860	\$1,173,840	\$1,874,348	\$1,874,348	\$1,874,348	\$1,886,994
TOTAL WASTEWATER	\$505,790	\$2,468,760	\$1,309,653	\$1,477,261	\$2,227,499	\$2,446,768	\$3,248,513	\$3,086,477	\$3,124,484	\$3,174,590
Total Operating Expenses	\$1,104,580	\$3,285,183	\$2,246,279	\$2,775,635	\$3,832,053	\$4,222,123	\$5,134,897	\$5,046,554	\$5,284,235	\$6,055,650



Figure 3-2: Historical and Projected Water and Wastewater Expenses

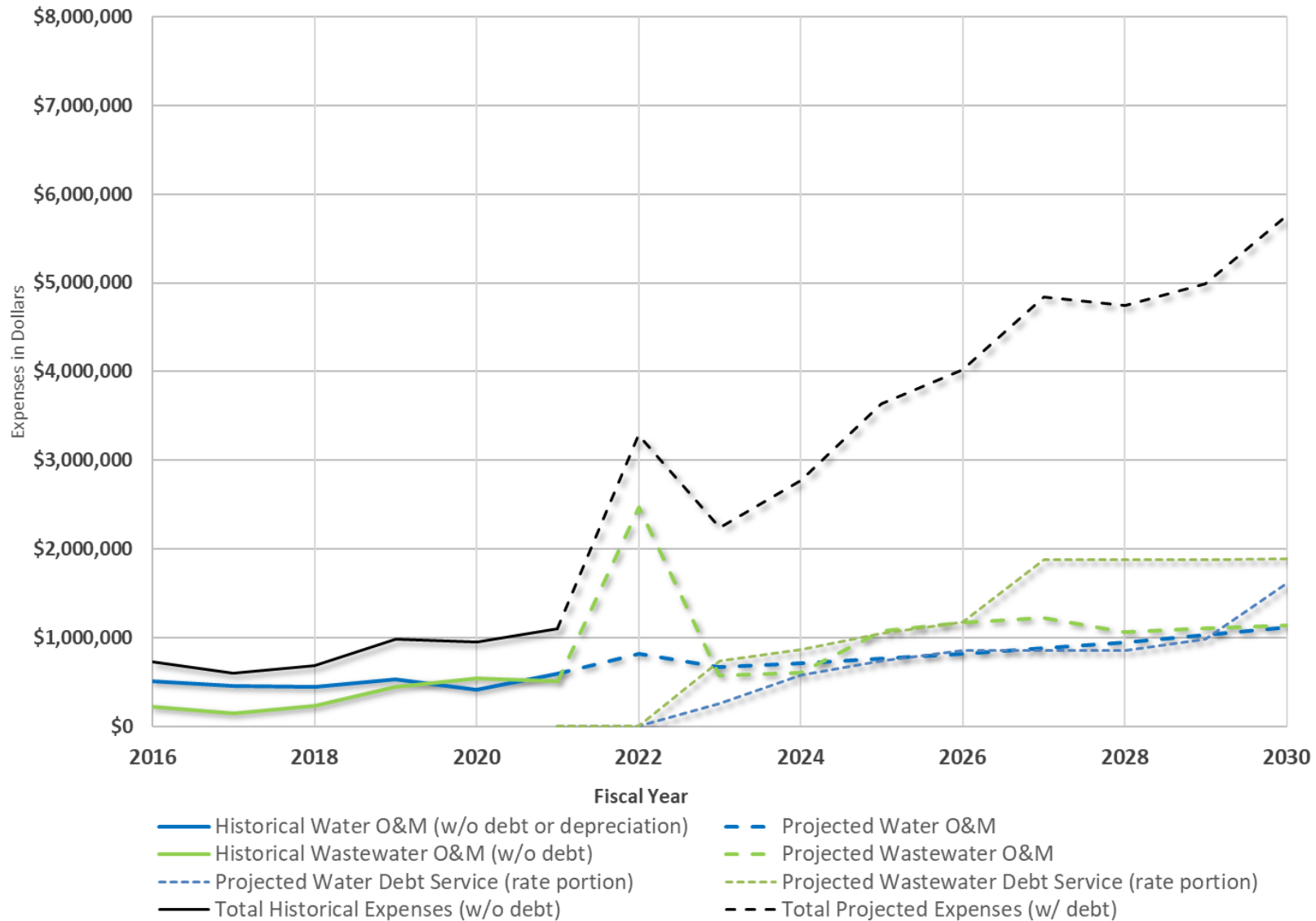
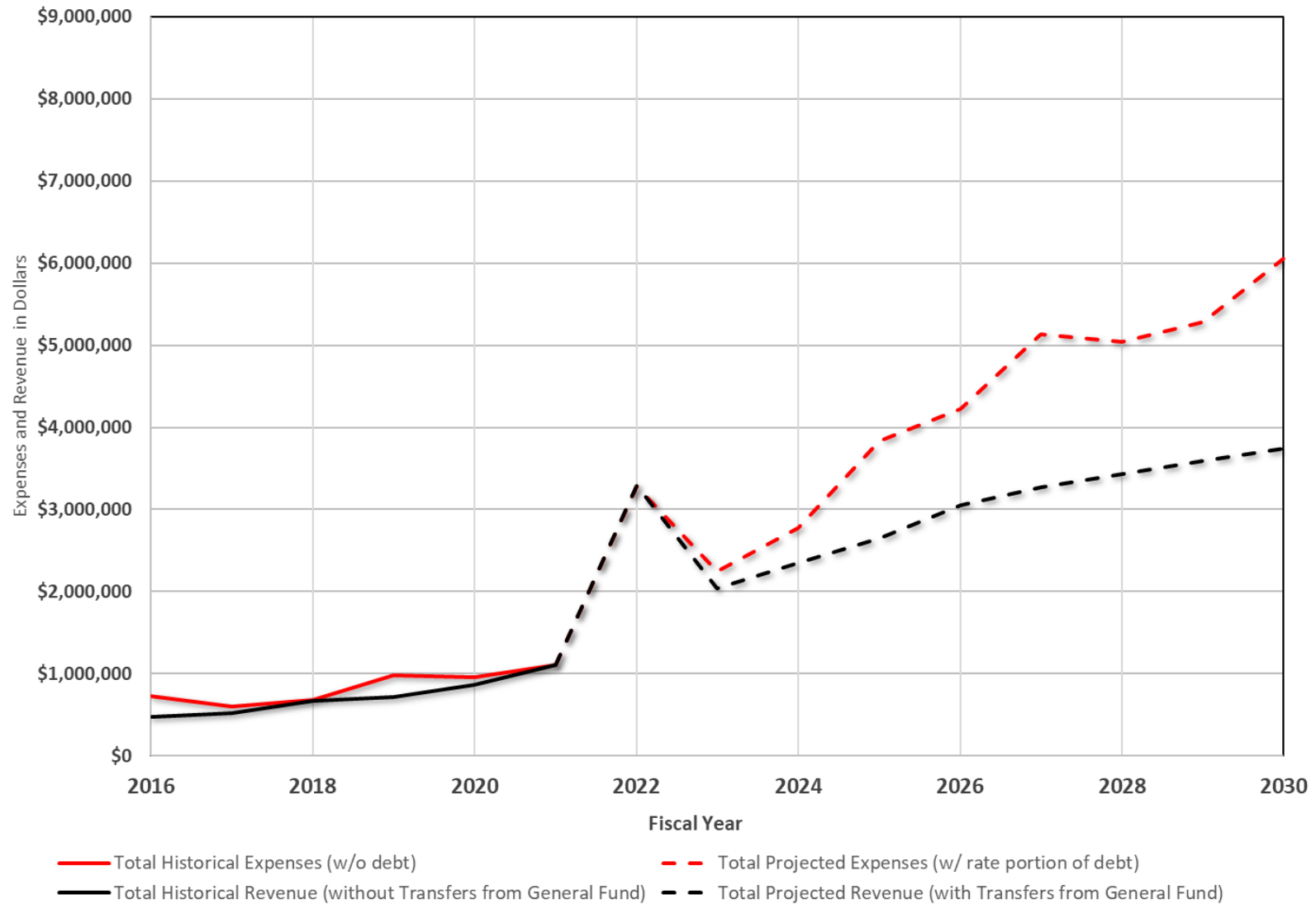




Figure 3-3: Historical and Projected Water and Wastewater Expenses (with rate portion of future Debt Service) and Revenue (at current rates)





4.0 RATE DESIGN

The schedule of proposed water rates has been designed toward implementing rate adjustments that meet the City's goals and objectives. Generally, the proposed rates have been designed to limit increases in the current service availability charge levels and to increase the volume charges for water consumption where necessary.

The schedule of proposed rates is designed following the same general form of rate structure as the existing water rates, which consist of a schedule of service availability charges and volume charges. The proposed service availability charge is designed to recover a portion of customer billing and collection costs, customer meter and service-related costs, and provision for a readiness-to-serve component. The schedule of volume charges have been designed to recover a portion of those costs related to supplying customers with water to meet their average and peak rates of use.



5.0 SUMMARY OF RATE RECOMMENDATIONS

The recommendations for water and wastewater rates and projected rate increases are summarized below in **Table 5-1**. Pro forma statements for the combined utility, wastewater fund, and water fund are found in **Appendix Table A-4** through **Table A-6**, respectively.

Table 5-1: Rate Adjustment Summary

Year	Combined Base	Combined Volumetric	Combined Overall
2022	0.0%	0.0%	0.0%
2023	13.4%	30.0%	17.3%
2024	14.9%	28.5%	18.1%
2025	6.3%	13.5%	8.0%
2026	2.7%	5.0%	3.2%
2027	8.1%	12.5%	9.1%
2028	4.6%	10.0%	5.9%
2029	4.6%	10.0%	5.9%
2030	9.2%	25.0%	12.9%

Table 5-1 through **Table 5-4** identify the specific rates recommended as a result of the rate study, by customer class. These rate adjustments are projected to provide sufficient revenue through Fiscal Year 2030 while maintaining a 1.25 debt service coverage ratio for both the water fund and the wastewater fund, and maintaining stable operating cash balances. Projected rate increases should be examined annually in light of future growth, revenues and system expenses.

Other Recommendations

1. The City of Manvel staff should prepare the documents necessary to obtain approval of the proposed financial plan and water and wastewater rates.
2. The City should continue to closely monitor its non-revenue water through audits, identification of leaks, and other appropriate measures.
3. The City should establish an Outside City Limits rate of 1.5 times the Inside City Limits rate.
4. The City should establish a policy on requirements to connect after service becomes available for existing development.
5. The City should update this rate study on an on-going basis. It should be done sooner if there are significant changes in the assumptions presented in this study, such as timing of the CIP projects.



Table 5-2: Residential Rate Adjustments Needed

Inside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Residential											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$25.00	\$25.00	\$28.36	\$32.59	\$34.65	\$35.58	\$38.46	\$40.24	\$42.09	\$45.98
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$30.00	\$30.00	\$34.03	\$39.11	\$41.58	\$42.70	\$46.15	\$48.28	\$50.51	\$55.18
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78

Outside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Residential											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$37.50	\$37.50	\$42.54	\$48.89	\$51.98	\$53.38	\$57.69	\$60.35	\$63.14	\$68.98
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$45.00	\$45.00	\$51.05	\$58.67	\$62.37	\$64.05	\$69.23	\$72.42	\$75.77	\$82.77
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16



Table 5-3: Commercial Rate Adjustments Needed

Inside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Commercial											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$30.00	\$30.00	\$34.03	\$39.11	\$41.58	\$42.70	\$46.15	\$48.28	\$50.51	\$55.18
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$35.00	\$35.00	\$39.71	\$45.63	\$48.51	\$49.82	\$53.84	\$56.33	\$58.93	\$64.38
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78

Outside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Commercial											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$45.00	\$45.00	\$51.05	\$58.67	\$62.37	\$64.05	\$69.23	\$72.42	\$75.77	\$82.77
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16
Wastewater Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$52.50	\$52.50	\$59.56	\$68.45	\$72.77	\$74.73	\$80.77	\$84.49	\$88.40	\$96.57
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16



Table 5-4: Irrigation Rate Adjustments Needed

Inside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Irrigation											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$30.00	\$30.00	\$34.03	\$39.11	\$41.58	\$42.70	\$46.15	\$48.28	\$50.51	\$55.18
Volumetric	per thousand gallons	\$2.00	\$2.00	\$2.60	\$3.34	\$3.79	\$3.98	\$4.48	\$4.93	\$5.42	\$6.78

Outside City Limits	Projected									
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base % Rate Increase (from Table 5-1)			13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%
Volumetric % Rate Increase (from Table 5-1)			30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%

Irrigation											
Water Monthly Fees		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Base or Volumetric	Unit	Fee									
Base	First 2,000 gallons	\$45.00	\$45.00	\$51.05	\$58.67	\$62.37	\$64.05	\$69.23	\$72.42	\$75.77	\$82.77
Volumetric	per thousand gallons	\$3.00	\$3.00	\$3.90	\$5.01	\$5.69	\$5.97	\$6.72	\$7.39	\$8.13	\$10.16



6.0 COMPARISON TO NEARBY CITIES

Table 6-1 shows the monthly cost for residential water and wastewater service for use of 5,000 gallons for Manvel and other nearby cities, while **Table 6-2** shows the same for 10,000 gallons. The costs for water and wastewater services are based on information found on the cities' websites as of November 2021.

Figure 6-1 shows the comparison of costs for 5,000 gallons of water and wastewater service for a typical residential customer inside city limits, while **Figure 6-2** shows the same for 10,000 gallons. At its current rates, Manvel has the fifth lowest total water and wastewater cost out of eight area cities surveyed for the cost of 5,000 gallons, and has the second lowest for 10,000 gallons.

Table 6-1: Residential Water and Wastewater Rate Comparison to Nearby Cities

City	5,000 Gallons/month		
	Water	Wastewater	Total
Brazoria County MUD #29	\$17.25	\$17.25	\$34.50
Clute	\$28.95	\$28.95	\$57.60
Angleton ICL	\$38.28	\$23.34	\$61.62
Pearland	\$27.96	\$37.74	\$65.70
Manvel FY21	\$31.00	\$36.00	\$67.00
Port Lavaca ICL	\$36.37	\$31.37	\$67.74
Richwood	\$37.45	\$35.45	\$72.90
Alvin	\$34.06	\$44.67	\$78.73
Portland	\$37.58	\$43.98	\$81.56

Table 6-2: Residential Water and Wastewater Rate Comparison to Nearby Cities

City	10,000 Gallons/month		
	Water	Wastewater	Total
Brazoria County MUD #29	\$30.75	\$28.50	\$59.25
Manvel FY 2021	\$41.00	\$46.00	\$87.00
Clute	\$48.70	\$48.70	\$97.40
Angleton ICL	\$67.88	\$36.84	\$104.72
Portland	\$57.23	\$50.63	\$107.86
Pearland	\$52.38	\$62.74	\$115.12
Richwood	\$59.20	\$57.20	\$116.40
Port Lavaca ICL	\$62.67	\$57.82	\$120.49
Alvin	\$58.71	\$69.32	\$128.03



Figure 6-1: Residential Water and Wastewater Rate Comparison with Other Cities, Monthly Bill (5,000 gallons)

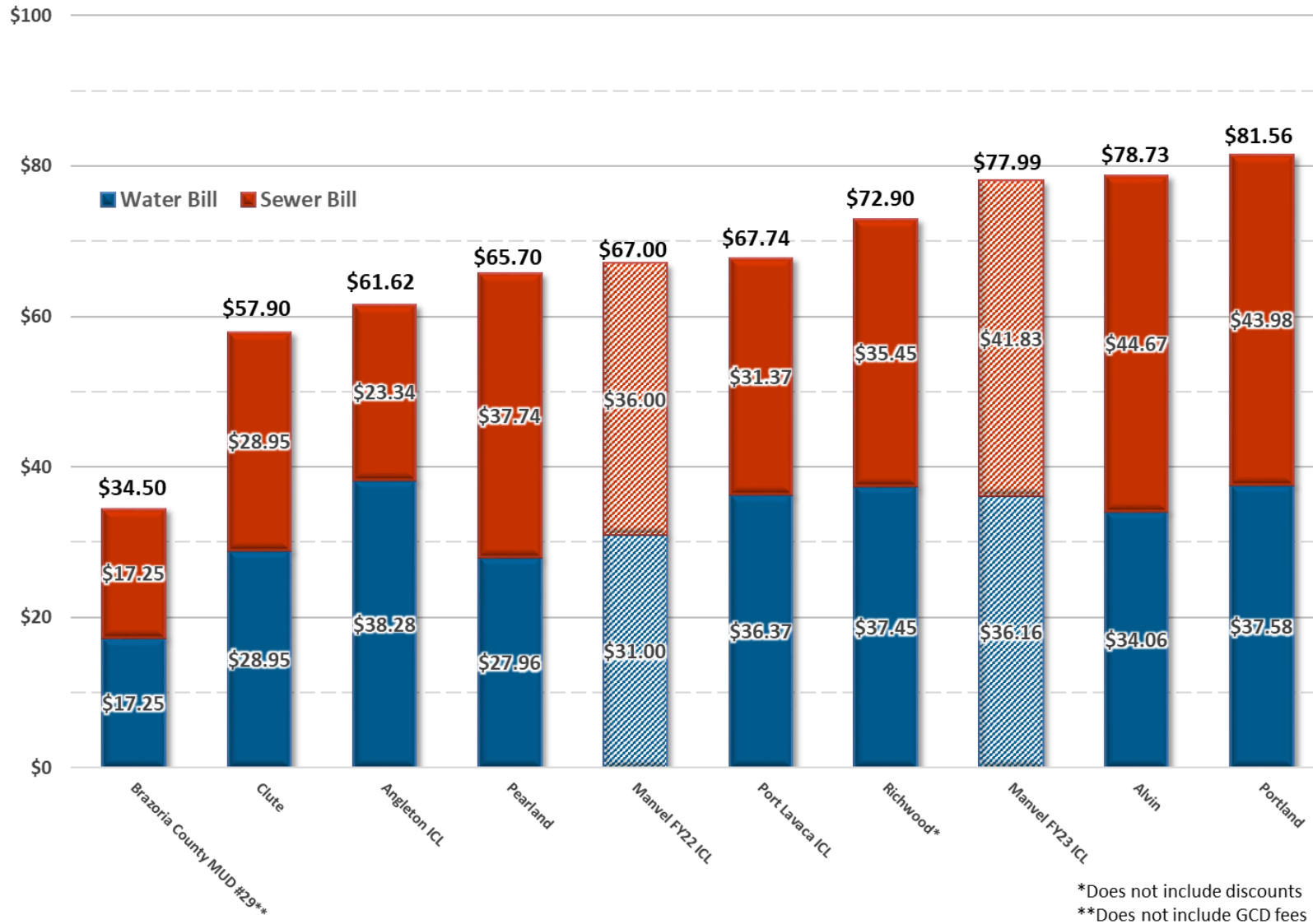
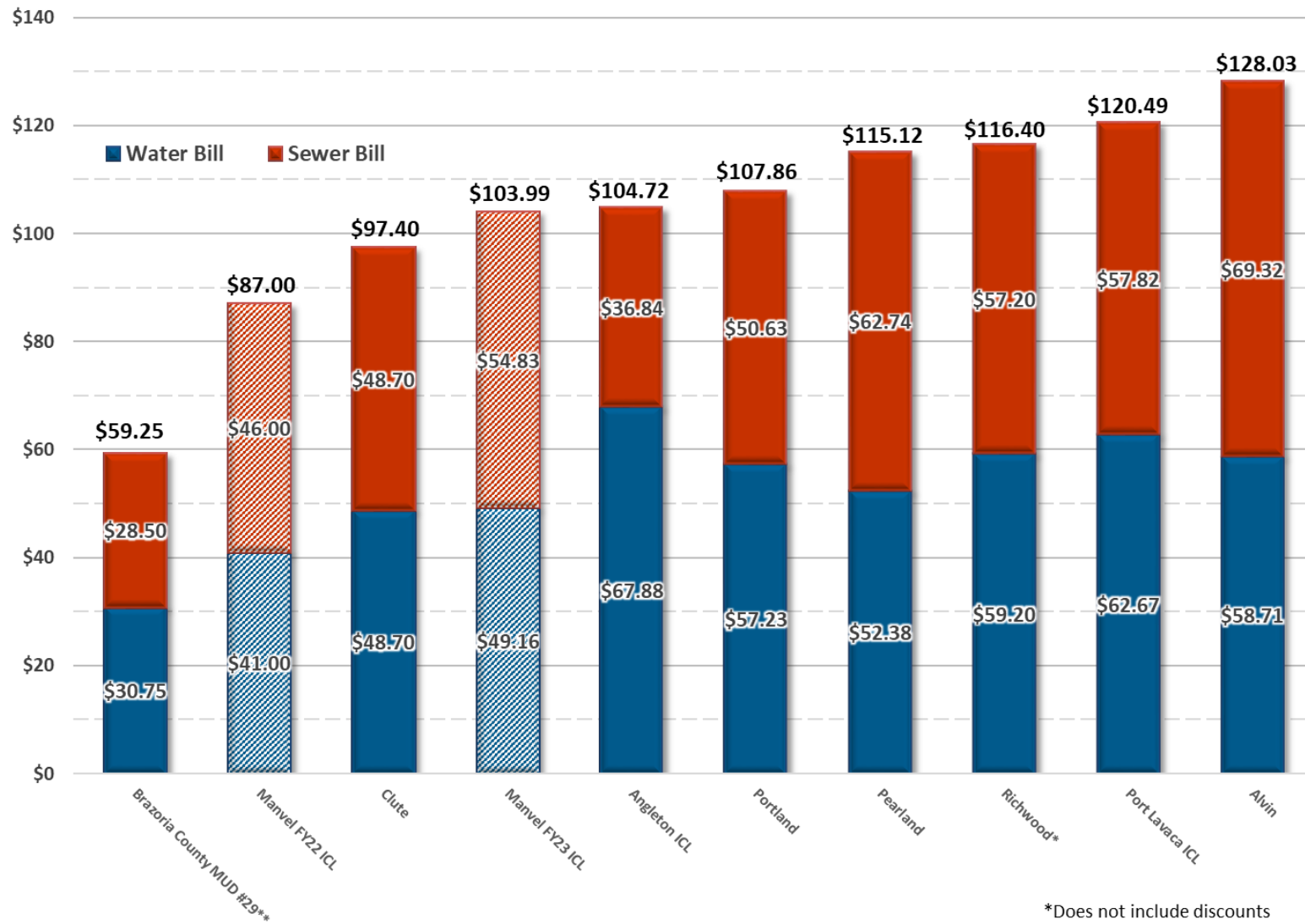




Figure 6-2: Residential Water and Wastewater Rate Comparison with Other Cities, Monthly Bill (10,000 gallons)



*Does not include discounts

**Does not include GCD fees



APPENDIX A

Expenses for Water and Wastewater Fund



Table A-1: Historical Expenses, by Line Item

Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
Administration					
40-10-5000 Salaries	\$72,600	\$117,869	\$142,989	\$159,345	\$112,495
40-10-5002 Overtime	\$8,763	\$10,361	\$11,340	\$10,975	\$949
40-10-5003 Holiday Pay	\$3,436	\$0	\$0	\$0	\$0
40-10-5004 Taxes, Social Security	\$6,392	\$0	\$0	\$0	\$0
40-10-5005 Retirement	\$4,912	\$0	\$0	\$0	\$0
40-10-5006 Longevity	\$353	\$600	\$720	\$840	\$840
40-10-5007 Part Time Wages	\$0	\$0	\$0	\$158	\$0
40-10-5010 Taxes, Social Security	\$0	\$9,098	\$10,996	\$10,617	\$8,290
40-10-5012 TWC	\$0	\$875	\$0	\$0	\$0
40-10-5030 Health & Life Insurance	\$9,608	\$19,658	\$30,485	\$29,506	\$16,398
40-10-5031 Vision	\$0	\$0	\$351	\$349	\$192
40-10-5032 Life & LTD	\$0	\$0	\$655	\$713	\$402
40-10-5033 Dental	\$0	\$0	\$1,468	\$1,586	\$818
40-10-5034 Retirement	\$0	\$14,904	\$19,509	\$20,834	\$12,760
40-10-5035 Cell Phone Allowance	\$0	\$519	\$173	\$1,004	\$595
40-10-5038 Flex	\$0	\$0	\$92	\$152	\$57
40-10-5039 Flex Card - Health Ins	\$0	\$0	\$1,167	\$1,277	\$471
40-10-5040 Workers Compensation	\$2,972	-\$805	\$11,196	\$0	\$4,502
40-10-5041 Pension Expense	\$0	\$0	-\$8,962	-\$4,428	\$0
40-10-5201 Contract Services	\$3,725	\$0	\$0	\$0	\$0
40-10-5202 Mowing & Weed Control	\$1,298	\$688	\$355	\$2,301	\$0
40-10-5220 Janitorial Supplies & Cleaning	\$0	\$432	\$0	\$0	\$0
40-10-5222 Postage	\$2,363	\$2,200	\$1,813	\$2,567	\$2,000
40-10-5225 Fuel	\$0	\$0	\$0	\$47	\$0
40-10-5230 Office Expense	\$880	\$1,437	\$667	\$0	\$687



Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
40-10-5240 Minor Tools & Equipment	\$0	\$2,282	\$0	\$12,110	\$9,537
40-10-5300 Equipment Rental	\$0	\$4,577	\$3,983	\$6,732	\$1,123
40-10-5320 Bank/Convenience Charges	\$0	\$0	\$0	\$0	\$0
40-10-5370 Radio Repairs	\$0	\$0	\$0	\$0	\$0
40-10-5380 Building Repair & Maintenance	\$0	\$0	\$0	\$0	\$0
40-10-5418 Employment Testing	\$0	\$0	\$0	\$0	\$0
40-10-5432 Rental Equipment	\$6,265	\$0	\$0	\$0	\$0
40-10-5440 Computer Maintenance/Support	\$0	\$0	\$0	\$0	\$1,442
40-10-5441 Computer Software	\$4,160	\$7,927	\$0	\$0	\$0
40-10-5445 Telephone	\$2,029	\$1,179	\$0	\$303	\$0
40-10-5446 Uniforms	\$0	\$0	\$90	\$0	\$556
40-10-5458 Maintenance Agreements	\$0	\$0	\$0	\$0	\$0
40-10-5550 Radio Usage	\$810	\$1,476	\$1,476	\$1,968	\$1,476
40-10-5615 Credit Card Processing Fees	\$4,181	\$5,937	\$8,958	\$10,532	\$12,294
40-10-5622 Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0
40-10-5630 Insurance and Bonds	\$114	\$14,454	\$0	\$0	\$0
40-10-5636 Equipment Repairs/Maintenance	\$0	\$0	\$0	\$0	\$0
40-10-5638 Vehicle Repairs/Maintenance	\$0	\$0	\$0	\$2,204	\$0
40-10-5645 Training & Travel	\$1,129	\$1,807	\$307	\$2,465	\$175
40-10-5650 Mileage	\$0	\$0	\$0	\$0	\$0
40-10-5655 Other Expenses	\$0	\$0	\$7,772	\$0	\$0
40-10-5700 Vehicle/Equip Replacement Fees	\$4,125	\$10,438	\$24,149	\$62,641	\$58,000
40-10-5701 Legal Fees	\$0	\$0	\$0	\$0	\$0
40-10-5742 Subsidence Fees	\$627	\$2,155	\$0	\$0	\$0
40-10-5800 Eng/Consulting/Planning Fees	\$10,300	\$16,394	\$2,590	\$0	\$5,250
40-10-8641 Transfer from	\$191,450	\$0	\$0	\$0	\$0
40-10-8700 Salary Adjustments	\$0	\$0	\$0	\$0	\$0



Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
40-10-8701 Compensation Study Adjustment	\$0	\$0	\$0	\$0	\$0
Administration Subtotal	\$342,491	\$246,462	\$274,339	\$336,797	\$251,307
Water					
40-54-5204 Chemicals	\$6,202	\$11,530	\$9,204	\$16,300	\$13,514
40-54-5210 Supplies	\$0	\$0	\$0	\$0	\$0
40-54-5212 Safety Equipment/Supplies	\$0	\$0	\$0	\$0	\$0
40-54-5222 Postage	\$0	\$0	\$0	\$0	\$0
40-54-5225 Fuel	\$0	\$0	\$61	\$422	\$126
40-54-5240 Minor Tools & Equipment	\$4,288	\$4,828	\$2,116	\$2,110	\$6,701
40-54-5245 Fire Hydrants	\$0	\$0	\$0	\$0	\$0
40-54-5310 Meter Replacement Program	\$11,240	\$19,671	\$44,567	\$114,811	\$92,983
40-54-5312 Other Reimbursements	\$0	\$0	\$600	\$0	\$0
40-54-5325 Utility Billing Charges	\$0	\$0	\$249	\$0	\$0
40-54-5420 Electricity	\$48,961	\$66,228	\$55,629	\$29,055	\$26,195
40-54-5421 Electrical Service	\$0	\$0	\$0	\$0	\$0
40-54-5435 Safety & Water Testing	\$0	\$0	\$0	\$0	\$0
40-54-5440 Computer Maintenance/Support	\$0	\$0	\$4,484	\$5,124	\$6,529
40-54-5441 Computer Software	\$1,360	\$367	\$824	\$0	\$0
40-54-5445 Telephone	\$0	\$0	\$1,351	\$1,224	\$2,556
40-54-5446 Uniforms	\$0	\$0	\$0	\$1,074	\$543
40-54-5498 Tap Connection Expense	\$0	\$0	\$0	\$1,650	\$0
40-54-5499 Laboratory Expenses	\$9,691	\$12,821	\$17,744	\$11,322	\$8,894
40-54-5622 Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0
40-54-5630 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0
40-54-5636 Equipment Repairs/Maintenance	\$184,955	\$191,581	\$156,203	\$161,162	\$105,671
40-54-5638 Vehicle Repairs/Maintenance	\$1,688	\$6,659	\$4,671	\$3,506	\$3,848
40-54-5645 Training & Travel	\$660	\$416	\$2,394	\$245	\$115



Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
40-54-5655 Other Expenses	\$8,055	\$0	\$0	\$0	\$0
40-54-5700 Vehicle/Equip Replacement Fees	\$4,125	\$4,014	\$5,955	\$11,638	\$9,000
40-54-5729 Permits & Assessments	\$2,464	\$3,562	\$3,717	\$3,707	\$3,871
40-54-5730 Legal Notices	\$0	\$0	\$0	\$0	\$0
40-54-5742 Subsidence Fees	\$1,378	\$357	\$2,167	\$4,387	\$3,900
40-54-5746 Water Sample Inspection	\$0	\$0	\$0	\$0	\$0
40-54-5800 Eng/Consulting/Planning Fees	\$13,585	\$9,495	\$0	\$0	\$0
40-54-6010 Capital Outlay - Technology	\$0	\$0	\$0	\$0	\$0
40-54-6020 Capital Outlay - Equipment	\$21,092	\$0	\$0	\$0	\$0
40-54-6030 Capital Outlay - Vehicle	\$0	\$0	\$0	\$0	\$0
40-54-6040 Capital Outlay - Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0
40-54-6070 Capital Outlay - Improvements	\$0	\$0	\$0	\$0	\$0
40-54-6203 Capital Outlay - Capitalize Taps	\$14,000	\$0	\$0	\$0	\$0
40-54-7025 WWTP to - Blowers/auto Dialer	\$0	\$0	\$0	\$0	\$0
40-54-8410 Depreciation Expense	\$188,699	\$0	\$253,138	\$268,458	\$0
40-54-8700 Salary Adjustments	\$0	\$0	\$0	\$0	\$0
Water Subtotal	\$522,443	\$331,529	\$565,076	\$636,195	\$284,445
Wastewater					
40-56-5203 Sludge Hauling	\$0	\$0	\$0	\$0	\$0
40-56-5204 Chemicals	\$0	\$0	\$7,187	\$8,936	\$9,717
40-56-5210 Supplies	\$0	\$0	\$0	\$0	\$0
40-56-5212 Safety Equipment/Supplies	\$0	\$0	\$0	\$0	\$0
40-56-5225 Fuel	\$0	\$0	\$3,744	\$39	\$0
40-56-5240 Minor Tools & Equipment	\$0	\$0	\$896	\$5,954	\$9,882
40-56-5312 Other Reimbursements	\$0	\$0	\$2,662	\$0	\$0
40-56-5325 Utility Billing Charges	\$0	\$0	\$0	\$0	\$0
40-56-5419 Sludge Hauling	\$14,200	\$24,348	\$33,238	\$44,090	\$46,036



Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
40-56-5420 Electricity	\$0	\$0	\$2,859	\$40,809	\$34,421
40-56-5421 Electrical Service	\$0	\$0	\$0	\$0	\$0
40-56-5432 Rental Equipment	\$0	\$0	\$10,075	\$17,275	\$17,802
40-56-5445 Telephone	\$0	\$0	\$229	\$538	\$1,384
40-56-5446 Uniforms	\$0	\$0	\$0	\$855	\$1
40-56-5480 Contract Labor	\$0	\$0	\$18,000	\$0	\$0
40-56-5499 Laboratory Expenses	\$0	\$0	\$540	\$10,985	\$15,145
40-56-5500 Operator Fees	\$28,650	\$0	\$0	\$0	\$0
40-56-5630 Insurance and Bonds	\$0	\$0	\$16,045	\$0	\$0
40-56-5636 Equipment Repairs/Maintenance	-\$1,600	\$0	\$2,559	\$126,330	\$114,846
40-56-5637 Sewer Line Maintenance & Repairs	\$0	\$0	\$0	\$0	\$0
40-56-5645 Training & Travel	\$0	\$0	\$1,646	\$3,284	\$100
40-56-6010 Capital Outlay - Technology	\$0	\$0	\$0	\$0	\$0
40-56-6020 Capital Outlay - Equipment	\$9,150	\$0	\$0	\$19,893	\$170,000
40-56-6030 Capital Outlay - Vehicle	\$0	\$0	\$0	\$0	\$0
40-56-6040 Capital Outlay - Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0
40-56-6070 Capital Outlay - Improvements	\$0	\$0	\$0	\$0	\$0
40-56-6080 Capital Outlay - Building	\$0	\$0	\$0	\$0	\$0
40-56-5203 Sludge Hauling	\$0	\$0	\$0	\$0	\$0
40-56-5204 Chemicals	\$0	\$0	\$7,187	\$8,936	\$9,717
40-56-5210 Supplies	\$0	\$0	\$0	\$0	\$0
40-56-5212 Safety Equipment/Supplies	\$0	\$0	\$0	\$0	\$0
40-56-5225 Fuel	\$0	\$0	\$3,744	\$39	\$0
40-56-5240 Minor Tools & Equipment	\$0	\$0	\$896	\$5,954	\$9,882
40-56-5312 Other Reimbursements	\$0	\$0	\$2,662	\$0	\$0
40-56-5325 Utility Billing Charges	\$0	\$0	\$0	\$0	\$0
40-56-5419 Sludge Hauling	\$14,200	\$24,348	\$33,238	\$44,090	\$46,036



Historical Expenses by Fiscal Year					
	2015-16	2016-17	2017-18	2018-19	2019-20
40-56-5420 Electricity	\$0	\$0	\$2,859	\$40,809	\$34,421
40-56-5421 Electrical Service	\$0	\$0	\$0	\$0	\$0
40-56-5432 Rental Equipment	\$0	\$0	\$10,075	\$17,275	\$17,802
40-56-5445 Telephone	\$0	\$0	\$229	\$538	\$1,384
40-56-5446 Uniforms	\$0	\$0	\$0	\$855	\$1
40-56-5480 Contract Labor	\$0	\$0	\$18,000	\$0	\$0
40-56-5499 Laboratory Expenses	\$0	\$0	\$540	\$10,985	\$15,145
40-56-5500 Operator Fees	\$28,650	\$0	\$0	\$0	\$0
40-56-5630 Insurance and Bonds	\$0	\$0	\$16,045	\$0	\$0
40-56-5636 Equipment Repairs/Maintenance	-\$1,600	\$0	\$2,559	\$126,330	\$114,846
40-56-5637 Sewer Line Maintenance & Repairs	\$0	\$0	\$0	\$0	\$0
40-56-5645 Training & Travel	\$0	\$0	\$1,646	\$3,284	\$100
40-56-6010 Capital Outlay - Technology	\$0	\$0	\$0	\$0	\$0
40-56-6020 Capital Outlay - Equipment	\$9,150	\$0	\$0	\$19,893	\$170,000
40-56-6030 Capital Outlay - Vehicle	\$0	\$0	\$0	\$0	\$0
40-56-6040 Capital Outlay - Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0
40-56-6070 Capital Outlay - Improvements	\$0	\$0	\$0	\$0	\$0
40-56-6080 Capital Outlay - Building	\$0	\$0	\$0	\$0	\$0
Wastewater Subtotal	\$50,401	\$24,348	\$99,681	\$278,990	\$419,334
Non-Departmental					
40-95-8510 Transfer to General Fund	\$0	\$0	\$0	\$0	\$0
40-95-8590 Transfer Out - Debt Service Fund	\$0	\$0	\$0	\$0	\$0
40-95-8591 Transfer Out - Veh/Equip Replace Fund	\$0	\$0	\$0	\$0	\$0
Non-Departmental Subtotal	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENSES (w/ Depreciation)	\$915,335	\$602,338	\$939,096	\$1,251,982	\$955,086
TOTAL OPERATING EXPENSES (w/o Depreciation)	\$726,636	\$602,338	\$685,958	\$983,524	\$955,086



Table A-2: Projected Expenses, by Line Item

	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Administration										
40-10-5000 Salaries (Existing Plant)	\$256,941	\$264,649	\$272,588	\$280,766	\$289,189	\$297,865	\$306,801	\$316,005	\$325,485	\$335,250
Salaries and Benefits (MBR Plant)					\$198,000	\$198,000	\$297,000	\$297,000	\$297,000	\$297,000
40-10-5002 Overtime	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	\$4,637	\$4,776	\$4,919	\$5,067	\$5,219
40-10-5003 Holiday Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5004 Taxes, Social Security	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5005 Retirement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5006 Longevity	\$120	\$124	\$128	\$132	\$136	\$140	\$144	\$148	\$152	\$157
40-10-5007 Part Time Wages	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5010 Taxes, Social Security	\$20,017	\$20,618	\$21,237	\$21,874	\$22,530	\$23,206	\$23,902	\$24,619	\$25,358	\$26,119
40-10-5012 TWC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5030 Health & Life Insurance	\$46,214	\$47,600	\$49,028	\$50,499	\$52,014	\$53,574	\$55,181	\$56,836	\$58,541	\$60,297
40-10-5031 Vision	\$541	\$557	\$574	\$591	\$609	\$627	\$646	\$665	\$685	\$706
40-10-5032 Life & LTD	\$1,129	\$1,163	\$1,198	\$1,234	\$1,271	\$1,309	\$1,348	\$1,388	\$1,430	\$1,473
40-10-5033 Dental	\$2,260	\$2,328	\$2,398	\$2,470	\$2,544	\$2,620	\$2,699	\$2,780	\$2,863	\$2,949
40-10-5034 Retirement	\$26,873	\$27,679	\$28,509	\$29,364	\$30,245	\$31,152	\$32,087	\$33,050	\$34,042	\$35,063
40-10-5035 Cell Phone Allowance	\$600	\$618	\$637	\$656	\$676	\$696	\$717	\$739	\$761	\$784
40-10-5038 Flex	\$241	\$248	\$255	\$263	\$271	\$279	\$287	\$296	\$305	\$314
40-10-5039 Flex Card - Health Ins	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612
40-10-5040 Workers Compensation	\$5,694	\$5,865	\$6,041	\$6,222	\$6,409	\$6,601	\$6,799	\$7,003	\$7,213	\$7,429
40-10-5041 Pension Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5201 Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5202 Mowing & Weed Control	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	\$1,957
40-10-5220 Janitorial Supplies & Cleaning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5222 Postage	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612
40-10-5225 Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Water and Wastewater Rate Study
City of Manvel, TX



	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
40-10-5230 Office Expense	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,160	\$1,195	\$1,231	\$1,268	\$1,306
40-10-5240 Minor Tools & Equipment	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255	\$11,593	\$11,941	\$12,299	\$12,668	\$13,048
40-10-5300 Equipment Rental	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,797	\$5,971	\$6,150	\$6,335	\$6,525
40-10-5320 Bank/Convenience Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5370 Radio Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5380 Building Repair & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5418 Employment Testing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5432 Rental Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5440 Computer Maintenance/Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5441 Computer Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5445 Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5446 Uniforms	\$450	\$464	\$478	\$492	\$507	\$522	\$538	\$554	\$571	\$588
40-10-5458 Maintenance Agreements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5550 Radio Usage	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612
40-10-5615 Credit Card Processing Fees	\$12,000	\$12,360	\$12,731	\$13,113	\$13,506	\$13,911	\$14,328	\$14,758	\$15,201	\$15,657
40-10-5622 Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5630 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5636 Equipment Repairs/Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5638 Vehicle Repairs/Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5645 Training & Travel	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612
40-10-5650 Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5655 Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5700 Vehicle/Equip Replacement Fees	\$60,000	\$61,800	\$63,654	\$65,564	\$67,531	\$69,557	\$71,644	\$73,793	\$76,007	\$78,287
40-10-5701 Legal Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5742 Subsistence Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-10-5800 Eng/Consulting/Planning Fees	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,797	\$5,971	\$6,150	\$6,335	\$6,525
40-10-8641 Transfer from	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Water and Wastewater Rate Study
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	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
40-10-8700 Salary Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administration Subtotal	\$467,580	\$481,608	\$496,059	\$510,942	\$724,273	\$740,062	\$855,326	\$872,076	\$889,331	\$907,101
Water										
40-54-5204 Chemicals	\$18,000	\$21,696	\$26,151	\$31,521	\$37,994	\$45,796	\$55,200	\$66,535	\$80,198	\$96,667
40-54-5210 Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5212 Safety Equipment/Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5222 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5225 Fuel	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,160	\$1,195	\$1,231	\$1,268	\$1,306
40-54-5240 Minor Tools & Equipment	\$3,000	\$3,090	\$3,183	\$3,278	\$3,376	\$3,477	\$3,581	\$3,688	\$3,799	\$3,913
40-54-5245 Fire Hydrants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5310 Meter Replacement Program	\$100,000	\$115,000	\$132,250	\$152,088	\$174,901	\$201,136	\$231,306	\$266,002	\$305,902	\$351,787
40-54-5312 Other Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5325 Utility Billing Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5420 Electricity	\$25,000	\$25,750	\$26,523	\$27,319	\$28,139	\$28,983	\$29,852	\$30,748	\$31,670	\$32,620
40-54-5421 Electrical Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5435 Safety & Water Testing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5440 Computer Maintenance/Support	\$5,000	\$5,305	\$5,628	\$5,971	\$6,335	\$6,721	\$7,130	\$7,564	\$8,025	\$8,514
40-54-5441 Computer Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5445 Telephone	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,001	\$19,571
40-54-5446 Uniforms	\$1,500	\$1,545	\$1,591	\$1,639	\$1,688	\$1,739	\$1,791	\$1,845	\$1,900	\$1,957
40-54-5498 Tap Connection Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5499 Laboratory Expenses	\$13,000	\$15,134	\$17,619	\$20,512	\$23,879	\$27,799	\$32,363	\$37,676	\$43,861	\$51,062
40-54-5622 Dues & Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5630 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5636 Equipment Repairs/Maintenance	\$160,000	\$164,800	\$169,744	\$174,836	\$180,081	\$185,483	\$191,047	\$196,778	\$202,681	\$208,761
40-54-5638 Vehicle Repairs/Maintenance	\$6,000	\$6,180	\$6,365	\$6,556	\$6,753	\$6,956	\$7,165	\$7,380	\$7,601	\$7,829
40-54-5645 Training & Travel	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612

Water and Wastewater Rate Study
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	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
40-54-5655 Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5700 Vehicle/Equip Replacement Fees	\$9,000	\$9,270	\$9,548	\$9,834	\$10,129	\$10,433	\$10,746	\$11,068	\$11,400	\$11,742
40-54-5729 Permits & Assessments	\$4,500	\$4,875	\$5,281	\$5,721	\$6,198	\$6,715	\$7,275	\$7,882	\$8,539	\$9,251
40-54-5730 Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5742 Subsidence Fees	\$2,000	\$2,284	\$2,609	\$2,980	\$3,403	\$3,886	\$4,438	\$5,069	\$5,789	\$6,611
40-54-5746 Water Sample Inspection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-5800 Eng/Consulting/Planning Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6010 Capital Outlay - Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6020 Capital Outlay - Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6030 Capital Outlay - Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6040 Capital Outlay - Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6070 Capital Outlay - Improvements	\$0	\$182,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-6203 Capital Outlay - Capitalize Taps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-7025 WWTP to - Blowers/auto Dialer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-8410 Depreciation Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-54-8700 Salary Adjustments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Subtotal	\$365,000	\$575,619	\$425,589	\$461,925	\$503,137	\$549,993	\$603,390	\$664,376	\$734,170	\$814,203
Wastewater										
40-56-5203 Sludge Hauling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5204 Chemicals (Existing Plant)	\$12,500	\$15,071	\$18,171	\$21,909	\$26,416	\$31,850	\$38,402			
40-56-5204 Chemicals (MBR Plant)					\$29,034	\$36,034	\$36,034	\$53,068	\$55,068	\$57,068
40-56-5210 Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5212 Safety Equipment/Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5225 Fuel	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	\$4,637	\$4,776	\$4,919	\$5,067	\$5,219
40-56-5240 Minor Tools & Equipment	\$7,500	\$7,725	\$7,957	\$8,196	\$8,442	\$8,695	\$8,956	\$9,225	\$9,502	\$9,787
40-56-5312 Other Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5325 Utility Billing Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Water and Wastewater Rate Study
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	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
40-56-5419 Sludge Hauling (Existing Plant)	\$50,000	\$57,500	\$66,125	\$76,044	\$87,451	\$100,569	\$115,654			
40-56-5419 Sludge Hauling (MBR Plant)					\$71,106	\$88,882	\$88,882	\$128,848	\$136,845	\$143,954
40-56-5420 Electricity (Existing Plant)	\$35,000	\$40,250	\$46,288	\$53,231	\$61,216	\$70,398	\$80,958			
40-56-5420 Electricity (MBR Plant)					\$166,280	\$191,700	\$191,700	\$236,170	\$246,484	\$255,652
40-56-5421 Electrical Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5432 Rental Equipment	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389	\$17,911	\$18,448	\$19,001	\$19,571
40-56-5445 Telephone	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,160	\$1,195	\$1,231	\$1,268	\$1,306
40-56-5446 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5480 Contract Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5499 Laboratory Expenses	\$20,000	\$23,000	\$26,450	\$30,418	\$34,981	\$40,228	\$46,262	\$53,201	\$61,181	\$70,358
40-56-5500 Operator Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5630 Insurance and Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5636 Equipment Repairs/Maintenance (Existing Plant)	\$125,000	\$128,750	\$132,613	\$136,591	\$140,689	\$144,910	\$149,257			
40-56-5636 Equipment Repairs/Maintenance (MBR Plant)					\$164,125	\$164,125	\$164,125	\$268,519	\$268,519	\$268,519
40-56-5637 Sewer Line Maintenance & Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-5645 Training & Travel	\$2,000	\$2,060	\$2,122	\$2,186	\$2,252	\$2,320	\$2,390	\$2,462	\$2,536	\$2,612
40-56-6010 Capital Outlay - Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-6020 Capital Outlay - Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-6030 Capital Outlay - Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-6040 Capital Outlay - Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-6070 Capital Outlay - Improvements	\$0	\$1,933,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-56-6080 Capital Outlay - Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater Subtotal	\$272,000	\$2,227,956	\$320,945	\$350,430	\$814,503	\$902,897	\$946,502	\$776,091	\$805,471	\$834,046
Non-Departmental										
40-95-8510 Transfer to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
40-95-8590 Transfer Out - Debt Service Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



	Budgeted			Projected						
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
40-95-8591 Transfer Out - Veh/Equip Replace Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-Departmental Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENSES	\$1,104,580	\$3,285,183	\$1,242,593	\$1,323,297	\$2,041,913	\$2,192,952	\$2,405,218	\$2,312,543	\$2,428,972	\$2,555,350
Future Debt Service										
FY2022 Series \$0.0M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FY2023 Series \$32.2M (Rate Portion)	\$0	\$0	\$1,003,686	\$1,003,686	\$1,003,686	\$1,003,686	\$1,003,686	\$1,003,686	\$1,003,686	\$1,003,686
FY2024 Series \$11.7M (Rate Portion)	\$0	\$0	\$0	\$448,652	\$448,652	\$448,652	\$448,652	\$448,652	\$448,652	\$448,652
FY2025 Series \$8.1M (Rate Portion)	\$0	\$0	\$0	\$0	\$337,802	\$337,802	\$337,802	\$337,802	\$337,802	\$337,802
FY2026 Series \$6.0M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$239,031	\$239,031	\$239,031	\$239,031	\$239,031
FY2027 Series \$16.8M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$700,508	\$700,508	\$700,508	\$700,508
FY2028 Series \$0.1M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,332	\$4,332	\$4,332
FY2029 Series \$2.7M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,252	\$121,252
FY2030 Series \$13.9M (Rate Portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$645,037
Future Debt Service Subtotal	\$0	\$0	\$1,003,686	\$1,452,338	\$1,790,140	\$2,029,171	\$2,729,679	\$2,734,011	\$2,855,263	\$3,500,300
TOTAL EXPENSES	\$1,104,580	\$3,285,183	\$2,246,279	\$2,775,635	\$3,832,053	\$4,222,123	\$5,134,897	\$5,046,554	\$5,284,235	\$6,055,650

Table A-3: Rate Portion of Future Debt Issuances (2021 Dollars)

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Water	\$0	\$6,665,394	\$8,294,028	\$3,878,550	\$2,843,352	\$0	\$106,182	\$2,744,004	\$13,921,980
Wastewater	\$0	\$26,262,042	\$3,679,344	\$4,433,124	\$3,257,472	\$17,162,826	\$0	\$0	\$283,254
TOTAL	\$0	\$32,917,436	\$11,973,372	\$8,311,674	\$6,100,824	\$17,162,826	\$106,182	\$2,744,004	\$14,205,234

Water and Wastewater Rate Study
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Table A-4: Pro Forma Statement for Combined Utility

Combined Utility												
Line	Description	Fiscal Year Ending September 30										
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
1	Beginning Operating Cash Balance	\$ -	\$ -	\$ 0	\$ 104,415	\$ 417,103	\$ 271,402	\$ 374,074	\$ 150,062	\$ 431,682	\$ 906,989	
2	Retail Rate Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3	Base Charges	\$ 1,259,801	\$ 1,406,124	\$ 1,620,561	\$ 1,835,143	\$ 2,109,284	\$ 2,266,238	\$ 2,375,740	\$ 2,484,008	\$ 2,593,939		
4	Volume Charges	\$ 378,005	\$ 421,574	\$ 485,603	\$ 549,712	\$ 631,722	\$ 677,407	\$ 710,133	\$ 742,576	\$ 775,538		
5	Total Retail Rate Revenue	\$ 1,637,806	\$ 1,827,698	\$ 2,106,164	\$ 2,384,855	\$ 2,741,006	\$ 2,943,645	\$ 3,085,873	\$ 3,226,584	\$ 3,369,477		
6	Base Charge Revenue Increase Needed		0.0%	13.4%	14.9%	6.3%	2.7%	8.1%	4.6%	4.6%	9.2%	
7	Volumetric Charge Revenue Increase Needed		0.0%	30.0%	28.5%	13.5%	5.0%	12.5%	10.0%	10.0%	25.0%	
8	Overall Increase Needed		0.0%	17.3%	18.1%	8.0%	3.2%	9.1%	5.9%	5.9%	12.9%	
9	Additional Retail Rate Revenue											
10	Year 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Year 2	\$ -	\$ 315,592	\$ 363,796	\$ 412,024	\$ 473,722	\$ 508,472	\$ 532,885	\$ 557,018	\$ 581,501		
12	Year 3	\$ -	\$ -	\$ 380,218	\$ 430,559	\$ 494,926	\$ 531,333	\$ 556,936	\$ 582,263	\$ 607,972		
13	Year 4	\$ -	\$ -	\$ -	\$ 189,989	\$ 218,414	\$ 234,455	\$ 245,733	\$ 256,886	\$ 268,205		
14	Year 5	\$ -	\$ -	\$ -	\$ -	\$ 88,427	\$ 94,920	\$ 99,476	\$ 103,978	\$ 108,545		
15	Year 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,826	\$ 280,674	\$ 293,369	\$ 306,246		
16	Year 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,649	\$ 188,960	\$ 197,412		
17	Year 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,960	\$ 197,412		
18	Year 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 433,600		
19	Total Additional Retail Rate Revenue	\$ -	\$ 315,592	\$ 744,014	\$ 1,032,572	\$ 1,275,489	\$ 1,637,006	\$ 1,896,353	\$ 2,171,435	\$ 2,700,894		
20	Other Operating Revenue	\$ 181,485	\$ 202,404	\$ 233,145	\$ 263,926	\$ 303,300	\$ 325,234	\$ 340,947	\$ 356,523	\$ 372,348		
21	Non-Operating Revenue	\$ 1,465,892	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		
22	Impact Fees (50% Max Allowable)	\$ 1,665,913	\$ 2,732,097	\$ 4,007,710	\$ 4,007,710	\$ 4,864,465	\$ 4,864,465	\$ 2,484,590	\$ 2,475,070	\$ 2,484,590		
23	TOTAL REVENUE	\$ 4,951,096	\$ 5,082,790	\$ 7,096,032	\$ 7,694,062	\$ 9,189,259	\$ 9,775,350	\$ 7,812,763	\$ 8,234,612	\$ 8,932,309		
24	O&M Expenses											
25	Administrative	\$ 481,608	\$ 496,059	\$ 510,942	\$ 724,273	\$ 740,062	\$ 855,326	\$ 872,076	\$ 889,331	\$ 907,101		
26	Operational	\$ 2,803,575	\$ 746,534	\$ 812,355	\$ 1,317,640	\$ 1,452,890	\$ 1,549,892	\$ 1,440,467	\$ 1,539,641	\$ 1,648,249		
27	Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
28	Total O&M Expenses	\$ 3,285,183	\$ 1,242,593	\$ 1,323,297	\$ 2,041,913	\$ 2,192,952	\$ 2,405,218	\$ 2,312,543	\$ 2,428,972	\$ 2,555,350		
29	Net Revenue	\$ 1,665,913	\$ 3,840,197	\$ 5,772,735	\$ 5,652,149	\$ 6,996,307	\$ 7,370,132	\$ 5,500,220	\$ 5,805,640	\$ 6,376,959		
30	Debt Service (Existing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
31	Debt Service (Future - Total Issuance)	\$ -	\$ 1,679,933	\$ 2,290,805	\$ 2,714,861	\$ 3,026,121	\$ 3,901,756	\$ 3,907,173	\$ 4,047,170	\$ 4,771,910		
32	Debt Service (Future - Rate Portion of Total Issuance)	\$ -	\$ 1,003,686	\$ 1,452,338	\$ 1,790,140	\$ 2,029,171	\$ 2,729,679	\$ 2,734,011	\$ 2,855,263	\$ 3,500,300		
33	Total Debt Service - Rate Portion	\$ -	\$ 1,003,686	\$ 1,452,338	\$ 1,790,140	\$ 2,029,171	\$ 2,729,679	\$ 2,734,011	\$ 2,855,263	\$ 3,500,300		
34	Debt Service Coverage											
35	Required		1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	
36	Achieved	✗	0.00	2.29	2.52	2.08	2.31	1.89	1.41	1.43	1.34	
37	Annual Cash Surplus (Deficiency)	\$ 1,665,913	\$ 2,160,264	\$ 3,481,930	\$ 2,937,288	\$ 3,970,186	\$ 3,468,376	\$ 1,593,047	\$ 1,758,470	\$ 1,605,049		
38	Annual Cash Surplus (Deficiency) Exclusive of Impact Fee Revenue & Expenses	\$ 0	\$ 104,415	\$ 312,687	\$ (145,700)	\$ 102,671	\$ (224,012)	\$ 281,620	\$ 475,307	\$ 392,069		
39	Fund Balance to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
40	Ending Operating Cash Balance	\$ 0	\$ 104,415	\$ 417,103	\$ 271,402	\$ 374,074	\$ 150,062	\$ 431,682	\$ 906,989	\$ 1,299,058		

Water and Wastewater Rate Study
City of Manvel, TX



Table A-5: Pro Forma Statement for Wastewater Utility

Wastewater Utility											
Line	Description	Fiscal Year Ending September 30									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Beginning Operating Cash Balance	\$ -	\$ -	\$ (108,364)	\$ (101,518)	\$ 210,259	\$ 162,630	\$ 310,417	\$ 114,885	\$ 227,698	\$ 447,064
2	Retail Rate Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Base Charges	\$ 677,580	\$ 756,480	\$ 872,460	\$ 988,440	\$ 1,136,820	\$ 1,221,000	\$ 1,279,380	\$ 1,336,980	\$ 1,395,360	\$ 1,395,360
4	Volume Charges	\$ 189,003	\$ 210,787	\$ 242,801	\$ 274,856	\$ 315,861	\$ 338,704	\$ 355,067	\$ 371,288	\$ 387,769	\$ 387,769
5	Total Retail Rate Revenue	\$ 866,583	\$ 967,267	\$ 1,115,261	\$ 1,263,296	\$ 1,452,681	\$ 1,559,704	\$ 1,634,447	\$ 1,708,268	\$ 1,783,129	\$ 1,783,129
6	Base Charge Revenue Increase Needed		0.0%	25.0%	20.0%	10.0%	5.0%	15.0%	0.0%	0.0%	0.0%
7	Volumetric Charge Revenue Increase Needed		0.0%	60.0%	40.0%	20.0%	10.0%	25.0%	0.0%	0.0%	0.0%
8	Overall Increase Needed		0.0%	32.6%	24.4%	12.2%	6.1%	17.2%	0.0%	0.0%	0.0%
9	Additional Retail Rate Revenue										
10	Year 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Year 2	\$ -	\$ 315,592	\$ 363,796	\$ 412,024	\$ 473,722	\$ 508,472	\$ 532,885	\$ 557,018	\$ 581,501	\$ 581,501
12	Year 3	\$ -	\$ -	\$ 271,613	\$ 307,630	\$ 353,708	\$ 379,681	\$ 397,903	\$ 415,911	\$ 434,180	\$ 434,180
13	Year 4	\$ -	\$ -	\$ -	\$ 153,815	\$ 176,854	\$ 189,841	\$ 198,951	\$ 207,956	\$ 217,090	\$ 217,090
14	Year 5	\$ -	\$ -	\$ -	\$ -	\$ 88,427	\$ 94,920	\$ 99,476	\$ 103,978	\$ 108,545	\$ 108,545
15	Year 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,826	\$ 280,674	\$ 293,369	\$ 306,246	\$ 306,246
16	Year 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Year 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Year 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Total Additional Retail Rate Revenue	\$ -	\$ 315,592	\$ 635,408	\$ 873,469	\$ 1,092,711	\$ 1,440,741	\$ 1,509,888	\$ 1,578,232	\$ 1,647,562	\$ 1,647,562
20	Other Operating Revenue	\$ 27,921	\$ 31,140	\$ 35,869	\$ 40,605	\$ 46,663	\$ 50,037	\$ 52,455	\$ 54,851	\$ 57,285	\$ 57,285
21	Non-Operating Revenue	\$ 1,465,892	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
22	Impact Fees (50% Max Allowable)	\$ 1,244,338	\$ 2,040,714	\$ 2,993,521	\$ 2,993,521	\$ 3,633,466	\$ 3,633,466	\$ 1,855,841	\$ 1,848,730	\$ 1,855,841	\$ 1,855,841
23	TOTAL REVENUE	\$ 3,604,733	\$ 3,357,212	\$ 4,782,559	\$ 5,173,390	\$ 6,228,020	\$ 6,686,447	\$ 5,055,130	\$ 5,192,580	\$ 5,346,317	\$ 5,346,317
24	O&M Expenses										
25	Administrative	\$ 240,804	\$ 248,030	\$ 255,471	\$ 362,137	\$ 370,031	\$ 427,663	\$ 436,038	\$ 444,666	\$ 453,551	\$ 453,551
26	Operational	\$ 2,227,956	\$ 320,945	\$ 350,430	\$ 814,503	\$ 902,897	\$ 946,502	\$ 776,091	\$ 805,471	\$ 834,046	\$ 834,046
27	Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total O&M Expenses	\$ 2,468,760	\$ 568,975	\$ 605,901	\$ 1,176,639	\$ 1,272,928	\$ 1,374,165	\$ 1,212,129	\$ 1,250,136	\$ 1,287,596	\$ 1,287,596
29	Net Revenue	\$ 1,135,973	\$ 2,788,238	\$ 4,176,658	\$ 3,996,751	\$ 4,955,092	\$ 5,312,282	\$ 3,843,001	\$ 3,942,444	\$ 4,058,720	\$ 4,058,720
30	Debt Service (Existing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Debt Service (Future - Total Issuance)	\$ -	\$ 1,339,870	\$ 1,527,587	\$ 1,753,762	\$ 1,919,956	\$ 2,795,591	\$ 2,795,591	\$ 2,795,591	\$ 2,810,042	\$ 2,810,042
32	Debt Service (Future - Rate Portion of Total Issuance)	\$ -	\$ 740,678	\$ 871,360	\$ 1,050,860	\$ 1,173,840	\$ 1,874,348	\$ 1,874,348	\$ 1,874,348	\$ 1,886,994	\$ 1,886,994
33	Total Debt Service - Rate Portion	\$ -	\$ 740,678	\$ 871,360	\$ 1,050,860	\$ 1,173,840	\$ 1,874,348	\$ 1,874,348	\$ 1,874,348	\$ 1,886,994	\$ 1,886,994
34	Debt Service Coverage										
35	Required		1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
36	Achieved	✗	0.00	2.08	2.73	2.28	2.58	1.90	1.37	1.41	1.44
37	Annual Cash Surplus (Deficiency)	\$ 1,135,973	\$ 1,448,368	\$ 2,649,071	\$ 2,242,989	\$ 3,035,136	\$ 2,516,691	\$ 1,047,410	\$ 1,146,853	\$ 1,248,678	\$ 1,248,678
38	Annual Cash Surplus (Deficiency) Exclusive of Impact Fee Revenue & Expenses	\$ (108,364)	\$ 6,846	\$ 311,778	\$ (47,629)	\$ 147,786	\$ (195,532)	\$ 112,813	\$ 219,366	\$ 315,886	\$ 315,886
39	Fund Balance to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Ending Operating Cash Balance	\$ (108,364)	\$ (101,518)	\$ 210,259	\$ 162,630	\$ 310,417	\$ 114,885	\$ 227,698	\$ 447,064	\$ 762,949	\$ 762,949

Water and Wastewater Rate Study
City of Manvel, TX



Table A-6: Pro Forma Statement for Water Utility

Water Utility											
Line	Description	Fiscal Year Ending September 30									
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Beginning Operating Cash Balance	\$ -	\$ -	\$ 108,365	\$ 205,933	\$ 206,843	\$ 108,772	\$ 63,657	\$ 35,177	\$ 203,984	\$ 459,925
2	Retail Rate Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Base Charges	\$ 582,221	\$ 649,644	\$ 748,101	\$ 846,703	\$ 972,464	\$ 1,045,238	\$ 1,096,360	\$ 1,147,028	\$ 1,198,579	\$ 1,198,579
4	Volume Charges	\$ 189,003	\$ 210,787	\$ 242,801	\$ 274,856	\$ 315,861	\$ 338,704	\$ 355,067	\$ 371,288	\$ 387,769	\$ 387,769
5	Total Retail Rate Revenue	\$ 771,224	\$ 860,431	\$ 990,902	\$ 1,121,559	\$ 1,288,325	\$ 1,383,942	\$ 1,451,427	\$ 1,518,316	\$ 1,586,348	\$ 1,586,348
6	Base Charge Revenue Increase Needed		0.0%	0.0%	9.0%	2.0%	0.0%	0.0%	10.0%	10.0%	20.0%
7	Volumetric Charge Revenue Increase Needed		0.0%	0.0%	17.0%	7.0%	0.0%	0.0%	20.0%	20.0%	50.0%
8	Overall Increase Needed		0.0%	0.0%	11.0%	3.2%	0.0%	0.0%	12.4%	12.4%	27.3%
9	Additional Retail Rate Revenue										
10	Year 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11	Year 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Year 3	\$ -	\$ -	\$ 108,605	\$ 122,929	\$ 141,218	\$ 151,651	\$ 159,034	\$ 166,351	\$ 173,793	\$ 173,793
13	Year 4	\$ -	\$ -	\$ -	\$ 36,174	\$ 41,560	\$ 44,614	\$ 46,782	\$ 48,931	\$ 51,115	\$ 51,115
14	Year 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Year 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Year 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,649	\$ 188,960	\$ 197,412	\$ 197,412
17	Year 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,960	\$ 197,412	\$ 197,412
18	Year 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 433,600	\$ 433,600
19	Total Additional Retail Rate Revenue	\$ -	\$ -	\$ 108,605	\$ 159,103	\$ 182,778	\$ 196,265	\$ 386,465	\$ 593,203	\$ 1,053,332	\$ 1,053,332
20	Other Operating Revenue	\$ 153,564	\$ 171,265	\$ 197,276	\$ 223,321	\$ 256,638	\$ 275,197	\$ 288,493	\$ 301,673	\$ 315,063	\$ 315,063
21	Non-Operating Revenue	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
22	Impact Fees (50% Max Allowable)	\$ 421,575	\$ 691,383	\$ 1,014,189	\$ 1,014,189	\$ 1,230,999	\$ 1,230,999	\$ 628,749	\$ 626,340	\$ 628,749	\$ 628,749
23	TOTAL REVENUE	\$ 1,346,363	\$ 1,725,578	\$ 2,313,473	\$ 2,520,672	\$ 2,961,239	\$ 3,088,903	\$ 2,757,633	\$ 3,042,032	\$ 3,585,992	\$ 3,585,992
24	O&M Expenses										
25	Administrative	\$ 240,804	\$ 248,030	\$ 255,471	\$ 362,137	\$ 370,031	\$ 427,663	\$ 436,038	\$ 444,666	\$ 453,551	\$ 453,551
26	Operational	\$ 575,619	\$ 425,589	\$ 461,925	\$ 503,137	\$ 549,993	\$ 603,390	\$ 664,376	\$ 734,170	\$ 814,203	\$ 814,203
27	Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total O&M Expenses	\$ 816,423	\$ 673,619	\$ 717,396	\$ 865,274	\$ 920,024	\$ 1,031,053	\$ 1,100,414	\$ 1,178,836	\$ 1,267,754	\$ 1,267,754
29	Net Revenue	\$ 529,940	\$ 1,051,960	\$ 1,596,077	\$ 1,655,398	\$ 2,041,215	\$ 2,057,850	\$ 1,657,219	\$ 1,863,196	\$ 2,318,239	\$ 2,318,239
30	Debt Service (Existing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	Debt Service (Future - Total Issuance)	\$ -	\$ 340,063	\$ 763,218	\$ 961,099	\$ 1,106,165	\$ 1,106,165	\$ 1,111,582	\$ 1,251,579	\$ 1,961,868	\$ 1,961,868
32	Debt Service (Future - Rate Portion of Total Issuance)	\$ -	\$ 263,008	\$ 580,978	\$ 739,280	\$ 855,331	\$ 855,331	\$ 859,663	\$ 980,915	\$ 1,613,306	\$ 1,613,306
33	Total Debt Service - Rate Portion	\$ -	\$ 263,008	\$ 580,978	\$ 739,280	\$ 855,331	\$ 855,331	\$ 859,663	\$ 980,915	\$ 1,613,306	\$ 1,613,306
34	Debt Service Coverage										
35	Required		1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
36	Achieved	✗	0.00	3.09	2.09	1.72	1.85	1.86	1.49	1.49	1.18
37	Annual Cash Surplus (Deficiency)	\$ 529,940	\$ 711,897	\$ 832,859	\$ 694,299	\$ 935,050	\$ 951,685	\$ 545,637	\$ 611,617	\$ 356,371	\$ 356,371
38	Annual Cash Surplus (Deficiency) Exclusive of Impact Fee Revenue & Expenses	\$ 108,365	\$ 97,569	\$ 910	\$ (98,071)	\$ (45,115)	\$ (28,480)	\$ 168,807	\$ 255,941	\$ 76,184	\$ 76,184
39	Fund Balance to Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Ending Operating Cash Balance	\$ 108,365	\$ 205,933	\$ 206,843	\$ 108,772	\$ 63,657	\$ 35,177	\$ 203,984	\$ 459,925	\$ 536,109	\$ 536,109

ORDINANCE NO. 2023-O-35

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, REPEALING CHAPTER 44 – OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE V. JUVENILE CURFEW, IN RESPONSE TO H.B. 1819; PROVIDING PENALTIES FOR VIOLATION; AND PROVIDING FOR SEVERABILITY.

WHEREAS, effective September 1, 2023, H.B. 1819 prohibits cities from adopting or enforcing an order, ordinance, or other measure that imposes a curfew on juveniles (persons younger than 18 years of age); and

WHEREAS, this means that juvenile curfew ordinances will no longer be enforceable beginning on September 1, 2023; and

WHEREAS, H.B. 1819 also clarifies that if a criminal or civil action is pending for a violation of a juvenile curfew ordinance on September 1, the action must be dismissed on this date, although final convictions or adjudications for violations of a juvenile curfew ordinance that existed prior to September 1, 2023, will not be affected; and

WHEREAS, while the city will no longer be permitted to adopt or enforce a juvenile curfew on or after September 1, the bill preserves a city’s ability to impose a curfew applicable to all city residents for emergency management purposes under the Texas Disaster Act of 1975 (Chapter 418 of the Government Code); and

WHEREAS, the City Council of the City of Manvel, Texas, determines it in the best interest of the health, safety, and welfare of the citizens of the City to delete the regulations on juvenile curfew, as required by the new state law; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The **Code of Ordinances of the City of Manvel** is hereby amended by repealing Chapter 44. “OFFENSES AND MISCELLANEOUS PROVISIONS,” ARTICLE V. - JUVENILE CURFEW as follows:

“Chapter 44 – OFFENSES AND MISCELLANEOUS PROVISIONS. . . .

ARTICLE V. - JUVENILE CURFEW

REPEALED.

Editor's note— Ord. No. 2012-09, §§ 2—7, adopted April 9, 2012, repealed the former Art. V, §§ 44-81—44-86, and enacted a new Art. V as set out herein. The former Art. V pertained to similar subject matter and derived from Ord. No. 2009-O-11, §§ 2—7, 5-11-09.

~~[Sec. 44-81. Definitions.~~

~~Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Adult means a responsible person, 18 years of age or older, other than a parent, guardian or custodian, in whose care and under whose individualized supervision the child has been placed by the parent, guardian, or custodian and under circumstance which demonstrate actions indicating oversight and concern for the child.~~

~~City means the City of Manvel, Texas as defined by its corporate boundaries.~~

~~Minor means any person under the age of 17 or, in equivalent phrasing often herein employed, any person 16 or less years of aged.~~

~~Parent means any person having legal custody of a minor (i) as a natural or adoptive parent, (ii) as legal guardian, (iii) as a person who stands in loco parents, or (iv) as a person to whom legal custody has been given by order of court.~~

~~Parking lot means any area, whether paved or unpaved, whether public or private, used or intended to be used for the storage or parking of vehicles.~~

~~Remain means to stay behind, to tarry or to stay unnecessarily upon the streets or parking lots of the city.~~

~~Street means a way or place, of whatsoever nature, open to the use of the public as a matter of right for purpose of vehicular travel or in the case of sidewalk thereof for pedestrian travel. The term street includes the legal right of way including, but not limited to, traffic lanes, the curbs, the sidewalks, whether paved or unpaved, and any grass plots or other grounds found within the legal right of way of a street. The term street applies irrespective of what it is called or formally named, whether alley, avenue, court, road or otherwise.~~

~~Time of night means as referred to herein, the time of night is based upon the prevailing standard of time, whether Central Standard or Central Daylight, Saving Time. The time observed in the City of Manvel administrative offices and police station shall be prima facie evidence of the time of night.~~

~~Year of age means continues from one birthday, such as the 16th to (but not including the day of) the next 17th birthday, making it clear that 16 or less years of age is herein treated as equivalent to the phrase "under 17 years of age.~~

~~Sec. 44-82. — Curfew hours for minors.~~

~~It shall be unlawful for any person 16 or less years of age (under 17) to be or remain in or upon the streets or parking lots within the city at night during the period of 10:30 p.m. to 6:00 a.m. Sunday through Thursday and 12:01 a.m. to 6:00 a.m. Friday and Saturday.~~

~~Sec. 44-83. — Defenses.~~

~~It shall be a defense to prosecution under section 44-82 of this article where one of the following situations exists:~~

~~(1) The minor was accompanied by a parent.~~

~~(2) The minor was accompanied by an adult authorized by a parent of such a minor for a designated period of time and purpose within specified area.~~

~~(3) The minor was in route, using the most direct route, to or from the following:~~

~~a. Place of the minor's employment;~~

~~b. A restaurant, library, movie theater, store or other place of public accommodation;~~

~~c. A play, dance, sporting event or other of public entertainment;~~

~~d. Church, meeting hall, school, courthouse or other place of public assembly or worship; or~~

~~e. An emergency errand.~~

~~(4) A minor was exercising First Amendment rights protected by the United States Constitution, such as the free exercise of religion, freedom of speech and the right of assembly.~~

~~(5) The minor was married or had been married or had disabilities of minority removed in accordance with V.T.C.A., Family Code ch. 31.~~

~~Sec. 44-84. — Enforcement procedure.~~

~~Any police officer upon finding a minor in violation of section 44-82, may transfer the case to proper authorities for handling under the provisions of Title 3 of the Family Code. In addition, a complaint may be filed against the parents in municipal court for violation hereof. The police department shall file all necessary legal papers, supply all necessary documentation, and provide necessary testimony as required for pursuing violation of this article by either the minor or by any parent or guardian.~~

~~Sec. 44-85. — Parental responsibility.~~

~~It shall be unlawful for a parent having legal custody of a minor knowingly to permit or by inefficient control to allow, such minor to be or remain upon any city street or parking lot under~~

~~circumstances not constituting a defense to, or otherwise beyond the scope of this article. The term "knowingly" includes knowledge which a parent should reasonably be expected to have concerning the whereabouts of a minor in that parent's legal custody. It is intended that a reasonable community standard of parental responsibility be applied through an objective test. It shall be no defense that a parent was completely indifferent to the activities or conduct or whereabouts of such minor.~~

~~Sec. 44-86. — Penalty.~~

~~Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this article shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense.]”~~

Section 3. If a criminal or civil action is pending for a violation of a juvenile curfew ordinance on September 1, the council directs that said action be dismissed, although final convictions or adjudications for violations of a juvenile curfew ordinance that existed prior to September 1, 2023, will not be affected.

Section 4. In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Manvel, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 5. Any person who shall intentionally, knowingly, recklessly, or with criminal negligence violate any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction, shall be fined in an amount not to exceed \$500.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this _____ day of _____, 2023.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _____, 2023.

Dan Davis, Mayor

Attest:

Tammy Bell, City Secretary

Approved as to form:

Robert Gervais

BILL ANALYSIS

Senate Research Center
88R8009 CJD-D

H.B. 1819
By: Cook (Hughes)
Jurisprudence
5/8/2023
Engrossed

AUTHOR'S / SPONSOR'S STATEMENT OF INTENT

Research by David Wilson, Charlotte Gill, Ajima Olaghere, and Dave McClure published in Campbell Systematic Reviews indicates that juvenile curfew ordinances are an ineffective way to reduce crime and often lead to negative outcomes for youth in school and future interactions with the justice system. H.B. 1819 seeks to ensure that all young Texans have opportunities to succeed without the burden of a criminal record early in life by eliminating the authority of political subdivisions to adopt or enforce juvenile curfews.

H.B. 1819 amends current law relating to the repeal of the authority of political subdivisions to adopt or enforce juvenile curfews.

RULEMAKING AUTHORITY

This bill does not expressly grant any additional rulemaking authority to a state officer, institution, or agency.

SECTION BY SECTION ANALYSIS

SECTION 1. Amends Article 45.045(c), Code of Criminal Procedure, to delete existing text providing that Article 45.045 (Capias Pro Fine), Code of Criminal Procedure, does not limit the authority of a court to order a child taken into custody under Article 45.059 (Children Taken Into Custody for Violation of Juvenile Curfew or Order).

SECTION 2. Amends Article 45.060(a), Code of Criminal Procedure, to prohibit an individual, except as provided by Article 45.058 (Children Taken Into Custody), rather than Articles 45.058 and 45.059, from being taken into secured custody for offenses alleged to have occurred before the individual's 17th birthday.

SECTION 3. Amends Section 51.02(15), Family Code, to redefine "status offender."

SECTION 4. Amends Section 38.003(a), Government Code, to authorize the judge of a county, justice, or municipal court, in accordance with Section 38.002 (Procedures and Eligibility), to award money from a judicial donation trust fund established under Section 38.001 (Establishment of Trust Funds) to eligible children or families who appear before the court for a truancy violation, rather than a truancy or curfew violation, or in another misdemeanor offense proceeding before the court.

SECTION 5. Amends Section 71.0352, Government Code, as follows:

Sec. 71.0352. JUVENILE DATA: JUSTICE, MUNICIPAL, AND TRUANCY COURTS. Deletes existing text providing that, as a component of the official monthly report submitted to the Office of Court Administration of the Texas Judicial System, a justice court, municipal court, or truancy court is required to report the number of cases filed for a violation of a local daytime curfew ordinance adopted under Section 341.905 (Juvenile Curfew In General Law-Municipality) or 351.903 (County Juvenile Curfew), Local Government Code.

SECTION 6. Amends Chapter 370, Local Government Code, by adding Section 370.007, as follows:

Sec. 370.007. JUVENILE CURFEWS PROHIBITED. (a) Prohibits a political subdivision, notwithstanding any other law, from adopting or enforcing an order, ordinance, or other measure that imposes a curfew to regulate the movements or actions of persons younger than 18 years of age.

(b) Provides that this section does not apply to a curfew implemented under Chapter 418 (Emergency Management), Government Code, for purposes of emergency management.

SECTION 7. Amends Section 8.07(e), Penal Code, to delete existing text providing that a person who is at least 10 years of age but younger than 15 years of age is presumed incapable of committing an offense described by certain subsections other than an offense under a juvenile curfew ordinance or order.

SECTION 8. Repealer: Article 45.059 (Children Taken Into Custody for Violation of Juvenile Curfew or Order), Code of Criminal Procedure.

Repealer: Section 341.905 (Juvenile Curfew in General Law-Municipality), Local Government Code.

Repealer: Section 351.903 (County Juvenile Curfew), Local Government Code.

Repealer: Section 370.002 (Review of Juvenile Curfew Order or Ordinances), Local Government Code.

SECTION 9. Prohibits a violation of a juvenile curfew ordinance or order from being prosecuted or adjudicated after the effective date of this Act. Provides that the action, if on the effective date of this Act a criminal or civil action is pending for a violation of a juvenile curfew ordinance or order, is dismissed on that date. Provides that a final conviction or adjudication for a violation of a juvenile curfew ordinance or order that exists on the effective date of this Act, however, is unaffected by this Act.

SECTION 10. Effective date: September 1, 2023.

AN ACT

relating to the repeal of the authority of political subdivisions
to adopt or enforce juvenile curfews.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Article 45.045(c), Code of Criminal Procedure,
is amended to read as follows:

(c) This article does not limit the authority of a court to
order a child taken into custody under Article 45.058 [~~or 45.059~~].

SECTION 2. Article 45.060(a), Code of Criminal Procedure,
is amended to read as follows:

(a) Except as provided by Article [~~Articles~~] 45.058 [~~and~~
~~45.059~~], an individual may not be taken into secured custody for
offenses alleged to have occurred before the individual's 17th
birthday.

SECTION 3. Section 51.02(15), Family Code, is amended to
read as follows:

(15) "Status offender" means a child who is accused,
adjudicated, or convicted for conduct that would not, under state
law, be a crime if committed by an adult, including:

(A) running away from home under Section
51.03(b)(2);

(B) a fineable only offense under Section
51.03(b)(1) transferred to the juvenile court under Section
51.08(b), but only if the conduct constituting the offense would

not have been criminal if engaged in by an adult;

(C) a violation of standards of student conduct as described by Section 51.03(b)(4);

(D) ~~[a violation of a juvenile curfew ordinance or order];~~

~~[(E)]~~ a violation of a provision of the Alcoholic Beverage Code applicable to minors only; or

(E) ~~[(F)]~~ a violation of any other fineable only offense under Section 8.07(a)(4) or (5), Penal Code, but only if the conduct constituting the offense would not have been criminal if engaged in by an adult.

SECTION 4. Section 38.003(a), Government Code, is amended to read as follows:

(a) The judge of a county, justice, or municipal court, in accordance with Section 38.002, may award money from a judicial donation trust fund established under Section 38.001 to eligible children or families who appear before the court for a truancy ~~or curfew~~ violation or in another misdemeanor offense proceeding before the court.

SECTION 5. Section 71.0352, Government Code, is amended to read as follows:

Sec. 71.0352. JUVENILE DATA: JUSTICE, MUNICIPAL, AND TRUANCY COURTS. As a component of the official monthly report submitted to the Office of Court Administration of the Texas Judicial System:

(1) a justice court, municipal court, or truancy court shall report the number of cases filed for:

(A) truant conduct under Section 65.003(a),
Family Code; and

(B) the offense of parent contributing to
nonattendance under Section 25.093, Education Code; and

~~[(C) a violation of a local daytime curfew
ordinance adopted under Section 341.905 or 351.903, Local
Government Code; and]~~

(2) in cases in which a child fails to obey an order of
a justice court, municipal court, or truancy court under
circumstances that would constitute contempt of court, the justice
court, municipal court, or truancy court shall report the number of
incidents in which the child is:

(A) referred to the appropriate juvenile court
for delinquent conduct as provided by Article 45.050(c)(1), Code of
Criminal Procedure, or Section 65.251, Family Code; or

(B) held in contempt, fined, or denied driving
privileges as provided by Article 45.050(c)(2), Code of Criminal
Procedure, or Section 65.251, Family Code.

SECTION 6. Chapter 370, Local Government Code, is amended
by adding Section 370.007 to read as follows:

Sec. 370.007. JUVENILE CURFEWS PROHIBITED. (a)
Notwithstanding any other law, a political subdivision may not
adopt or enforce an order, ordinance, or other measure that imposes
a curfew to regulate the movements or actions of persons younger
than 18 years of age.

(b) This section does not apply to a curfew implemented
under Chapter 418, Government Code, for purposes of emergency

1 management.

2 SECTION 7. Section 8.07(e), Penal Code, is amended to read
3 as follows:

4 (e) A person who is at least 10 years of age but younger than
5 15 years of age is presumed incapable of committing an offense
6 described by Subsection (a)(4) or (5) [~~other than an offense under~~
7 ~~a juvenile curfew ordinance or order~~]. This presumption may be
8 refuted if the prosecution proves to the court by a preponderance of
9 the evidence that the actor had sufficient capacity to understand
10 that the conduct engaged in was wrong at the time the conduct was
11 engaged in. The prosecution is not required to prove that the actor
12 at the time of engaging in the conduct knew that the act was a
13 criminal offense or knew the legal consequences of the offense.

14 SECTION 8. The following provisions are repealed:

- 15 (1) Article 45.059, Code of Criminal Procedure;
16 (2) Section 341.905, Local Government Code;
17 (3) Section 351.903, Local Government Code; and
18 (4) Section 370.002, Local Government Code.

19 SECTION 9. A violation of a juvenile curfew ordinance or
20 order may not be prosecuted or adjudicated after the effective date
21 of this Act. If on the effective date of this Act a criminal or
22 civil action is pending for a violation of a juvenile curfew
23 ordinance or order, the action is dismissed on that date. However,
24 a final conviction or adjudication for a violation of a juvenile
25 curfew ordinance or order that exists on the effective date of this
26 Act is unaffected by this Act.

27 SECTION 10. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 1819 was passed by the House on May 4, 2023, by the following vote: Yeas 114, Nays 28, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 1819 was passed by the Senate on May 17, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF MANVEL, TEXAS
AND THE
BRAZORIA COUNTY CONSERVATION AND
RECLAMATION DISTRICT NUMBER THREE
OF MANVEL, TEXAS

This Agreement is entered into as of the 18th day of September, 2023 by and between the City of Manvel, Texas a home rule city located in Brazoria County, Texas, acting by and through its duly authorized representative, hereinafter referred to as “CITY” and the Brazoria County Conservation and Reclamation District Number Three, a conservation and reclamation district, acting by and through its duly authorized representative, hereinafter referred to as “DISTRICT”.

WITNESSETH:

WHEREAS, pursuant to Chapter 791, Tex. Gov’t Code Ann. (Vernon 1905), the Interlocal Cooperation Act (the “Act”), local governments are authorized to contract among themselves for the provision of governmental functions and services; and

WHEREAS, pursuant to and in accordance with Chapter 212, Texas Local Government Code, CITY regulates the subdivision of land within its corporate boundaries and its area of extraterritorial jurisdiction; and

WHEREAS, pursuant to Chapter 212, Texas Local Government Code, and certain ordinances of the CITY, no land within the CITY or its extraterritorial jurisdiction may be subdivided unless and until a plat of such subdivision has been approved by the CITY; and

WHEREAS, CITY is empowered to adopt reasonable rules and regulations governing plats and the subdivision of land; and

WHEREAS, CITY requires, as a condition of subdivision plat approval, compliance with applicable rules and regulations of CITY relating to floodplain management and flood damage prevention; and

WHEREAS, DISTRICT was created and exists for the purpose of conservation, reclamation, and drainage of flooded lands and other lands needing drainage within C&R #3; and

WHEREAS, in furtherance therefore, the DISTRICT is empowered to acquire, construct, improve, and maintain facilities necessary to carry out its mandated purpose; and

WHEREAS, in accordance with its mandate, DISTRICT, has acquired easements and constructed improvements to outfall facilities within DISTRICT boundaries; and

WHEREAS, in order to assure that development within the CITY and the DISTRICT does not circumvent floodplain management and flood damage prevention requirements of the CITY and the DISTRICT, each governmental body has developed regulations; and

WHEREAS, it is the desire of the CITY and DISTRICT that persons constructing new developments or improving existing developments provide adequate stormwater runoff storage volume, and therefore the CITY and DISTRICT shall use their regulations and design criteria, as amended from time to time, to determine the adequacy of proposed detention and floodplain mitigation storage systems; and

WHEREAS, the CITY's Flood Damage Prevention Ordinance, as amended from time to time, calls for new construction and substantial improvements in the Special Flood Hazard Area (SFHA), commonly referred to as the One Hundred (100) year floodplain, to be elevated a minimum of two (2) feet above the Base Flood Elevation (BFE), the CITY will enforce this requirement in both the CITY limits and extraterritorial jurisdiction; and

WHEREAS, it is the desire of the CITY and DISTRICT that any and all individuals or entities seeking CITY approval for (1) subdivision plat or replat, (2) development on an existing site where CITY requirements require site plan approval, and (3) drainage plans shall also be required to submit such plat or replat, site plans, and drainage plans to the DISTRICT for review and comment.

FOR AND IN CONSIDERATION of the mutual obligations and benefits to be derived hereunder, CITY and DISTRICT hereby find, determine, and agree as follows:

1. The facts and matters set forth in the preamble hereof are true and correct and the requirements and mandatory approvals stated herein are hereby adopted by both entities.
2. The purpose of this agreement is to promote and protect public health, safety, and welfare by minimizing public and private losses resulting from flood conditions through joint review of plats and drainage or site plans located within the CITY limits and extraterritorial jurisdiction and DISTRICT boundaries which propose to discharge stormwater into outfall facilities. It is further understood that the CITY shall maintain ditches adjacent to CITY-maintained roads with the exception of Jordan, Large, and Clark. THE DISTRICT shall maintain the excepted ditches and all others.

3. When a person(s) approaches either the CITY or the DISTRICT about developing property that lies within the City limits or extraterritorial jurisdiction, whichever jurisdiction is approached shall advise the developer that the first step is to schedule a predevelopment meeting with the City of Manvel. The CITY shall invite the DISTRICT to send a representative to this meeting.

The developer shall submit plans to both the CITY and DISTRICT at the same time for review and comment. The developer shall address all comments and resubmit the plat/plans with corrections to the CITY and DISTRICT.

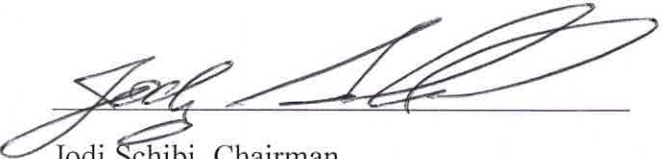
4. The CITY and the DISTRICT shall provide to each other true and correct copies of all rules and regulations adopted related to flood control, floodplain management, detention facilities, engineering studies, and flood damage prevention.
5. Each entity is solely responsible for assessing and collecting any required fee for the review of such plats, replats, site plans requiring approval and drainage plans.
6. During declared emergencies, the CITY and DISTRICT shall work to ensure there are open lines of communication to protect the public's health and safety. The CITY and DISTRICT shall have the right to enter each other's rights-of way and easements without formal written notification during emergency situations. Each entity shall maintain their own record-keeping as it relates to costs incurred during an emergency. Each entity shall be responsible for presenting such costs to FEMA for reimbursement.
7. Under this agreement, the DISTRICT may assist the CITY in working on common projects for the common good and welfare of the Citizens of the City of Manvel.
8. The CITY and the DISTRICT, where necessary, may prepare design criteria and specifications for special areas or situations.
9. The CITY and the DISTRICT will address specific detention pond criteria for design, construction, and maintenance responsibility of such detention ponds.
10. Either party may terminate this agreement upon 30 days written notice provided however, such termination shall not invalidate approvals granted or documents approved hereunder.
11. Consistent with state law, both parties agree to make any expenditure arising from the performance of this agreement with current funds.

EXECUTED THIS 5 day of September, 2023.

CITY OF MANVEL, TEXAS

BRAZORIA COUNTY C&R DISTRICT #3

Dan Davis, Mayor



Jodi Schibi, Chairman

ATTEST:

Tammy Bell, City Secretary



Secretary, Board of Commissioners

40 years BUILDING COMMUNITIES

RFQ #FY2023-001

MANVEL COMPREHENSIVE, THOROUGHFARE,
AND STRATEGIC PLAN 2023-24

SEPTEMBER 5, 2023

able.city

ARCHITECTURE. URBANISM. CITY MAKING

In Partnership with **avenue** | CONSULTANTS

110 Broadway Street, Suite 250. San Antonio, TX 78205 | 210.912.5929

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TAB 1
INTRODUCTORY / TRANSMITTAL LETTER

TAB 1

INTRODUCTORY / TRANSMITTAL LETTER

September 5, 2023

Mail to: Mrs. Tammy Bell, *City Secretary*
 Re: RFQ #FY2023-001
 City of Manvel
 20031 Highway 6,
 Manvel, Texas 77578

Dear Mr. Taiwo & Selection Committee:

Able City is pleased to submit our qualifications for the City of Manvel: Strategic Plan, Comprehensive Plan, Thoroughfare Plan (Update). Our proposal will introduce our team as well as highlight our qualifications and experience working alongside Texas municipalities to create shared prosperity while improving the quality of lives of residents.

Able City is a Texas based design and planning firm with offices in San Antonio, Laredo, McAllen, and El Paso. We have over 40 years experience and a staff of over 25 specialized in a wide range of disciplines, including two certified planners (AICP), six registered architects, economic development experts, and community and public engagement facilitators. Able City's mission is to advance communities' quality of life through architecture, urban planning, and civic engagement. Able City imagines cities to be sustainable, livable, walkable, accessible; and public spaces that make us healthier, empowered, and connected.

With extensive experience conducting community engagement and 'designing in public,' we make sure local expertise is heard and incorporated. Together with city leadership, staff, and citizens, we can create a platform for building places where people share a sense of ownership and belonging. We can confirm a high success rate of comprehensive plan adoption; a thorough and open process of obtaining and utilizing public comment and input; experience in developing comprehensive plans in smaller communities within the state of Texas; the knowledge and experience necessary to educate the public and elected officials on the values of comprehensive planning; an awareness of the economic, social, and environmental consequences of future urban, suburban, and rural development; knowledge of the Texas Local Government Code relating to comprehensive plans; and a list of positive recommendations.

We would be honored to be the Consulting Team that helps Manvel plan its future that includes a strong and varied economy that supports great municipal services, preservation of its rural character while adopting for future growth, varied housing stock but with a rural-town values, and a thoroughfare plan that accommodates future development with complete well-connected routes. Herein we submit our team's experience, and team qualifications to convey our expertise, our capabilities, and our sincerest hope in assisting the City of Manvel in realizing its vision.

Respectfully submitted,



Carlos Gallinar, AICP, CNU-A
Principal & Planning Director
 Able City, LLC

ARCHITECTURE. URBANISM. CITY MAKING

TAB 2
CONSULTING FIRM INFORMATION

TAB 2

CONSULTING FIRM INFORMATION

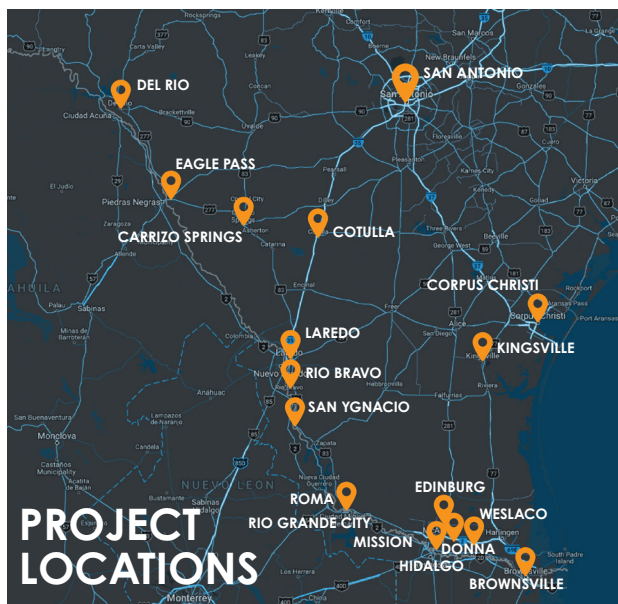
BACKGROUND INFORMATION INCLUDING HISTORY AND STAFF

Able City, LLC is a multidisciplinary team devoted to new urbanism in a wide range of disciplines—certified planners, urban designers, policy writers, architects, and community organizers—allowing for a 360° perspective each affects and informs the others in the context of place-making. We fold in the specialized planning, city-making, community engagement and economic development services that have come to define our industry-leading design approach. With over 40 years of work with citizens, private clients, developers, and communities, Able City integrates perspectives directly linked to walkable, livable, sustainable, and equitable cities, **engaging in city planning to better serve communities of all types around Texas.**

Combining passion with experience, we take a holistic planning approach to improving neighborhoods, cities, and regions while finding the right balance of land use and urban planning methodologies.

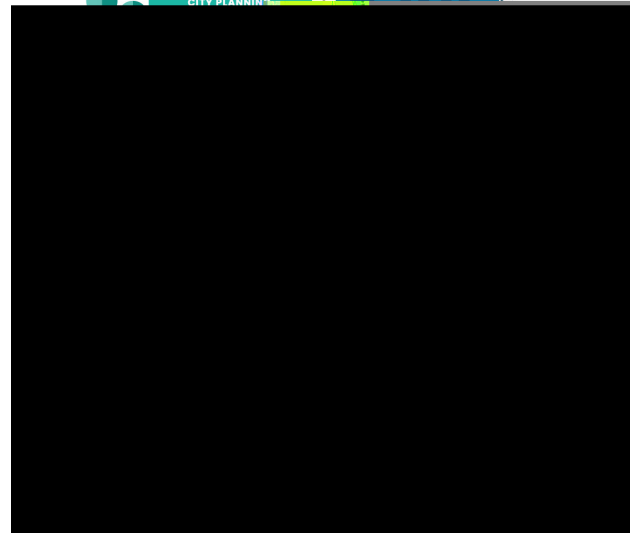
Integrity, intelligence, passion, and principled hard work on behalf of those we serve lead to a higher quality of life and improved places that give people a greater opportunity to thrive and be happy.

We work in community to develop comprehensive plans, rewrite development codes, enhance transportation systems, and partner with everyday residents, to create “citizen planners” through



Urbanism

Architecture



our **award-winning community and public engagement activities.**

With a staff of 29 located throughout our four offices of San Antonio, Laredo, McAllen, and El Paso, we draw on a wide variety of resources and assets for our clients. We count on long-term relationships with our partners and **have developed quality-assurance and quality-control measures that yield well-coordinated projects.**

PLANNING & PUBLIC POLICY

Civilians thrive when people work closely together and know how to steer their collective destinies toward common goals. Our process requires stakeholder involvement to produce creative and practical urban planning solutions in the public and private sector.

ADVOCATE STRATEGIES

Empowered citizens make our communities better. We arm community members with political and organizational skills so they can take charge and shape places and policies based on their needs, customs, habits, health, and aspirations. **Doing so triggers a virtuous cycle of investment in people, community, local culture, and equity.**

ECONOMIC DEVELOPMENT

Economic development sets virtuous cycles in motion, and investing in communities is one way to make sure citizens receive support at all levels. We channel our experience into partnering with advocates to improve quality of life for communities across Texas.

ABLE CITY STAFF

Able City is a South Texas-based, majority-bilingual family of planners, economic developers, writers, and community engagement specialists, architects, and designers committed to connecting people with the kinds of places and policies designed to bring everyone in. *Denotes firm Owner and/or Principal.

2 CERTIFIED PLANNERS

Mario A. Peña AIA, AICP, CNU-A *

Carlos Gallinar AICP, CNU-A *

1 ECONOMIC DEVELOPERS

Viviana Frank FAIA, CNU-A, LEED AP *

1 CERTIFIED NATIONAL CHARRETTE INST.

Paola Fernandez NCI, CNU-A

1 CERTIFIED ECONOMIC DEVELOPER

Viviana Frank FAIA, CNU-A, LEED AP *

6 COMMUNITY ENGAGEMENT SPECIALISTS

Mario A. Peña AIA, AICP, CNU-A *

Viviana Frank FAIA, CNU-A, LEED AP *

Frank Rotnofsky AIA, LCI, AFAA, Fitwell Ambss. *

Paola Fernandez NCI, CNU-A

Seema Kairam AIA, LEED AP

Lorena Gonzalez

5 CONGRESS OF NEW URBANISM

Mario A. Peña AIA, AICP, CNU-A *

Viviana Frank FAIA, CNU-A, LEED AP *

Carlos Gallinar AICP, CNU-A *

Diana Peña CNU-A *

Paola Fernandez NCI, CNU-A

18 BILINGUAL IN ENGLISH AND SPANISH

Mario A. Peña AIA, AICP, CNU-A *

Viviana Frank FAIA, CNU-A, LEED AP *

Ricardo Solis AIA, LEED AP *

Carlos Gallinar AICP, CNU-A *

Diana Peña CNU-A *

Paola Fernandez NCI, CNU-A

Claudio Leon AIA, LEED AP, Well AP, GPC

Teresa Barker AIA, LEED GA, WELL AP

Juan Garza

Luis Pruneda

Victor Montes

+ 7 more...

[Does not include architecture staff numbers]



GENERAL PHILOSOPHIES & APPROACHES TO URBAN PLANNING

The built environment has a high purpose—it can provide better community, environmental, and economic outcomes in the lives of residents. We are named Able City because in two words it describes that cities should be able to serve the whole citizen. We believe that such a high purpose exists for Manvel and can be further enhanced through this pursuit. Our purpose is to advance the quality of life and place of citizens for a more just, equitable, diverse, and inclusive community.

Able City brings city planning, transportation systems, community engagement, and 'designing in public' proficiency—centering local expertise in our process and outcomes. We lead in the creation of places that enable and inspire people to become their own citymakers by being excellent listeners and knowing that small, well-placed and cost-effective adjustments can be the key to catalyzing productive initiatives. As professionals, we implement project processes and project management techniques that ensure the clear communication of ideas and outcomes.



Able City Team – March 2023

ABLE CITY'S PLANNING PHILOSOPHIES INCLUDE:

Our Mission: Able City's mission is to advance communities' quality of life through better, more informed urban planning and civic engagement;

Our Shared Value Initiative: Able City's shared value initiative of equality of opportunity, equitable outcomes, and fairness across generations;

Our Corporate Purpose: Able City's corporate purpose to advance the quality of life and place of citizens for a more just, equitable, diverse, and inclusive built environment.

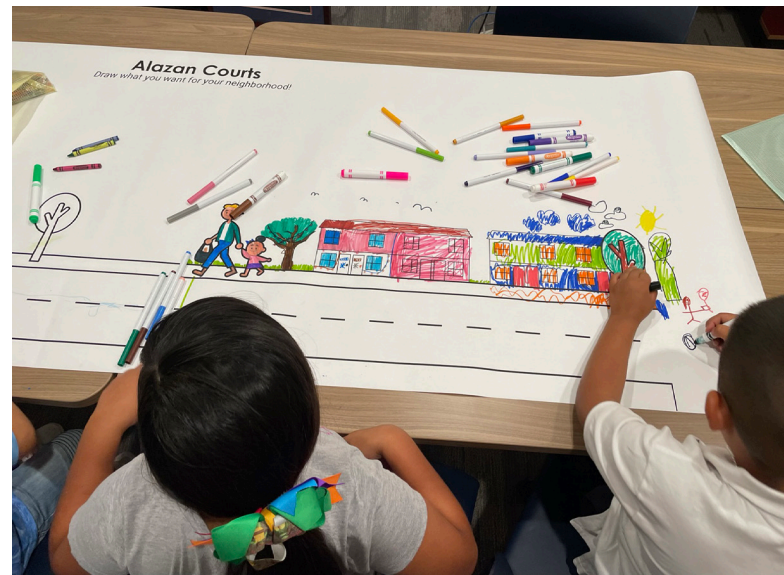
Boulevard of the Americas Four Blocks



Sustainability: Prioritize sustainable places and transportation systems, including promoting non-motorized transportation such as complete street designs that accommodate all users, ensuring a safer and more accessible environment.

Innovative Funding Strategies: We will explore creative funding mechanisms, such as public-private partnerships, impact fees, and value capture, to ensure the financial viability of the plans we develop and accelerate project implementation through fiscal responsibility and good fiduciary management.

Data-Driven Decision-Making: Leveraging advanced data analytics and modeling tools, Able City makes evidence-based decisions regarding transportation planning, enabling us to identify trends, predict future demands, and optimize investment priorities.



Community participation in Alazan Courts Master Plan

Employ Current Planning Trends: At Able City we keep up with the latest development and planning trends. We are well-versed in Traditional Neighborhood Development, Walkable Communities, Sustainability, Transit-Oriented Development, Multimodal Transportation Planning, and Mixed-Use Districts. Several of our projects include writing development codes that support these planning principles and ideas.

Community Engagement: Able City approaches community engagement as a process of co-creation. We apply best practices for communication and development, including a) promoting active and representative participation towards enabling all community members to meaningfully influence the decisions that affect their community b) engaging community members in learning about and understanding community issues and the economic, social, environmental, political, and other impacts associated with alternative courses of action c) incorporating the diverse interest and culture of the community in the community development process d) working proactively to enhance the leadership capacity of community members, leaders and groups within the community e) staying open to using the full range of action strategies to work toward the long term sustainability and wellbeing of the community.

AWARDS & RECOGNITION

The Congress for New Urbanism (CNU) Merit Award - Excellence in urban design, placemaking, and community building

Viva Laredo Comprehensive Plan | Laredo, TX

Texas Society of Architects 2023 Studio Award

Los Dos Laredos Bi-National River Conservation
Park | Laredo, TX / Nuevo Laredo, MX

2022 AIA LRGV Architecture Firm of the Year

Able City

AIA Lower Rio Grande Valley Honor Award - Design Award 2021

St Agustin Cathedral Master Plan & Preservation |
Laredo, TX

Preservation Honor Award - Preservation Texas

LISD Vidal M. Treviño ScTreviño–Uribe Rancho |
San Ygnacio, TX

**National Trust for Historic Preservation Award
Excellence in Historical Preservation, U.S. Housing
and Urban Development Secretary's Award.**

The Hamilton Hotel | Laredo, TX

**Webb County Heritage Foundation Award,
Historical Preservation Award**

Federal Probation Offices | Laredo, TX

Webb County Heritage Foundation - Preservation/ Restoration Award

1205 Iturbide Street Restoration | Laredo, TX

THC Annual Award of Excellence in Historic Architecture

Texas Historical Commission Dimmit County
Courthouse | Carrizo Springs, TX

AIA Lower Rio Grande Valley - Outstanding Architecture Design and Achievement

LISD Vidal M. Treviño School of Communications
and Fine Arts | Laredo, TX

AIA Lower Rio Grande Valley - Outstanding Architecture Design and Achievement

Children's Advocacy Center | Laredo, TX

**Green Dot International Design Competition
Excellence in Green Building Design Award**

Green Dot International Design Competition James & Maria Haynes Health & Wellness Center | Laredo, TX

Webb County Heritage Foundation Award - Design Excellence in Contemporary Architecture

WBCA (Washington Birthday's Celebration Association) Museum | Laredo, TX

Austin Business Journal - Community Impact Award

Grove Place Apartment Complex | Austin, TX

Boston National Artists Housing Competition | Boston, MA

National Finalist

AIA Zebby Citation of Honor Award

Community Service Viviana Frank, FAIA

Webb County Heritage Foundation - Design Excellence in Contemporary Architecture

Azteca Affordable Housing Project | Laredo, TX

Texas Association of School Boards (TASB)
Excellence in Design Award

UISD Borchers Elementary School | Laredo, TX

Texas Construction Magazine Entertainment Center Best of 2003 Award (FAI was the associate/design architect to LAN, Inc.)

City of Laredo Sames Auto Arena | Laredo, TX



Viva Laredo Comprehensive Plan / Laredo, TX

Able City is a team of professional architects, urbanists, and designers united by a shared passion for place- and city-making.

TAB 3
EXPERIENCE QUALIFICATIONS
OF KEY PERSONNEL

TAB 3

EXPERIENCE & QUALIFICATIONS OF KEY PERSONNEL

SPECIFIC DETAILS THAT ADDRESS DESCRIPTION OF THE PROJECT AND REQUIRED ELEMENTS

To ensure the highest quality deliverable and project management experience for the staff of Manvel, we have assembled the most qualified team for this project. This team includes several core members of Able City's staff.

CARLOS GALLINAR AICP, CNU-A **Principal & Planning Director**

Role: Project Management; Coordination; Lead on Background Research & Analysis & Key Planning Principles, Themes, and Topic Areas; and Deliverables.

Time Dedicated to this Project: 100%

Carlos will serve as the project manager and point of contact for this project. Carlos brings over 20 years of professional planning experience to this initiative. This includes serving as the Planning Director for the City of El Paso; **Comprehensive Plan Manager for Plan El Paso—the city's award winning and nationally recognized comprehensive plan**; Facilities Director for El Paso ISD; and Planning Director for the City of Socorro, a small rural community in west Texas. **Prior to joining Able City, Carlos managed and directed his own consulting firm** having worked on projects such as the Viva Laredo Comprehensive Plan; City of Sunland Park Trails Master Plan; County of El Paso Mission Trail Comprehensive Plan; Alameda Corridor Master Plan; and Thomasville Comprehensive Plan.

MARIO PEÑA AIA, AICP, CNU-A **Partner & Principal**

Role: Lead on Goals, Objectives, and Actions; Future Land Use & Character; and Utilities & Drainage; and 160-acre Manvel Municipal Athletic Center.

Time Dedicated to This Project: 50%

Mario will take the lead on various important plan elements. Mario's experience as an architect, urban designer, and project manager will help facilitate key components of this project to include: Future Land Use Map & Character and Utilities & Drainage.

Over the course of his 20 year career, Mario has worked with various municipalities and private sector developers. Mario was the Lead Project Manager for the Viva Laredo Comprehensive Plan; Laredo Recode Development Code Rewrite; City of Horizon Transit Oriented Development Standards; and the Milagro Town Master Plan.

PAOLA SOFIA FERNANDEZ CNU-A, NCI, NOMA **Public Engagement Specialist**

Role: Lead on Public Participation Process; Community Vision Statement; Project Website & Social Media; and Communication.

Time Dedicated to this Project: 90%

Proficient working with various constituencies and in different capacities, Paola will lead the Community Engagement and Public Participation Process. As one of the very first tasks of the project, Paola will put together a comprehensive Public Participation Plan (PPP) for the city to review. The PPP will include a strategy for stakeholder engagement, community outreach, social media engagement, community participation activities, proposed public meetings, and overall communication strategy for the project. Paola will manage the project website and working with city staff, assist with social media content. Paola is currently working on several similar projects and scope of work to include SATomorrow Sub Area Plans, Laredo Safety Action Plan, McAllen Vision Zero Plan, City of San Antonio Mixed Use Districts.

VIVIANA L. FRANK-FRANCO FAIA, CECD, NCARB, LEED AP, CNU-A **Partner & Principal**

Role: Economic Development.

Time Dedicated to this Project: 25%

As a Certified Economic Developer, Viviana will lead the Economic Development element of the project. Working with the local business groups and private sector stakeholders, Viviana will develop a set of economic development strategies to encourage a viable and healthy local economy. Viviana will also review the city's residential and commercial development patterns and using the IMPLAN model software, will provide various scenarios for the city to review. Viviana's deliverables will include specific and targeted recommendations for this section of the plan.

STATEMENT OF AVAILABILITY OF ALL KEY STAFF

This statement is to certify that all key staff listed above will be available for the City of Manvel Strategic Plan, Comprehensive Plan, and Thoroughfare Plan (Update).

CARLOS GALLINAR, AICP, CNU-A

PRINCIPAL & PLANNING DIRECTOR



EDUCATION

Rutgers University

Master of City & Regional Planning

University of Texas at El Paso

Bachelor of Arts Degree Project Management Certificate

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

Congress for the New Urbanism
Accredited (CNU-A)

PROFESSIONAL EXPERIENCE

Able City

Planning Director 2023–Present

City of Socorro, Texas

Planning Director/Consultant - 2021–2023

Gallinar Planning & Development

Principal & Owner - 2015–2022

El Paso Independent School District

Executive Director for Planning - 2016–2018

City of El Paso

Deputy Planning Director - 2012–2016

Comprehensive Plan Manager - 2010–2012

AWARDS AND COMPETITIONS

2016 Young Alumni Award

Rutgers University

Charter Award

Congress for the New Urbanism, 2015

BIOGRAPHY

Carlos Gallinar has over twenty years of professional experience in city planning and community development. His areas of expertise include housing development, municipal planning, sustainability, neighborhood revitalization, building and site planning, public health, economic development, and community engagement. This diverse practice spans the public, private, and nonprofit sectors and includes projects.

SELECTED PROJECTS

- Plan El Paso Comprehensive Plan | El Paso, TX
- Viva Laredo Comprehensive Plan | Laredo, TX
- Thomasville Comprehensive Plan | Thomasville, GA
- Las Cruces Comprehensive Plan | Las Cruces, NM
- El Paso Mission Trail Masterplan | El Paso, TX
- Sunland Park Trails Masterplan | Sunland Park, NM
- El Paso County Parks Master Plan | El Paso, TX
- Onward Alameda Corridor Master Plan | El Paso, TX
- Historic Plaza Theatre Renovation Pre-Construction | El Paso, TX
- El Paso Alameda Corridor Study | El Paso, TX
- Horizon City Transit Oriented Development Standards | Horizon, TX
- 100+ public engagement projects

LEADERSHIP AND SERVICE

Paso del Norte Health Foundation

REALIZE Leadership Program (2013–2014)

Advisory Member, Texas Health Institute

Health in all Policies 2013

Chairman, City Plan Commission

El Paso, Texas 2009

Ysleta Education Foundation

Board Member (2010–2012)

Fellow, Creative Cities Leadership Program

Richard Florida Creative Group (2006–2007)

MARIO A. PEÑA, AIA, AICP, CNU-A

PARTNER & PRINCIPAL



EDUCATION

University of Colorado at Boulder
Bachelor of Environmental Design in Architecture

Harvard University
Early College Credits

**Instituto Tecnológico de
Estudios Superiores, Monterrey MX**
Architecture Study Abroad

LICENSES & CERTIFICATIONS

Registered Architect with the State of Texas
License No. 20580

AICP American Institute of Certified Planners

The Congress of New Urbanism
CNU: Accredited Member

**International Council of Shopping Centers,
Certified Construction, Design, & Development
Professional**

PROFESSIONAL EXPERIENCE

Able City
Principal/Owner 2017–present

Hickey Peña Architects
Principal/Owner 2008–2017

Turner, Hickey & Associates
Associate Partner 2001–2008

BIOGRAPHY

Mario A. Peña is a certified planner AICP and registered Architect in the state of Texas and Florida with over 16 years of experience, 8 of which have been as principal of a design firm. Mario has focused on creating and leading teams of professionals with a passion for design, sensibility for creative problem solving, and unwavering customer service. He has continued to enhance his professional skills broadening his expertise in the areas of retail development and urban planning. With a keen interest in urbanism and smart-growth, Mario understands the need to create urbanism that has an appropriate density that is connected and that contributes to the quality of our places. He is particularly passionate about place-making, and promoting codes and policies that enable places designed for people to thrive and that will stand the test of time.

Mario has been a contributor to the Laredo Morning Times and Laredos News commenting on urban planning and walkability. You can also find him on the Rivard Report as it covered Mario's presentation on SA Tomorrow's impact on neighborhood master plans and equity planning. Texas Architect Magazine (Nov/Dec 2018) featured Mario's work on community outreach as the basis of visioning transformative comprehensive plans.

SELECTED PROJECTS

- Plan Viva Laredo Comprehensive Plan | Laredo, TX
- Encinal North Developement Master Plan | Encinal, TX
- Paseo Casa Blanca Master Plan | Laredo, TX
- San Antonio UDC Assessment and Review | San Antonio, TX
- VIA Metropolitan Transportation UDC Assessment and Review | San Antonio, TX
- San Antonio Sub Area Planning R.E.AL. Transit Multi-Modal Facility | San Antonio, TX
- El Metro Transit Center Redesign LEED Silver
- Texas A&M International University Master Plan | Laredo, TX
- District III and IV Neighborhood Action Plan | Laredo, TX
- Boulevard of the Americas | Laredo, TX

PAOLA SOFIA FERNANDEZ, CNU-A, NCI

PUBLIC ENGAGEMENT SPECIALIST



EDUCATION

University of Texas at San Antonio
Bachelor of Architecture

CERTIFICATIONS

Congress for the New Urbanism
Accredited (CNU-A)

National Charrette Institute
Certified (NCI)

PROFESSIONAL EXPERIENCE

Able City
Associate 2022–Present;
Planner & Community Engagement 2018–Present
Business Development Coordinator 2018–2020;

ArchComm LLC
Architectural Designer 2014–2018

AG Associate Architects
Intern Architect 2013–2014

CADS Construction
Intern Architect 2013–2014

SERVICE

ActivateSA
Board member

San Antonio Bond - Streets, Bridges, Sidewalks
Committee Co-Chair / Mayoral Appointee

VIA Metropolitan Transit Community Council
Board Member

Historic Design and Review Commission
Commissioner Mayoral Appointee 2019 - 2021

BIOGRAPHY

Paola is a passionate urban planner and community engagement coordinator with 10 years of professional experience shaping sustainable and equitable cities and communities. As an advocate for community-led planning and design, Paola has led numerous successful projects, ranging from small-scale interventions to large-scale comprehensive plans. With a keen understanding of the complexities and challenges of urban development, Paola brings a collaborative, inclusive, and empathetic approach to every project, working closely with local residents, and other stakeholders to ensure that their voices are heard and their needs are met.

SELECTED WORK

- San Antonio SmartSA Smart Cities
Community Engagement | San Antonio, TX
- Envision Del Rio Comprehensive Plan |
San Antonio, TX
- Eagle Pass Downtown Master Plan | Eagle Pass,
TX
- Alameda Theater Community Outreach |
San Antonio, TX
- San Antonio UDC Amendments and
Recommendations | San Antonio, TX
- VIA UDC TOD Amendments | San Antonio,
TX
- SATomorrow SubArea Regional Plans |
San Antonio, TX
- El Metro Comprehensive Operational Analysis
| Laredo, TX
- Del Mar Overlay District | Laredo, TX
- Alazan Courts Master Plan | San Antonio,
TX
- McAllen Vision Zero | McAllen, TX

VIVIANA FRANK, FAIA, LEED AP, CNU-A

PARTNER & PRINCIPAL



EDUCATION

Columbia University

Masters of Science Architecture & Building Design

Pratt Institute

Bachelor of Architecture

University of Oklahoma

Economic Development Institute

LICENSES & CERTIFICATIONS

Registered Architect with the State of Texas

License No. 18185

Registered Architect with the State of New York

License No. 28985

The Congress of New Urbanism

CNU: Accredited Member

Green Building Certification Institute

LEED Accredited Professional

PROFESSIONAL EXPERIENCE

Able City

CEO/ Principal/ Owner: 2017–present

Frank ArchitectsArchitects

Principal/Owner 1986–present

UTSA School of Architecture

Professor: 1990–1994

BIOGRAPHY

Viviana Frank is a registered Architect in the state of Texas and New York with over 20 years of experience. She is Congress of New Urbanism accredited and a LEED Professional. Her work has been published and exhibited nationally and internationally in the fields of architecture, interiors/space planning, rural and urban design. Her commitment to the firm and its clients is evident through her accessibility, strong leadership, and detail-oriented vision which has resulted in long-standing and favorable relationships with clients. She has a drive for the evolution of cities and the engagement of its citizens. Viviana Frank has guided the firm through notable projects in the public and private sector, practicing a philosophy that connects people to the places in which they live.

SELECTED PROJECTS

- Viva Laredo Comprehensive Plan
- VIA UDC Assessment and Diagnostic
- El Metro Palomino Hub
- R.E.AL. Transit Multi-Modal Facility Public Safety
- Hayes Wellness Center and Grounds Master Plan
- Rio Grande River Vega Master Plan
- Oak Street District Master Plan
- “Historic Urban Design Assessment Report”
- “Urban Design Standards” for Downtown
- “El Portal” Riverfront Master Plan
- City of Cotulla Master Plan
- City of Cotulla New City Hall Feasibility Study
- Garros Subdivision Master Plan Development
- City of Zapata Master Plan
- City of Clyde Master Plan Project
- Encinal Master Plan
- Webb County Villa Antigua Master Plan & Border Heritage Museum
- I-35 Adelante Development

TAB 4
RELEVANT EXPERIENCE

TAB 4

RELEVANT EXPERIENCE

Able City integrates the practices of community engagement, planning, architecture, and economic development. We have had decades of experience providing planning and community engagement solutions in Texas. Our comprehensive design approach addresses the necessity for the built environment to respond to the needs of the client and the community. We help solve the challenges that communities face in their pursuit for a better quality of life and place.

Our clients include the public, private, and nonprofit sectors. Some of the most notable projects include:

- City of Laredo – Viva Laredo Comprehensive Plan
- City of Del Rio – Del Rio Comprehensive Plan
- City of Eagle Pass – Eagle Pass Downtown Master Plan
- El Metro Transit – El Metro Transit Comprehensive Analysis
- VIA Metropolitan Transit – VIA Eastside Mobility Hub Site Assessment
- VIA Metropolitan Transit - VIA Transit Oriented Development - UDC Amendments

- City of San Antonio - COSA - Planning Department UDC Amendments
- City of San Antonio - COSA - SATomorrow Sub Area Plans
- City of San Antonio - COSA - Mixed Use Districts
- City of San Antonio - COSA Smart Cities Roadmap
- Opportunity Home- Alazan Courts Master Plan
- Opportunity Home- Alazan Apache Expansion
- City of Horizon - Horizon City Transit Oriented Design Standards
- Killam Development - El Milagro Town Planning
- City of Laredo - ReCode Laredo - Land Development Code
- City of Laredo - Boulevard of the Americas - Four Blocks
- City of Laredo - Binational Park Master Plan
- City of Laredo - Laredo TIRZ
- City of El Paso - Plan El Paso Comprehensive Plan
- City of El Paso - Onward Alameda Street
- Laredo ISD - LISD Cigarroa High School Assessment
- City of Laredo - Plaza Theater
- City of Laredo - Del Mar Overlay District
- El Paso Community Foundation- Texas Tech University El Paso Site Assessment
- City of Laredo and Laredo MPO- Laredo & County Active Transportation Plan
- City of San Antonio - COSA Parks and Recreation Youth Programing Master Plan
- City of McAllen- McAllen Vision Zero
- County of El Paso - Parks Master Plan
- City of Sunland Park, NM - Trails Master Plan
- Iturbide Street Economic Development Study





VIVA LAREDO COMPREHENSIVE PLAN

Client: City of Laredo

Location: Laredo, TX

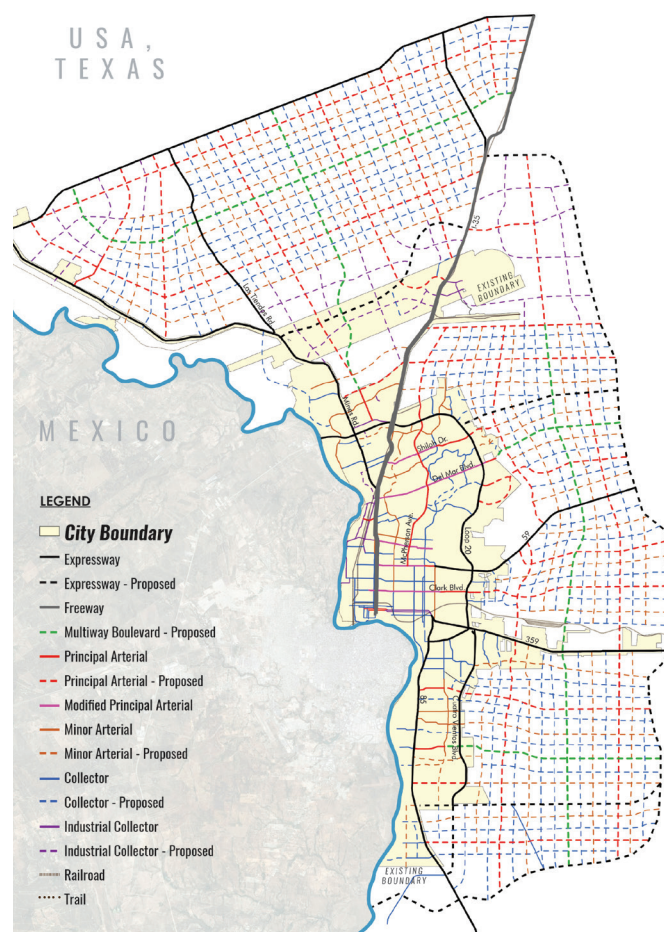
Status of Implementation: Fully adopted 2017

Able City collaborated with the city of Laredo to develop its comprehensive plan. Viva Laredo is a plan created through an inclusive, participatory public process that presents both grand vision and a practical plan to accomplish those goals. The Comprehensive Plan process was interactive, bilingual and included a 10-day charrette and other workshops in multiple areas throughout the city. The team hosted the first New Urbanism film festival, the event featured films projected on a outdoor screen outside the Laredo Plaza Theater. The festival focused on how many cities have dealt with a variety of issues plaguing their communities and how they developed a plan to bring more life to their cities.

Reference: Vanessa Guerra

Assistant Director of Planning, City of Laredo

vguerra@ci.laredo.tx.us



Viva Laredo Transportation Plan



ENVISION DEL RIO COMPREHENSIVE PLAN

Client: City of Del Rio

Location: Del Rio, Texas

Status of Implementation: Fully adopted 2022

The Comprehensive Plan for the City of Del Rio, Texas will provide a roadmap for the development of the city. The plan will ensure that their several significant water bodies, including the San Felipe Creek, Lake Amistad, and the Rio Grande River, that provide a unique natural resource for the community.

The plan ensures that Del Rio's resources are used sustainably, while also promoting economic development, recreation, and tourism. The comprehensive plan was developed in close collaboration with the community, ensuring that the plan reflects the values and priorities of the residents of Del Rio. The plan drafts recommendations for the future of Del Rio's economic development, parks, water conservation, ecotourism and recreation, infrastructure development, placemaking, and connectivity.

Reference: Janice Pokrant,
City Planner, City of Del Rio
(830) 774-8524 / jpokrant@cityofdelrio.com





EAGLE PASS DOWNTOWN MASTER PLAN

Client: City of Eagle Pass

Location: Eagle Pass, TX

Status of Implementation: Fully adopted 2022

The Eagle Pass Downtown Master Plan is a visionary plan that seeks to revitalize the city's downtown area and create a vibrant, thriving center that attracts residents and visitors. The downtown master plan is designed to provide a roadmap for the city's future development and growth, while also preserving its rich history and cultural heritage.

The downtown master plan was developed in collaboration with city officials, stakeholders, and residents, with the goal of creating a comprehensive vision for the future of downtown Eagle Pass. The plan will focus on the revitalization of key areas of the downtown, including downtown business, historic buildings, parks, connectivity, and public spaces.

Reference: Arturo Marquez / Director of Economic Development, City of Eagle Pass
(830) 421-5153 / amarquez@eaglepasstx.us



TAB 5
SUBCONTRACTORS

TAB 5

SUBCONTRACTORS

AVENUE CONSULTANTS

Transportation Planning

Avenue Consultants is a transportation planning, engineering, and program management firm that focuses on providing excellent customer service. Avenue has been serving local communities for the past 17 years, and currently has offices in Utah, Texas, Arizona, and New Mexico. We are known for providing innovative transportation engineering and planning services to our clients and go above and beyond to improve the products, processes, and services that we provide them. With a current staff of 125 employees we have a deep bench of experts. In the past five years, we have led 17 Active Transportation Plans, 13 Transportation Master Plans, 7 Corridor and Neighborhood Plans, and 5 Safety Action Plans and Vulnerable Road User Studies. Several of these plans were regional and multi-jurisdictional plans which integrated connections across city and county boundaries. We complement our transportation planning expertise with detail-oriented design engineers who help make sure that our plans are constructible and cost-effective. All of our work contains unmatched quality mapping and analysis, including travel demand, traffic & accessibility modeling, as well as effective public involvement strategies.

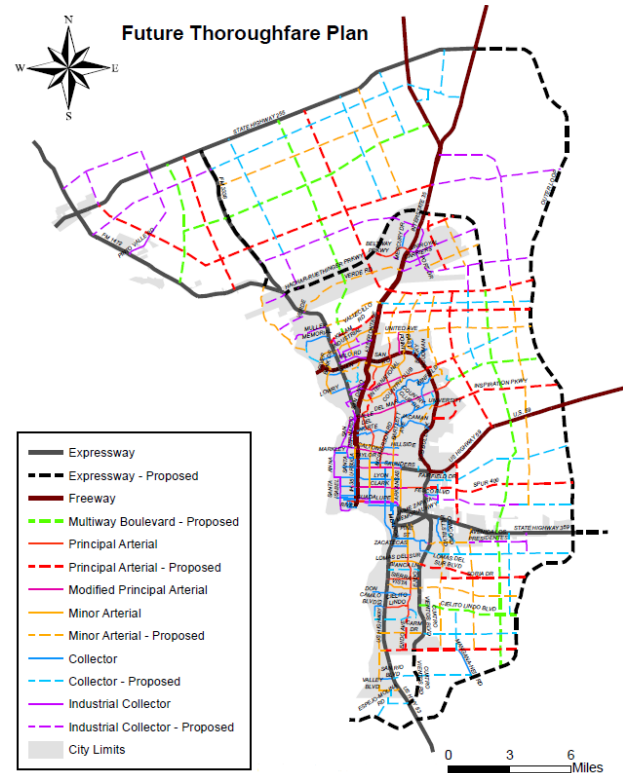
Our well-rounded team is able to provide superior results in the following areas of transportation planning:

- Regional & City Transportation Master Plans
- Travel Demand & Modeling
- Active Transportation Planning
- Transportation Focused Geospatial Analysis
- Corridor & Small Area Plan
- Transportation Safety Planning
- Vulnerable Road Users Assessment

RELEVANT WORK & REFERENCES

Regional Future Thoroughfare Plan, LWCA MPO Texas

Humberto "Tito" Gonzalez Jr., P.E.
*TxDOT Transportation Planning State-wide
 Director*
 (512) 486-5001



Laredo & Webb County Active Transportation Plan

Laredo & Webb County Active Transportation Plan, Laredo, Texas

Judge Tano Tijerina
MPO Policy Committee / Webb County Judge
 (956) 523-4600
webbcountyjudge@webbcountytexas.gov

Murray Transportation Plan, Murray, Utah

Trae Stokes, PE, *Murray City Engineer*
 (801) 270-2440 | tstokes@murray.utah.gov

Mid-Valley Regional Active Transportation Plan, Salt Lake County, Utah

Hugh Van Wagenen
WFRC Active Transportation Planner
 (801) 363-4250 | hugh@wfrc.org

Vernal SS4A Safety Action Plan and Implementation Grant Application

Quinn Bennion, *Vernal City Manager*
 (435) 781-7110 | qbennion@vernalcity.org

avenue | CONSULTANTS

J. KIRBY SNIDEMAN, MUP, AICP

DEVELOPMENT SERVICES PLANNER



EDUCATION

Master of Urban Planning
University of Utah, 2013

Bachelor of Science
Brigham Young University, 2007

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)
#027511

SOFTWARE PROFICIENCY

ArcGIS Spatial Analyst
Cloud-Based Mapping

AFFILIATIONS

American Planning Association (APA)
Urban Land Institute (ULI)
Association of Metropolitan Planning Organizations (AMPO)
International Code Council (ICC "Building Code")
Congress for New Urbanism (CNU)
International Economic Development Council (IEDC)

BIOGRAPHY

Kirby has fifteen years of project management experience and an extensive background working with local governments in both public and private positions. As a public servant Kirby has worked as a City Planner, Planning Director, and Metropolitan Planning Organization (MPO) Director. His experience includes translating policy recommendations into ordinance and best practices, developing regional transportation plans that address future growth, planning for transit-oriented development, developing corridor plans for major arterials, completing land use and transportation studies to update private development standards, and creating complete street policies that are implementable and achievable.

SELECTED PROJECTS

- Regional Future Thoroughfare Plan, LWCA MPO Texas (2019-21)
- SS4A Transportation Safety Action Plan Update, Vernal Utah (2023)
- Main Street Transportation Solutions Development, Cedar City Utah (2023)
- Active Transportation & Bicycle Master Plan, LWCA MPO Texas (2020)
- Metropolitan Transportation Plan (MTP) 2020-2045 Update, LWCA MPO Texas (2020)
- Railroad Quiet Zone Study & Recommended Treatments (2020)
- Downtown Parking Study & Strategy, Laredo Texas (2019)
- Parking Study & Ordinance Update Recommendations, Orem Utah (2019)
- State Street Mobility Study, Orem Utah (2018)
- State Street Corridor Street Connectivity Plan, Orem/UDOT Utah (2017)
- T.O.D. Real Estate Development Potential Analysis, Houston Metrorail (2014-15)
- T.O.D. Housing Alternatives Analysis, Sugar House/UTA Utah (2012)
- Multi-Modal Central Station Cost-Benefit Analysis, Utah Transit Authority (2011)
- Management District Strategic Plan, Houston's East Downtown District (2016)
- Parks and Open Space Master Plan, Laredo Texas (2021)

THOMAS MCMURTRY, AICP, GISP

TRANSPORTATION PLANNER



EDUCATION

Master of Business Administration
University of Utah, 2009

Bachelor of Arts in Geography
Bowling Green State University, 2003

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)
#024567

Geographic Information Systems Professional (GISP) #00064857

SOFTWARE PROFICIENCY

CUBE

Synchro/Sim Traffic

ArcGIS

Google Sketchup

AFFILIATIONS

American Planning Association (APA)

Utah Geographic Information Council (UGIC)

BIOGRAPHY

Thomas McMurtry has 19 years of experience leading planning projects. Transportation is Thomas's primary expertise, and he has significant experience in leading community visions, facilitating workshops, population forecasting, transit planning, access management, land use planning, and public involvement. Thomas brings a wealth of experience conducting all kinds of analysis for community visions, corridor studies, environmental assessments, long range plans, land use analysis, master plans, alternative analysis, sub-area plans, transit analysis, and multi-modal plans. He is very familiar with all aspects of travel demand modeling and he has personally been involved in over 20 community visioning processes.

SELECTED PROJECTS

- Payson City Comprehensive Plan, Payson (2019)
- Hurricane Downtown Master Plan (2023)
- 3300 South Community Corridor, Millcreek (2021)
- Salt Lake County West Area Plan, West Jordan (2021)
- Cedar City/Enoch Area Plan (2021)
- North Lakeshore Vision, MAG, Lehi (2020)
- UVU Area Plan (2019)
- Payson City Comprehensive Plan, Payson (2019)
- Murray Transportation Master Plan, Murray (2021)
- Sandy Transportation Master Plan, Sandy (2020)
- Saratoga Springs Transportation Master Plan, Saratoga Springs (2020)
- Kearns Transportation Master Plan, Kearns (2019)
- Custer County Master Transportation Plan, Custer South Dakota (2016)
- Weston County Transportation Master Plan, Upton Wyoming (2015)
- Natrona County Master Plan, Casper Wyoming (2013)
- Brown County Master Transportation Plan, Aberdeen South Dakota (2012)
- Draper City Master Transportation Plan, Draper Utah (2011)
- Montana Records Strategic Plan, MDT Helena Montana (2015)

TAB 6
PROJECT STATEMENT

TAB 6

PROJECT STATEMENT

Manvel's predominantly rural character is making way to the suburbanization of new housing and commercial developments. The city's current comprehensive plan should be updated to reflect this latest trend of housing development and the influx of people leading to increased municipal services. Able City offers the following approach to ensure a successful planning process and ultimate adoption and implementation of the plans goals and policies.

1. PROJECT RECONNAISSANCE / PROJECT KICK OFF / PROJECT MANAGEMENT PLAN / STRATEGIC PLANNING PHASE 1

At the start of the project, the Able City Team will host a conference with the members of the city staff to review the proposed project plan, goals, and schedule. Together, with staff, we will solidify the approach, team roles and responsibilities, review base information needs, identify stakeholders, and strategize on the public involvement process. Also during this task, Able City will outline our project management plan. During this time we will also outline the Strategic Planning Vision & Engagement Strategy.

2. SITE VISIT & TOUR / AUDIT / ENGAGEMENT SESSIONS BEGIN

After compiling a preliminary list of available data and confirming any additional information available from the city, our team will review and compile relevant data. We propose that an existing conditions site visit and audit be conducted during the project kickoff meeting, where members of the consultant team visit key areas with staff. This audit will focus on identifying key issues relevant to the plan elements. At this Site Visit, we will also begin our initial Engagement Session for the Strategic Plan; working with city staff Able City will prepare session materials and hands-on, interactive, and engaging activities.

3. BACKGROUND RESEARCH & ANALYSIS FOR EXISTING CONDITIONS / SURVEY & DATA COLLECTION FOR STRATEGIC PLAN

After the Site Visit and Audit, the team will begin drafting the Existing Conditions Analysis. All team members will review the following documents: Comprehensive Plan, Thoroughfare Plan, Master Wastewater Plan, Water Plan, Capital Improvements

Plan, Design Criteria Manual, Master Drainage Plan, and Master Parks Plan. We will utilize ArcGIS, aerial and ground level photography, and all pertinent information in order to compile the necessary information to create a series of analysis maps for the project area. This data can include population trends, existing land use patterns, historic trends in building permits, travel demand models, crash data, sidewalk connectivity, open space, zoning, utility easements, property boundaries, relevant topography, natural resources, and environmental conditions. Utilizing this information, we will produce basemaps of the planning area to be used by the design team and members of the public throughout the community engagement phase. Able City will also draft and distribute surveys to the community as part of the Strategic Plan scope of work.



4. PUBLIC INVOLVEMENT PLAN

Once we have gathered a good sense of the issues and concerns, we then work to provide a Public Involvement Plan. Able City will provide a comprehensive and robust PIP to ensure ample and thoughtful community engagement. This approach is outlined in another part of this document.

5. DRAFTING THE VISION

The Community Participation activities will support the drafting of the city's vision based on the Community Vision Statement and Key Planning Principles, Themes, Topic Areas, and Strategic Plan input. We proposed the following preliminary approach for the various plan elements:

Thoroughfare Plan: Avenue Consultants will review the 2015 plan and document existing thoroughfare, streets, and other rights-of-way conditions. The new plan update will include proposed new streets with classifications based on projected growth, a system of trails for equestrian users, and hike, bike, and complete streets where appropriate.

Economic Development: Reviewing various economic data sets, Able City will provide a robust comprehensive economic strategy that focuses on the city's local businesses and assets but also identifies future opportunities.

Utilities & Drainage: Utilizing the updated 2022 Master Wastewater Plan, Master Water Plan, and the Master Drainage Plan, Able City will identify gaps as they may relate to future land uses and proposed developments. We will identify risks and provide additional recommendations to mitigate flooding. A full analysis with GIS maps will be provided as part of this deliverable.

Future Land Use & Character: We will identify current land use patterns, review past rezoning trends, document existing vacant developable land, and identify proposed new streets to craft a Future Land Use Map. If none exist, Able City will provide a GIS layer for the new FLUM. We will also categorize and illustrate the city's community characteristics and provide urban design recommendations for how to enhance and preserve this character.

Outcomes & Recommendations Strategic Plan: After we've compiled and reviewed all surveys and data points, we will draft succinct and implementable recommendations for the city's strategic plan. This will also include a summary of community input and how this public participation process influenced the plan.

6. IMPLEMENTATION STRATEGY & FUNDING SOURCES

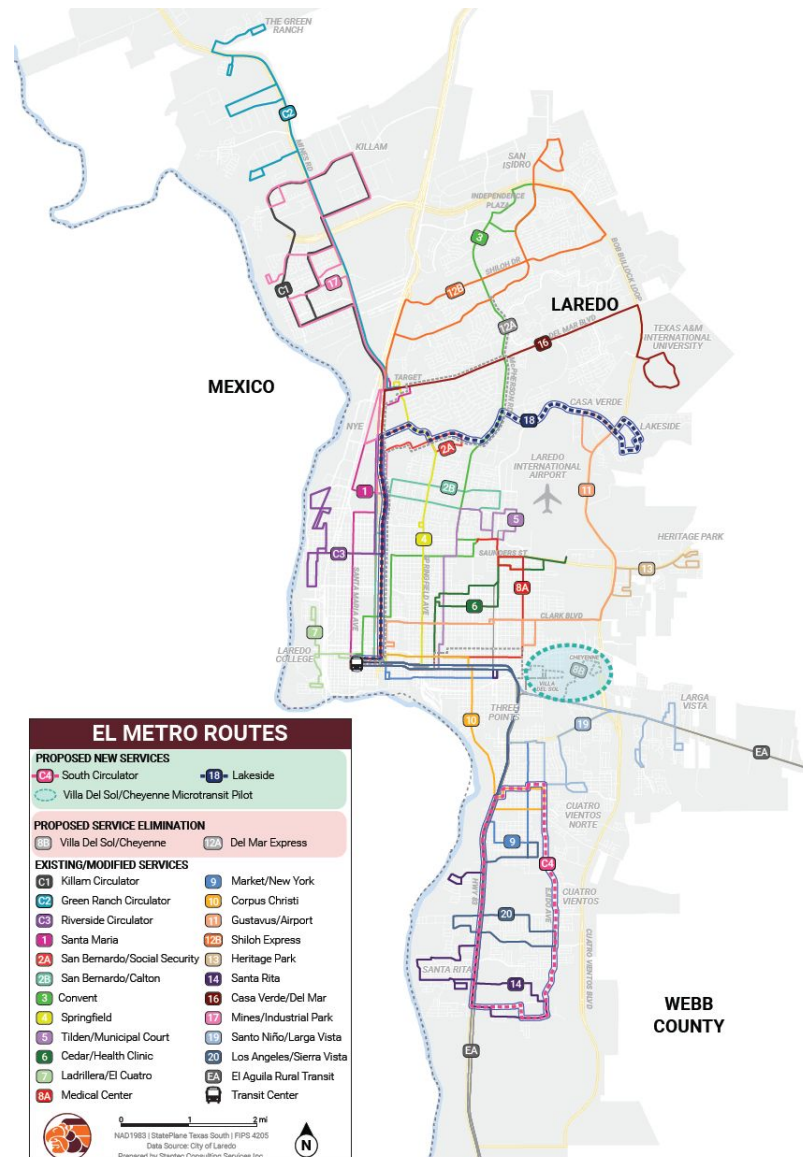
Once we reach consensus on the various plan elements, Able City will generate refined Implementation Strategies. We will provide an Implementation Matrix outlining key goals and objectives, realistic timelines, potential partners, and possible funding sources / mechanisms. A central goal in the program will be to leverage funds to benefit as many projects as possible.

7. PLAN WRAP UP & PRESENTATIONS

This final phase includes wrapping up the project with any additional meetings and presentations. The draft document will be placed on the project website for review and commenting by the public for a set amount of time. Participants will be able to submit their comments which will be collected and reviewed by the staff and the planning team. We will then work to present the final deliverables to the Stakeholder Committee, Planning & Zoning Commission, and City Council.



[END OF PROJECT STATEMENT]



El Metro Comprehensive Operational Analysis



Viva Laredo Planning Presentation

INCORPORATING AND ADDING TO EXISTING PLANNING EFFORTS

We recognize that the city has been working on various planning efforts. Able City will spend considerable time reviewing and documenting any existing and pertinent plans. We will outline various sections of the plans to coordinate with our efforts. Relevant parts of existing plans will be utilized to help guide various plan elements.

TAILORING PLANS TO MEET THE CITY'S NEEDS

Able City approaches community engagement as a process of co-creation. Public outreach is a cornerstone of our most successful projects. Ultimately the community engagement process goal is to guide the vision developed for the project. We are adept at facilitating meetings, presenting complex materials in a user-friendly way, and putting together easy-to-understand meeting materials. Through our combination of public facilitation, expertise in the substantive issues, and design experience, we have the tools and personnel to build a successful constituency for the comprehensive plan. Able City avoids using industry jargon and acronyms and simplifies the way we talk about technical elements of the work. By doing this we foster relationships, build trust, and create meaningful and respectful communication with the community.

We apply best practices for communication and development, including

- Promoting active and representative participation towards enabling all community members to meaningfully influence the decisions that affect their community
- Engaging community members in learning

about and understanding community issues and the economic, social, environmental, political, and other impacts associated with alternative courses of action

- Incorporating the diverse interest and culture of the community in the community development process
- Working proactively to enhance the leadership capacity of community members, leaders and groups within the community
- Staying open to using the full range of action strategies to work toward the long term sustainability and wellbeing of the community.

COMMUNITY ENGAGEMENT STRATEGY

The following public engagement program will be implemented in collaboration with the city's preferred strategies and policies:

I. Awareness and Education

With the existing conditions in-hand, and as a primer for community input, our team will prepare infographics and short format videos that illustrate the following:

- Key objectives of the plan
- Key Planning Principles and their benefits
- Opportunities for improvement in urban planning, quality of place, and quality of life found in the existing conditions analysis
- The information will be distributed via social media and physical media by Able City in coordination with the city. This pre-engagement both activates and prepares the community for participation.

II. Focus Groups

Rather than electing a single stakeholder group for the plan, we recommend the creation of several focus workgroups organized around key topics such as mobility, housing, economic development, land development, health, education, equestrian community, and multi-modal transportation. Through this unique approach, the team can focus on high inclusiveness by activating the most passionate community members from diverse interest groups and providing each with a stronger unified platform. The goal of this strategy is to generate a critical mass of advocates and educated citizens that outwardly champion the plans.

III. Community Conversations

Similar to what we recognize as public meetings, we will help host open community gatherings that involve interactive activities like moderated brainstorming sessions and community design vignettes. These interactive meetings help provide for an effective, goal and action-oriented discussions that will translate into building community support for the plan.

IV. Digital Engagement

Our team will utilize all modern means of communication to assist in creating awareness and to gather wide and meaningful input. We will engage the public via Facebook, Instagram, and X, in collaboration with the council's Public Information Office (PIO), to drive an effective digital campaign and input gathering effort in both English and Spanish.

V. Culturally Connected

We are experts at bringing people together across multiple languages and cultures and supporting their collective action to transform their communities. Valuing language Justice means recognizing the social and political dimensions of language and language access. Our team also includes 25 fluent and native Spanish speakers, with both the technical experience and cultural understanding to facilitate the necessary interactions with the local community in a meaningful way.

VI. Public Meetings / Workshops / Open Houses

We utilize a series of various types of meetings depending on the audience and the material to be presented. These can take the form of public meetings, hands-on workshops, or open house types of events. At these events we utilize the following activities:

- Comment Cards: Participants can share their comments, thoughts, feedback, and questions.
- One Word Cards: Participants can share the one word that comes to their mind when speaking about their community. These words are then gathered to build a collective word-cloud illustrating the overarching themes.
- Comment Wall: Similar to the comment card, participants can share their comments, feedback, questions, and thoughts on a larger surface ideally mounted on the wall.
- Map It Exercise: Using a large map or a series of

maps, participants are asked to use stickers and sticky notes to pinpoint feedback to a specific location and concern.

- Priority Matrix: A list of priorities are presented for participants to choose from and place them in order of most important to least important.
- Livable City: An open imagination activity for children and youth to draw and design their ideal neighborhood.
- Visual Preference Survey: We provide visual suggestions on design ideas or transportation concepts and have attendees choose which one they would like to see in their community.
- Lego Design Workshop: Using Lego bricks to represent spaces and have attendees move and reorient bricks to design spaces while showing design concepts in a miniature format.
- Film Festival: We curate a series of urban planning and transportation-related films to showcase ideas and concepts. These films then tend to spark discussions centered around important and relevant themes.



Public workshop

Design Visualization

Our public meetings emphasize visual representation, allowing participants to sketch, draw, and use other visual tools to illustrate their ideas. This visual component enhances communication and understanding, enabling stakeholders to visualize the potential outcomes of the proposed designs. It helps bridge the gap between technical jargon and community members' perspectives, facilitating meaningful engagement.

TAB 7
PROJECT SCHEDULE

TAB 7

PROJECT SCHEDULE

We have outlined a series of tasks and developed a tentative production schedule to complete the City of Manvel Plans. Based on the anticipated schedule for project completion, we have identified the following preliminary timetable. Close collaboration with the staff will ensure that the tasks outlined below are completed within the proposed time frame. All members of the team are available to participate throughout the duration of the project. **We anticipate a timeline of 10-12 months to complete the comprehensive plan process. Our expectation is that staff will be available for monthly meetings, attend and participate in all public meetings (Able City will coordinate and direct), review drafts expeditiously, and to help coordinate adoption meetings.**

Items in **Bold** are Milestone Items.

PHASES 1 & 2: PROJECT RECONNAISSANCE & PROJECT KICK-OFF

- 1.1 Project Kick-off Meeting w/ Staff
- 1.2 Project Reconnaissance
- 1.3 Project Management Plan
- 1.4 Public Involvement Plan
- 1.5 Past and Present Planning Activities Review
- 1.6 Existing Conditions Assessment / Data Development Analysis
- 1.7 Initial Site Visit
- 1.8 Project Website & Communications (Social Media, Print, Press Releases)
- 1.9 Kick Off Steering Committee Meeting
- 1.10 Public Meeting #1
- 1.11 Strategic Plan Planning & Engagement Begins

PHASE 3: VISIONING

- 3.1 Community Involvement Sessions
- 3.2 On-site Design Studio
- 3.3 Technical and Stakeholder Meeting #2
- 3.4 Public Meeting #2-Hands-On Session
- 3.5 Conceptual Illustrative Plans and Renderings
- 3.6 Policy Plan Framework
- 3.7 Strategic Plan Engagement Sessions
- 3.8 Community Survey

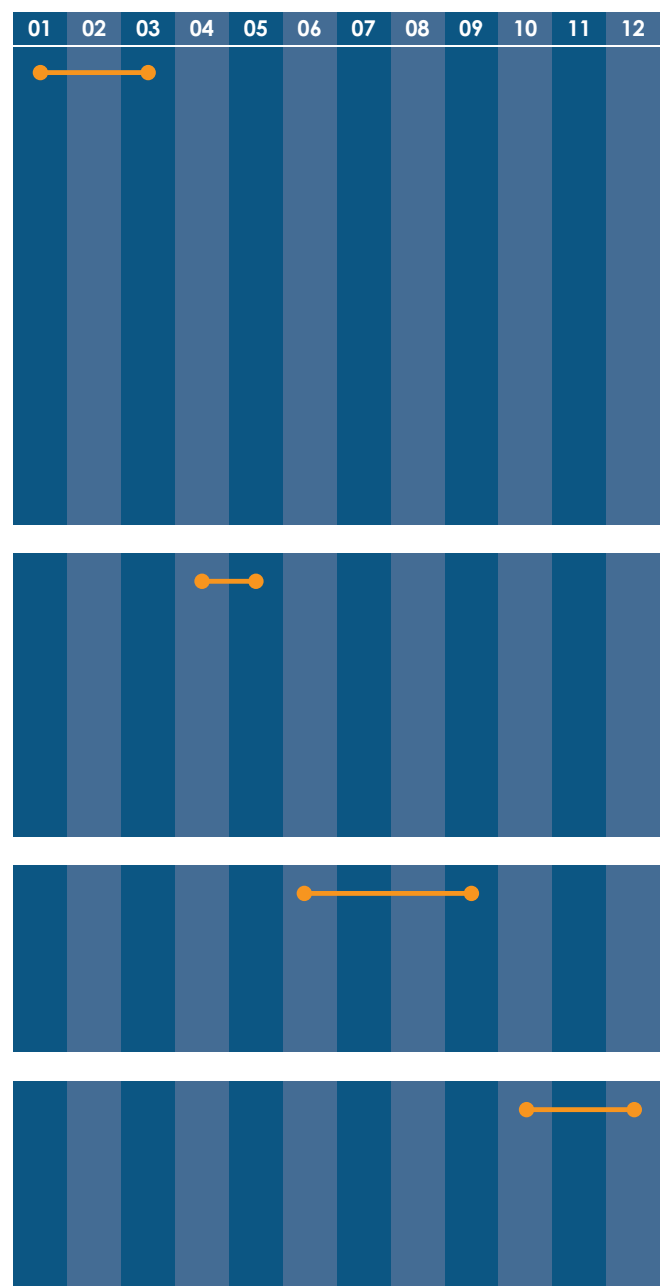
PHASES 4 & 5: DRAFT PLAN

- 4.1 Draft Plan(s) with All Elements
- 4.2 Refinement of Illustrative Plans and Renderings
- 5.1 Implementation Strategy
- 5.2 Strategic Plan Outcomes & Recommendations
- 5.3 Public Meeting #3 to Present Draft

PHASE 6 REVIEW, PRESENTATION, AND ADOPTION

- 6.1 Plans Review & Edits
- 6.3 Edit Plans & Other Documents with Staff
- 6.3 Public Meeting #4: Final Presentation to Public
- 6.4 Final Presentation to Planning & Zoning & City Council

MONTHS



TAB 8
PRICING / BUDGET

TAB 8

PRICING

This section outlines our proposed Budget and Pricing to include Study Costs, Public Meetings Costs (and number of meetings), City staff meeting costs (and number of meetings), Electronic Media costs, and printing costs.

HOURLY RATES OF KEY PERSONNEL

Mario Peña	\$175
Viviana Frank	\$175
Carlos Gallinar	\$150
Paola Fernandez	\$120
Avenue Consultants	\$175

PROPOSED PROJECT FEE

TASK DESCRIPTION	ABLE CITY BASIC SERVICES
TASK 1 – PROJECT RECONNAISSANCE	\$17,510
Kick Off Meeting w/ Staff Site Visit & Tour Review Existing Documents & City Codes Existing Conditions Report	
TASK 2 – PROJECT MANAGEMENT	\$22,305
Billing & Invoice Project Management Plan Monthly Progress Reports Project Schedule Coordinate Meetings w/ Staff x 12 Meetings (Virtual)	
TASK 3 – PUBLIC PARTICIPATION	\$35,845
Develop Public Involvement Plan Public Meeting #1: Kick Off Meeting with Public Public Meeting #2: Visioning Public Meeting #3: Present the Plan Public Meeting #4: Final Meeting Stakeholder Meetings x 6 Meetings (50%Virtual) Project Website & Social Media	
TASK 4 – IMPLEMENTATION STRATEGIES	\$25,480
Prepare Priorities, Goals, Objectives, Policies, & Implementation Matrix Prepare Funding / Financing Plan	

Fee continued on next page

PROPOSED PROJECT FEE CONT...

TASK DESCRIPTION	ABLE CITY BASIC SERVICES
TASK 5 – REPORT DRAFTS & ADOPTION MEETINGS	\$92,125
Draft Report: Population & History Economy & Economic Development Land Use Transportation & MTP Housing Utilities Community Facilities & Services Urban Design / Community Character Natural Resources & The Environment Review Edits x 2 Rounds Adoption Meetings w/ Planning Commission & City Council x 2 Meetings	
TASK 6 – STRATEGIC PLAN DELIVERABLES	\$38,715
Initial Planning Phase Engagement Strategy Material Preparation Engagement Sessions Survey & Data Collection Outcomes & Recommendations Project Conclusion	
REIMBURSABLE ALLOWANCE	\$13,000
A. Printing B. Travel Allowances C. Supplies & Materials for Meetings	
PROJECT TOTAL	\$220,165

TAB 9

STATEMENT OF LEGAL STANDING

TAB 9

STATEMENT OF LEGAL STANDING

NON-COLLUSION

By submitting a RFQ, Able City, LLC represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person or firm not therein named and that the firm has not directly or indirectly induced or solicited any other person or firm to put in a sham proposal, or any other person or firm to refrain from submitting a proposal, and that the firm has not in any manner sought by collusion to secure to that firm any advantage over any other firm.

By submitting a RFQ Able City, LLC represents and warrants that no official or employee of the City has, in any manner, an interest, directly or indirectly, in the proposal or in the contract that may be made under it, or in any expected profits to arise therefrom.

Furthermore, Able City, LLC represents and warrants that the firm is in good legal standing and is not/has not been involved in any pending controversies and/or legal disputes. None exist.

Los Dos Laredos Bi-National River Conservation Park | Laredo, TX / Nuevo Laredo, MX



TAB 10

ADDITIONAL FORMS REQUIRED

TAB 10
ADDITIONAL FORMS REQUIRED
PROPOSER INFORMATION FORM



PROPOSER INFORMATION FORM

FIRM'S FULL BUSINESS NAME:	Able City, LLC
PHYSICAL ADDRESS:	110 Broadway St. Ste. 250 San Antonio, TX 78205
PHONE NUMBER:	(210) 912-5929
EMAIL ADDRESS:	carlos@able.city & communications@able.city
CONTACT PERSON:	Carlos Gallinar, Principal & Planning Director
PHONE NUMBER:	(915) 201-0607
REMITTANCE ADDRESS:	110 Broadway St. Ste. 250 San Antonio, TX 78205
COMPANY WEBSITE:	www.able.city
COMPANY TAX ID NO.:	82-0976597

PROPOSER INFORMATION FORM



PROPOSER INFORMATION FORM

Instruction: Entities using an assumed name should disclose such fact to avoid rejection of the affidavit. The following format is recommended: Corporate/Legal Name DBA Assumed Name.

STATE OF Texas §

§ AFFIDAVIT OF OWNERSHIP OR CONTROL

COUNTY OF Bexar §

BEFORE ME, the undersigned authority, on this day personally appeared
Mario A. Peña [FULL NAME] (hereinafter "Affiant"),
Partner & Co-Founder [STATE TITLE/CAPACITY WITH CONTRACTING
ENTITY] of Able City, LLC [CONTRACTING ENTITY'S
CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn stated as
follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.
2. Contracting Entity seeks to do business with the City in connection with
City of Manvel, Texas Strategic Plan, Comprehensive Plan,
Thoroughfare Plan (Update) Request for Qualifications [DESCRIBE PROJECT OR MATTER] which is
expected to be in an amount that exceeds \$50,000.
3. The following information is submitted in connection with the proposal, submission
or bid of Contracting Entity in connection with the above-described project or matter.
4. Contracting Entity is organized as a business entity as noted below (check box as
applicable).

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
☐ CORPORATION
☐ PARTNERSHIP
☐ LIMITED PARTNERSHIP
☐ JOINT VENTURE
☒ LIMITED LIABILITY COMPANY
☐ OTHER (Specify type in space below):

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
☐ UNINCORPORATED ASSOCIATION

PROPOSER INFORMATION FORM

5. The information shown below is true and correct for the Contracting Entity and all owners 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. [NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF EMAIL ADDRESSES IS OPTIONAL BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Contracting Entity

Name Mario A. Peña, Partner & Co-Founder of Able City, LLC

Business Address [NO./STREET] 110 Broadway St. Ste. 250 San Antonio, TX 78205
[CITY/STATE/ZIP CODE] _____

Telephone Number (210) 912-5929

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] 343 W. Hollywood Ave. San Antonio, TX 78212
[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] _____

Email Address [OPTIONAL] _____

5% or More Owner(s)/Officers of Non-Profit Corporation
(IF NONE, STATE "NONE")

Name None

Business Address [NO./STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number _____

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] _____

Email Address [OPTIONAL] _____

PROPOSER INFORMATION FORM

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor _____

Type of Debt _____

Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. _____

Delinquent Years/Months _____

Status of Appeal [DESCRIBE] _____

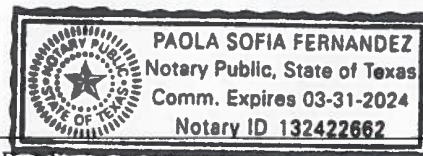
PROPOSER INFORMATION FORM

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.


 Affiant

SWORN TO AND SUBSCRIBED before me this 30th day of AUGUST,
 2023.

(Seal)



Notary Public in and for the State of TEXAS.

NOTE: This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code.

Attach additional pages if needed to supply the required names and addresses.

CURRENT COPY OF ABLE CITY, LLC BUSINESS LICENSE

1/3/23, 9:27 AM

TBAE Business Certificate



THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Certifies that

ABLE CITY, LLC

is duly registered and authorized in accordance with all
rules and regulations of the State of Texas

in testimony whereof this certificate has been issued
by the authority of this Board

Registration No. BR 3382

Renewal of this registration is due on January 31, 2024

© 2023 - Texas Board of Architectural Examiners

CURRENT W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ► Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
--	--	--

Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ABLE CITY, LLC	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. 110 BROADWAY ST STE. 250	Requester's name and address (optional)
	6 City, state, and ZIP code SAN ANTONIO, TX 78205	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	Social security number or Employer identification number 8 2 - 0 9 7 6 5 9 7

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ► Date ► 08/30/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

An aerial photograph of a city park. The park is a large green rectangular area in the center, featuring two colorful playground structures with slides and climbing equipment. Numerous small figures of people are scattered across the grass, some sitting on the ground, others standing. The park is bordered by wide, light-colored paved walkways. On either side of the walkways are multi-lane roads with cars parked and driving. The surrounding urban environment includes various buildings, some modern and some older, with different architectural styles. The overall scene is a vibrant, active community space.

**At Able City we
believe that
context informs
design above all
else.**

CITY OF MANVEL, TEXAS
RFQ FOR STRATEGIC PLAN, COMPREHENSIVE PLAN,
AND THOROUGHFARE PLAN (UPDATE)
RFQ FY2023-001
SUBMISSION DATE: AUGUST 28, 2023
PROPOSAL

**MANVEL
COMPREHENSIVE,
THOROUGHFARE,
AND STRATEGIC
PLANS**



Submitted by:
Future iQ, Inc.
P.O. Box 24687
Minneapolis, MN 55424
www.future-iq.com

David Beurle
david@future-iq.com
612-757-9190

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1.0 Transmittal Letter



Future iQ, Inc.
P.O. Box 24687
Minneapolis, MN 55424

August 28, 2023

Mrs. Tammy Bell
City Secretary
City of Manvel
20031 Highway 6
Manvel, TX 77578

RE: RFQ-Manvel Comprehensive, Thoroughfare, and Strategic Plan 2023-24

Dear Mrs. Bell,

Future iQ is pleased to submit this response to the Request for Qualifications to serve as the consultant team to develop the City of Manvel's Comprehensive, Thoroughfare, and Strategic Plans.

As part of this work, we are including long time collaborators, JS&A and Toole Design. Future iQ recently partnered with JS&A on the creation of a Comprehensive Plan for the City of Smithville, Missouri. We also partnered with Toole Design on the Transportation Master Plan for Smithville. Our hands-on approach, as well as the effectiveness of our methodology, will assist the stakeholders of Manvel to maximize the value of the planning process and achieve realistic and actionable outcomes. We understand that the City of Manvel has experienced recent rapid growth and desires an in-depth engagement process in the development of all three plans. Future iQ has strong globally proven public engagement processes, and JS&A brings certified planning credentials and deep relevant economic development experience especially in downtown areas, and Toole Design brings a local Texas presence in Transportation to the team. We believe this combination will lead to Strategic, Comprehensive and Thoroughfare Plans that can be understood and supported by Manvel community members and stakeholders and will authentically reflect the vision and overarching aspirations for the City.

Some of the strengths we believe we bring to this project include:

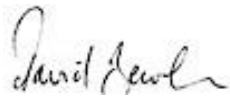
- **Scenario-based community visioning and strategic planning** – Future iQ's Think-Tank uses a [scenario-based strategic planning](#) approach. This people-focused, inclusive, highly interactive workshop fosters deep discussions and collaboration around an aligned

vision for the future. The process allows participants to acquire an understanding of the potential and implications of various decisions about the future for their community.

- **Strong stakeholder engagement capabilities** – We understand that community input is a key component of this planning process. [Community and Stakeholder engagement](#) are a cornerstones of this project team’s planning methodology. Our planning process specializes in applying innovative tools and approaches that bring together stakeholders to create collaborative and cohesive plans, and an aligned vision for the future. Importantly, our people-focused engagement process provides a collaborative place for participants to share expertise and ideas, and to openly consider various perspectives on issues of importance.
- **Future orientation** – This project team specializes in studying and understanding larger emergent trends and influences that are re-shaping cities, towns, counties, organizations, industries, and regions. This experience and knowledge help us shape truly future oriented planning processes for our clients as they consider future direction for their community or organization.
- **Solid technical and city planning expertise.** Our work includes similar projects that have involved facilitated processes that produce collaborative strategic plans, sustainable tourism plans, network mapping, supply chain analysis, stakeholder communication plans, regional economic development feasibility studies, vertical market assessments, and workforce needs analyses. Our projects aim to deliver robust plans, and foster innovation, entrepreneurship, and creative approaches to city development. In Texas, we have worked with the cities of Coppell, Texarkana, McKinney, and Denton on planning initiatives. Our team members from Toole Design are based in Austin.
- **The importance and power of good data.** We specialize in sophisticated data collection and analysis. We believe that good stakeholder engagement processes and data collection, presented in a transparent and interactive manner, can help build rapid alignment around key points of consensus.

It would be our privilege to work with the City of Manvel on this initiative. Please contact me for clarifications. Thank you for your consideration.

Yours sincerely,



David Beurle, CEO

Future iQ, Inc.

Tel: 612-757-9190

Email: david@future-iq.com

2.0 Consulting Firm Information

[Future iQ](#) is a small, privately owned global research and consulting company headquartered in Minneapolis, Minnesota. Founded in 2003, Future iQ's global footprint brings a broad perspective and delivers transformational customized solutions to our clients. With nine staff members and four strategic partners, Future iQ's clients span North America, Europe, and Australia. Please click on the links in the Snapshot to explore Future iQ's specializations.

Snapshot of Future iQ

Expertise

- [City and Urban Planning](#)
- [Regional Planning](#)
- [Organizational and Corporate Planning](#)
- [Tourism Destination Development](#)
- [Economic and Workforce Development](#)
- [Defense Sector Engagement](#)
- [Industry Planning and Analysis](#)

Methodology

- [Scenario-Based Strategic Planning and Visioning](#)
- [Stakeholder and Community Engagement](#)
- [Data Visualization](#)
- [Customized Foresight Research](#)
- [FutureiQ Mapper – Network & Supply Chain Mapping](#)
- [The Future Game](#)
- [Future iQ Creative? – ADD](#)

Foresight Research

- [Cities of the Future](#)
- [Future of Urban Living](#)
- [The Future of Food](#)
- [Future of Tourism](#)
- [The Next Industrial Revolution](#)
- [Future of Manufacturing](#)

For more information, please visit Future iQ's website at:
<http://future-iq.com>

Address:
Future iQ, Inc.
P.O. Box 24687
Minneapolis, MN
55424

Phone:
612.757.9121
Email:
david@future-iq.com

3.0 Experience and Qualifications of Key Personnel

The Future iQ, JS&A, and Toole Design team members presented in this proposal have significant experience working on visioning, economic development, comprehensive and strategic planning, and transportation projects. We recognize that this project requires significant periods for intensive workloads and our team availability will allow sufficient team resources to be deployed, both on-site and/or virtually, and for data analysis and report preparation.

The proposed team members are an experienced and reliable team, with a complementary mix of required skills in:

- Highly developed critical thinking capacity in the areas of strategic future planning, visioning, economic development, transportation, and foresight research
- Knowledge and experience with cities, State agencies, municipalities, corporations, regional entities, and non-profit organizations
- Significant work experience in urban, regional, and rural economies
- Project management and stakeholder workshop facilitation

Project Director David Beurle will be the primary contact person for this project. Below are the respective team member roles for this project:

Team Member	Title	Role
David Beurle	CEO and Founder, Future iQ	Project Director, Facilitation, Strategy Development
Adam Bentley	Research Strategist, Future iQ	Research, Strategy Development
Celine Beurle	COO, Future iQ	Project Coordination; Communications
Heather Branigin	VP, Foresight Research, FiQ	Project Coordination; Foresight Research
Cheryl Wheeler	Community Engagement Specialist, Future iQ	Community and Stakeholder Engagement
Brittany Rempe	Creative Director, Future iQ	Communications; Report and Portal Design
Sonia Labanda	Translator, Future iQ	Spanish Translations
Walter Paixao-Cortes	Data Engineer, Future iQ	Data Analysis and Data Visualization
Jon Stover	Managing Partner, JS&A	Lead Planner, Economic and Impact Analysis
Leslie Gray, AICP	Vice President, JS&A	Physical and Land Use Planning, Economic Analysis, Community Development
Genest Landry, PE, PMP	Austin Office Director, Toole Design	Toole Design Team Management
Jared Draper, AICP	Senior Planner, Toole Design	Lead Planner, Thoroughfare Plan
Nan Jiang, PhD, PE, PMP	Data Science Practice Lead, Toole Design	Data Analysis and Mapping

Please see team resumes in **Appendix A** for the educational background, training, and relevant experience of each team member.

4.0 Relevant Experience

This project will explore complex issues to develop forward-thinking comprehensive, thoroughfare, and strategic plans that unify, strengthen, and advocate for the community of Manvel in new ways. Examples of Future iQ's [project reports](#) and various [foresight research reports](#) can be found on the [Future iQ website](#) and on Future iQ's stakeholder [Research Laboratory](#).

4.1 Relevant Work Samples

4.1.1 Highlighted Expertise from Similar Cities

As requested in the RFQ, below are three relevant work samples for similar cities to Manvel. The references for these work samples may be found in section 4.2.

- **City of Coppell, Texas** [Coppell Vision 2040 and Strategic Plan](#) The 2040 community vision for Coppell was developed following an extensive engagement and 'future exploration' with the community. The process allowed the community to explore the future evolution of the community around the two main themes of 'Community Evolution' and 'Infrastructure Solutions'. These themes allowed the community to wrestle with the implications and responses to the changing ethnic and demographic makeup of the community, and the emerging impact that technology is having on multiple aspects of the community infrastructure.
- **City of Smithville, Missouri** [Comprehensive Plan](#) Facilitated by Future iQ and JS&A, this original comprehensive planning project was built on the community's [visioning and strategic planning](#) process that Future iQ also facilitated. The plan involved the strategic economic development of unique character areas and StoryMaps of each identified area of the City. The strategic pillars that emerged from the original strategic planning process were instrumental building blocks of the Comprehensive Plan. Two areas for further study that emerged from the comprehensive planning process were the need for a [Parks and Recreation Master Plan](#), as well as a [Transportation Master Plan](#). Future iQ partnered with Toole Design to facilitate the Transportation Master Plan.
- **City of Edina, Minnesota** [Vision Edina](#) and [Nodes and Modes Bridging to Comprehensive Plan](#) After facilitating the Edina's strategic visioning process, Future iQ led a bridging planning process that coupled together neighborhood development with multimodal transport connections. The concept guided the City's comprehensive planning process as the community sought to enhance the City's characteristics and community fabric, while at the same time embracing urban renewal and targeted redevelopment.

4.1.2 Work Experience with Diverse Communities and Stakeholders

This project team offers a wide range of diverse backgrounds and deep cultural sensitivities. We offer multi-lingual capability, with team members fluent in five primary languages. We have deep experience in working in racially and ethnically diverse communities and regions in the United States. Our team reflects this diversity, and includes a range of generational, gender, and racial backgrounds. We understand this importance to communities and the engagement experience, to reflect and include all stakeholders' voices in the strategic planning process. Below are examples of our work with diverse communities and underrepresented groups.

- **City of Coppell, TX** [Community Vision and Strategic Action Plan](#) Coppell is a community that has a growing Asian population, currently almost a third of the population. Future iQ worked closely with stakeholders to create a vision and action plan that was welcoming and inclusive of all new community members.
- **City of Trotwood, OH** [Organizational Strategic Plan](#) The City of Trotwood is a diverse community that is majority African American. Future iQ worked closely with stakeholders to create a vision and organizational strategic plan that reflected the vision and values of all community members.
- **Unified Government of Wyandotte County-Kansas City, KS** [Economic Development Strategy](#) This current project will help lead Kansas City into the future with inventive thinking, new ideas, economic strategic tools and approaches, and implementable policies and action plans. The resulting Economic Development Strategic Plan aims to bolster all neighborhoods and engender economic prosperity in an equitable manner.
- **City of Romulus, MI** [Community Vision and Action Plan](#) Romulus is a diverse community situated around the Detroit Metropolitan Airport. Recently completed, this community-wide effort brought the community together through extensive engagement methods to identify a realistic vision for the future of the City. The intention of the process was to create a unified Community Vision plan that would inform decision-making on planning, land use, and policy making for the City.
- **Town of Hilton Head Island, SC** [Vision and Strategic Action Plan](#) Hilton Head Island is a diverse community with rich historic relevance. The vision and strategic action plan incorporated this significance and recognized the unique importance of the 'native islander' Gullah culture and people in the community.
- **University City, MO** [Community Vision and Strategic Roadmap](#) Future iQ recently completed the community visioning and planning for University City, a diverse community with significant economic disparities. Led by a Task Force comprised solely of community members, the roadmap that emerged from this process celebrated the rich diversity of the community and incorporated this strength into its vision for the future.
- **Park City, Utah** [Community Vision and Action Plan](#) The visioning and strategic action planning for this project engaged approximately 1,700 people in a series of surveys, engagement sessions, focus groups and two key Future Summits. The process was designed to provide an open, inclusive, and transparent platform for community members to help create a shared vision and board action plan for Park City.

4.1.3 Additional Strategic Planning Projects

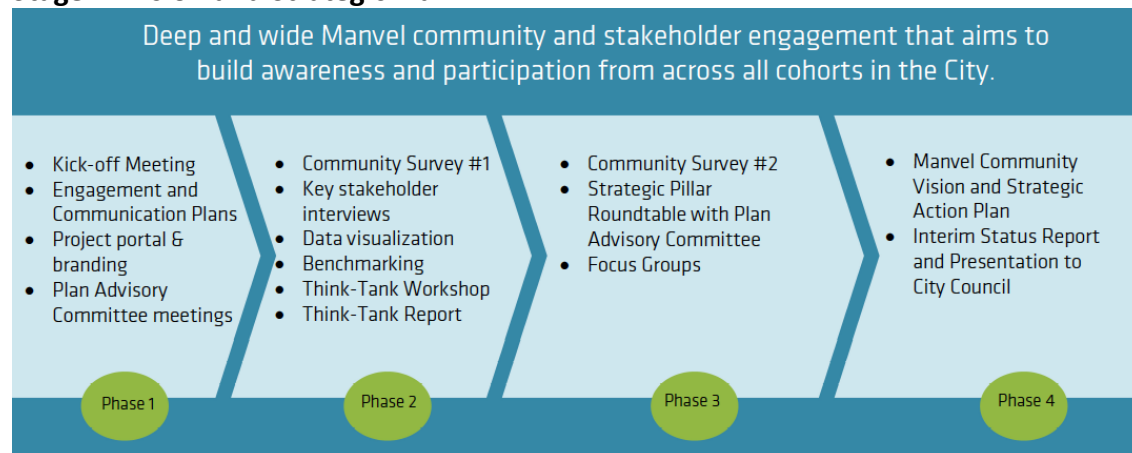
The majority of Future iQ's experience is working with public agencies and municipalities in the United States. Our national reach enables us to provide clients with insights from cities, counties, towns, and organizations in both urban and rural areas. We specialize in visioning, strategic planning, and economic development, and provide highly customized plans that are tailored to each of our clients. Below are additional examples of Future iQ's planning projects. Work products and project summaries are available in the embedded links below.

- State of Vermont, [Vermont Forest Future Strategic Roadmap](#)
- Flint Hills Regional Council, KS [Sustainability Plan and Roadmap](#)
- Greater Mankato 2040, MN [Regional Visioning Project](#)
- Middle Georgia Regional Planning, GA [Creating an Innovation Corridor](#)
- City of Moab, UT [Moab – Tomorrow Together](#)
- Park City, UT [Bonanza Park Planning](#)
- City of Mitchell, SD [Community Vision and Strategic Action Plan](#)
- Smithville School District, MO [Organizational Strategic Plan](#)
- City of Littleton, CO [Comprehensive Economic Development Strategy \(CEDS\)](#)
- Envision East Central IA [Comprehensive Economic Development Strategy \(CEDS\)](#)
- City of McKinney, TX [Solid Waste Management Strategy](#)
- City of Denton, TX [Comprehensive Solid Waste Management Strategy](#)
- Town of Falmouth, ME [Vision and Values](#)
- City of Wayzata, MN [Wayzata 2040 Community Vision](#)
- B.E.S.T. of Waseca County, MN [Community Vision and Strategic Action Plan](#)
- City of San Diego, CA, [Regional Defense Industry Vision and Strategic Roadmap](#)
- National Association of Development Organizations (NADO), DC [Strategic Action Plan](#)
- Greater Bemidji, MN [Strategic Action Plan Update](#)
- Greater Lima Region, OH [Collaborative Action Plan](#)
- New Hampshire Aerospace and Defense Consortium (NHADEC), NH [Strategic Action Plan](#)
- Edina Chamber of Commerce, MN [Economic Development Strategy](#)
- Bethel Area Tourism Development, ME [Sustainable Tourism Plan](#)
- Tillamook County, OR [Tourism Investment Strategic Vision Action Plan](#)
- Snohomish County, WA [Regional Destination Visioning and Planning](#)
- Moosehead Lake Region, ME, [Regional Vision and Strategic Action Plan](#)
- Community Action Partnership of Hennepin County, MN [Strategic Action Plan](#)
- Iowa Department of Natural Resources, IA [Strategic Vision for Iowa](#)
- University of Minnesota, MN [The Future of Midwest Agriculture](#)
- New North Business Intelligence Initiative, WI [Regional Business Strategy](#)
- CEDA/USDA, ID [Regional Visioning and Economic Development Training](#)
- Northern Spain, Regional Planning [Mountains of Leon Regional Development](#)
- Italy and France, Strategic Planning [Mediterranean Ports Project](#)
- Tuscany, Italy [Agriparco Montespertoli Agricultural Park Action Planning](#)

4.1.4 Community Engagement Experience

[Engagement](#) and transparent communication are cornerstones of this team’s strategic planning methodology. We have facilitated strategic planning projects for over 20 years on a global scale, and have led the development of several innovative engagement tools and techniques such as [scenario-planning](#), [data visualization](#), [customized foresight research](#), and [The Future Game](#). We have used our methodologies across multiple settings and have built a reputation for a hands-on, people-focused, and highly customized approach to our projects. The **Community Engagement Plan** for this project will be tailored and highly customized to fit the unique needs of Manvel. We understand that the community has undergone rapid changes in recent years, and that broad community engagement will be a necessity for this project. Future iQ will ensure the strategic planning process is open and accessible to community members and stakeholders, and that multiple opportunities exist to provide input in a variety of formats. This variety of approaches will ensure engagement with and participation by a broad and deep cross section of the City’s community members and stakeholders. Below is a schematic of the engagement activities that will be included with this project. Additional methodologies may be added as needed.

Stage 1: Vision and Strategic Plan



Stage 2: Comprehensive Plan and Thoroughfare Plan



The following two sections outline and highlight the broad range of Future iQ’s successful engagement methodologies and approaches.

PEOPLE-FOCUSED, HANDS-ON ENGAGEMENT METHODOLOGIES

Future iQ maintains a range of innovative proprietary project engagement methodologies. We tailor the methodologies used to the unique needs of each of our clients.

Methodology	Description	Project Examples
Community and Stakeholder Surveys	Surveys typically gather quantitative and qualitative data that is used to drive our stakeholder data-visualization. Surveys are offered in Spanish and English, hard copy, and digital formats to reach as many cohorts as possible.	• Coppell, TX Vision Survey • Denton, TX Community Survey • Falmouth, ME Community Survey • Park City Vision 2020, UT – Spanish and English Vision Survey
Listening Sessions & Interviews	These important initial public engagement interactions gather stakeholder input on concerns and aspirations for the future of communities or organizations. Virtual and in-person listening session allow exploration of local issues and concerns.	• University City Community Vision 2040 Listening Sessions • Middle Georgia Innovation Project – stakeholder interviews
Project Portal & Discussion Boards	Project Portals are the ‘go to’ place for stakeholders to find project information. Discussion Boards are a moderated on-line discussion methodology. These are effective for more complex discussions on topics to creatively explore ideas and issues.	• Future iQ Project Portals • Smithville, MO Comprehensive Plan Discussion Boards • Falmouth, ME Vision and Values Discussion Boards
Future Game	The Future Game is a unique future planning simulation tool that rewards collaboration, innovation and teamwork. Playing the game allows stakeholders to apply the learning from the game to their own decision making and planning.	• National Congress of American Indians Future Game
Data Visualization	Future iQ’s data visualization of survey data on the project portal provides a fun and interactive way to give transparent feedback to stakeholders while at the same time exploring issues of importance.	• Romulus, MI Data Visualization • Falmouth, ME Data Visualization • Envision East Central Iowa Data Visualization
Think-Tank	Think-Tanks are a scenario-based strategic planning methodology. This is very powerful way to create plausible futures and explore concepts of Preferred and Expected Futures. Typically, 50-150 people take a deep dive into future exploration.	• Romulus, MI Think-Tank • University City, MO Think-Tank • Moab, UT Think-Tank • Coppell, TX Think-Tank
Vision/Strategy Workshops	Community or Stakeholder Vision and Strategy Workshops take place after the scenario-development at the Think-Tank. The aim of these workshops is to build a deeper understanding of the preferred future and to gather wide input on preliminary strategies.	• Coppell Vision 2040 Community Visioning Workshops • Smithville, MO Community Visioning Workshops
Focus Groups	Future iQ developed a Focus Group methodology that is used to build out the detail of the strategic pillars that are the foundation of a community vision. These are smaller, topic-dedicated expert groups.	• Falmouth Vision and Values Focus Groups • The Future of Wellbeing Focus Group summaries
Future Summits	Future Summits are large scale stakeholder events, that are often capstone events to present project results. Future iQ also utilizes rapid polling and final survey work to gather stakeholder input at these events.	• Park City Vision 2020 to review results and to prioritize actions • Envision East Central Iowa Future Summit executive summary

PEOPLE-FOCUSED ENGAGEMENT APPROACHES TO STAKEHOLDER COHORTS

Future iQ's people-focused engagement is welcoming and inclusive of all stakeholder cohorts. We strive to include those who don't usually participate in the public process.

Cohort	Approach	Project Examples
Youth	Future iQ strongly supports incorporating the youth voice into visioning and planning processes. We work with high school and university cohorts, recreation groups, and plenary sessions with 500+ students.	- Smithville, MO Youth sessions - Mitchell, SD Youth Sessions & Survey
Seniors	Populations are aging in many communities and as a result, Seniors are an important demographic impacting infrastructural and programmatic community needs. Future iQ seeks out Senior input at living places, Senior Centers, faith centers, Homeowner Associations, etc.	- Park City, UT Senior Center - Wayzata, MN Engagement - Hilton Head Island, SC Engagement
Minority Groups	Significant barriers exist that prevent underrepresented groups from participating in civic processes. Future iQ breaks down these barriers by translating materials and going to gathering places such as faith places, workplaces, multi-cultural and community centers, and community eating places.	- Moab, UT Spanish Speaking Community - Park City, UT Latinos in Action - Coppell, TX Community Fabric
Business and Industry	Planning for economic development requires the input from business and industries. Future iQ gathers this important input by facilitating online and in-person focus groups at individual businesses, chambers of commerce, rotary, industry and trade associations events.	- VT Forests Industry Roundtables - Middle Georgia Charrette Process - IMEC Stakeholder Group Sessions - IDNR Industry Focus Group Survey - NERDIC Industry 4.0 Readiness
Working Parents	Future iQ recognizes that working parents are a cohort that is stretched thin with responsibilities. We hold project activities in suitable timeslots, and particularly in the evenings to accommodate this cohort. We also reach out through PTOs, school newsletters, and events.	- University City, MO Evening Sessions - Waseca, MN Engagement Sessions
Young Professionals	We understand that young professionals have very little time for extra activities in their lives. Future iQ goes directly to this cohort through young professional organizations, networking, and training events.	- Middle Georgia Engagement - Moab, UT Young Professionals - Wayzata, MN Engagement
Officials and Community Leaders	Elected officials and community leaders are critical advisors to any project. Future iQ provides information to this cohort through Council briefings and gathers input at City-sponsored and project events, professional conferences, and speaking opportunities.	- Falmouth, ME Vision and Values - Trotwood, OH Fostering Leadership - NADO Training Conference
General Public	Future iQ provides transparency and multiple avenues for input from the public. We do this through means such as emails, social media, newsletters, open forums, Town Hall meetings, workshops at community centers and libraries.	- University City, MO Community Centers - Mitchell, SD Community Sessions - Falmouth, ME Online Summits

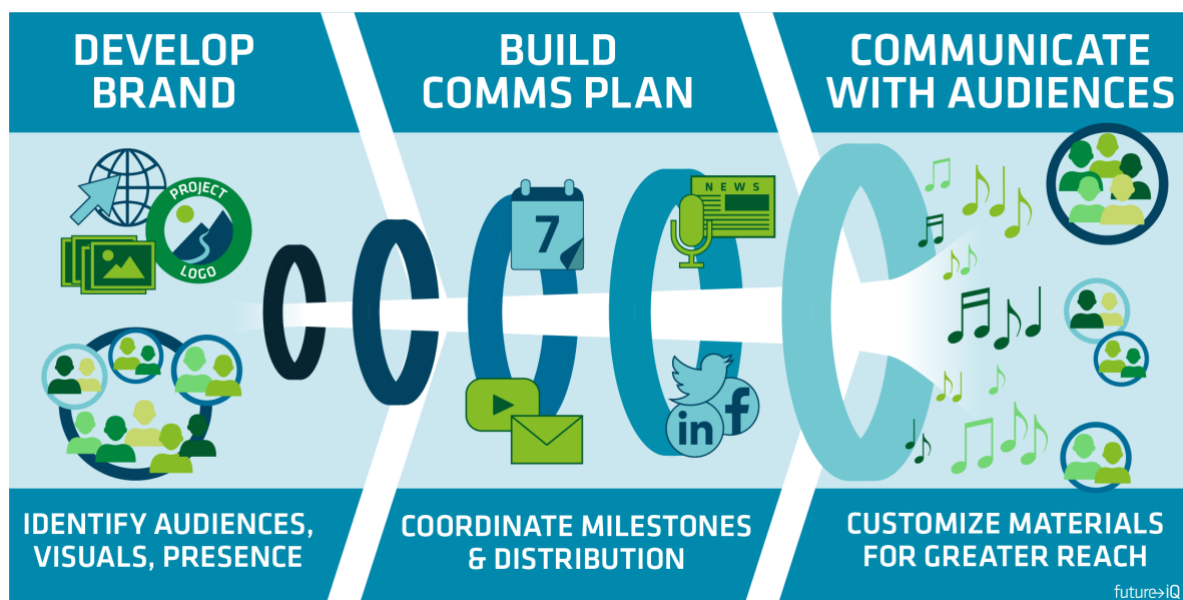
4.1.5 Communications Work Experience

Communications are integral parts of Future iQ’s methodologies. We take care to provide project information to stakeholders that is approachable, accurate, and sensitive to stakeholder concerns. Our communications involve both digital and traditional methods to include as broad an audience as possible. We will work closely with our clients to maintain weekly communications for the duration of the project. **We understand that consistent communications with the City Council regarding the status of the plan and the process will be critical for the success of these plans.** It is our experience that consistent and easily accessible project communications add to the transparency of the process and encourage active participation.

Effective communications support the storytelling of a project and builds trust within the community.

At the beginning of each project, the project team will build a project narrative and overall communications plan. We then establish an editorial calendar for social media posts, emails, ad copy, graphics, articles, videography, and any other assets that can be used by our clients. The social media schedule will be updated on a weekly basis for the weekly project call. Future iQ will also supply newsletter articles for any publication that goes out to stakeholders, and press releases as needed.

A key part of our communications plan is the distribution of information via the associated customized project portal. The **project portal** serves as a central location where community members and stakeholders can go to find updated project information, participate in discussion boards, take surveys, view survey results and data visualization, reports, and notices. The portal provides a fun and interactive way to give transparent feedback to participants while at the same time exploring issues and views across a community ecosystem. Visit lab2.future-iq.com for examples.



PEOPLE-FOCUSED, INCLUSIVE AND TRANSPARENT COMMUNICATION METHODOLOGIES

Future iQ provides a range of communications options that are accessible, accurate, and sensitive to local concerns. Our communications involve both digital and traditional methods to include as broad an audience as possible.

Methodology	Description	Project Examples
Project Branding	All project communications will include unique project branding created by Future iQ. This branding will be consistent with client branding and will unify all project activities, communications, and marketing efforts.	• Vermont Forest Future Portal • Romulus, MI Portal • Flint Hills, KS Portal • Greater Mankato, MN Portal
Project Portals	Every communication Future iQ releases directs back to the project portal. In addition to being a repository for project information, the portal homepage is updated with every project milestone. This “newsfeed” approach ensures the most pertinent and up to date information is in front of stakeholders in a timely manner.	• Future iQ Project Portals • Falmouth, ME Project Portal • NFC, ME Project Portal • Moab, UT Project Portal • Greater Mankato, MN Portal • Coppell, TX Project Portal
Project Materials	Future iQ produces customized hard copy and digitized materials for all our projects. Examples include posters, flyers, postcards, invitations and agendas, announcements, press releases, marketing materials, graphics, surveys, and reports. As needed, project materials can be provided in both English and Spanish.	• Future iQ Project Reports • Moab Tomorrow Together, UT Project Materials • Smithville Comp Plan, MO Character Area StoryMaps • Envision East Central Iowa Website
Media Relations	Existing media outlets such as newspapers, radio stations, and tv networks can be invaluable for spreading word about the project beyond planning team networks. Future iQ develops press releases, media packages, and additional materials as needed for each project.	• VT Future Forests Video • Middle Georgia Innovation Project Trailer • Future iQ Future of Wellbeing, MN Initiative Launch • Romulus, MI Press Release
E-Newsletters	Over the course of a project, stakeholder emails are gathered in online surveys, at events, and submitted on the project portal. Future iQ keeps in regular touch with project followers with E-newsletters containing updates, invitations, surveys, and other useful links.	• Future iQ Newsletters • Falmouth Vision & Values, ME Newsletters
Social Media	Social media is widely used tool that has the ability to grow both project awareness and engagement. Future iQ can create content for social media usage including post language and imagery, stakeholder quotes, and videos to harness that power.	• Greater Mankato 2040, MN Social Media Toolkit • Vision Romulus, ME Social Media & Communications • NERDIEC Videos
Toolkits	Future iQ creates Communications Toolkits that community members and stakeholders can use on their own social media platforms to communicate about local events and projects. Kits can include logos, social media tiles, press releases, and more.	• Mankato Social Media and Communications Toolkit • Romulus Social Media and Communications Toolkit

4.2 Related References

Below are three references who may be contacted regarding Future iQ's similar work experience. References are aware that they may be contacted. Additional references may be provided as needed. The Smithville reference may also be used for the firms of JS&A and Toole Design as Future iQ partnered with JS&A on the Comprehensive Plan, and Toole Design on the Transportation Master Plan.

Coppell, Texas Coppell Vision 2040 and Strategic Plan (2018-2019)	Traci E. Leach, Deputy City Manager City of Coppell, Coppell, TX 75019 Tel: 972-304-3672 Email: TLeach@coppelltx.gov
City of Smithville, Missouri (2019) Vision and Strategic Action Plan ; Smithville Comprehensive Plan (2019-2020) Smithville Parks & Recreation Master Plan (2021) Smithville Transportation Master Plan (2021-2022)	Cynthia Wagner, City Administrator City of Smithville Smithville, MO 64089 Tel: 816-532-3897 Email: cwagner@smithvillemo.org
Edina, Minnesota Vision Edina (2014-2015) Nodes and Modes (2017)	Scott Neal, City Manager City of Edina, Edina, MN 55424 Tel: 952-826-0401 Email: sneal@edinamn.gov

4.3 Status of Implementation of the Above

The status of implementation of the above references is as follows:

1. **Coppell, Texas** – Coppell Vision 2040 and Strategic Plan: Adopted by Council and in the process of being implemented.
2. **Smithville, Missouri** – Vision and Strategic Plan; Comprehensive Plan; Parks & Recreation Master Plan; Transportation Master Plan: All plans were adopted by Council and are in the process of being implemented.
3. **Edina, Minnesota** – Vision Edina; Nodes and Modes: The strategic vision and framework were adopted by Council and currently guides implementation of Edina's Comprehensive Plan. The Nodes and Modes process was a bridging public engagement process that linked the visioning process to the comprehensive planning processes for the community.

5.0 Subcontractors

5.1 Jon Stover & Associates (JS&A)

5.1.1 JS&A Firm Background



Jon Stover & Associates (JS&A) works with public, private, and nonprofit organizations to bridge the gap between the very different worlds of local policy, business, urban design, community interest, and real estate development. As Economic Development Consultants, we inform, develop, and implement strategies to strengthen a place economically, visually, and socially.

A certified business enterprise (CBE) located in the District of Columbia, JS&A specializes in economic and real estate analysis, market analysis, economic impact analysis, forming neighborhood and commercial revitalization strategies, and implementing strategic opportunities to bolster local economies.

Founded in 2009, JS&A has completed hundreds of projects around the country for town, city, and state agencies, nonprofit organizations such as Main Streets and Business Improvement Districts, and private developers and business owners.

Official Firm Name: Stover & Associates LLC (DBA Jon Stover & Associates)
Address: 1701 Rhode Island Avenue NW, Office 02-104 Washington DC 20036
Phone: (202) 695-4956
Email: jstover@stoverandassociates.com

For more information about our firm, team, and previous experience, visit www.jonstoverandassociates.com.

Our Affiliations

Main Street America Allied Member
International Downtown Association
American Planning Association
Responsible Hospitality Institute
Staff Certified by the American
Institute of Professional Planners

Recent Publications

Measuring Impact for Main Street Transformation: A Practitioner's Guide. Co-Authored with National Main Street Center (2018).

Firm Information

Legal Status: Corporation
Number of Full-Time Employees: 4
Years in Business: 12



5.1.2 JS&A Relevant Experience

Select Recent JS&A Experience

Strategic Planning, Policy and Programming Recommendations, and Economic Development Strategy

- 2030 Smithville Comprehensive Plan
- Lake Worth Arts & Cultural Master Plan and Redevelopment Feasibility Assessment of 1000 Lake Ave
- Middlebury Downtown Master Plan
- Kingston Arts and Cultural Master Plan
- Michigan Street African American Heritage Corridor Strategic Action Plan, Economic Development Strategy, and Real Estate Plan
- River District Association Strategic Plan and Fund Development Plan
- H Street Corridor Investment Assessment
- Sodus Point Market Analysis and Downtown Vibrancy Recommendations
- Re-Imagining Reeves Market Study and Feasibility Assessment
- Reunion Square Market Analysis and Tax Increment Financing Assessment
- Barracks Row Main Street Market Analysis, Strategic Plan, and Executive Board Visioning
- Buford Highway Master Plan Real Estate & Demographic Analysis
- Downtown East Re-Urbanization Strategy
- Eastern Market Main Street Near-Term Strategic Plan
- Economic Generators Analysis for Maryland – National Capitol Park & Planning Commission
- Greater Brookland BID Feasibility and Operational Recommendations
- Commercial District Real Estate Market Analysis and Enhancement Strategies in over 25 Communities
- Howard County Retail Feasibility Analysis and Zoning Recommendations
- Innovation Space Feasibility Assessment and Policy Support Strategy Barracks Row Main Street Near-Term Strategic Plan
- Pennsylvania Avenue Economic Development Implementation Support
- Southwest Neighborhood Plan
- Upper 14th Street Main Street Feasibility Analysis
- Ward 7 Business Partnership Vacant Space Activation Implementation Support

- Western Avenue Corridor Market Analysis, Development Feasibility, and Policy Recommendations

Tourism Enhancement Strategies and Impact

- Outdoor Recreation & Nature-Based Placemaking Economic impact in State of Pennsylvania
- Wisconsin Dells Entertainment Facility Development Impact Assessment
- 15-Year Economic and Fiscal Impact Assessment of Hershey Tourism and Hershey Corporation
- DC Nightlife Economy Impact Assessment
- Nighttime Economy Impact Assessment Best Practices and Recommendations
- Toronto Nightlife District Support Strategy, City Data Coordination, and Data Comparison Template

Economic, Fiscal, and Community Impact Analysis

- Impact of COVID-19 on Fort Lauderdale's Businesses
- Indian River Lagoon Economic and Impact Assessment
- 1401 Pennsylvania Avenue Development Economic and Employment Impact Assessment
- Art All Night Economic and Fiscal Impact Assessment
- COVID-19 Impact on Barracks Row Businesses
- Connected City Economic and Fiscal Impact Assessment
- DC Water Infrastructure Construction Economic Impact on Local Businesses
- Georgetown GLOW Visitor Profile and Economic Impact
- MLK Gateway Redevelopment Economic and Employment Impact Assessment
- Opportunity Zone Fund Investment Economic, Fiscal, and Community Impact Analysis (Various Projects)
- Project Arthur Proposed Development Economic and Fiscal impact Assessment
- Statewide Economic Impact of Historic Preservation through Washington State Main Street Program
- Streetcar Ridership in DC Economic Impact Assessment
- Tennessee Main Street Program Statewide Return on Investment
- Washington State Main Street Economic & Fiscal Impact Analysis & Strategic Recommendations



5.2 Toole Design

5.2.1 Toole Design Firm Background

Jennifer Toole founded Toole Design in 2003 with a mission to create dynamic communities where walking, biking, and using transit are possible for people of all ages and abilities. Since then, she has assembled a talented group of planners, engineers, urban designers, and landscape architects who share her passion for producing the highest quality work as well as her commitment to improving community health and quality of life.

Toole Design is committed to designing and building spaces where people can move freely and intuitively, enjoying the experience and becoming a part of the community instead of just moving through it. We believe that bicycling, walking, and access to transit are fundamental aspects of transportation that should be available to everyone, whether they are young or old, rich, or poor. Toole Design has managed numerous planning and concept development projects that vary from corridor, trail, and neighborhood to citywide, regional, and statewide areas. We use a multidisciplinary approach that integrates planning, engineering, landscape architecture, ecological studies, environmental permitting, and public art, and we understand how the needs of people who walk and people who bike are similar and how they differ. Our plans reflect this understanding by providing tailored recommendations for each mode.

We have extensive experience using this understanding to develop planning-level performance measures and cost estimates for each mode. Additionally, our experience with this multidisciplinary approach means that we are in a superior position to provide design concept review; we understand how things are built, and we apply this knowledge at each step in the process. Toole Design staff are experts at using quantitative and qualitative data to evaluate and prioritize projects, and we rank recommended facility improvements by combining public and agency stakeholder input, our team's expertise, and appropriately weighted prioritization methods.

Our specific planning experience includes feasibility and due-diligence studies, site planning, and preliminary designs. Our focus has been on parks and open spaces, recreational trails, greenways, sidewalks and walkways, streetscapes and Complete Streets, bicycle facilities, interpretive and wayfinding signage, landscape amenities, and sustainable project elements such as bioretention and permeable surfaces.

Included in our Active Transportation and Thoroughfare Planning experience are a number of projects in Texas:

- Richardson Active Transportation Plan
- Energy Corridor Transportation Plan (Houston, TX)
- Dallas Strategic Mobility Plan
- Fort Worth Active Transportation Plan
- Bay Area Bike and Pedestrian Safety Plan
- Houston East End Bike Plan
- Longview MPO Bike & Pedestrian Plan
- Lower Rio Grande Valley Active Transportation Plan
- North Richland Hills Transportation Plan Update
- ATX Walk Bike Roll (Austin, TX)

5.2.2 Toole Design Relevant Experience

Example 1: Smithville Transportation Master Plan, Smithville, MO

Toole Design worked with Future iQ and City of Smithville to develop a Transportation Master Plan and Complete Streets Design Guidelines. This plan builds on the recent Comprehensive Plan and coordinates with the Trails Master Plan to create a seamless, multimodal transportation system for this small Missouri community near Kansas City. As part of this plan, our team developed recommendations for new roadways, walking and bicycling facilities. We also created a street type overlay for Smithville's street network, drafted a Complete Streets Policy and Design Guidelines, and created access management and traffic impact study guidelines.

Client: City of Smithville
Charles Soules, Public Works Director
107 W Main Street, Smithville, MO, 64089
csoules@smithvillemo.org | 816.532.3897

Example 2: Dallas Strategic Mobility Plan, Dallas, TX

Toole Design helped develop the Dallas Strategic Mobility Plan, the City's first five-year multimodal transportation vision. Known as Connect Dallas, the plan offers an exciting opportunity for the City to holistically and strategically plan for its transportation future, and develop a transportation system that supports associated housing, economic, equity, and sustainability goals. Our efforts focused specifically on the transportation safety, bicycle and pedestrian mobility, and transportation equity elements of the project.

In addition to providing existing conditions analysis and an evaluation of a proposed commuter trail network, Toole Design developed three bicycle network scenarios which fed into multimodal project analysis. These bicycle networks were informed by a bicycle Level of Traffic Stress analysis and GIS-based trip potential analyses. The network scenarios include bikeway facility type and implementation method recommendations, the largest of which includes about 700 miles of proposed bikeways.

Toole Design also developed a white paper on transportation equity for the project, which detailed equity concerns in Dallas and established a foundation for systematically assessing disparities and entrenching equity in decision-making. Finally, Toole Design led the development of a sketch planning tool that will be used to prioritize multimodal transportation projects based on how they serve the City's goals. This tool included a GIS and Excel component and will allow a diverse range of project types to be evaluated based on multiple metrics. The tool will be used to prioritize project's for the next round of bond funding.

Client: Andrew Pagano, Transportation Planner
City of Dallas Department of Transportation
1500 Marilla Street L1BS, Dallas, TX 75201
214.671.9507 | andrew.pagano@dallascityhall.com

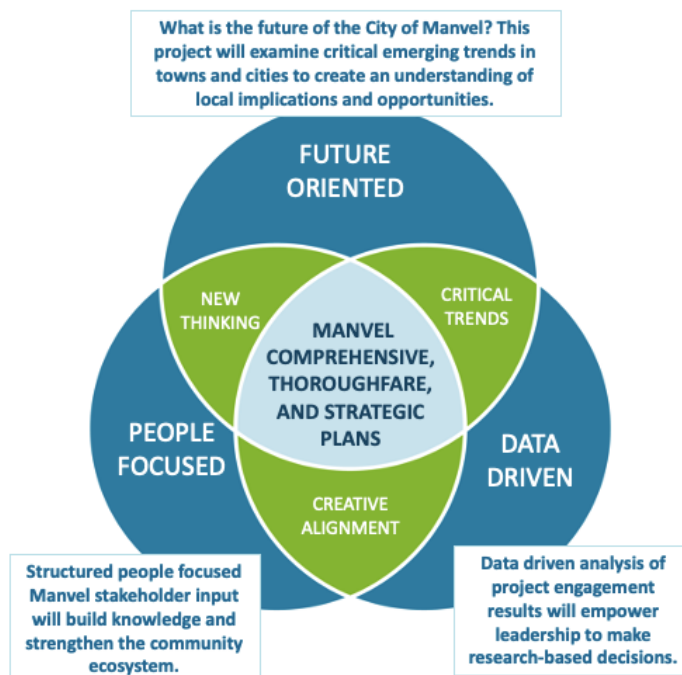
6.0 Project Statement

6.1 Project Understanding and Proposed Approach/Methodology

We understand that the City of Manvel is undergoing tremendous growth and change, and that this is an important point in time to consider the future trajectory of the community. Future iQ, JS&A, and Toole Design bring global and national perspectives to comprehensive, thoroughfare, and strategic planning that are invaluable to local interests. For Manvel, this means access to a wealth of knowledge and experience in the development of planning initiatives for cities, counties, organizations, regions, and global corporations in both rural and urban areas. This project team will use this experience to guide and inform this project and will work with Manvel leadership to develop comprehensive, future-oriented, sustainable, and implementable recommendations and goals to support the new Manvel Plans. These actions will balance priorities across the important dimensions specific to Manvel and incorporate future-focused, innovative global and local best practices.

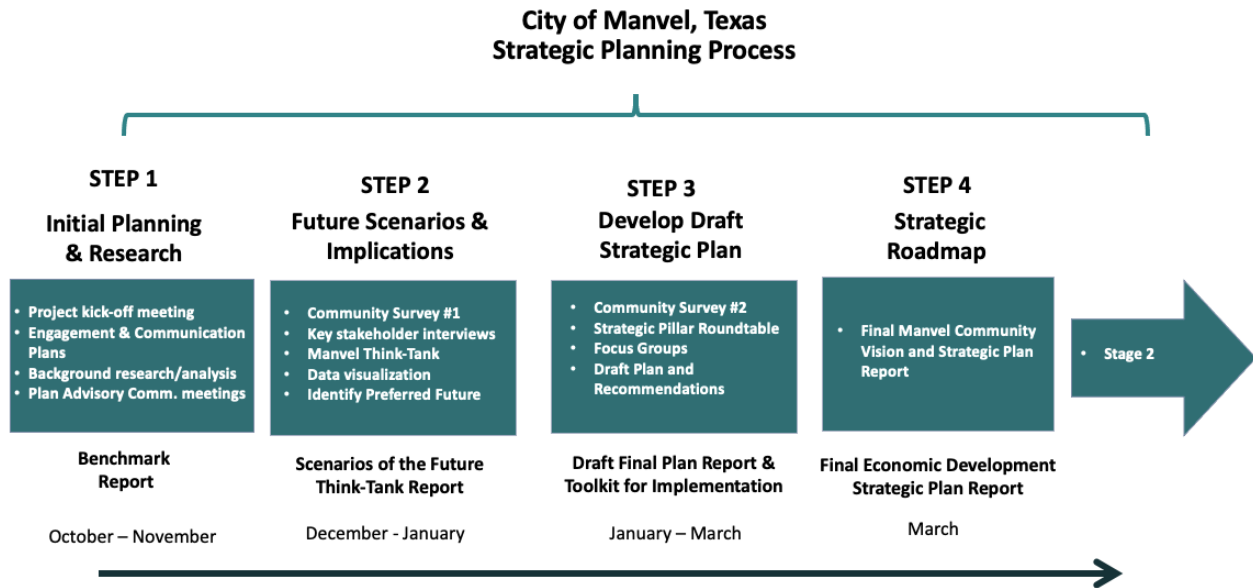
Our **planning methodology** is based on three primary principles:

- A **‘future orientation’** principle is particularly important to take account of rapidly emerging environmental, technological, and societal trends.
- The **‘data driven’** principle ensures our plans are built on solid research and information. Presentation of the quantitative survey and Think-Tank findings are presented using data visualization platform where results can be filtered and viewed in a myriad of ways.
- The **‘people focused’** principle is important to build support for the vision and goals, and to harness the best possible input into actionable plan formulation.

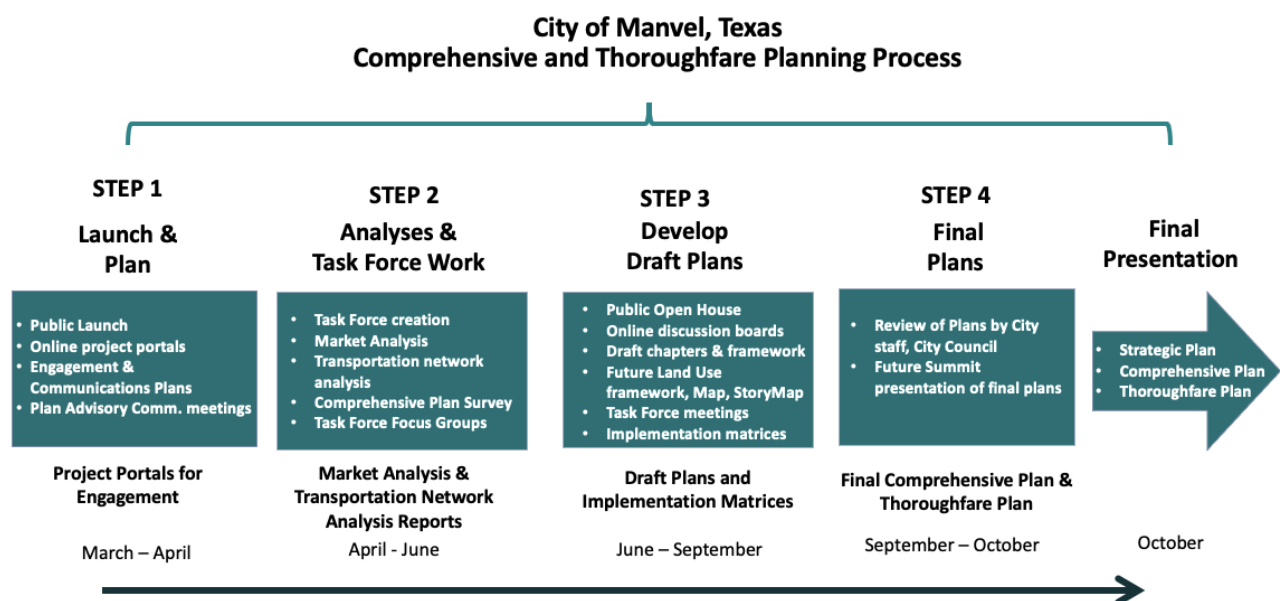


The Future iQ project team believes this project is an opportunity for Manvel to create innovative planning initiatives that will align policies and services to reposition the City within the broader state of Texas and the global community beyond. The ongoing changes occurring in Manvel will require purposeful engagement with City staff, Council, community members and its various stakeholder groups. The proposed approach for this project will take place in two stages to fully engage as many community members and stakeholders as possible. Below are the proposed approaches for each stage in the planning process:

Stage 1: Community Vision and Strategic Plan



Stage 2: Comprehensive Plan and Thoroughfare Plan



6.2 Requested Details

As outlined in the RFQ, the project team's responses to the additional details are as follows:

1. How the firm will incorporate and add to existing planning efforts in the City.

The Future iQ team will review all existing planning efforts to build from what has been accomplished already. Our planning process includes in-depth information gathering from multiple sources to learn about current and past planning. This includes benchmarking the City to comparable cities, interviews with key stakeholders, listening sessions with community members, a Think-Tank, focus groups, community-wide surveys, roundtables, and future summits to help inform the process. We will also collaborate with the City's various departments to align resources and initiatives as the plans are developed.

2. How the Plans will be tailored to meet the City's needs.

Future iQ's planning initiatives are customized and uniquely tailored to meet our clients' needs. We work in close collaboration with City staff to listen and learn about what is important city staff, Council, community members and stakeholders. We do this through our extensive and varied engagement methodologies to employ what works best for your community.

3. Efforts the firm will make to ensure feasibility of the Plans implementation.

Importantly, the Future iQ project team values creating plans that are action-oriented and implementable to ensure that our clients can incrementally execute decisions over time to achieve the desired community vision. Our philosophy follows the American Planning Association's latest standards for Comprehensive Plans. We will ensure that Manvel's Comprehensive, Thoroughfare, and Strategic Plan will be best positioned for implementation by understanding the collective community goals and vision, developing objectives that support these goals, focusing policies to guide decision making, and articulating actions to carry out the Plans.

4. How the consulting firm is uniquely qualified to do this project.

The Future iQ team specializes in studying and understanding larger emergent trends and influences that are re-shaping both regional, rural and urban areas. This future-oriented lens will guide the planning process throughout the project. We have worked with many communities experiencing the demographic and growth changes occurring in Manvel and are well prepared to help guide your community in a cohesive manner throughout the planning process. Our focus for this project will be on high quality engagement that empowers local people be the architects of their future through the development of these three plans.

7.0 Project Schedule

The following chart outlines key tasks and suggested periods of activities. This timeline reflects the relative emphasis of activity. Work on several the key deliverables will occur in parallel to allow the phases to be completed within this project timeline. We will work with Manvel staff to create a timeline that incorporates the specific needs of the City and remains flexible over the course of the project.

Stage 1: Community Vision and Strategic Plan

Key Phases	Key Deliverables	O	N	D	J	F	M	A	M	J	J	A	S	O
Phase 1: Initial Planning, Research, and Project Set-Up	Project kick-off meeting													
	Detailed work plan and schedule													
	Create online project portal; project branding													
	Engagement and Communication Plans													
	Begin background research and analysis													
	Monthly meetings with Plan Advisory Committee													
Phase 2: Public Engagement	Community Survey #1													
	Key stakeholder interviews													
	Data visualization on portal													
	Complete benchmarking; summary report													
	Manvel Think-Tank Workshop													
	Manvel Think-Tank Report													
Phase 3: Strategic Plan Development & Report	Community Survey #2													
	Strategic Pillar Roundtable with Plan Advisory Committee													
	Focus Groups to develop Strategic Pillars													
	Draft and develop final Manvel Community Vision and Strategic Action Plan													
Phase 4: Status Report	Interim Status Report and Presentation to City Council													
Ongoing	Weekly meetings with client liaison; written summary updates													
	Project portal updates													
	Engagement and Communication Plans implementation													

Stage 2: Comprehensive Plan and Thoroughfare Plan

Key Phases	Key Deliverables	O	N	D	J	F	M	A	M	J	J	A	S	O
Phase 1: Public Launch	Update planning schedule and work plan													
	Comprehensive Plan and Thoroughfare Plan Public Launch													
	Create online project portals for Comprehensive Plan and Thoroughfare Plans													
	Engagement and Communication Plans													
	Continue monthly meetings with Plan Advisory Committee													
Phase 2: Analyses and Task Force Work	Create Task Force for each Strategic Pillar													
	Analysis of 2015 Comprehensive and Thoroughfare Plans													
	Market analysis of existing conditions													
	Transportation network analysis													
	Comprehensive Plan Survey													
	Task Force Focus Groups to develop Comprehensive Plan Chapters													
Phase 3: Plan Development	Public Open House sessions to gather community input on Comp Plan sections and Thoroughfare Plan elements													
	Online discussion boards													
	Compilation of public input on Comp Plan and Thoroughfare Plan elements; Summary Report													
	Develop draft chapters and recommendations													
	Develop framework for Future Land Use													
	Develop Future Land Use Map, StoryMap(s)													
	Task Force meetings to vet draft chapters													
	Draft Implementation Matrices for both plans													
Phase 4: Final Plans and Presentation	Draft Comprehensive Plan and Thoroughfare Plan review by City staff, City Council; revisions incorporated													
	Future Summit presentation of final designed versions of the Manvel Comprehensive and Thoroughfare Plans													
Ongoing	Weekly meetings with city staff; written updates													
	Project portal updates													
	Engagement and Communication Plans implementation													

8.0 Pricing

Future iQ operates on a **fixed-price delivery**. (Hourly rates for key personnel of David Beurle, Leslie Gray, and Genest Landry are approximately \$175/hour.) The fees below include all travel, accommodation costs and overheads for the Project Director and all staff. We assume that Manvel will provide venues for workshop sessions and presentations, as required. **Please note that our fees and project plan are flexible and easily scalable depending on the needs of the City of Manvel.**

Stage 1 Pricing – Community Vision and Strategic Action Plan

Key Phases	Key Deliverables	Proposed Costs
Phase 1: Initial Planning, Research, and Project Set-Up	• Project kick-off meeting	\$1,000
	• Detailed work plan and schedule	\$2,000
	• Create online project lab portal and project branding	\$3,000
	• Engagement and Communications Plans	\$3,000
	• Background research and begin benchmarking	\$4,000
	• Monthly progress meetings with Plan Advisory Committee	\$6,000
Phase 2: Public Engagement	• Stakeholder Survey #1	\$3,000
	• Key stakeholder interviews	\$2,000
	• Data visualization on portal	\$3,000
	• Complete benchmarking; summary report	\$4,000
	• Manvel Think-Tank Workshop	\$9,000
	• Manvel Think-Tank Report	\$5,000
Phase 3: Strategic Plan Development and Report	• Stakeholder Survey #2	\$3,000
	• Strategic Pillar Roundtable with Plan Advisory Committee	\$1,500
	• Focus Groups to develop Strategic Pillars	\$16,000
	• Draft and develop final Manvel Community Vision and Strategic Action Plan	\$8,000
Phase 4: Status Report	• Interim Status Report and Presentation to City Council	\$1,500
SUBTOTAL	STAGE 1 FIXED PRICE PROPOSAL	\$75,000

Proposed Stage 1 payment schedule:

- 20% on signing of contract
- 20% on completion of phases 1, 2, 3 and 4

Stage 2 Pricing – Comprehensive Plan and Thoroughfare Plan*

Key Phases	Key Deliverables	Proposed Costs
Phase 1: Public Launch	- Update work plan and planning schedule - Comprehensive Plan and Thoroughfare Plan Public Launch - Create online project lab portal for Comprehensive Plan and Thoroughfare Plans - Engagement and Communications Plans - Monthly progress meetings with Plan Advisory Committee	\$1,000 \$3,000 \$3,000 \$3,000 \$6,000
Phase 2: Analyses and Task Force Work	- Create Task Force for each Strategic Pillar - Analysis of 2015 Comprehensive and Thoroughfare Plans - Market analysis of existing conditions - Transportation network analysis - Comprehensive Plan Survey - Task Force Focus Groups to develop Comprehensive Plan Chapters	\$1,000 \$1,000 \$12,000 \$30,000 \$4,000 \$30,000
Phase 3: Plan Development	- Public Open House sessions to gather community input on Comp Plan sections and Thoroughfare Plan elements - Online discussion boards - Compilation of public input on Comp Plan and Thoroughfare Plan elements; Summary Report - Develop draft chapters and recommendations (both Plans) - Develop framework for Future Land Use - Develop Future Land Use Map, StoryMap (s) - Task Force meetings to vet draft chapters - Draft Implementation Matrices for both plans	\$5,000 \$2,000 \$4,000 \$28,000 \$3,000 \$10,000 \$10,000 \$10,000
Phase 4: Final Plans and Presentation	- Draft Comprehensive Plan and Thoroughfare Plan review by City staff, City Council; revisions incorporated - Future Summit presentation of final designed versions of the Manvel Comprehensive Plan and Thoroughfare Plan	\$6,000 \$3,000
SUBTOTAL	STAGE 2 FIXED PRICE PROPOSAL	\$175,000
TOTAL	STAGE 1 AND STAGE 2 FIXED PRICE PROPOSALS COMBINED	\$250,000

*The costs for the Comprehensive Plan will total \$125,000 and the costs for the Thoroughfare Plan will total \$50,000.

Proposed Stage 1 payment schedule:

- 20% on signing of contract
- 20% on completion of phases 1, 2, 3 and 4

9.0 Statement of Legal Standing

Future iQ is in good legal standing and does not have any pending controversies and/or legal disputes.

10.0 Additional Forms

10.1 Proposer Information Form



PROPOSER INFORMATION FORM

FIRM'S FULL BUSINESS NAME:	Future iQ, Inc.
PHYSICAL ADDRESS:	P.O. Box 24687, Minneapolis, MN 55424
PHONE NUMBER:	612-757-9121
EMAIL ADDRESS:	david@future-iq.com
CONTACT PERSON:	David Beurle
PHONE NUMBER:	612-757-9190
REMITTANCE ADDRESS:	P.O. Box 24687, Minneapolis, MN 55424
COMPANY WEBSITE:	www.future-iq.com
COMPANY TAX ID NO.:	27-1389416

10.2 Affidavit of Ownership Control



PROPOSER INFORMATION FORM

Instruction: Entities using an assumed name should disclose such fact to avoid rejection of the affidavit. The following format is recommended: Corporate/Legal Name DBA Assumed Name.

STATE OF Minnesota §

§ AFFIDAVIT OF OWNERSHIP OR CONTROL

COUNTY OF Hennepin §

BEFORE ME, the undersigned authority, on this day personally appeared David Beurle [FULL NAME] (hereinafter "Αφίαντ"), CEO and Founder [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of Future iQ, Inc. [CONTRACTING ENTITY'S CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn stated as follows:

- Αφίαντ ισχυρίζεται ότι γνωρίζει τα γεγονότα και τα περιστατικά που περιγράφονται παραπάνω.
- Contracting Entity agrees to do business with the City in connection with Manvel Strategic, Comp & Thoroughfare Plan [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount of \$50,000.
- The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above-described project or matter.
- Χοντροχίνιγ Εντιμ ισχυρίζεται ότι βυανέσσ εντιμ ασ νοτεδ βελω (χρηχκ βοξ ασ applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

☐ SOLE PROPRIETORSHIP

☐ NON-PROFIT CORPORATION

☒ CORPORATION

☐ UNINCORPORATED ASSOCIATION

☐ PARTNERSHIP

☐ LIMITED PARTNERSHIP

☐ JOINT VENTURE

☐ LIMITED LIABILITY COMPANY

☐ OTHER (Specify type in space below):

5. The information shown below is true and correct for the Contracting Entity and all owners 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit, the information has been shown for each officer [NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESSES. INCLUSION OF EMAIL ADDRESSES IS OPTIONAL BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Contracting Entity

Name Future iQ, Inc.

Business Address [NO./STREET] 6525 Limerick Dr., Minneapolis, MN 55439
[CITY/STATE/ZIP CODE] _____

Telephone Number 612-757-9121

Email Address [OPTIONAL] david@future-iq.com

Residence Address [NO./ STREET] 7520 Edinborough Way, #2206, Edina, MN 55435
[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] 612-757-9190

Email Address [OPTIONAL] _____

5% or More Owner(s)/ Officers of Non-Profit Corporation
(IF NONE, STATE "NONE")

Name None

Business Address [NO./STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number _____

Email Address [OPTIONAL] _____

Residence Address [NO./ STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] _____

Email Address [OPTIONAL] _____

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor _____

Type of Debt _____

Account Nos. _____

Xoxe opΦle Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. _____

Delivθυεντ Years/Months _____

Status of Appeal [DESCRIBE] _____

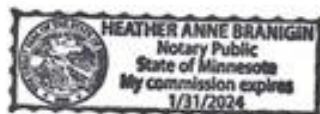
Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

David Beurle, CEO, Future iQ, Inc.

Affiant

SWORN TO AND SUBSCRIBED before me this 25 day of August, 20 23.

[Seal]



Heather A. Branigin
Notary Public in and for the State of Minnesota

NOTE: This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code.

Attach additional pages if needed to supply the required names and addresses.

11.0 Appendix A: Complete Team Resumes

11.1 Project Director, David Beurle, CEO, Future iQ

RÉSUMÉ



david@future-iq.com

David Beurle is a world-renowned strategist, futurist, researcher and practitioner. As founder and CEO of Future iQ, David is a pioneer and expert in creating new and innovative future planning approaches for use in community, regional, industry, organizational and government settings. David has pioneered the application of scenario planning within regions, industry and corporations around the world. David created the Future Game™, a global planning and workshop tool that has been used in over 600 workshops across 10 countries. As CEO of Future iQ, David has led global projects across 4 continents and has written a number of foresight papers: future-iq.com/foresight-research.

Having worked in the field of organizational and regional economic and community planning for over 20 years, his work has won numerous awards. David has the major role in all of Future iQ's projects as lead project manager. More details on David's work can be seen at davidbeurle.com.

EDUCATION

Bachelor Degree in Agricultural Science, University of Sydney, 1984

EMPLOYMENT

Founder & CEO Future iQ, USA & Europe, 2003 – Present

Principal Adviser, Minister for Primary Industries, Western Australia, 1991 – 2000

Rangeland Scientist, Western Australian Department of Agriculture, 1985-1991

PHILANTHROPIC WORK

Board Director, Western Australian Community Foundation, 2003-2005

Founding member, Plant-Based Product Council, USA, 2019

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DAVID BEURLE B.SC., AGR

CHIEF EXECUTIVE OFFICER

RECENT PROJECT EXPERIENCE

- Littleton Comprehensive Economic Development Strategy, Colorado, 2023
- Unified Government Economic Development Strategic Plan, Kansas, 2023
- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Transforming Tomorrow Together – Greater Mankato 2040, Minnesota, 2022-2023
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Smithville Schools District Strategic Plan, Missouri, 2023
- Florida Network Mapping, Florida, 2022
- Vision Romulus, Our Community, Our Future, Michigan, 2022
- Transforming Together Tomorrow - Greater Mankato, Minnesota, 2022
- Moab - Tomorrow Together, Utah, 2022
- The Future of Well Being Foresight Project, Minnesota, 2021-2022
- Envision East Central Iowa, Iowa, 2021-2022
- University City Community Vision, Missouri, 2021-2022
- Northern Forest Rural Tourism Academy, New England, 2021-2022
- City of Smithville Transportation Plan, Missouri, 2021-2022
- Town of Falmouth Vision & Values, Maine, 2020-2021
- The Middle Georgia Innovation Project, Georgia, 2020-2021
- City of Smithville Comprehensive Plan, Missouri, 2020
- Park City Community Vision & Strategic Action Plan, UT, 2019-2020
- NOHOA Community Survey 2019-2020
- ECC Medical/Well-Being Strategic Marketing Plan & Economic Development Plan, Minnesota, 2016-2019
- Tillamook County Strategic Vision & Action Plan, Oregon, 2018-2019
- National Association of Development Organizations, Washington, D.C., 2018-2019
- Future of Urban Living Think Tank, St Georges House, Windsor Castle, UK, 2018-2019
- Middle Georgia Regional Defense Industry Economic Diversification Project 2017-2018
- City of Coppell, TX, Community Visioning, 2018-2019
- Maine Woods, Tourism Impact Study, 2017-2018
- City of San Diego Defense Industry Economic Development Plan, California, US, 2016-2018
- North Coast, Oregon, Tourism Destination Management, 2018-2019
- New Hampshire Aerospace & Defense Consortium, Strategic Action Plan, 2017-2018
- Hilton Head Island, South Carolina, Community Visioning Project, 2016-2017
- University of MN, Future of Midwest Agriculture, 2016-2017
- Task Force LIMA Defense Initiative, Ohio, US, 2015-2017

RECENT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- The Future of Wellbeing, Minnesota, 2022
- The Future of Manufacturing in Illinois, 2022
- Envision East Central Iowa Final Report, 2022
- University City Community Vision Final Report, 2022
- Town of Falmouth Vision & Values Final Report, 2022
- The Middle Georgia Innovation Corridor Report, 2021
- City of Smithville Parks & Recreation Master Plan, 2021
- The Holding Space: A Guide for Partners in Tribal Research, 2020
- The Future of Urban Living, 2019
- The Future of Tourism, 2018
- The Next Industrial Revolution, 2018
- The Future of Midwest Agriculture, 2017-2018
- The Future of Manufacturing, 2016
- The Future of Food, 2016
- Economics of Collaboration, 2015
- Cities of the Future, 2015

RECENT KEYNOTE PRESENTATIONS

- SMART Manufacturing Conference, Pennsylvania, October 2022
- ITB Berlin Travel Trade Show, Berlin, March 2022
- The Mahosuc Way Summit, Maine, February 2022
- Aggregate Producers of Wisconsin Annual Convention, Wisconsin, December 2021
- Ohio Food Summit, Ohio, USA, March 2020
- Greater Mankato Annual Summit, Minnesota, USA, March 2020
- New North Regional Summit, Wisconsin, USA, December 2019
- New Hampshire PTAC Conference, NH, USA, December 2019
- Institute of Directors (IoD) Annual Conference, Gleneagles, Scotland, October 2019
- E.P.L.R.C Manufacturing Conference, PA, USA, October 2019
- City of Smithville Youth, Missouri, USA, September 2019
- AgFutures 2035 Conference, Perth, Australia, August 2019
- Agricultural Symposium keynote, Emmetsburg, Iowa, USA, March 2019
- Wisconsin Integrated Resource Management Conference, Stevens Point, Wisconsin, USA, February 2019
- The Future of Urban Living Consultation, St George's House, Windsor Castle, UK, December 2018

11.2 Adam Bentley, Research Strategist, Future iQ

RÉSUMÉ



adam@future-iq.com

EDUCATION

Bachelor of Arts in Political Science,
University of Northern Iowa

Master of Public Policy, University of
Northern Iowa

Master of Business Administration, Texas
A&M-Commerce

EMPLOYMENT

Senior Planner/Economic Development
Specialist - East Central Iowa Council of
Governments, 2019-2022

Assistant Village Administrator -
Waunakee, WI, 2016-2019

Adjunct Faculty - Buena Vista University,
2016-Present

Assistant City Manager - Manhattan,
Kansas, 2013-2014

Administrative Assistant to the City
Manager - Iowa City, IA, 2011-2013,

Management Fellow, Wichita, KS, 2010-2011

AWARDS / CERTIFICATIONS

Young Professional of the Year 2019-
Waunakee Chamber of Commerce

International City/County Management
Association (ICMA) Essential Management
Skills Certificate

Heartland Economic Development Course
(HEDC) Certified



www.future-iq.com

ADAM BENTLEY B.A., M.P.P., M.B.A.

RESEARCH STRATEGIST

Adam Bentley works for Future iQ as Research Strategist. Adam's background includes experiences working with local and regional governments across the American Midwest. He has a broad background which includes government administration, economic development, strategic planning, human resources, and grant writing. Adam holds a master's degree in public policy from the University of Northern Iowa and a master's degree in business administration from Texas A&M-Commerce. He also serves as an adjunct faculty member for Buena Vista University teaching courses in government, management, and liberal arts.

Adam has a passion for public service and continues to volunteer in local city and non-profit organizations to help improve his community.

RECENT PROJECT EXPERIENCE

- Flint Hills Regional Council
Sustainability Plan and Roadmap,
Kansas, 2023
- Vermont Forests Future Strategic
Roadmap; 2022 - present
- Transforming Tomorrow Together -
Greater Mankato 2030; Minnesota,
2022
- East Central Iowa Council of
Governments Comprehensive Economic
Development Strategy; Iowa, 2022

11.3 Celine Beurle, COO, Future iQ

RÉSUMÉ



celine@future-iq.com

EDUCATION

Masters Degree in Sociology
University College Cork, 1998
B.A. Hons Degree in Sociology/Philosophy
University College Cork, 1996
B.A. Hons Degree Sociology
University of Warwick, 1995

EMPLOYMENT

C.O.O. Future iQ
USA and Europe, 2012 – Present
Managing Director Future iQ Europe, Ltd
Europe, 2012 – Present
Manager, Govt. Employment Service
Ireland, 2003 – 2012
Animal Welfare Policy Chair
Green Party Ireland, 2003 – 2009



CELINE BEURLE B.A., M.A.

CHIEF OPERATING OFFICER

Celine Beurle is Chief Operating Officer (COO) of Future iQ and is Joint Owner and Managing Director of Future iQ Europe. Within her role in Future iQ since 2012, she has been responsible for Future iQ's global expansion to encompass South America, Italy, Spain, Portugal and the UK to date. Celine has an impressive background academically in both Sociology and Philosophy and this has led to her ongoing interest in pursuing societal change. This has enabled Future iQ to view projects through the often needed 'sociological lens'. As COO, Celine works with the CEO on the overall strategic direction of Future iQ. One part of her many roles is that of project co-ordination of many global projects and this is the area that Celine enjoys most as she has an innate ability to run and effectively manage and co-ordinate projects on time and on purpose.

RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Moab - Tomorrow Together, Utah, 2022
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- Florida Adventure Network Mapping, Florida, 2022
- The Middle Georgia Innovation Project, Georgia, 2020 - 2021
- Park City Vision 2020, Utah, 2019-2020
- City of Smithville Strategic Planning, Missouri, 2019
- Tillamook County Strategic Planning, Oregon, 2019
- The Future of Urban Living consultation, Windsor Castle, UK, 2018
- Middle Georgia Charrette and Regional Planning Initiative, Georgia, 2018
- Coppell Vision 2040, Texas, 2018
- Hilton Head Island Visioning, South Carolina, 2017
- La Laguna Regional Planning, Tenerife, Spain, 2017
- Greater Lima Region, Ohio, 2016-2017
- Griffith Foods Scenario Planning, Chicago, USA, 2016
- Mediterranean PORTS EU Projects, Italy/France, 2015
- Fox Valley Defense Industry Adjustment, Wisconsin, 2014-2015
- Australian Grain Research and Development Corporation, Western Australia, 2008-2015
- Vadinia Project, Leon, Northern Spain, 2014
- Agriparco Montespertoli, Tuscany, Italy, 2014
- Govt. of Alberta Small Business Strategy, Canada, 2013
- Global Think Tank, Windsor Castle, UK, 2012

RELEVANT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- Moab - Tomorrow Together Think-Tank Report, 2022
- Park City Vision 2020 Final Vision and Strategic Action Report, 2021
- Middle Georgia Innovation Framework and Ecosystem Report, 2021
- Middle Georgia Innovation Roadmap Report, 2021
- Middle Georgia Innovation Corridor Report, 2021
- Park City Vision 2020 Think-Tank Report, 2019
- Vision 2040 Community Engagement Report, 2018
- Middle Georgia Charette and Regional Planning Stakeholder Engagement Report, 2018
- Hilton Head Island - Our Future Think Tank Report, 2018
- Hilton Head Island - Our Future Stakeholder Engagement Report, 2018
- Vision 2040 Think Tank Report, 2018
- Middle Georgia Charette and Regional Planning Think Tank Report, 2018
- Future iQ Project Communication Plan - Framework and Approach, 2017
- Greater Lima Region Stakeholder Ecosystem Analysis, 2017
- Economic Development in Edina Stakeholder Analysis, 2017
- Griffith Foods Stakeholder Analysis Report, 2017
- An Exploration of Focus Group Methodology, 2016
- The Future of Food, 2016
- Grains Industry Network Mapping Report, 2015
- Agriparco Montespertoli Scenario Planning Report, 2014

11.4 Heather Branigin, Vice President, Foresight Research, Future iQ

RÉSUMÉ



heather@future-iq.com

EDUCATION

Master of Arts in Teaching
Secondary Level, Social Studies
University of St. Thomas, MN

Bachelor of Arts in Political Science/
International Relations
Advanced Language Certificate:
French Literature
Carleton College, MN

Honours Degree, Neuchâtel Jr. College
Neuchâtel, Switzerland

EMPLOYMENT

Vice President, Foresight Research,
Future iQ, 2016-present

City of Edina, MN, 2013-2016

NCCA - National Model United Nations
Minneapolis, MN, 2010-2013

UNA-MN, St. Paul, MN, 2007-2010

PHILANTHROPIC WORK

Volunteer Judge, Future City
Competition, 2017

Co-President (2011-2013); Board Member
(2010, 2014) UNA-MN

Board Member and Secretary, Caring
for Cats, 2019-2021

Advisory Council Member,
UNA-MN, 2014-present

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HEATHER BRANIGIN B.A., M.A.T.

VICE PRESIDENT, FORESIGHT RESEARCH

Heather leads Future iQ's research projects, most recently co-authoring *The Future of Wellbeing* and *The Future of Urban Living*. She has extensive experience in local government and the nonprofit sector and is an accomplished project manager. Heather has a well-developed ability to assimilate information into thoughtful and coherent report and proposal writing. She applies the integration of future trends, data analysis and public engagement into implementable strategy development for clients. Through her work, Heather provides critical resourceful guidance needed to empower communities and organizations to make decisions that build sustainability and resiliency as they face a future of accelerated change. Originally from Canada, Heather has pursued her international interests through her philanthropic work with the United Nations Association of Minnesota.

RECENT PROJECT EXPERIENCE

- Littleton Comprehensive Economic Development Strategy, CO, 2023
- Unified Government of WYCO-KCK Economic Development Strategic Plan, KS 2023
- Age-Friendly MNTAP Grant, 2023
- Smithville School District Strategic Action Plan, MO, 2022-2023
- Envision Bemidji 2030, MN, 2020-2024
- The Future of Wellbeing Foresight, MN, 2022
- Transforming Tomorrow Together - Greater Mankato 2030, MN, 2022
- University City Community Vision 2040 Strategic Roadmap, MO, 2022
- East Central Iowa Council of Governments Comprehensive Economic Development Strategy, IA, 2022
- Falmouth Vision and Values, ME, 2022
- Greater Bemidji Strategic Action Plan Update, MN, 2022
- IMEC Future of Manufacturing in IL, 2022
- The Middle Georgia Innovation Project, 2021
- Smithville Parks & Rec Master Plan 2030, MO, 2021
- Denton Comp. Solid Waste Management Strategy, TX, 2021
- The Future of Chiropractic Strategic Visioning, OR 2021
- Smithville Comprehensive Plan, MO, 2020
- Kinship Fellows and Food: Land: Opportunity Grantees Summit, IL, 2020
- Trotwood Org. Strategic Plan, OH 2019
- New North Business Intelligence Strategic Action Plan, WI, 2019
- City of Mitchell Community Vision and Action Plan, SD, 2019
- Future of Urban Living Global Consultation at Windsor Castle, UK, 2018
- IDNR Sustainable Materials Management - Vision for Iowa, Iowa DNR, 2019
- Tillamook County Strategic Vision and Action Plan, OR, 2019
- ECC Medical/Well-Being Strategic Marketing Plan and Econ Dev Plan, MN, 2016-2019
- NADO Strategic Action Plan, Washington, D.C., 2019
- Coppell Vision 2040, Coppell, TX, 2019
- San Diego, OEA Grant Facilitation, CA, 2016-2019
- Snohomish County Regional Tourism Destination Development, WA, 2018
- McHenry County College Strategic Foresight, IL, 2018
- NHADEC Strategic Plan, NH, 2018
- Waseca Vision 2030, MN, 2018
- University of Minnesota, Future of Midwest Agriculture, MN, 2017
- City of Edina, Vision Edina, MN, 2015

RECENT REPORTS AND FORESIGHT PUBLICATIONS

- Smithville School District Strategic Plan, 2023
- The Future of Wellbeing, 2022
- Envision East Central Iowa CEDS Plan, 2022
- University City Community Vision 2040, 2022
- The Future of Manufacturing in Illinois, 2022
- The Future of Chiropractic, 2021
- Middle Georgia Innovation Performance and Gap Analysis Report Part 1: Case Studies, 2021
- Smithville Comprehensive Plan, 2020
- Kinship Foundation Future of Local Food Systems & Sustainable Agriculture, 2020
- IDNR Sustainable Materials Management - Vision for Iowa, 2019
- NADO Strategic Action Plan, 2019
- Trotwood Organizational Strategic Plan, 2019
- The Future of Urban Living, 2019
- The Future of Tourism - Maine Woods, 2018
- NHADEC Strategic Action Plan, 2018
- The Next Industrial Revolution, 2018
- The Future of Midwest Agriculture, 2017
- The Future of Food, 2016

11.5 Cheryl Wheeler, Community Engagement Specialist, Future iQ

RÉSUMÉ



cheryl@future-iq.com

EDUCATION

B.S. Social Work, University of Dayton,
Dayton, OH

EMPLOYMENT

Assistant to the City Manager - City of
Trotwood, 2017 - present

Director of Children and Senior Services -
Goodwill Easter Seals Miami
Valley, 2002 -2017

Executive Director - Shiloh House Adult
Day Services, 1999 – 2002

PROFESSIONAL AFFILIATIONS

Vice-President - Montgomery County
Council on Aging

Treasurer - Area Agency on Aging, PSA2,
Board of Trustees

Seven Seeds Sowers Coop

Master Trainer - Ohio Dept. of Aging A
Matter of Balance'-Evidence Based Fall
Prevention Program

Advisory Board of Directors - Alzheimer's
Association Miami Valley Chapter

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CHERYL WHEELER B.S.W.

COMMUNITY ENGAGEMENT SPECIALIST

Cheryl Wheeler is an exceptional and proven Community Leader with expertise in engaging diverse community audiences. She has a bachelor's degree in Social Work from the University of Dayton and has over 30 years of experience in project management, strategic planning and program development. Her leadership in national and international program standard achievements have obtained awards of excellence and international accreditation with commendations.

As a member of the Montgomery County Council on Aging and the Area Agency on Aging, Board of Trustees, she advocates for older adults, improving the delivery of services at local, regional, state and national level. She has worked with her city in leading their strategic plan process and engaging the urban and rural communities. She is also a member of the Seven Seed Sowers Coop, providing education and participating in farmer markets providing fresh produce to food insecure communities. She is a recent graduate of the Central State University Extension Incubator Farm program.

RECENT PROJECT EXPERIENCE

- Trotwood Organizational Strategic Plan;
OH, 2019

11.6 Brittany Rempe, Creative Director, Future iQ

RÉSUMÉ



brittany@future-iq.com

EDUCATION

Bachelor of Arts in Public Relations -
Simpson College, 2015

EMPLOYMENT

Creative Director - Future iQ, 2022-present
Communications Specialist - East Central
Iowa Council of Governments 2020-2022
Marketing Communications Coordinator -
Herzog Technologies, Inc., 2015-2020

AWARDS/RECOGNITION

Summa Cum Laude
Simpson College Outstanding Senior,
Integrated Marketing Communications

LEADERSHIP EXPERIENCE

Photo Editor, Simpsonian
Co-Founder, Smoky Room Films

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BRITTANY REMPE B.A., PUBLIC RELATIONS

CREATIVE DIRECTOR

Brittany Rempe is Future iQ's Creative Director. Alongside a degree in Public Relations and seven years in communications and design, Brittany has a love of branding and a creative heart. These combine well with a multi-faceted skillset, including graphic design, photography, videography, copy writing and web design. Brittany uses experience and a creative eye to strengthen Future iQ's projects, delighting in the buildout of project identities and accounting for client personality and existing brands. Throughout each project, Brittany offers communications planning, event capture, web design and strong, clear visuals.

RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Transforming Tomorrow Together - Greater Mankato 2040, Minnesota, 2022
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Florida Adventure Network Mapping, Florida, 2022
- Moab - Tomorrow Together, Utah, 2022
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- East Central Iowa Council of Governments Comprehensive Economic Development Strategy Update, Iowa, 2022
- The Future of Wellbeing Foresight Project, Minnesota, 2022
- University City Community Vision 2040, Missouri, 2021-2022
- Northern Forest Rural Tourism Academy; New England, USA
- Town of Falmouth Vision and Values; Falmouth, ME
- Vision Romulus - Our Community, Our Future, Michigan, 2022
- Florida Adventure Network Mapping, Florida, 2022
- Park City Vision 2020, Utah USA

RELEVANT PUBLICATIONS

- Vermont Forest Future Think-Tank Report, 2023
- Flint Hills Regional Council Think-Tank Report, 2023
- Vision Romulus Strategic Action Plan Report, 2023
- Moab Vision & Strategic Action Plan, 2023
- Florida Adventure Travel Network Final Report, 2022
- Vision Romulus Think-Tank Report, 2022
- The Future of Wellbeing, Minnesota, 2022
- University City Community Vision Final Report, 2022

11.7 Sonia Labanda, Translator, Future iQ

RÉSUMÉ



sonia@future-iq.com

EDUCATION

Graduate in Teaching Primary Education - University of Salamanca, 2016

Certificate in French - Level B2, 2012

BA in English - University of León, 1994

EMPLOYMENT & ASSOCIATIONS

Translator - Future iQ, 2014 - Present

Teacher of English - Secondary High School, León, 2018 - Present

Associate Teacher - University of León, 2019 - Present

Teacher of English - Peñacorada International School, 2009 - 2018

CEO - Academia Julio Del Campo, León, 2002 - 2010

SONIA LABANDA

TRANSLATOR

Sonia has been working as a teacher of languages for more than 20 years. She has also worked as a French lecturer at León University and organized specific language programmes at the León military base. Sonia has been working with Future iQ since 2014 translating much needed materials and reports into Spanish or French for a variety of global projects. Moreover, she has also taken part in interpretation roles for some visioning projects in Spain.

RECENT PROJECT EXPERIENCE

- Unified Government of Wyandotte County-Kansas City, Kansas Economic Development Strategic Plan, 2023
- Moab - Tomorrow Together, Utah, 2022
- McKinney Solid Waste Management Strategy, Texas, 2021
- Park City Vision 2020, Utah USA, 2020
- Mitchell - Forward 2040, South Dakota, 2019
- Hilton Head Island Visioning, South Carolina, 2017
- La Laguna, The Canary Islands, Spain, 2016-2018
- SAVOIR Project, Italy & France, 2015
- Mediterranean Sea Ports Project, Italy & France, 2015
- Mountains of León, Northern Spain, 2014

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11.8 Walter Paixao-Cortes, Data Engineer, Future iQ

RÉSUMÉ



walter@future-iq.com

EDUCATION

Doctorate in Computer Science
(Bioinformatics/Natural Language
Processing)

Pontifical Catholic University of Rio
Grande do Sul, 2015 to present

Masters Degree in Computer Science
(Bioinformatics)

Pontifical Catholic University of Rio
Grande do Sul 2013 – 2015

Bachelors Degree in Computer Science

Pontifical Catholic University of Rio
Grande do Sul, 1995 – 2002

EMPLOYMENT

Data Engineer – Future IQ, 2017 – present

Senior Software Engineer – Dell
Computers, Brazil, 2000 – present

Software Engineer – Accenture, Brazil,
2003 – 2005



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WALTER R. PAIXÃO-CÔRTEZ M.A., B.A.

DATA ENGINEER

Walter is a senior software engineer with 24 years of experience in the software development industry, working across different domains including Human Resources, Finance and Product Engineering. He has expertise in data analysis, creating ETL pipelines, building data visualizations in many different technologies (SAP Business Objects, Oracle BI Enterprise Edition, QlikView and Tableau), and has experience in working with high data volumes to extract insights. Walter has an academic background in Computer Science with a Masters in Bioinformatics, and a Doctorate (in progress) in Bioinformatics with a minor in Natural Language Processing.

RECENT PROJECT EXPERIENCE

- Vermont Future Forest Strategic Roadmap, Vermont, 2023-2024
- New England Regional Defense Industry Collaboration, New England, 2019-2024
- Flint Hills Regional Council Sustainability Plan and Roadmap, Kansas, 2023
- Smithville School District Strategic Action Plan, Missouri, 2022-2023
- Transforming Tomorrow Together - Greater Mankato 2040, 2022-2023
- Florida Adventure Network Mapping, 2022
- Romulus- Our Community, Our Future, Michigan, 2022
- Moab - Tomorrow Together, Utah, 2022
- East Central Iowa Council of Governments, Iowa, 2021-2022
- University City Community Vision 2040, Missouri, 2021-2022
- City of Smithville Transportation Master Plan, Missouri, 2021 - 2022
- Town of Falmouth Vision and Values, Maine, 2020 - 2021
- The Middle Georgia Innovation Project, Georgia, 2020 - 2021
- Mitchell Forward 2040, South Dakota, 2019
- Park City Vision 2020, Utah, 2019
- New England Regional Defense Industry Collaboration Initiative, New England, 2019-2023
- City of Smithville Visioning and Strategic Action Plan project, Missouri, 2019
- Tillamook County Strategic Planning, Oregon, 2019
- Snohomish County Regional Tourism Destination Development, WA. 2018
- McHenry County College, Crystal Lake, IL. 2018
- Middle Georgia Charrette and Regional Planning, Georgia. 2018
- Coppell Vision 2040, Coppell, Texas. 2018
- Rural Community Assistance Partnership, Washington D.C. 2018
- Wayzata Community Vision, Wayzata, MN. 2017-2018
- Hilton Head Island Our Future, South Carolina. 2017-2018

11.9 Jon Stover, Managing Partner, JS&A

Jon Stover Managing Partner

Education

*University of Pennsylvania
Masters of Urban Planning
School of Design*

*Certificate in Real Estate Development,
Wharton School of Business and
School of Design
(Joint Program)*

Speaking Engagements

*"Using Existing and Newly Emerging
Data to Understand COVID-19's Impact
and Prepare for Your Main Street's
Post-Pandemic Future," Main Street
Now (2021)*

*"Tips for Measuring the Impact of Your
Program," Downtown Pennsylvania
Conference, Pennsylvania Main Streets
(2019)*

*"Building Resiliency on Main Street."
Main Street NOW, Seattle (2019)*

*"Breaking the Black Box of Economic
Impact," Main Street NOW, Seattle
(2019)*

*NPR's All Things Considered, Guest
Interview (2018)*

*"Using Data to Bolster Decision
Making," Tennessee Retail Summit,
Tennessee Main Streets (2018)*

*"Quantifying the Nighttime Economy in
Your City," Sociable City Summit, New
Orleans (2018)*

*"Local and National Retail Trends: How
Can We Help Businesses Compete Now
and In the Future," DC Main Street
Executive Director Training (2018)*

Jon Stover, born and raised in Rochester, New York, is the founder and Managing Partner of Jon Stover & Associates. He is an expert in analysis pertaining to public-private economic development initiatives and strategic planning, with a particular expertise in evaluating and supporting public-private partnerships. He specializes in fiscal and economic impact analysis; real estate market analysis; and economic development strategies. Stover has secured, planned, and directed hundreds of projects working for and partnering with county agencies, city departments, community groups, non-profit organizations, universities, neighborhood stakeholder organizations, real estate developers, and private business owners.

Relevant Project Experience

Coral Gables Citywide Economic Development Strategy | *Coral Gables, Florida
City of Coral Gables*

Boynton Beach Economic Development Strategy | *Boynton Beach, Florida
City of Boynton Beach*

2030 Smithville Comprehensive Plan | *Smithville, Missouri
City of Smithville*

Real Estate Analysis to Inform Prince George's County-Wide Zoning Rewrite | *Prince
George's County, Maryland, Maryland-National Capitol Parks and Planning Commission*

Countywide Economic Generators Assessment | *Prince George's County, Maryland,
Maryland-National Capitol Parks and Planning Commission*

Middlebury Downtown Master Plan | *Middlebury, Vermont
Town of Middlebury*

COVID-19 Impact on the Citywide Economy and Recovery Strategies | *Fort Lauderdale,
Florida | City of Fort Lauderdale*

Sodus Point Downtown Enhancement Strategy | *Sodus Point, New York
Village of Sodus Point*

Kingston Arts and Cultural Master Plan | *Kingston, New York
City of Kingston*

Gulfstream Hotel Impact Analysis | *Lake Worth Beach, Florida
City of Lake Worth Beach Florida*

Element Lake Worth Beach Development Impact Analysis | *Lake Worth Beach, FL
Lake Worth Community Redevelopment Association*

Pennsylvania Ave East Main Street Market Analysis, COVID-19 Impact Assessment, and
Retail Enhancement Strategy | *Pennsylvania Ave East Corridor, Washington, DC |
Pennsylvania Ave East Main Street*

Reimagining Reeves Market Analysis and Transformation Strategy | *Washington, DC
DC Deputy Mayor's Office of Planning and Economic Development, Office of Planning*

Windsor-Osborne Small Area Plan – Market Analysis | *Brookhaven, Georgia
City of Brookhaven*

Reunion Square Market Analysis, Community Benefits Assessment and Tax Revenue
Analysis | *Washington, DC | Four Points LLC*



11.10 Leslie Gray, AICP, Vice President, JS&A

Leslie Gray, AICP Vice President

Education

*Columbia University
Masters of Science
in Urban Planning*

*University of Cincinnati
Bachelor of Science
in Architecture*

Affiliations

*American Institute of
Certified Planners
American Planning Association
Commercial Real Estate Women*

Speaking Engagements

*Great Lakes Main Street Conference
(Upcoming August 2019)*

*"Breaking the Black Box of Economic
Impact." Main Street NOW,
Seattle (2019)*

*National Main Street Center Training
Webinar with Main Streets (2018)*

*"Growth and Adaptation of a Main
Street." Main Street NOW,
Kansas City (2018)*

*"The Numbers Are In. Learn the
Economic Impact of Your Main Street
Program." Main Street NOW,
Pittsburgh (2017)*

*"The Power of Tracking Your Main
Street's Economic Performance."
Main Street NOW, Milwaukee (2016)*

Experience

*Land Use Planner
Bayer Becker
Cincinnati, Ohio*

Leslie Gray, AICP, specializes in the intersection between economic analysis, physical planning, and community development. Ms. Gray has completed economic analyses and economic development strategies for a range of clients across different sectors and geographies, from site-specific, regional, and nationwide analysis. Her professional experience also includes fiscal and economic impact analysis, market analysis, site feasibility studies, land use and zoning analysis, master planning, corridor studies, community planning, and plan implementation strategies. She has also developed property inventories and real estate databases for neighborhood-serving nonprofits, city agencies, and state economic development agencies.

Relevant Project Experience

Coral Gables Citywide Economic Development Strategy | *Coral Gables, Florida
City of Coral Gables*

Boynton Beach Economic Development Strategy | *Boynton Beach, Florida
City of Boynton Beach*

2030 Smithville Comprehensive Plan | *Smithville, Missouri
City of Smithville*

Middlebury Downtown Master Plan | *Middlebury, Vermont
Town of Middlebury*

Dupont Circle BID Strategic Plan | *Washington, DC
Dupont Circle Business Improvement District*

Prince George's County Arts and Cultural Master Plan | *Prince George's County, Maryland
Maryland-National Capitol Parks and Planning Commission*

COVID-19 Impact on the Citywide Economy and Recovery Strategies | *Fort Lauderdale,
Florida | City of Fort Lauderdale*

Michigan Street African American Historic Corridor Strategic Plan, Tourism Enhancement Strategy, and Real Estate Plan | *Buffalo, New York, Michigan Street African American
Historic Corridor Commission*

Sodus Point Downtown Enhancement Strategy | *Sodus Point, New York
Village of Sodus Point*

Lake Worth Arts and Cultural Master Plan | *Lake Worth Beach, Florida
Lake Worth Community Redevelopment Agency*

Cleveland Park Market Analysis, Retail Enhancement Strategies, and Implementation | *Cleveland Park Main Street, Washington DC | Cleveland Park Business Association*

Wisconsin Dells Entertainment Facility Feasibility and Impact | *Wisconsin Dells, Wisconsin
Wisconsin Dells Visitor and Convention Bureau, Wisconsin Dells Festivals, Inc.*

1000 Lake Ave Development Feasibility and Positioning | *Lake Worth Beach, Florida
Lake Worth Community Redevelopment Agency*

Outdoor Recreation Industry Impact In Pennsylvania | *State of Pennsylvania
Pennsylvania Downtown Center*

New River Gorge National Park Impact Assessment and Economic Development Strategy
New River Gorge, West Virginia | *National Parks Conservation Association*



11.11 Genest Landry, Austin Office Director, Toole Design



GENEST LANDRY, PE, PMP

AUSTIN OFFICE DIRECTOR

PROFESSIONAL HIGHLIGHTS

Years of Experience: 17

Toole Design: 2022-Present

City of Austin: 2017-2022

Aguirre & Fields: 2014-2017

CP&Y, Inc.: 2006-2014

EDUCATION / CERTIFICATION

Master of Science,
Structural Engineering,
University of Texas, Austin: 2006

Bachelor of Science,
Civil Engineering, University of
Louisiana at Lafayette: 2004

Project Management
Professional

Professional Engineer: TX

AFFILIATIONS

Austin Branch ASCE Treasurer
2021-2022

Austin Branch ASCE Treasurer
Elect 2020-2021

Austin Branch ASCE Texas
Section Director 2018-2020

Genest is Toole Design's Austin Office Director. She brings a unique blend of public and private sector experience in the fields of capital project delivery and management and structural bridge design to her projects. She specializes in urban trail design and construction and has carried projects through all phases of design and construction. Genest is experienced in structural bridge design from multi-level interchanges to single span pedestrian bridges, roadway reconstruction, consultant contract management, CAMPO administered funding requirements, stakeholder and community engagement, constructability reviews, public outreach, assembly of construction documents, and contractor disputes and mediation. Genest is solutions-oriented and enjoys helping clients work through potential roadblocks to get projects to construction.

SELECTED PROJECT EXPERIENCE

Country Club Creek Trail Riverside Drive to Elmont Drive, Austin, TX

Genest was the City of Austin Project Manager for a 0.8 mile section of trail that connects the existing Country Club Creek Trail with Roy G Guerrero Park. The project consisted of a 12-foot wide all ages and abilities concrete path that follows Country Club Creek. A portion of the trail was constructed as a protected bicycle lane through an IDIQ contract in fall of 2019. This project will be constructed in the FEMA 100-year floodplain and required close coordination with the City's Watershed Protection Department. The project also required easement acquisition.

Northern Walnut Creek Trail - Phase 2, Austin, TX

Genest was the City of Austin Project Manager for this 1.8 mile urban trail project. The project included a 10-foot wide concrete trail, four connections, four boardwalks, and two bridges. Genest successfully led this project from 60% design through construction for \$6M, approximately \$1.4M less than the City's budget for the project.

Anderson Mill Road Regional Mobility Improvements, Austin, TX

Genest managed this \$8M long-term safety and street improvements project from preliminary engineering through final design. The project consisted of the addition of a new left-turn lane and turn bays, raised medians near US 183, and extended right-turn lane on Anderson Mill Road approaching US 183, new Pedestrian Hybrid Beacons, continuous shared use paths on both sides of the roadway, signal upgrades, water quality improvements, and rain gardens. Genest managed the budget, schedule, and consultant selection process. She served as the liaison between the project team and City reviewers, stakeholders, and the general public.

OTHER RELEVANT EXPERIENCE

Spicewood Springs Road Regional Mobility Improvements, Austin, TX

Longhorn Dam Multimodal Improvements, Austin, TX

Violet Crown Trail - North Phase 2A, Austin, TX

11.12 Jared Draper, AICP, Senior Planner, Toole Design



JARED DRAPER, AICP

SENIOR PLANNER

PROFESSIONAL HIGHLIGHTS

Years of Experience: 13

Toole Design: 2016–Present

City of Commerce City, CO:
2011–2016

Ten at the Top: 2010–2011

EDUCATION / CERTIFICATION

Master of City and
Regional Planning,
Clemson University: 2011

Bachelor of Arts,
Spanish Language and Sociology,
NC State University: 2008

American Institute of
Certified Planners

APPOINTMENTS / AFFILIATIONS

American Planning Association

Association of Pedestrian and
Bicycle Professionals

Jared is Toole Design's Raleigh Office Director. He is a transportation planner with experience partnering with communities to develop context-specific multimodal solutions. His people-focused approach has resulted in the creation of safer mobility facilities, specifically for more vulnerable users such as pedestrians and bicyclists, that enable comfortable trips for people of all ages and abilities. Jared has worked with clients striving to transform their communities with innovative solutions that provide tangible mobility benefits for local residents and visitors. He has led all aspects of multimodal planning projects including data analysis, fieldwork, public outreach, stakeholder engagement, policy development, and initial concept design. Jared is adept at crafting tailored recommendations that balance local values with technical analysis to result in innovative and implementable solutions.

SELECTED PROJECT EXPERIENCE

Chapel Hill Downtown Multimodal Mobility Plan, Chapel Hill, NC

Jared served as the Project Manager for this effort that established a vision for mobility in Downtown Chapel Hill. This project evaluated the street network, collaborated with property and business owners, and created a realistic path forward to implementing a more people-focused environment. Jared led a team of planners and designers through a charrette-based project that brought residents, students, and Town staff into the process in a hands-on role. The final Plan is the result of active listening to community desires and illustrates new opportunities for streets as active public spaces while providing a phased approach to final design and construction.

Sugar Land Strategic Mobility Plan, Sugar Land, TX

Jared is leading the existing conditions analysis, mobility metric development, and final plan writing for the Sugar Land Mobility Plan. His ongoing collaboration with City staff has created new data collection efforts and has refined the vision for the Plan to create strategies and actions that will guide investments and future policy decisions. Jared is partnering with the City to rethink mobility metrics and the City's implementation framework to prioritize safety, mobility, equity, and resiliency.

Tyler Transit Route Study, Tyler, TX

Jared served as the Deputy Project Manager for the Tyler Transit Route Study that assessed existing conditions related to service and operations and engaged the public to hear community needs. An essential goal to the analysis and development of recommendations was to increase access for users that depend upon transit service. Additionally, the study identified opportunities for routes and stops that may encourage choice riders within the Tyler region. Findings of the study resulted in recommendations that connect people to destinations such as downtown, major universities and colleges, and employment centers and establish efficient and effective service for the present and casts a vision for transit in the future.

OTHER RELEVANT EXPERIENCE

Western Boulevard Transit Oriented Development (TOD) Study, Raleigh, NC

11.13 Nan Jiang, PhD, PE, PMP, Toole Design



NAN JIANG, PHD, PE, PMP

DATA SCIENCE PRACTICE LEAD

PROFESSIONAL HIGHLIGHTS

Years of Experience: 11

Toole Design: 2022-Present

DKS Associates: 2020-2022

Center for Transportation Research, The University of Texas at Austin : 2012-2020

EDUCATION / CERTIFICATION

Doctor of Philosophy, Transportation Engineering, University of Texas at Austin: 2012

Master of Science, Transportation Engineering, Tongji University: 2009

Bachelor of Science, Transportation Engineering, Huazhong University of Science and Technology: 2006

Professional Engineer: TX

Project Management Professional

APPOINTMENTS / AFFILIATIONS

WTS HOT Chapter Member

RECENT PUBLICATIONS

Wilkins, D., Kocklman, K, and Jiang, N. (2019) Animal-Vehicle Collisions in Texas: How to Protect Travelers and Animals on Roadways. Accident Analysis and Prevention, 131: 157-170

Kam, K., Jiang, N., Bujanovic, P., Savage, K, Walthall, R., Seedah, D., and Walton, C.M. (2017) Finding and Exploring Use of Commodity-Specific Data Sources for Commodity Flow Modeling. Transportation Research Record: Journal of the Transportation Research Board, No. 2646, pp. 77-83.

Nan is a data scientist and professional engineer with demonstrated success in technical analysis and project management. She has expertise in travel demand modeling, network modeling, Transportation Systems Management and Operations (TSMO) planning, safety analysis, traffic operational analysis, policy evaluation, and benefit/cost analysis. Nan is also experienced in data mining, interpretation, and visualization. She has successfully managed many research and consulting projects and delivered high-quality products to sponsoring agencies and clients.

SELECTED PROJECT EXPERIENCE

Inner Katy I-10 Regional Express Lanes Study, TxDOT Houston District, TX

The overall goal of the project was to extend the I-10 managed lanes from the I-610 loop to downtown Houston to fill a gap of the existing managed lanes systems within Houston. Nan served as Deputy Project Manager and worked with H-GAC to perform travel demand modeling and analysis to predict future travel conditions and support the corridor's alternative design selection.

Fort Collins Active Modes Plan, Fort Collins, CO

Nan is developing the GIS Story Map which serves as the executive summary of the final report and presents the key findings of the study through interactive maps and dynamic visuals to better convey the message.

City of Dallas Comprehensive Land Use Update, Dallas, TX

Nan serves as the Project Manager responsible for evaluating the interactions between transportation and land use. Her responsibilities include project management, evaluating the City's existing transportation system and assessing the impacts of different land-use scenarios on walking and biking.

Common Street Traffic Analysis, New Braunfels, TX

The purpose of this project was to evaluate the traffic operations and safety conditions along a segment of Common Street and support the city to develop improvement strategies. Nan served as the Project Manager and conducted the safety existing condition analysis.

Oklahoma DOT Active Transportation Plan

Nan serves as the Lead Data Analyst Oklahoma's first active transportation plan. This plan focuses on key areas including safety, equity, public health, and environmental improvements during project design processes to assist ODOT to increase opportunities for people walking and biking. Nan's responsibilities include leading the data analysis task to evaluate the existing bike and pedestrian network and safety conditions, identify needs and support the regulation, program and project selection.

OTHER RELEVANT EXPERIENCE

TSMO in Corridor Planning Guidebook , WA

Evaluating Travel and Economic Impact of Freight Corridor Projects, TX

Qualifications in Response to **City of Manvel, Texas**

RFQ #FY2023-001 Comprehensive Plan,
Thoroughfare Plan (Update),
And Strategic Plan Request for Qualifications

09/05/2023



Prepared by Kendig Keast Collaborative
In association with ARKK Engineers, LLC and Consor Engineers, LLC

Point of Contact:
Gary Mitchell, FAICP
281.721.4105
gary@kendigkeast.com



KENDIG KEAST
COLLABORATIVE

towns and cities from coasts to plains



September 5, 2023

Mrs. Tammy Bell
City Secretary, City of Manvel
20031 Highway 6
Manvel, Texas 77578

Dear Mrs. Bell:

On behalf of Kendig Keast Collaborative (KKC) and our valued teaming partners, ARKK Engineers and Consor Engineers, I am pleased to respond to the City's Request for Qualifications (#2023-001) to **facilitate preparation of a Strategic Plan and a Comprehensive Plan, along with an updated Thoroughfare Plan**. Our response is designed to demonstrate how our credentials, relevant experience, professional tools and techniques, and personal demeanor and community engagement skills can help Manvel achieve the objectives and outcomes it seeks. Given KKC's history and the backgrounds of our key personnel, so many of your community's issues and needs resonate with us, making it a very comfortable scenario. In sum, we offer:

- ▶ **A niche community planning firm**, in KKC, with a 40-year history of being selected by local governments across the nation to prepare long-range, strategic and special area plans and associated land development ordinances, in Texas and 40 other states to date. We are leaders in our profession, known especially for our extensive and award-winning work for smaller jurisdictions on an upward growth trajectory around the edges of much larger metropolitan areas, many with comparable character preservation and transition challenges as Manvel faces. Many clients turn to us again for implementation support, updates and added tasks.
- ▶ **A veteran Project Manager and FAICP planner**, in me, who brings a wealth of relevant experience, effective interaction through client/consultant and prime/subconsultant teams, and a track record of shepherding significant projects to successful outcomes and community-supported plan/ordinance adoptions. I have led and contributed to nearly 70 comprehensive plans in communities ranging from 2,000 to 200,000 people in Texas plus Arkansas, Colorado, Illinois, Kansas, Kentucky, Louisiana, Michigan, Mississippi, Nebraska, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee and Wyoming.
- ▶ **A proven approach** to comprehensive and area planning that demands meaningful participation by leaders and residents, applies multi-discipline insights, and results in a viable community action agenda with clear pathways to desired outcomes. We also apply experience gained in varied environments and cultures across the nation, from the coastal plains and Midwest heartland to desert and mountain settings. KKC regularly receives peer recognition for meritorious work, including 17 APA awards in Texas and 8 other states (Colorado, Iowa, Illinois, Indiana, Kentucky, Louisiana, Oklahoma and Wyoming) since 2010.
- ▶ **A host of client communities with tangible results to show** from their KKC-led planning efforts, including closely aligned plans and regulations, wide-ranging capital and amenity improvements, successful grant pursuits, and new and strengthened partnerships for boosting community character and becoming a more complete, resilient place.

www.kendigkeast.com

The **strengths of our team** mesh well with what we anticipate as likely **priorities** for this project:

- ♦ The need for a **sound leadership and public engagement strategy, involving a mix of outreach methods**. A definite priority is to recognize what groups and interests we have *not* reached, and where we need to “go to them” to incorporate the hopes and concerns of those we will never see at a typical public meeting. We are also enthusiastic about online and social media tools given how they help overcome barriers and broaden the planning conversation.
- ♦ **Growth guidance** and related infrastructure, public service, jurisdictional and tax base considerations, along with continual consideration of community character implications.
- ♦ **Intergovernmental coordination** to leverage essential partnerships at the inter-city, county, school district, regional and state agency levels, which I always emphasize in my consulting work given my 10 years of experience in the Council of Governments arena, where I ultimately served as Chief Regional Planner for the Houston-Galveston Area Council.

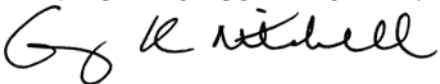
Furthermore, we bring **new ways of doing what we do** that reflect KKC’s commitment to continuous improvement in service to our clients. This includes:

- **Evolved Plan Process and Structure**. As shown in the Project Statement section of this proposal, we now complete all our comprehensive plan work with an “Existing City|Future City” approach, entirely different from how we prepared plans even a decade earlier.
- **Varied Subject Matter Experts**. Along with the integrated support of our specialty subconsultants, we will introduce diverse perspectives from our KKC talent pool as shown in the Key Personnel section. This includes seasoned specialists in urban design (Marcia Boyle, AICP, and Luis Mercado); a certified economic developer (Greg Flisram, CECd); a registered architect and certified LEED Green Associate with substantial special area planning experience (Jennifer Mak, AIA, NCARB, AICP); our Code Practice Leader (Brian Mabry, AICP); and a web design and communications specialist (Sharon Cadena).
- **New Ways of Making Plans More Accessible and Eternal**. We now prepare nearly all our new community plans using the premier industry-leading WebPlan platform created by KKC’s sister software company, **enCodePlus™** (<https://www.encodeplus.com/>, also owned by KKC CEO and Owner Bret Keast). **enCodePlus** and its WebPlan feature enables drafting, exploring and publishing both development regulations and plans online as graphic-rich, interactive documents that live on beyond their time of preparation and adoption.

We appreciate this chance to summarize our capabilities and proven approach to positioning our client local governments for viable actions and tangible results through effective planning. We would look forward to working with Manvel citizens, public and private leaders, and staff to shape that future, building on the results and success of your recent and ongoing planning efforts. Should your evaluation merit our team’s selection, we stand ready to begin work immediately and complete this engagement in a **12-month timeframe** as preferred by the City.

Respectfully,

KENDIG KEAST COLLABORATIVE



Gary Mitchell, FAICP
President

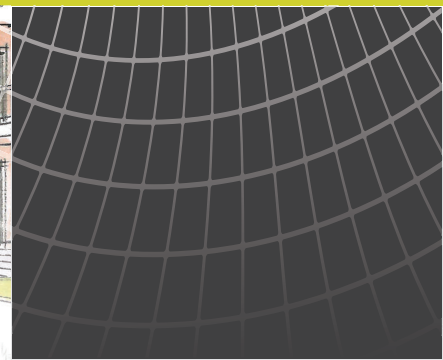


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A. CONSULTING FIRM INFORMATION

Kendig Keast Collaborative (KKC) has assembled a team of seasoned professionals with deep experience and expertise in practice areas relevant to Manvel's needs for updating its plans, and in a wide range of community types, sizes and physical settings across the region, State of Texas, and the nation (41 states to date). Together with our subconsultant partners **ARKK Engineers (ARKK)** and **Conсор Engineers (Conсор)**, our team offers local knowledge and experience in comprehensive planning and sustainable growth, and extensive qualifications in preparing client communities for action through customized implementation frameworks. We also offer demonstrated ability to engage leaders, residents and other stakeholders effectively through a blend of "high tech and high touch" means.

KKC will have the responsibility of overall project management and leadership of engagement activities, along with its core focus on planning for growth management, land use, character protection and promotion, diverse housing and vital neighborhoods, downtown/corridors and other special area planning, community facilities, historic assets and revitalization, recreation and amenities, healthy lifestyles and overall livability, and strategic and longer-term action agendas.

ARKK's team members will lend expertise in municipal infrastructure, growth capacity analysis, and environmental sustainability for the Strategic Plan and Comprehensive Plan. Additionally, Conсор's team members will provide transportation planning and engineering expertise in support of the Thoroughfare Plan.

KENDIG KEAST COLLABORATIVE (KKC) FIRM PROFILE

KKC represents the collaboration of Bret C. Keast, AICP, Gary Mitchell, FAICP, and a select group of talented principals and associates. Our firm has earned a reputation for its innovation and repeated success in solving problems of varying complexities for small and large clients in a range of environments. KKC's unique process is grounded in the encouragement of meaningful public participation, a clear understanding of planning issues and implementation options, and a direct linkage between plans and ordinances to ensure they are both politically feasible and able to be implemented. Our proven approach is founded on the principle of performance, meaning development that is in context with its built and natural environments.

KKC continues to build on the foundation and body of work of Lane Kendig, our founder and a respected authority in the urban planning field. The firm was originally established in December 1982 as Lane Kendig, Inc. In 2002, Bret joined the practice as Vice President and Partner. The firm name was changed to Kendig Keast Collaborative in 2007 to reflect the transition to Bret's ownership. In 2009, Lane Kendig retired, although he remains a Strategic Advisor to the firm.

Bret, as Owner and Chief Executive Officer, and Gary as President, direct a small number of highly qualified staff which provide professional services in the areas of comprehensive and strategic planning, zoning and other development regulations, growth management and resource protection, land planning, and various related specialties. We are proud of our firm's reputation for providing clients with highly customized and responsive approaches to challenging community planning issues, resulting in innovative yet viable solutions.

KKC CORPORATE OFFICE

77 Sugar Creek Center Blvd.
Suite 600
Sugar Land, TX 77478
(281) 242-2960

ADDITIONAL OFFICES

Kentucky/Indiana

Louisville, KY
(812) 748-6070

Pennsylvania

Pittsburgh, PA
(281) 721-4125

South Carolina

Simpsonville, SC
(864) 248-6161

Texas

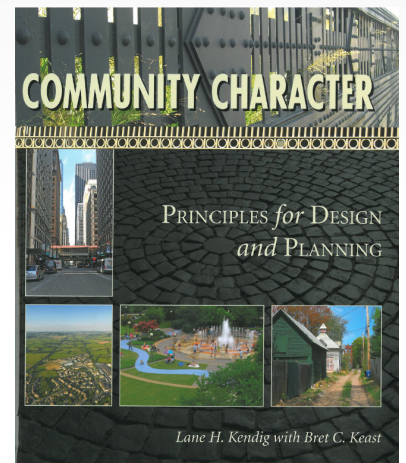
San Antonio, TX
(812) 748-8111

Wisconsin

Milwaukee, WI
(412) 628-6909

KKC MISSION STATEMENT

KKC's practice emphasizes good land stewardship, conserving resources, preserving and enhancing community character, safeguarding neighborhood integrity, and ensuring fiscal responsibility.



KENDIG KEAST
COLLABORATIVE

PLANNING PHILOSOPHY

The KKC approach has six main elements:

- ◆ **Citizen-Driven.** Meaningful involvement of the community is absolutely essential for preparing a plan that reflects local values and priorities and ensures broad-based support for plan implementation.
- ◆ **Effective Aid to Decision-Making.** The plan must focus on the key issues in the community – current and emerging. The plan must provide the guidance necessary for community leaders to make informed, rational decisions.
- ◆ **End-User Orientation.** The plan should be written with the user – elected and appointed officials, staff, citizens, and property and business owners – in mind.
- ◆ **Emphasis on Community Character.** Our experience has shown that one of the most commonly shared priorities across different communities is the protection, preservation and enhancement of an attractive and unique community character. As such, we help communities reinforce, rediscover or create what forms their character.
- ◆ **Think Green.** KKC is committed to pointing out the ways to engage itself and its clients actively in sustainable planning and design practices.
- ◆ **“Begin with the End in Mind.”** Implementation must be emphasized throughout the plan development process, from the outset and continuing through to plan adoption.

Community Character

KKC submits that the central function of any long-range plan should be protecting and enhancing the community character traits that residents and visitors value. To us, community character is more than just aesthetics and architecture. In the big picture, community character is about the relative mix of buildings, pervious and impervious surfaces, and open space and landscaping. These are the essential factors that shape development character which, in turn, influence land use compatibility, urban design, means of mobility (e.g., walkability), environmental protection, and storm water runoff, among many other variables. How these ingredients are interwoven and balanced affects the economics, function, ecology and experience of a place. Tying plans together with the thread of community character ensures that decisions about land use, open space, resource protection, transportation, economic development, and utilities all support an articulated vision. In addition, the selection of appropriate sustainability and “smart growth” strategies depends, in large measure, upon the types of character a community intends to preserve and/or promote (e.g., urban, suburban, rural, natural).

There is no stronger team to help a city develop a plan or code that protects its community character. Kendig Keast Collaborative is a leading innovator in this regard. From our founder Lane Kendig’s seminal work, *Performance Zoning* (1980), to his latest book *Using the New Performance Zoning* (2019), and to their co-written *Community Character, Principles for Design and Planning* (2010) and *A Guide to Planning for Community Character* (2011), Lane Kendig and Bret Keast are leaders in articulating and advancing comprehensive strategies to define, protect, and enhance community character. Indeed, KKC was founded on the concept of bolstering community character through new and more effective approaches to land use planning and regulation.

Our Services

KKC principals and personnel allocate their time nearly equally between comprehensive community plans and development code work. We also complete other special plans and studies for local government clients, including socioeconomic analyses; downtown, corridor, neighborhood, and redevelopment plans; land use and development impact studies; growth management and annexation assessments; and 3-D visualization and mapping projects.

Planning

Community planning is the foundation of KKC’s consulting practice, along with development code work. Our principals and senior staff have led project teams and played substantial roles in the preparation of dozens of plans in more than 100 jurisdictions across the U.S. We offer significant experience with overall comprehensive plans, as well as with typical plan elements, which are sometimes the focus of stand-alone projects and work products:

- ◆ **Comprehensive Planning** to establish clear goals and policies for the community’s future growth and enhancement, leading to specific, attainable action strategies, with appropriate implementation guidance.
- ◆ **Land Use Planning** to accommodate projected population growth and economic development objectives and to address central city redevelopment needs, neighborhood integrity, and image and character concerns along key corridors.
- ◆ **Environmental Planning** to protect a range of resources (floodplains, wetlands, water bodies, forests and woodlands, prairies, steep slopes, unstable slopes or soils,

threatened or endangered species habitats, wellhead protection areas, hurricane surge areas, and earthquake hazard areas) and reduce hazards to people and property, often by setting the stage for land use regulations or other implementation initiatives.

- ◆ **Strategic Planning** to assess current conditions and future trends, pinpoint specific opportunities and challenges, and establish a consensus for pursuing particular public investments and community enhancement efforts through a prioritized action agenda.
- ◆ **Parks, Recreation, and Trails Planning** to evaluate local acreage and facilities relative to national benchmarks, assess needs and prioritize improvements based on both technical standards and community input, and make jurisdictions eligible for various grant opportunities.

Implementation

KKC's implementation and regulatory practice includes evaluating, drafting, and amending consensus-based land development regulations. Through meticulous analysis and close attention to community input, we tailor regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices. We have assisted communities to develop "first-ever" zoning ordinances and district maps; conducted thorough code evaluations and performance assessments of existing ordinances, standards and development review procedures; and provided detailed amendment recommendations; consolidated regulations into Unified Development Codes (UDCs); facilitated drafting and amendment processes with staff; and provided Commission, Board, and Administration training and other facilitation, guidance and support for staff throughout drafting and amendment processes.

Of course, plan implementation is more than regulation. Our practice also includes such non-regulatory measures as creating frameworks for interlocal agreements, public-private partnerships, and transfer or purchase of development rights systems.

Urban Design Services

KKC has experience facilitating planning processes at all scales, from metropolitan and community-wide levels to downtowns, neighborhoods, corridors, and other special areas. It is at this enhanced level of detail that specific challenges and opportunities emerge, and unique planning and design solutions become necessary in order to spur the "3 Rs" – redevelopment, revitalization, and reinvestment.

At this level of planning, it is imperative to think three-dimensionally about the impacts of development. For example, within a neighborhood planning area, residents identify with the way a street feels – how wide it is, how far back and how tall the homes are, how old the preserved trees are, etc. They can describe what a local shopping area looks like and how it is different from one across town. Similarly, they can express pride in their downtown and a specific identity for which they are proud.

Planning for these areas requires a keen understanding of land use, pedestrian and vehicular circulation, building and site design, (re)development feasibility, strategic implementation, and public policy and financing. Our staff has the skills necessary to create special area plans that identify policies, projects, and strategies that respond to local demographics, district functionality, and identity.

AWARD-WINNING LEADERSHIP

Award-winning projects led by KKC President **Gary Mitchell, FAICP**, throughout his career:

Great American Main Street Award, Main Street America (2023): Downtown Florence, for downtown revitalization efforts that include Downtown Plans by KKC

Community of the Year Award, APA Texas Houston Section (2022): Fulshear, TX Comprehensive Plan and Thoroughfare Plan Updates

Planning Excellence Award, APA Texas Chapter (2020): Brenham, TX Comprehensive Plan

Outstanding Plan Award, APA Oklahoma Chapter (2020): Claremore, OK Comprehensive Plan and Special Districts Plan

Daniel Burnham Award, APA Illinois Chapter (2014): Belleville, IL Comprehensive Plan

Urban Planning Project of the Year, APA Wyoming Chapter (2014): Gillette, WY Comprehensive Plan

Long Range Plan of the Year, APA Texas Central Section (2009): Temple, TX Comprehensive Plan

Enhancing Public Spaces Award of Excellence, APA Texas Houston Section (2007): Pearland, TX Trails Master Plan

Comprehensive Plan of the Year, APA New Mexico Chapter (2005): Hobbs, NM

Comprehensive Planning Award, APA Texas Chapter (2003): Nacogdoches, TX

Comprehensive Planning Award, APA Texas Chapter (2002): Kerrville, TX

Comprehensive Planning Award, APA Texas Chapter (2001): Bastrop, TX

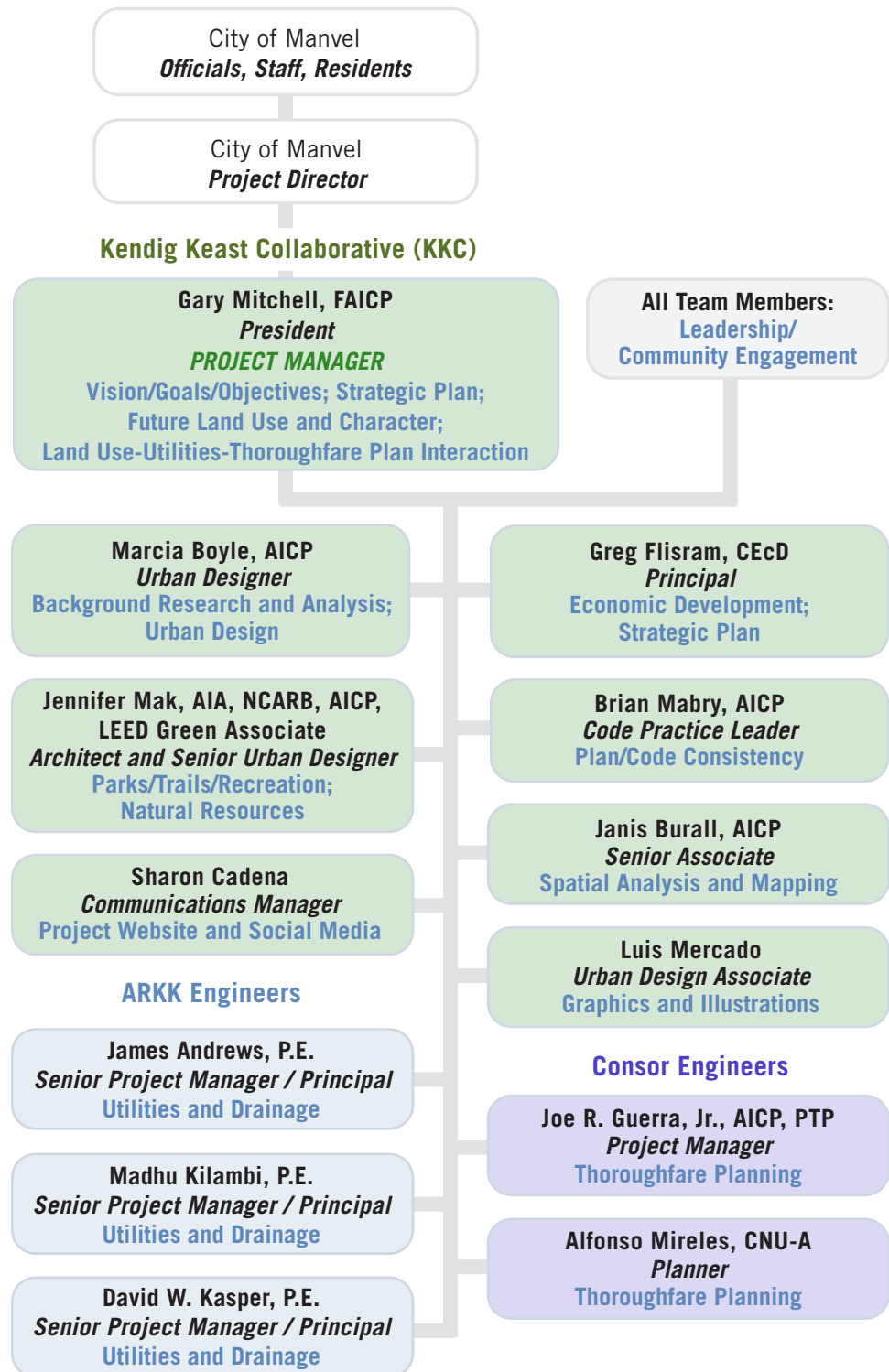


STATEMENT OF AVAILABILITY

KKC's proposed project leaders and other key personnel, as well as those of our subconsultant partners, are available to initiate work on the project immediately following selection and authorization to proceed. They have sufficient time to commit to this engagement without compromising adherence to the anticipated 12-month timeline. Our other project commitments are each scheduled throughout their duration, allowing us to develop a schedule for Manvel that will be strictly followed and maintained. At key points in the process we will commit a substantial portion of our work effort, which will periodically require full-time attention. Our workload is closely monitored, thereby allowing us to accept new project assignments and to commit our availability

SCOPE OF THE FIRM

KKC maintains an intentionally small firm so that we can provide exemplary service to our clients and ensure the direct involvement of firm principals on all projects. Our multi-disciplined team can address a wide range of issues related to community planning, design and implementation. KKC's staff includes certified specialists in urban and regional planning, land development codes, urban revitalization and redevelopment, and historic preservation – including a certified economic developer, a certified architect and LEED Green Associate, and a certified landscape architect – along with personnel skilled in Geographic Information Systems (GIS) and website and graphic design.

B. EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL**TEAM ORGANIZATIONAL CHART**

Gary Mitchell, FAICP

President, KKC



Gary brings professional planning experience at the city, county and regional levels since 1989. Working as a community planning consultant since 1999, he is particularly adept at facilitating advisory committee processes, leading strategic planning workshops, and involving leaders and residents in planning initiatives.

Gary regularly leads high-profile engagements in a variety of settings, addressing the gamut of community planning issues down to the corridor, district and neighborhood levels.

Topics addressed include land use, transportation, growth management and annexation, housing, economic development, infrastructure, community facilities, public services, bicycle/pedestrian circulation, parking, downtown revitalization, neighborhood conservation, environmental and cultural resources, park systems and trail networks, historic preservation, urban design, and transit-supportive station area planning.

His portfolio includes 60+ comprehensive plans – in communities ranging from 2,000 to 200,000 people – and his consulting work has taken him to 21 states (Alabama, Arizona, Arkansas, Colorado, Florida, Illinois, Kansas, Kentucky, Louisiana, Michigan, Mississippi, Nebraska, New Jersey, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Utah and Wyoming). Besides helping communities consider their long-range outlook and establish goals, policies and an action agenda, Gary enjoys moving beyond planning into meaningful implementation efforts. This includes work on zoning and other development codes, capital improvements planning, annexation assessments and planning, and pursuit of grant funds.

Gary began his public sector career as a Rockland County planner in New York's Hudson River Valley. Later he progressed to Chief Regional Planner for the Houston-Galveston Area Council, a metropolitan planning agency covering 13 counties with 4.5 million residents and 150 local governments (as of 1999). During Gary's time in consulting, 14 communities he has assisted have received awards from divisions of the American Planning Association (APA) as outstanding examples of urban planning. Gary has served in leadership positions with both the Texas Chapter and Houston Section of APA. He also lectured in the Texas A&M Department of Landscape Architecture & Urban Planning, co-teaching the Plan Implementation course for Master of Urban Planning candidates.

Fellow of the American Institute of Certified Planners

In 2020, Gary was selected by his peers for induction into the **FAICP College of Fellows**, the highest honor the American Institute of Certified Planners bestows. At the time, the College had approximately 600 members nationwide.

The FAICP honor recognizes the achievements and leadership of the professional as a model planner with outstanding contributions to planning and society over an extended period of time. "The outcomes of their individual efforts left demonstrably significant and transformational improvements to the field of planning and the communities they served."



EDUCATION

- ◆ Master of Urban Planning, Texas A&M University, 1988
- ◆ B.A., Economics (with Highest Honors), University of Texas at Austin, 1986

PROFESSIONAL REGISTRATION

- ◆ American Institute of Certified Planners, #8987, 1991

PROFESSIONAL AFFILIATIONS

- ◆ American Planning Association (APA) – Texas Chapter Treasurer
- ◆ Chair, Professional Advisory Council, Texas A&M University Master of Urban Planning Program
- ◆ Phi Beta Kappa
- ◆ Omicron Delta Epsilon International Honor Society for Economics
- ◆ Tau Sigma Delta Honor Society for Architecture and Allied Arts

PRESENTATIONS

- ◆ *Growing and Strengthening Your Downtown*, Bringing Back Main Street Downtown Revitalization Summit, Houston-Galveston Area Council (H-GAC), 2019
- ◆ *What We Build and How We Get There: The Land Use-Transportation Connection*, Texas APA, 2018
- ◆ *Prospects for PDs: State of the Practice*, Texas APA, 2017
- ◆ *Developing Effective Public Engagement Plans*, H-GAC Planning Workshop, 2016
- ◆ *Bringing It All Together: How Can Communities Realize Their Potential*, H-GAC Planning Workshop, 2015
- ◆ *Designing with Nature*, H-GAC Planning for Sustainable Growth Workshop, 2010
- ◆ *Creating Public Spaces*, Texas Downtown Association Conference, 2010



KENDIG KEAST
COLLABORATIVE

EDUCATION

- ◆ Master of Urban Planning, University of Illinois at Urbana-Champaign, 2016
- ◆ Bachelor of Arts, Studio Art and “Design for Social Spaces”, St. Olaf College, 2014

PROFESSIONAL REGISTRATION

- ◆ American Institute of Certified Planners (AICP), #32882, 2020

PROFESSIONAL AFFILIATION

- ◆ American Planning Association (APA)

PRESENTATIONS

- ◆ *Developing Partnerships Between Preservation & Archaeology to Increase Public Engagement*, Colorado Preservation Inc Conference, February 2019
- ◆ Downtown Design, Texas Downtown Association: Downtown Summer Camp, July 2021

Marcia Boyle, AICP

Urban Designer, KKC



Marcia’s work focuses on creating and implementing design tools that recognize and promote unique community character. To understand the community’s assets and vision for the future, she engages residents through a variety of hands-on activities in design charrettes, workshops, online visual preferencing surveys, and open house events. Her work often highlights the importance of the historic structures, landscapes, and character of a place to build into the vision for the future. Marcia’s experience in the public and private sectors ensures a commitment to selecting and creating the

appropriate design tools while ensuring the tools will be easy to use and implement by all groups involved.

Marcia joined KKC as an Urban Designer in 2021 and is based in Pittsburgh, PA. She works on urban design and historic preservation project components for a range of projects including downtown plans, zoning and land development codes, comprehensive plans, historic preservation plans, and historic district design guidelines for clients nationwide.

After graduate school, Marcia began her professional career at Winter & Company, a nationally recognized urban planning, historic preservation and urban design firm in Boulder, Colorado. As an Associate Planner with the firm, Marcia worked on a variety of projects including neighborhood plans, zoning codes, urban design guidelines, historic preservation ordinances, historic preservation plans, historic district design guidelines, and historic district certificate of appropriateness review.

The key to all projects was the focus on community character – preserving the elements valued by community members and balancing new infill development and growth in the area. This balance was a key component of the development of the Harris Park Community Vision Plan, along with the development of the adaptive reuse toolkit for Denver’s East Colfax Avenue.

In these projects and others, Marcia worked closely with community members to determine the appropriate tools and strategies to implement their vision. In order to fully understand this vision, Marcia often led hands-on workshops with a range of activities including strengths and opportunity identification; visual preferencing activities; site and building plan cut and paste; and recording feedback through text, maps, and sketching. Marcia then translated this input to create a product tailored to the community at hand, and presented to staff, community members, and elected officials.

Greg Flisram, CEcD

Principal Associate, KKC



Greg has professional planning experience spanning a broad spectrum of work since 2001, including: comprehensive planning, corridor planning, redevelopment planning, urban design, community and economic development, historic preservation, and plan implementation. Greg's professional orientation is toward project implementation; he brings the perspective of someone who not only plans, but also does. He also brings a broad range of hands-on professional experience having worked in the public, private, and nonprofit sectors. Greg has published numerous articles in national publications

such as *Planning* and *Urban Land* magazines.

Greg's work has ranged from the development of regional economic positioning initiatives; to district marketing and promotional strategies; to neighborhood and corridor plans; to the structuring of public-private partnerships. He has also managed numerous corridor economic repositioning/redevelopment projects, including major projects in metro Milwaukee and Madison, WI, Chicago, IL, St. Louis, MO, and Lansing, MI. Greg has proven himself to be an effective redevelopment project manager with a knack for translating ideas into concrete actions. In addition to having managed numerous physical planning and urban design plans, his professional experience also includes a deep understanding of the mechanics of 'ground-level' real estate development projects. He has a deep working understanding of the major tools of urban (re)development including TIF, BIDs, revenue bonds, and myriad forms of tax credits and public-private deal structures.

Brian K. Mabry, AICP

Code Practice Leader, KKC



Brian was promoted to Code Practice Leader and a Principal-in-Charge in 2019. He is committed to the advancement of the firm's focus on crafting flexible, transparent and attractive development regulations.

Brian has made a career of drafting understandable, practical, and enforceable development regulations, providing his expertise to local governments seeking better zoning regulations since 2001. Having worked in both the private and public sectors, Brian

knows the importance of client service and the realities involved in the day-to-day administering of zoning regulations. Brian pragmatically advocates for the simplification of regulations, the empowerment of Planning staff for making administrative approvals where appropriate, and hybrid codes that provide the familiarity of Euclidean zoning, the flexibility of performance zoning and the design orientation of form based codes.

His primary work characteristic is his drive to provide development regulations that respect the property rights of all and that create desirable community character. Brian has spoken at planning conferences in Texas, Indiana, and Kentucky on vested rights, unified development code best practices, and public engagement techniques.

EDUCATION

- ◆ Master of Urban Planning, School of Architecture and Urban Planning, University of Wisconsin-Milwaukee
- ◆ Graduate Studies, Urban and Regional Planning and Design, College of Environmental Design, California State Polytechnic University
- ◆ B.A., Economics, University of Wisconsin-Milwaukee

PROFESSIONAL AFFILIATIONS

- ◆ American Planning Association (APA), Wisconsin and Michigan Chapters
- ◆ Urban Land Institute (ULI)
- ◆ International Economic Development Council (IEDC) Certified Economic Developer

EDUCATION

- ◆ Master of Urban Planning, Texas A&M University.
- ◆ Bachelor of Arts, Sociology and Theatre, Southwestern University.

PROFESSIONAL REGISTRATION

- ◆ American Institute of Certified Planners (AICP), #018662.



EDUCATION

- ◆ Bachelor of Architecture, University of Houston, 2008
- ◆ Bachelor of Science, Environmental Design, University of Houston, 2008

PROFESSIONAL REGISTRATIONS

- ◆ Licensed Architect, Texas #30166, 2022
- ◆ NCARB Certificate, #104764, 2022
- ◆ LEED Green Associate, #10611395, 2021

PROFESSIONAL AFFILIATIONS

- ◆ American Institute of Architects (AIA)
- ◆ American Planning Association (APA)

Jennifer Mak, AIA, NCARB, AICP, LEED Green Associate Architect and Senior Urban Designer, KKC



Jennifer joined Kendig Keast Collaborative (KKC) as a Senior Urban Designer in 2022 and is based in Sugar Land, TX. Jennifer is a highly creative Architect and Planner with 14 years of experience in the public and private sectors. She works on urban design project components for a range of projects including zoning and land development codes, parks and recreation plans, historic preservation plans, and design guidelines for clients nationwide. She has been involved in all project aspects from planning and urban design on small and large scale projects through building construction administration in a variety of market types including healthcare, higher education, K-12, aviation, civic, office, transportation, mixed-use, hospitality and residential.

Jennifer is passionate about creating sustainable sites, environments and buildings as well as engaging the community (especially the underserved). In all planning and urban design projects, Jennifer enjoys educating and interacting closely with community members and stakeholders to determine the appropriate strategies to transform their needs and vision into reality while also taking into consideration the impacts that each decision may have on the users, community and the environment.

Janis Burall, AICP Senior Associate, KKC



The focus for most of Janis' decades of planning experience has been applying concepts of Geographic Information Systems (GIS) to community and urban planning projects. In planning and engineering projects throughout her career, she has designed spatial databases for infrastructure inventories, transportation feasibility studies and corridor alternatives analysis, demographic and socioeconomic analysis, growth management and land use analysis, market and service area analysis, and environmental impact statements. Project scales have ranged from small-area studies like downtown parking inventories to major highway planning projects which spanned multiple states.

Janis has conducted data needs assessments, developed methodologies for geographic analysis, and overseen GIS and map production by other GIS staff throughout a project's lifecycle. In support of Comprehensive Plans and Zoning Ordinance development, she has crafted numerous future land use plans and thoroughfare plans, and performed service area analysis for many parks plans. She has prepared field maps for land use inventories and from them, prepared many Official Zoning Ordinance Maps and atlases. She has leveraged GIS to provide a more comprehensive design environment for preliminary engineering projects by generating map viewers to assist non-GIS users to visualize project data.

EDUCATION

- ◆ B.F.A, Advertising Art, University of North Texas, with minors in Computer Science and Technical Communication, 1987

PROFESSIONAL REGISTRATION

- ◆ American Institute of Certified Planners, #022528, 2008

PROFESSIONAL AFFILIATION

- ◆ American Planning Association

Luis Mercado

Urban Design Associate, KKC



Luis brings to KKC knowledge and expertise in urban planning, urban design, multi-disciplinary collaboration, and graphic production gained with experience in the public and private sectors. While previously employed by the City of Tulsa, OK, Luis developed and implemented an urban design studio within the City's Planning Department. He supervised staff in the development of graphic products utilizing GIS, CAD, Sketch-Up, Adobe suite, and light rendering software to illustrate design concepts for a variety of projects to solve connectivity issues, to build a sense of place, and to apply the

City's planning framework. Luis also participated in development review of private projects focused on the City's downtown and negotiated with developers, architects, and engineers to apply established planning policies and urban design best practices.

Additionally, Luis was the Director of Neighborhood Affairs for the City of Berwyn, IL, where he oversaw building inspectors, applied and interpreted municipal regulations, and fielded complex technical, social and political matters with residents, legal counsel, police and fire departments. At meetings and events, he applied fluency in reading, writing and speaking Spanish to communicate with Spanish-speaking residents. Luis was also a Planner for the City of Dania Beach, FL, where he contributed regulatory language to the TOD ordinance to promote plazas and paseos within the City's urban core, performed development review, inspected building sites as a zoning officer, and worked with applicants to present cases at public zoning and commission meetings.

EDUCATION

- ◆ Master's Certificate in Landscape Design, Landscape Institute of the Boston Architectural College and Harvard University, 2011
- ◆ Master's Degree in Urban and Regional Planning, Specializing in GIS, Florida Atlantic University, 2005
- ◆ Bachelor's Degree, Aviation Management, Southern Illinois University, 2003

PROFESSIONAL AFFILIATIONS

- ◆ Congress for New Urbanism
- ◆ Urban Land Institute



C. RELEVANT PROJECT EXPERIENCE



PROJECT DURATION

September 2011 - October 2021

KEY PERSONNEL

Bret C. Keast, AICP
Gary Mitchell, FAICP
Janis Burall, AICP

REFERENCE

Mr. Zach Goodlander
Assistant City Manager
City of Fulshear
6611 W. Cross Creek Bend Lane
Fulshear, TX 77441
(281) 346-8860
zgoodlander@fulsheartexas.gov

IMPLEMENTATION

- ♦ Parkway/arterial construction.
- ♦ Downtown initiatives.
- ♦ Unified Development Code.

URL

https://fulsheartexas.gov/community/comprehensive_city_plans.php

2022 Community of the Year
Houston Section APA Award



Planning and Implementation Services for Fulshear, TX

In 2013-14, Kendig Keast Collaborative (KKC) prepared a first-ever Comprehensive Plan for the City of Fulshear, along with a new Major Thoroughfare Plan. A formerly small, mostly rural community of fewer than 1,000 residents near the Brazos River in Fort Bend County, Fulshear had long been in the path of the Houston metropolitan area's westward growth and soon emerged as one of the nation's fastest growing communities. Fulshear needed assistance to deal with its many opportunities and challenges given limited staff and resources. Long-time property owners, as well as an increasingly affluent base of newer residents, had high expectations for maintaining Fulshear's small town character and ensuring quality development.

Following successful plan adoption in 2014, the City executed an on-call services agreement with KKC for ongoing planning and implementation support. This led, in early 2016, to unanimous City Council adoption of new architectural design standards to set the bar high for emerging nonresidential development. KKC also helped the City secure a Livable Center study for its downtown area, requiring only a 10 percent local funding match. KKC then focused on other varied support tasks before City Council budgeted to transition its current uncoordinated development-related ordinances into a Unified Development Code with KKC's help, which was adopted in 2020.

As Fulshear continues to experience a growth surge, with a projected ultimate build-out population of 100,000+, it is fortunate to attract high-quality master planned developments. All of these new residential rooftops have since triggered an accompanying commercial development wave in and around Fulshear. Ahead of a new KKC-updated Comprehensive Plan that was adopted in October 2021, KKC also helped the City refresh its Major Thoroughfare Plan in coordination with other public agencies and the area development community given the pace of change, and with the pending extension of the Westpark Tollway into Fulshear.

Comprehensive Plan and Parks, Trails and Recreation Master Plan for Katy, TX

The City of Katy handpicked KKC to update its Comprehensive Plan and complete a first-ever Parks, Trails and Recreation (PTR) Master Plan in 2021. On the western edge of the sprawling City of Houston and bisected by I-10, Katy remains a proud, close-knit community with a vibrant small-town feel despite a population increase of nearly 60% since 2010. In May 2021, voters had approved \$4.2 million in bonds for City park improvements and the initiation of a citywide trail system. Bracing against the turnover of remaining rural land to master-planned developments, highway commercial and burgeoning warehouse/distribution uses, City leaders knew it was





time to update their 2001 Comprehensive Plan that had served the community well. The new plan again emphasizes growth management and strategic economic development to ensure a sustainable tax base in support of Katy's core priorities of livability and public safety.

KKC's work on both plans kicked off concurrently, with the PTR Master Plan taking

an early lead so that its inventory of amenities and community-based needs analysis could inform immediate bond-funded park improvements throughout the system. KKC also prepared a Connectivity Possibilities Map, illustrating an eventual citywide trails network to connect new and old neighborhoods to Katy's historic downtown and to multiple parks and entertainment districts on both sides of I-10.

Between its vision, guiding principles, goals and Future Land Use and Character map, the new Comprehensive Plan establishes a desired outlook for Katy over the next 20 years as a safe, connected small town with big city amenities and opportunities nearby in Houston. An updated Thoroughfare Plan, together with the future trail system, provides the means for making Katy a more connected city over time – especially to better link community destinations north and south of the I-10 corridor, as well as enhancing regional connections beyond Katy. Katy City Council unanimously adopted the PTR Master Plan in October 2022, and its new Comprehensive Plan in April 2023.

Plan 2040 Comprehensive Plan for Brenham, TX

The City of Brenham, a community of nearly 17,000 residents, selected KKC to lead the development of a new Comprehensive Plan. It was coordinated with the development of a new Transportation Thoroughfare Plan spurred by major planned changes to the primary state highway through Brenham. Brenham's strategic location between the Austin and Houston metro areas has brought new growth and challenges, including housing shortages, traffic safety issues, and economic development needs.

A robust community engagement process included Town Hall meetings and Open Houses at each step in the process. Through a series of hands-on events, KKC was able to garner a wide range of feedback, and ultimately community support for the Plan. Key topics addressed included strengthening Brenham's historic downtown, building upon its strategic assets (such as Blinn College and the Municipal Airport), revitalizing commercial corridors, and overcoming housing and quality development needs.

Key project milestones included:

- ◆ Analysis of Blinn College campus planning and student housing needs.
- ◆ Evaluation of potential infill and redevelopment possibilities.
- ◆ Identification of strategies to address key housing issues.
- ◆ Community discussions regarding how to maintain Brenham's beloved small town feel, and what that phrase means to residents.

Brenham City Council adopted the new Comprehensive Plan in September 2019. The City re-engaged KKC in early 2023 for a key implementation initiative: preparing a special area plan for a prime south side growth area, to promote master-planned and quality development outcomes around a significant new public park investment.



PROJECT DURATION

November 2021 - October 2022
(PTR), April 2023 (Comprehensive)

KEY PERSONNEL

Gary Mitchell, FAICP
Marcia Boyle, AICP
Janis Burall, AICP

REFERENCE

Ms. Rachel Lazo, City Planner
City of Katy
901 Avenue C
Katy, TX 77493
(281) 574-5064
rlazo@cityofkaty.com

IMPLEMENTATION

- ◆ Parks bond projects.
- ◆ Rice Dryer entertainment district.

URL

<https://www.cityofkaty.com/government/comprehensive-plan>

PROJECT DURATION

September 2018 - March 2020 (with six-month extension for further City review and TxDOT coordination on supplemental thoroughfare and corridor planning task)

REFERENCE

Ms. Stephanie Doland
Development Services Director
City of Brenham
200 W. Vulcan Street
Brenham, TX 77833
(979) 337-7269
sdoland@cityofbrenham.org

IMPLEMENTATION

- ◆ Family Park Special Area Plan.
- ◆ Retail development success.

URL

<https://docs.cityofbrenham.org/Departments/development/documents/brenham-plan-2040.pdf>

**2020 Comprehensive Plan
Texas APA Award**

**2020 Comprehensive Plan
Central Texas Section APA Award**



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Comprehensive Plan Update for Pearland, TX

The City of Pearland selected KKC to lead a crucial update of its Comprehensive Plan, with the community just having surpassed the 100,000 population milestone. Growth management was a focus given an average annual population increase of 7.6% from 2000 to 2013, which made Pearland the fastest growing large city in the Houston metropolitan area.

CDM Smith provided significant subconsultant support by updating and customizing the Pearland area portion of the regional travel demand model to illustrate projected traffic conditions based on potential development and transportation improvement scenarios. Housing was another essential topic as Pearland takes pride in maintaining a cost-of-living advantage amid its growth surge – at the time, ranking as the most affordable for housing among several peer cities, including Sugar Land, Texas. The updated plan reflected keen interest in quality of life amenities, and the Economic Development section highlighted how robust growth in retail sales (number one retail market among the top 50 in Texas) bolstered the tax base for such improvements.

Along with leadership and public workshops, small-group discussions, and an advisory committee process, KKC utilized a “Virtual Town Hall” website to foster a “24/7” online dialogue on community needs and priorities. Following further outreach and public hearings, Pearland City Council unanimously adopted the new plan in September 2015. KKC had also prepared multiple updates of Pearland’s Parks & Recreation Master Plan, plus an award-winning Trail Master Plan in 2007.

Selected WebPlan Links

KKC now creates and publishes nearly all its new community plans as an attractive, interactive, citizen-friendly website through the **WebPlan** platform designed by our sister company, **enCodePlus**, LLC (also owned by KKC CEO Bret Keast). WebPlan was designed by community planners who understand the need for planning documents to be more accessible and interesting – and easy to edit, update, amend and maintain. Below are links to examples of KKC-prepared plans published on the WebPlan platform:

- ◆ For **Baytown, TX**
 - » Baytown Comprehensive Plan 2040
 - » Bayway Drive Corridor Plan

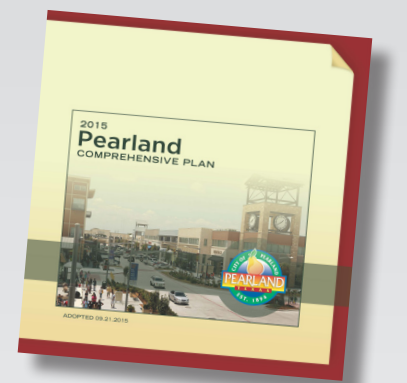
<http://online.encodeplus.com/regs/baytown-tx/index.aspx>

 - » E-Reader “flip book” version of Comprehensive Plan

<https://online.encodeplus.com/regs/baytown-tx/ereader/compplan/>
- ◆ For **Borger, TX**
 - » Borger Boomtown 2040 Comprehensive Plan
 - » Borger Downtown Revitalization Plan
 - » Borger Parks, Trails and Recreation Master Plan

<https://online.encodeplus.com/regs/borger-tx-cp/site-navigator.aspx>
- ◆ For **Huntsville, TX**
 - » Huntsville 2040: Our Strategy and Mission (SAM) Comprehensive Plan

<https://online.encodeplus.com/regs/huntsville-tx-cp/index.aspx>



DURATION

July 2013 - October 2015

KEY PERSONNEL

Gary Mitchell, FAICP

REFERENCE

Mr. Trent Epperson
City Manager, City of Pearland
3519 Liberty Drive
Pearland, TX 77581
(281) 652-1600
tepperson@pearlandtx.gov

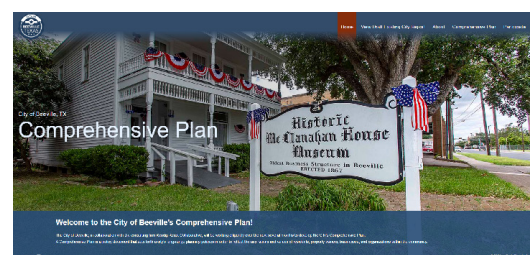
“Publishing the 2040 Comprehensive Plan with enCodePlus’s WebPlan brought it to life. It allowed us to move policy out of the binder and into the world.”

Sue Schwartz, FAICP
Planning Director
City of Greensboro, NC – recently announced as winner of the prestigious 2022 Daniel Burnham Award from APA National for its GSO2040 Comprehensive Plan

online.encodeplus.com/regs/greensboro-nc-comp/



KKC and **enCodePlus** have an exclusive strategic partnership with the Municipal Code Corporation (CivicPlus/Municode) which allows for compatibility among codified code deliverables in **enCodePlus™**. That allows seamless integration, including the tables, graphics and all the features that are available through the software, such that the zoning code does not have to be separate from the rest of the City’s Code.



D. SUBCONTRACTORS

ARKK ENGINEERS, LLC FIRM PROFILE

As in past area projects, KKC will again rely on ARKK for the **infrastructure assessment**, as well as for **estimated costs and funding sources** for plan strategies involving capital improvements. KKC and ARKK have collaborated in Bellaire, Freeport, Katy and Nassau Bay.

ARKK Engineers, LLC is a municipal engineering firm providing engineering planning, design and construction phase services for governmental infrastructure projects. ARKK was established in 2011. ARKK has “Large Project Experience” in a relatively small company size: six professional engineers, five technicians/designers, and four inspectors. We have the capability to complete the design and planning of the largest of utility projects, while still maintaining that “small company” level of service and responsiveness.

James Andrews, P.E. - Senior Project Manager / Principal

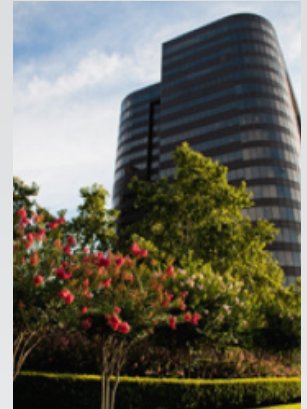


With a highly diversified background, Mr. Andrews has been a municipal engineer in the Greater Houston area for over 35 years. He has served for the past several years as the contract City Engineer for the City of Bellaire, where he has designed and provided construction management for over \$300 million of infrastructure improvements to paving, drainage, wastewater and water facilities. He has managed major capital improvements for several other municipalities. His experience includes hydraulics/hydrology and flood mitigation studies, water modeling, sanitary sewer system evaluation studies, and pavement management programs. He routinely presents to and coordinates with mayors, councils, and staff at council meetings and workshops. He understands the importance of listening and understanding issues from the City staff, council, and citizens' perspective, and taking action on the community's needs as it relates to engineering and construction projects.

Madhu Kilambi, P.E. - Senior Project Manager / Principal



Mr. Kilambi has 28 years of experience as a civil engineer, providing services to municipal clients. He has significant experience in sanitary sewer evaluation studies, sanitary sewer rehabilitation design utilizing trenchless techniques, tunneling, design, analysis, and construction of sanitary sewer systems, water distribution systems, roadways, and drainage facilities. Mr. Kilambi is well experienced in working with many municipal and governmental agencies on water and wastewater planning projects. He is routinely involved throughout the entire project effort from conceptual phase to design through construction. Mr. Kilambi serves on the Board of Directors of the Underground Construction Technology Association (UCTA). He was Project Manager for the City of Sugar Land's 2006 Water Master Plan Update and Groundwater Reduction Plan; Project Manager for the preparation of the 2011 Wastewater Master Plan update for Sugar Land; and Project Manager for the City of Lufkin's Wastewater System Evaluation and Modeling study.



7322 Southwest Fwy.
Houston, TX

EDUCATION

- ◆ Bachelor of Science, Civil Engineering, University of Texas Austin, 1979

PROFESSIONAL REGISTRATION

- ◆ Professional Engineer, Texas, No. 56062 Issued: 08/10/1984

PROFESSIONAL AFFILIATION

- ◆ American Consulting Engineers Council - Member

EDUCATION

- ◆ M.S. Civil Engineering, Oklahoma State University, 1992

EDUCATION

- ◆ Bachelor of Science - Civil Engineering, 1994, Texas A&M University, College Station

PROFESSIONAL REGISTRATION

- ◆ Professional Engineer, Texas No. 86294, 2000

PROFESSIONAL AFFILIATION

- ◆ American Consulting Engineers Council - Member

EDUCATION

- ◆ B.S. Civil Engineering, University of Houston, 2007



15310 Park Row
Houston, Texas 77084

David W. Kasper, P.E. - Senior Project Manager / Principal

Mr. Kasper has over 22 years of experience as a civil engineer providing services to municipal clients and working with several municipal and governmental agencies in the Houston/Gulf Coast region. He has served as the contract City Engineer for the City of Nassau Bay for over 10 years, managing all drainage-related engineering solutions for the City during that time. Mr. Kasper has significant experience in design, analysis, and construction of drainage facilities, roadways, water systems, and wastewater systems. He has performed numerous urban drainage studies, storm sewer designs, and managed storm sewer construction projects for local municipalities such as Nassau Bay, Texas City, Friendswood, Pearland, Alvin, Humble, West University Place, Bellaire, Southside Place, Spring Valley, and Piney Point Village.

Jose Velasquez, P.E. - Project Manager

Mr. Velasquez has 10 years of experience as a civil engineer, providing services to municipal clients. He has experience with wastewater modeling, water system modeling, hydraulic calculations, utility field investigations, and various types of municipal infrastructure design (water, wastewater, paving, and drainage). Mr. Velasquez served as the Project Engineer for the preparation of the 2011 Wastewater Master Plan update for the City of Sugar Land; as Project Engineer for two major phases of the City of Lufkin's Wastewater System Evaluation and Modeling study; and as the Project Engineer for the field work, evaluation, GIS mapping updates, and report preparation for the City of Sugar Land's ongoing wastewater rehabilitation program.

CONSOR ENGINEERS, LLC FIRM PROFILE

Conсор Engineers, LLC (Conсор) is a planning and transportation infrastructure consulting firm that exists to inspire vibrant communities by connecting people through planning and engineering solutions. With more than 1,500 professionals across the United States and Canada, Conсор's team is highly skilled and knowledgeable in the areas of planning; design; and project management for land use, roadway, traffic, structures, and transportation-related services. Conсор's experience has also recently grown to include water resources, water and wastewater, and strategic planning and communications services.

Conсор has more than 300 Texas professionals in municipal planning, transportation planning and engineering, construction services, and structural assessment. Our planning and traffic engineering group has been providing services in Texas for more than 20 years, as well as nationally. Conсор offers the following unique characteristics:

- ◆ A local Houston office with more than 115 employees – 2 Planners, 1 AICP and PTP certified, 31 Professional Engineers with overlapping capabilities, 13 Engineers-in-Training, 10 CADD technicians and 2 GIS personnel.
- ◆ A dedicated and successful project team with recent experience in the greater Houston area and throughout Southeast Texas.
- ◆ As a national firm, our Houston office is supported by additional transportation and planning professionals across the region.

Conсор has provided planning and engineering services to the Houston area for more than 38 years using our local/in-house resources. Our team is immediately available to begin providing services from our local Houston office, utilizing strategies and innovations from our nationwide expertise, combined with recent experience on local projects.



JOE R. GUERRA, JR., AICP, PTP | *Project Manager*

Joe has more than 34 years of transportation planning/engineering experience in long-range and short-range planning and programming, policy recommendations, project management, feasibility studies, corridor studies, design, surveying, construction inspection, CADD, and plan production of transportation projects including 10 years with TxDOT and five years with the

City of College Station. He has extensive experience in geometric design, schematic development including superelevation shapes and proposed cross sections, PS&E, plan production, and quality control utilizing GeoPak and MicroStation. While with the City, he was voted representative on the Metropolitan Planning Organization (MPO) Technical Advisory Committee and the Brazos Valley Council of Governments' Rural Planning Organization. His experience includes municipal land use planning; policy recommendations; Comprehensive Plan, Thoroughfare Plan, Bike and Pedestrian Master Plan development; subdivision regulations and ordinance development; traffic impact analysis review for site plan and zoning requests; access management permitting for City facilities and joint review for TxDOT facilities; and Travel Demand Model development and review. Joe has also provided Planning & Zoning and City Council recommendation presentations, capital improvement project (CIP) planning and programming, grant application development (i.e. TIGER Grant and Safe Routes to School, Transportation Enhancement Funds), access management coordination, and transportation CIP project coordination. His speaking engagements have included Hidalgo MPO Border to Border Conference and FHWA Livability Workshop (TxDOT Laredo District). Joe served on the City of College Station Planning & Zoning Commission from 2019 to 2021 that included subcommittees for Comprehensive Plan Evaluation, Water, Wastewater and Transportation Impact Fee, and the Bio-Corridor Development District.

EXPERIENCE: 34 years

EDUCATION

- ◆ MPA, Public Administration, Texas A&M University at Corpus Christi
- ◆ BA, Political Science and Public Policy, Texas A&M University at Corpus Christi
- ◆ AAS, Architectural Technology, Del Mar College

CERTIFICATIONS

- ◆ American Institute of Certified Planners (AICP) #021761
- ◆ Professional Transportation Planner (PTP) #208

AFFILIATIONS

- ◆ American Planning Association
- ◆ Institute of Transportation Engineers

TxDOT PRECERTIFICATIONS

- ◆ 1.1.1, 1.2.1, 1.3.1, 1.4.1, 1.5.1, 1.6.1, 2.12.1



ALFONSO MIRELES, CNU-A | *Planner*

Alfonso has been involved with the planning and design of transportation projects for more than 13 years. His comparable experience includes multi-modal planning, project management, multi-modal planning studies, design, and plan production for numerous local agencies including H-GAC; Cities of Sugar Land, Houston, and LaPorte; Houston Parks

Board; Brazoria, Fort Bend, and Harris Counties; and the TxDOT Houston District. Alfonso's experience also includes public engagement and bilingual communication with community members and agency stakeholders. He is adept at communicating technical information to non-technical audiences. Alfonso is a native Spanish speaker and brings passion for improving communities through partnering and consensus building. He is also an avid cyclist and trail explorer and understands the unique perspectives and needs of multi-modal transportation users. Alfonso has had training in the Principles and Practice of New Urbanism from the University of Miami, Complete Streets from H-GAC, and OpenRoads.

EXPERIENCE: 13 years

EDUCATION

- ◆ MArch, Architecture, Arizona State University (in progress)
- ◆ BS, Planning, Arizona State University
- ◆ AAS, Drafting and Design, Texas State Technical College

CERTIFICATIONS

- ◆ CNU-Accredited

AFFILIATIONS

- ◆ American Planning Association
- ◆ Institute of Transportation Engineers
- ◆ Congress for the New Urbanism
- ◆ Bike Houston

5-PHASE APPROACH TO PLAN

1: Manvel Today

- ◆ Compile and assess a base of information (data, mapping, photo inventory) on the existing conditions and outlook for Manvel, focusing especially on key trends and influences that will shape the area's future.
- ◆ Produce the **Manvel Today Report**, which highlights key planning considerations emerging from our initial background studies and leadership and community involvement activities. The report will incorporate maps, graphics and other visual elements that help to illustrate findings while streamlining text.

2: Plan Direction and Assumptions

- ◆ Leads to **Plan Direction and Outline paper**, which compiles the assumptions, key opportunities and challenges, and vision and guiding principles resulting from this phase, and provides a working outline of the plan.

3: The Future Manvel

- ◆ Prepare and compile the draft plan, based on the plan outline above, plus further interaction with City officials, staff, residents and other stakeholders. The **Future Manvel portion** will focus on key planning issues and considerations, associated community goals and objectives, and a series of specific actions.
- ◆ Updated **Future Land Use and Character Map** as developed through the advisory committee and public feedback processes.

4: Plan Implementation

- ◆ Informed by the Future Manvel phase, coordinate with City staff to **identify action items that are near-term and strategic in nature** so they may be addressed in more detail and prioritized during this phase.

5: Plan Finalization and Adoption

- ◆ Produce a **Hearing Draft version** of the proposed plan for public hearing and official consideration.

E. PROJECT STATEMENT

PROJECT AND COMMUNITY UNDERSTANDING

We believe that the City of Manvel is undertaking a next comprehensive planning process as part of its ongoing commitment to plan and promote the orderly and balanced evolution of the community. The project purpose is to prepare an updated Comprehensive Plan that is sensitive to and compatible with residents' needs, desires and vision for the future of their city, along with participation by other stakeholders (property owners, the business community, community organizations, partner agencies/entities, etc.). A focused and refreshed plan is needed to guide decision-making that will shape the physical and economic development of Manvel, to preserve and reinforce the community's character, and to enhance the quality of life for residents and visitors. Our preparation for this RFQ response yielded the following observations:

- ◆ **Commitment to Planning.** As it rides its ongoing growth wave, Manvel has clearly internalized the value of planning and coordinated growth management given its impressive suite of integrated master plans addressing water, wastewater, drainage, thoroughfares and parks, along with other studies and mapping. This is a commendable community planning best practice to build on over the next year.
- ◆ **Can't Change the Signs Fast Enough.** A hallmark of rapidly-growing communities is the challenge of even keeping count. Various lagging sources still have Manvel's population in the 10,000-14,000 range (relative to a 9,992 Census 2020 count) while others indicate already approaching the 18,000 threshold. We have worked with rapidly-growing cities to tap into residential building permit and water service connection data for a more real-time picture of population change (along with rigorous City-commissioned annual demographic estimates/projections produced for Fulshear by PASA, Population and Survey Analysts).
- ◆ **Planning Amid Development and Population Booms.** Along with serving as Fulshear's community planning consultant almost continuously since the city had 1,200 residents in 2011, through its recent surge past the 30,000 mark, KKC has worked with various other cities on phenomenal growth trajectories. Nearby this includes Pearland in 2014-15 (142% growth from 2000-2010 with 7.6% average annual growth through 2013). Closer in scale to the Manvel scenario was the Town of Zebulon in the Raleigh area during 2020-21, with explosive subdivision activity making it the second fastest growing North Carolina municipality, having doubled from 5,000 to 10,000 population since 2019.
- ◆ **Huge Jurisdictions.** KKC also brings experience working with relatively small cities that still have large territories, including when Fulshear had the largest ETJ of any Texas General Law City; when Bastrop's ETJ stretched literally 20+ miles westward due to many land owners who wanted to avoid annexation by Austin; and the large chunk of Brazoria County that was annexed many years ago by the City of Hitchcock in the "wild west" days of municipal annexation in Texas.
- ◆ **Where to Find Consensus Amid Evolving Community Character?** Similar to the transition Manvel is now working through, KKC planners faced the challenge of crafting a unifying vision statement for Fulshear in the early 2010s. Long-time Fulshear residents were understandably fearful over what was clearly coming their way, and many newcomers were now in the conversation as multiple master-planned developments were adding new housing at breakneck speed. The

community's recently adopted motto was widely accepted as a middle-ground statement of intent: "Where small town meets urban sophistication." It captured the reality of Fulshear's changing, and increasingly affluent demographics and its proximity to the "big city," all amid a cherished semi-rural ambiance.

SYNOPSIS OF APPROACH AND METHODOLOGY

KKC has well-established approaches to all three requested project components – for Strategic Plans, Comprehensive Plans and Thoroughfare Plans – that have proven effective across a diversity of jurisdictions and settings, and which we continually refine to build on successful innovations and lessons learned from experimentation:

Strategic Plans

The City's posted outline of Strategic Plan expectations strikes us as a combination of two types of processes KKC typically facilitates: (1) in-depth **community visioning processes**, such as an engagement-intensive example we recently led for the Denver edge suburb of Littleton as the lead-in to a Comprehensive Plan update; and (2) "**Plan to Plan**" processes that some jurisdictions prefer to complete first to ensure the smooth launch and execution of a full Comprehensive Plan process. We have also spearheaded traditional priority-affirming strategic planning processes with local elected officials and management (City of Port Neches, and City of Kemah in conjunction with its Community Development Corporation) and with economic development organizations (Development Corporation of Richmond, TX; Greater Grenada Partnership in Mississippi). As another hybrid example, a recent Comprehensive Plan jointly funded by the City of Freeport, Freeport EDC and Port Freeport was framed as a "Strategic Community Plan" as the emphasis was on near-term, difference-making actions.

Pending detailed scope refinement upon selection, we anticipate that many of the Strategic Plan steps and engagement activities would embed nicely into our typical Manvel Today phase as illustrated on the Project Schedule (with a more intensive and continual early outreach campaign relative to the numbered Comprehensive Plan trips shown on the Schedule). We also envision a separate Strategic Plan document that can stand on its own while also serving as a similarly-designed, complementary piece to the broader Comprehensive Plan. The Strategic Plan could be unveiled and adopted first during the Plan Direction and Assumptions phase, which already is designed to set the stage for Comprehensive Plan development during The Future Manvel phase.

Comprehensive Plans

KKC clients know that we put a premium on detailed scopes of services. We typically complete comprehensive planning assignments through a five-phase process outlined in abbreviated form on the prior page given the page limit for this section. A sampler of potential means of **community and leadership engagement** is included on this page. These are in addition to a series of workshops with City officials at key process milestone points, typically some form of steering or advisory committee to serve as a "sounding board" throughout, informal small-group listening sessions early on, and general public forums early and later in the process before formal public hearings.

Thoroughfare Plans

As when we recently completed a thorough review and update to Fulshear's 2015 Major Thoroughfare Plan (MTP), which we originally prepared in 2014, key steps included:

- ◆ Outreach plan to obtain early, ongoing and pre-hearing input from all interests.
- ◆ Early interaction with key external public agencies and organizations, including regarding key projects they will ultimately align, design, finance and/or construct.

STRATEGIC START TO PROCESS

Steps and results from the initial Envision Littleton phase, prior to proceeding into Littleton's overall Comprehensive Plan update, are captured in the widely-distributed **Envision Littleton 2040 Report** (<https://www.littletonco.gov/files/sharedassets/public/building-amp-development/documents-building-development-review/envision-littleton/envisionlittleton2040repor.pdf>).

MENU OF OUTREACH OPTIONS

KKC uses numerous techniques, customized to each project and client, to draw participation from all facets of the community. The list of proven successful options includes:

- ◆ Mobile meetings to take key groups "on the road" and consider actual locations and examples in real time.
- ◆ Small-group "living room sessions" hosted by citizen volunteers in their homes, especially to reach busy parents, seniors and those homebound.
- ◆ Workplace lunch visits, especially to reach live-elsewhere workers.
- ◆ Interactive options for youth and adults integrated into popular community festivals and events.
- ◆ Hands-on "maps and markers" workshops and youth forums.
- ◆ Online community surveys and real-time surveys during events.
- ◆ Keypad voting for rapid feedback.
- ◆ "Meeting in a Box" kits to enable City staff and others to facilitate several potential levels of "DIY" outreach activities to supplement consultant team efforts.

In-person "high-touch" activities build rapport, trust and a constituency of support. "High-tech" and online tools create larger networks and enable convenient interaction – leading to more frequent and ongoing engagement.



KENDIG KEAST
COLLABORATIVE

HOW UNIQUELY QUALIFIED?

Along with the key points in our transmittal letter, we are unique by being specialists in both planning and development regulation and focusing almost exclusively on public sector clients. Additionally:

- ◆ As highlighted in our firm profile, the overarching philosophy behind KKC's practice is our **Community Character framework** for local and regional planning. This approach emphasizes the physical design factors that establish and distinguish Rural, Suburban and Urban character while downplaying the significance of land use as a primary planning and regulatory focus. Indeed, KKC was founded on the concept of bolstering community character through new and more effective approaches to land use planning and regulation.
- ◆ We also bring our **body of work focused on growth management** including annexation planning and rural/agricultural preservation considerations at the edge, a continual renewal focus within to keep core area investment and infill attractive, and an emphasis on long-term economic and financial sustainability as part of all growth and revitalization strategies. KKC founder Lane Kendig is a nationally acclaimed expert in rural/agricultural preservation and overall growth management through character-based planning and zoning.
- ◆ Along with its comprehensive planning specialty, KKC has specifically been retained to facilitate more targeted and often short-fuse **visioning and priority-setting processes** to drive strategic action plans, immediate and longer-range capital project budgeting, and clarification of roles and responsibilities among leaders (elected bodies, Boards of Directors), appointed advisors (City boards/commissions, advisory committees) and staff.

- ◆ Evaluation of current MTP regarding actual roadway alignment and improvement outcomes, actual and anticipated growth and development patterns, etc.
- ◆ Extension of Fulshear's MTP map coverage to include new ETJ areas, and factoring in implications of other recent City plans/studies (utilities, storm drainage, etc.).
- ◆ Integration of network and alignment factors (e.g., continuity versus access, connectivity, roadway and intersection spacing, alternative emergency response routes, water/rail/other crossings, grade separations, multi-modal planning, etc.).
- ◆ Assessment of constraints (e.g., environmental, utilities/pipelines, parcel and development pattern, parkland and preserved open space, jurisdictions, potential right-of-way adequacy, access management, cost/maintenance implications, etc.).
- ◆ Consideration of land use/transportation coordination (e.g., inducement of desired/undesired land uses, consistency with utility master planning and growth management strategy, location of major traffic generators, potential volumes).
- ◆ Recommended adjustments to cross section standards associated with the functional roadway classifications on the MTP.
- ◆ Presentation of proposed new MTP at a public hearing before the Planning & Zoning Commission, then at City Council with P&Z-recommended changes.

The Fulshear MTP update was expedited at the start of a Comprehensive Plan update, recognizing that a refreshed MTP was an immediate priority for the City given the pace of growth, land development and change in the area. The MTP update can also be integrated more directly into the overall Comprehensive Plan process for Manvel.

SPECIFIC RFQ QUESTIONS

How will you incorporate and add to existing planning efforts in the City?

With our Existing City|Future City sequence, we will complete several related activities early on in the Manvel Today phase, along with building on readily-available data/mapping from recent local efforts and work by other City consultants:

- ◆ Review and evaluate the City's existing plans, recent studies and current development regulations, especially to link existing plans to the new Comprehensive Plan and assess where previously stated policies and/or strategies may evolve from those previously adopted.
- ◆ Coordinate with City staff to identify action items from previous plans/studies that were successfully accomplished, remain to be completed, or are not likely to be pursued due to changed priorities, resource limitations or other factors.
- ◆ As part of the first joint workshop with City elected and advisory officials, identify City and community accomplishments to highlight from previous planning.

How will the Plans be tailored to meet the City's needs?

We apply a truly collaborative client/consultant model as we place tremendous emphasis on listening to and interacting with our clients to identify, understand and clarify their specific needs. This starts with scoping discussions and continues through the project kick-off phase and periodic project planning discussions and in-depth work sessions on particular plan topics during each visit to the community. We also maintain close contact with many former clients and project colleagues.

Also, as part of our five-phase approach, we start our community planning projects without any pre-determined plan structure or standard template for the ultimate content. We will use the Manvel Today phase to identify and validate key hopes and concerns expressed by leadership and across many segments of the community. We then use the Plan Direction and Assumptions phase as a transition from the Manvel

Today to The Future Manvel focus, which involves building consensus around:

- ◆ A core set of assumptions on which the Plan will be based, especially with regard to a consensus population projection derived from alternative scenarios.
- ◆ Key opportunities and challenges the community will face in the years ahead, which the Plan must address, backed by a summary of leadership/public input.
- ◆ A proposed vision statement, reflecting core community values, and establishing a series of guiding principles for the Plan for further refinement in the next phase.

We also interact with an advisory or steering committees in nearly every plan project, to serve as a “sounding board” throughout and ensure the emerging plan is consistent with local values and realistic in terms of local means of and capacity for effective implementation. We use an iterative planning process, involving multiple check-in points along the way with a city’s elected and appointed planning officials, along with documentation of how leadership and community input and feedback were incorporated into a final proposed plan.

What efforts will you make to ensure feasibility of the Plan’s implementation?

In every engagement we aim to deliver an actionable, viable Comprehensive Plan, in this case backed by an overarching, focused Strategic Plan. As our clients can attest, this results from how we immerse ourselves in the communities we serve to understand early on “what makes them tick.” One of our most important consultant roles is to appreciate the area’s history and what has driven growth and change – or the lack thereof. This ensures that a community’s core plans, as decision support tools, reflect local circumstances and the realities of what is possible and will garner official and public support.

- ◆ As we draft each piece of a plan, we immediately begin to tie all potential objectives and action items to a means of implementation. This emphasis reflects our public sector backgrounds, which brings an appreciation for the financial and other constraints local governments face and the true viability of strategies that may sound great on paper. In sum, our personnel have an eye on implementation from Day One. The sidebar on this page highlights another post-adoption path to an effective plan.



POST-ADOPTION SUPPORT

Some of our scopes of services include a **post-adoption phase** enabling KKC personnel to stay engaged with City management and staff on the logistics of early and ongoing plan implementation activities. Touch points and reporting milestones occur in months 1-3, after 6 months, and for a first annual “report card” assessment of progress and re-evaluation of priorities. We especially work to ensure that the new Plan is helping drive the City’s annual budgeting, department work programs, more targeted plans/studies, capital improvements planning, regulatory updates, grant pursuits and exploration of new public finance tools, and partnership-building efforts.

“Hands down the best consultants we have ever used. I will again use them in the future. When we worked with other companies we didn’t feel like we received the service that we liked. With KKC that wasn’t the case, they are very personal, friendly, and outstanding presenters. They have a unique ability to work on complex and volatile projects without causing more problems. In fact I don’t think my residents or Council would even want me to use anyone but KKC to be honest.”

Chris Reed
Former City Manager,
City of Nassau Bay, TX



KENDIG KEAST
COLLABORATIVE

SCHEDULING PHILOSOPHY

A project schedule should be aggressive enough to ensure steady progress and maintain interest but not so fast-paced that participants in the process feel rushed in their deliberations or ability to offer input.

CLIENT SUPPORT

In all of its client contracts, KKC includes an itemization of administrative and technical support services needed from client staff during the project, including:

- ◆ Client Project Director to coordinate with consultant.
- ◆ Transfer of relevant data, mapping, other resources.
- ◆ Arrangements to meet with client elected/appointed officials, staff.
- ◆ Contacts with other relevant agencies, organizations.
- ◆ Distribution of deliverables for review, coordination of comments.
- ◆ Public and media notifications.
- ◆ Posting of interim materials, updates on client website and/or project website.
- ◆ Advisory Committee support, logistics (as applicable).
- ◆ Summaries of pertinent meetings consultant does not attend.
- ◆ Public meeting/hearing arrangements, notices.

ADDING VALUE

We recognize that the dollars the City intends to invest to update its plans are very significant from your perspective and, in return, should result in substantial added value to the community's leadership, staff and residents.

F. PROJECT SCHEDULE

KKC will be ready to proceed with this effort promptly and efficiently given our established familiarity with the Manvel area through our past work for Alvin, Pearland, Missouri City and Angleton, plus development regulations work we are just starting for Iowa Colony. Assuming the City will be ready to initiate the process by October as indicated in its RFQ, following completion of the contracting phase, we envision an **approximate 10-month plan development process from October through July**, enabling final public interaction and then formal public hearings before the Planning, Development & Zoning Commission and City Council to occur in **August-September 2024**.

When selected to lead community planning efforts, KKC is sometimes requested to expedite the process for various reasons (timing of annual budget, upcoming grant deadlines, next municipal elections, etc.). Other times, KKC is asked to take a slower pace to sync with other City plans and initiatives, and especially to spread a project over multiple budget years for funding purposes. We would bring this flexibility to the project scoping and process strategy discussions. When some project results are needed sooner than others, we have structured our scope of services to expedite certain high-priority work activities and generate interim deliverables much sooner than the full project timeline and ultimate end products.

The Project Schedule graphic on the next page illustrates the potential project phases and their durations when spread over a **12-13 month timeframe**, along with the timing of the principal community engagement activities and other project meetings, workshop sessions and pre-adoption public hearings, and when the major deliverables would occur.

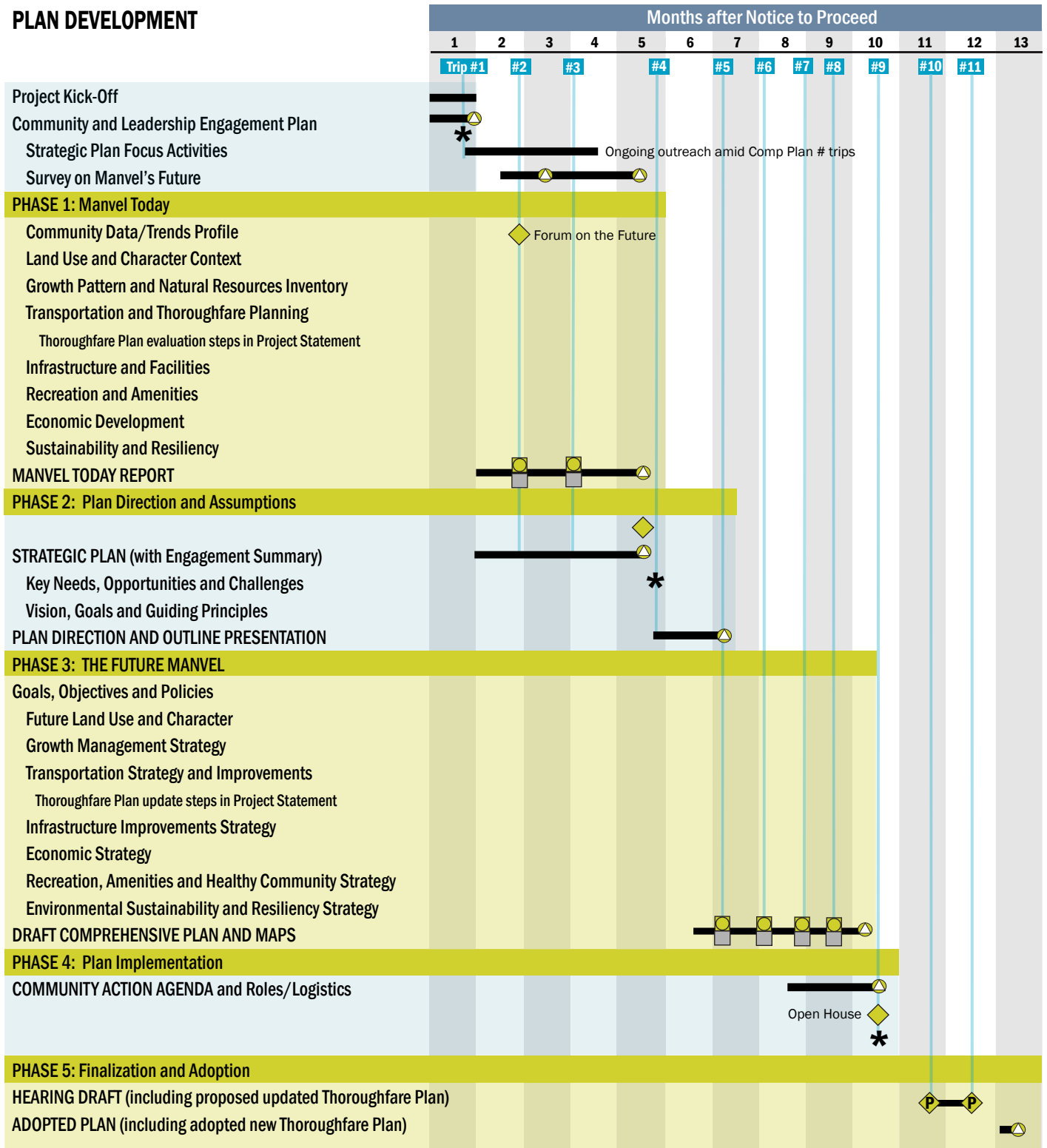
EXPECTATIONS OF CITY STAFF

KKC knows that a successful project requires that all participants stay “on the same page” for the duration, especially regarding project responsibilities, information exchange, and expectations of work products. As part of the scoping process, we work with City staff to clarify their essential project support roles while also recognizing their day-to-day work demands as one reason for consultant involvement. Staff support typically focuses on meeting arrangements and notice, advisory committee administration, transfer of needed information resources and mapping, assistance with local and interagency contacts, news media communications, and prompt review of project deliverables.

ABILITY TO EXPEDITE

KKC recently completed the Build Better Together 2040 Plan for Grenada County, Mississippi. In vetting potential consultants during summer 2021, the Greater Grenada Partnership's **primary selection criterion was the ability to complete the high-profile and engagement-intensive plan process within nine months** given the pace of growth. KKC was the only firm willing and able to commit to this mandate. The project was initiated in late October 2021, extensive leadership and community engagement activities were completed in the first three months through December, the Plan Advisory Committee met five times from February through June 2022, and a final proposed plan was presented for community feedback through a public open house and third well-attended Leadership Summit in mid-July 2022 – nine months from the start of work. KKC delivered a Hearing Draft version a few weeks later in early August. The County Board of Supervisors ultimately adopted the plan in mid-September.

PLAN DEVELOPMENT



Symbol Key:

Task Duration	Deliverable	Plan Advisory Committee (PAC)	Staff Work Session	Community Outreach Activity	City Council/Planning, Development & Zoning Commission Joint Workshop	Public Hearing

LABOR AND EXPENSE RATES

KKC invoices its clients based on the following hourly labor rates (direct expenses are billed at cost):

\$175	Gary Mitchell, FAICP President (and Project Mgr)
\$170	Greg Flisram, CECd Principal Associate
\$150	Brian Mabry, AICP Code Practice Leader
\$135	Jennifer Mak, AIA, NCARB, AICP, LEED-GA Architect / Sr Urban Designer
\$135	Janis Burall, AICP Senior Associate
\$125	Marcia Boyle, AICP Urban Designer
\$90	Luis Mercado Urban Design Associate
\$50	Sharon Cadena Communication Design
\$75	Kim Keast Business Manager

ARKK Engineers

\$185	James Andrews, PE Senior Project Manager
\$185	Madhu Kalambi, PE Senior Project Manager
\$185	David Kasper, PE Senior Project Manager

Conсор Engineers

\$205	Joe Guerra, Jr., AICP, PTP Project Manager
\$135	Alfonso Mireles, CNU-A Planner

Other Expenses

\$10,000 WebPlan site build fee
\$0 for Survey Monkey platform
Current IRS rate for mileage
\$0.05/page black-and-white repro
\$0.15/page color reproduction

PRELIMINARY TOTAL BY FIRM

Kendig Keast Collaborative
\$175,000 (70%)
ARKK Engineers
\$45,000 (18%)
Conсор Engineers
\$30,000 (12%)

G. PRICING

We are pleased to submit this **preliminary cost information** to the City of Manvel to facilitate the process, and associated engagement efforts for updating its Comprehensive Plan, along with a new Strategic Plan and refreshed Thoroughfare Plan. As the amount anticipated by the City for this significant project was cited in the RFQ (\$250,000), we have structured our anticipated project approach and planned on a level of effort that, in our view, would make the most productive use of these project resources for the benefit of the City and community. We also assume that the City will have the willingness and capacity to accommodate scheduling strategies intended to expedite the overall effort and optimize use of our team's on-the-ground time (e.g., community engagement activities concentrated within a series of consecutive days and evenings). The table below uses average hourly rates for each firm pending scope refinement to determine task assignments of specific personnel.

Preliminary Expectations of Personnel Time for Key Project Elements**Study Costs (Labor)**

Firm	Hours	Labor	Expense	TOTAL	Notes
STRATEGIC PLAN					
KKC (\$150 average rate)	198	\$29,750	See below	\$29,750	After 1/2 of WebPlan \$10K
ARKK Engineers (\$185 avg)	16	\$2,900	See below	\$2,900	
Conсор Engineers (\$170 avg)	8	\$1,400	See below	\$1,400	
TOTAL	222	\$34,050	--	\$34,050	
COMPREHENSIVE PLAN					
KKC (\$150 average rate)	765	\$114,800	See below	\$114,800	After 1/2 of WebPlan \$10K
ARKK Engineers (\$185 avg)	198	\$36,600	See below	\$36,600	
Conсор Engineers (\$170 avg)	27	\$4,700	See below	\$4,700	
TOTAL	990	\$156,100	--	\$156,100	
THOROUGHFARE PLAN					
KKC (\$150 average rate)	98	\$14,750	See below	\$14,750	
ARKK Engineers (\$185 avg)	26	\$4,900	See below	\$4,900	
Conсор Engineers (\$170 avg)	136	\$23,200	See below	\$23,200	
TOTAL	260	\$42,850	--	\$42,850	
GRAND TOTAL (Labor)	1,472	\$233,000	--	\$233,000	
GRAND TOTAL (Expense)	--	--	\$17,000	\$17,000	

Public Meeting Costs

Aside from the advance time required to prepare a meeting-specific plan, logistics checklist, and presentation and display materials, the on-the-ground personnel time generally leads to a cost range of \$750 to \$2,500 per meeting, also depending on the number of personnel required in each case. Of course, this also varies widely based on the purpose, format, scale and duration of each meeting/workshop type. These potential meeting-related labor costs remain part of the overall Study Costs table above as it is impossible to split out precise numbers for such costs at this very early stage prior to a precise scope of services. Our preliminary Study Costs table above assumes the following regarding public outreach expenses:

- ◆ Minimum of 10 engagement activities specific to the Strategic Plan per the RFQ.
- ◆ Multiple and varied community engagement activities during 8 of the 11 trips indicated on the Project Schedule, which are tied to the Comprehensive Plan and Thoroughfare Plan updates while also providing further Strategic Plan input.
- ◆ Allocating by firm (as highly preliminary expense estimates):
 - » \$4,400 for KKC (\$750 for Strategic Plan; \$3,400 for Comprehensive Plan; and \$250 for Thoroughfare Plan).
 - » \$400 for ARKK Engineers (\$100 for Strategic Plan; \$200 for Comprehensive Plan; and \$100 for Thoroughfare Plan).
 - » \$500 for Consor Engineers (\$100 for Strategic Plan; \$100 for Comprehensive Plan; and \$300 for Thoroughfare Plan).

City Council Presentation Costs

The Project Schedule reflects **three joint workshops of the City Council and Planning, Development & Zoning Commission at key milestone points, and could also include the Plan Advisory Committee.** The need for additional interim briefings just to City Council can be determined through final project scoping. Our preliminary Study Costs table above assumes the following regarding leadership meeting expenses:

- ◆ Allocating by firm (as highly preliminary expense estimates):
 - » \$300 for KKC (lead facilitator for all three joint workshops).
 - » \$200 for ARKK Engineers (attend joint workshops 2-3).
 - » \$200 for Consor Engineers (attend joint workshops 2-3).

City Staff Meeting Costs

We begin every planning effort with a kick-off meeting to review the final work program, establish a definitive project schedule with specific meeting and delivery dates, clarify roles and responsibilities in coordination with client staff, and cover data/information needs and other project logistics. This close consultation and communication with client staff then continues throughout the project, both through face-to-face meetings as we complete our background work and outreach activities in the community, as well as through scheduled conference calls, online meetings and routine email correspondence.

As the potential mix of in-person and virtual touch points is still to be determined through project scoping, we can say that we typically complete **scheduled check-in meetings with client staff at least monthly** and sometimes twice per month where the available budget can support it relative to other work program priorities. These usually last 30-60 minutes, involve no additional direct expense when done virtually, and add no labor or other expense when completed as part of scheduled trips.

ELECTRONIC & PRINT COSTS

Knowing the City wants this process to result in Web-based plans, KKC offers the perfect solution through its WebPlan platform, which involves a \$10,000 site build fee and also provides a project website for outreach and updates during plan development. Additionally, all WebPlan content exports directly to Word and PDF files.

At this preliminary point, we have also included a \$500 placeholder for color, bound prints (5 each) of the adopted plans. Another \$500 is reserved for plotting of map/poster displays and other miscellaneous printing for engagement activities and meetings.

Entirely Negotiable

The preliminary costs presented are based on our understanding to this point of the City's needs and project priorities and the approach we have outlined in response. The estimates include all costs associated with labor and direct expenses, which are billed at actual cost, plus professional fee.

We emphasize that all of our estimated costs are entirely negotiable depending on the actual scope of work and timeline set for the project. Most all project scoping processes require such give and take and work program refinement to arrive at mutually agreeable adjustments that will accomplish the project objectives while remaining within the City's available budget. We have a long track record of working through this process with our clients so contract execution may proceed and work can begin promptly.



"From the beginning, it was clear to me and other members of our project steering committee that KKC offered a different approach than other firms we considered for the contract. KKC offers a fresh way of looking at a project ... and tailored the document to meet the specific needs of our community."

Craig A. Phillips, AICP
Former Director of Planning,
City of Valparaiso, IN

"KKC was extremely knowledgeable on the subject, innovative, efficient and professional. The written materials presented to [Stafford, TX] City Council and P&Z were of the highest quality."

Barkley Peschel
Former Vice President
Greater Fort Bend Economic
Development Council
Sugar Land, TX

"The work that KKC has provided to us has been first rate, professional, timely and thorough."

Bob Turner
Former City Manager
City of Port Lavaca, TX

"I and the entire Council could not be more pleased with KKC. I have been around such efforts for a very long time and, I have to say, KKC's approach is the best I've seen."

Mark Relp
Former City Manager
City of Littleton, CO

H. STATEMENT OF LEGAL STANDING

Kendig Keast Collaborative (KKC) has no current or pending legal issues, nor has it had any malpractice, negligence or breach of contract issues over the lifetime of the firm since 1982. Our subconsultant partner ARKK Engineers, LLC, also has no current or pending legal issues.

Our subconsultant partner Consor Engineers, LLC currently is party to the following pending cases:

Brown v. Rivera, HPR Transport, Inc., et al. – Holmes v. HPR Transport, et al. (FL 2023)

- ◆ Summary: Auto collision resulting from failure of traffic signal battery backup following power outage. Three claims stem from this incident– one brought by the decedent's estate, and the others brought by the passengers.
- ◆ Claim Amount: Unspecified
- ◆ Status: Pending; initial answer is being drafted by outside counsel.

Bannister and Mikulencak v. Berry Contracting LP, et. al. (TX 2023)

- ◆ Summary: Plaintiffs were involved in a car crash and allege that the negligence of the various parties contributed to or caused the crash.
- ◆ Claim Amount: Unspecified
- ◆ Status: Pending; under review and counsel will determine whether an answer or dispositive motion is the proper initial step.

I. REQUIRED FORMS

The required forms follow this page:

- ◆ Proposer Information Form
- ◆ Affidavit of Ownership Control
- ◆ Current W-9

Kendig Keast Collaborative does not currently have a business license with the City of Manvel; however, should our team merit award for this project, we would be pleased to complete the application process prior to work initiation.



PROPOSER INFORMATION FORM

FIRM'S FULL BUSINESS NAME:	Kendig Keast Collaborative, Inc.
PHYSICAL ADDRESS:	77 Sugar Creek Center Blvd., Suite 600 Sugar Land, TX 77478
PHONE NUMBER:	ph: (281) 242-2960
EMAIL ADDRESS:	gary@kendigkeast.com
CONTACT PERSON:	Gary Mitchell, FAICP, President
PHONE NUMBER:	ph: (281) 721-4105
REMITTANCE ADDRESS:	77 Sugar Creek Center Blvd., Suite 600 Sugar Land, TX 77478
COMPANY WEBSITE:	www.kendigkeast.com
COMPANY TAX ID NO.:	36-3216421



PROPOSER INFORMATION FORM

Instruction: Entities using an assumed name should disclose such fact to avoid rejection of the affidavit. The following format is recommended: Corporate/Legal Name DBA Assumed Name.

STATE OF TEXAS §

§ AFFIDAVIT OF OWNERSHIP OR CONTROL

COUNTY OF BRAZORIA §

BEFORE ME, the undersigned authority, on this day personally appeared
Bret C. Keast [FULL NAME] (hereinafter "Affiant"),
Owner and CEO [STATE TITLE/CAPACITY WITH CONTRACTING
ENTITY] of Kendig Keast Collaborative, Inc. [CONTRACTING ENTITY'S
CORPORATE/LEGAL NAME] ("Contracting Entity"), who being by me duly sworn stated as
follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.
2. Contracting Entity seeks to do business with the City in connection with Comprehensive Plan/Strategic Plan/Thoroughfare Plan [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$50,000.
3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above-described project or matter.
4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
☒ CORPORATION
☐ PARTNERSHIP
☐ LIMITED PARTNERSHIP
☐ JOINT VENTURE
☐ LIMITED LIABILITY COMPANY
☐ OTHER (Specify type in space below):

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
☐ UNINCORPORATED ASSOCIATION

5. The information shown below is true and correct for the Contracting Entity and all owners 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. [NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF EMAIL ADDRESSES IS OPTIONAL BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Contracting Entity

Name Kendig Keast Collaborative, Inc.

Business Address [NO./STREET] 77 Sugar Creek Center Blvd., Suite 600
[CITY/STATE/ZIP CODE] Sugar Land, TX 77478

Telephone Number (281) 721-4102

Email Address [OPTIONAL] bret@kendigkeast.com

Residence Address [NO./STREET] 7307 Summer Trail Drive
[CITY/STATE/ZIP CODE] Sugar Land, TX 77479

Telephone Number [OPTIONAL] _____

Email Address [OPTIONAL] _____

5% or More Owner(s)/Officers of Non-Profit Corporation
(IF NONE, STATE "NONE")

Name NONE

Business Address [NO./STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number _____

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] _____
[CITY/STATE/ZIP CODE] _____

Telephone Number [OPTIONAL] _____

Email Address [OPTIONAL] _____

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor _____

Type of Debt _____

Account Nos. _____

Case or File Nos. _____

Attorney/Agent Name _____

Attorney/Agent Phone No. _____

Delinquent Years/Months _____

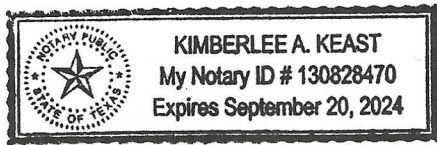
Status of Appeal [DESCRIBE] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Bret Keast
Affiant

SWORN TO AND SUBSCRIBED before me this 28TH day of AUGUST,
2023.

(Seal)



Kimberlee A. Keast
Notary Public in and for the State of Texas

NOTE: This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code.

Attach additional pages if needed to supply the required names and addresses.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Kendig Keast Collaborative	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 77 Sugar Creek Center Blvd., Suite 600	Requester's name and address (optional)
	6 City, state, and ZIP code Sugar Land, TX 77478	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
3	6		-	3	2	1	6	4	2	1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Kelley C. Keast</i>	Date ▶ 09/01/2023
------------------	--	---------------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/tw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





CITY OF MANVEL, TEXAS

STRATEGIC PLAN, COMPREHENSIVE PLAN, THOROUGHFARE PLAN (UPDATE), REQUEST FOR QUALIFICATIONS

GENERAL INFORMATION

The City of Manvel, Texas is seeking proposals from qualified consultants for professional services to assist with the development of its Comprehensive Plan and Strategic Plan, and Thoroughfare Plan update. Responses are solicited in accordance with terms, conditions, and instructions set forth in this Request for Qualifications (RFQ). All proposals are due no later than 2:00 p.m. CST, September 5, 2023, and responses received after this time and date will not be accepted. Consultant firms wishing to submit a proposal must submit one (1) unbound original, five (5) bound duplicate copies, and one (1) electronic copy in PDF format provided on one (1) USB compatible flash drive in a properly labeled package that includes all required forms.

Any correspondence or questions in regards to the Strategic Plan, Comprehensive Plan and Thoroughfare Plan should be directed to Adewale Taiwo, Capital Projects Manager, at Adewale.Taiwo@cityofmanvel.com. It shall be the consultant firm's responsibility to ensure that its proposal is received by the City Secretary within the time limit indicated. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to negotiate all elements of the proposal to ensure that the best possible consideration be afforded to all. The City also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFQ unless clearly and specifically noted in the proposal and confirmed in the contract between the City and the firm.

AS STATED IN THIS REQUEST, THE FIRM MUST FOLLOW ALL INSTRUCTIONS IN THIS RFQ IN ORDER TO BE CONSIDERED FURTHER.



PROPOSED PLAN TIMELINE

Milestone	Schedule
RFQ Released on City Website	8/6/2023 & 8/13/2023
Advertisements	8/6/2023 – 8/13/2023
Questions Due to the City via Email	8/28/2023 by 2:00 p.m.
Final Addendum Issued on City Website	TBD
Proposals due to the City	9/5/2023 by 2:00 p.m.
Proposal Evaluation and Interviews	9/6/2023 - 9/26/2023
Plan Commission Confirms Selection	9/27/2023
Contract Negotiations and Award	10/2/2023
Comprehensive/Thoroughfare/Strategic Plan Process	October 2023 – October 2024



ABOUT MANVEL

The City of Manvel, Texas is a fast-growing community of approximately 16,000 residents. Manvel is located 18 miles south of downtown Houston in northern Brazoria County. The City is traversed by two main corridors, State Highway 288 and State Highway 6. Manvel is rapidly changing from a rural community to a suburban city, and is one of the largest cities in land size in the Houston area with more than 40 square miles inside the city limits and extraterritorial jurisdiction (ETJ). Residentially planned subdivisions and commercial businesses are developing and expanding among the horse and cattle ranches. The City of Manvel is proud of its hometown, rural appeal, yet it is located only a short drive from the Texas Medical Center, Rice University, the University of Houston, and Houston's Hobby Airport.

PLAN OVERVIEW

The City of Manvel's current Comprehensive Plan and Thoroughfare Plan were adopted in 2015. In the eight years that have passed, Manvel has seen rapid growth which makes it necessary to complete a new Comprehensive Plan, update the Thoroughfare Plan, and create a Strategic Plan to help guide development for the next 20 years. It is anticipated that the Comprehensive Plan will largely focus on land use, economic development, transportation (Thoroughfare Plan), conservation, and implementation. Other elements of the Comprehensive Plan such as Utilities and Drainage have been updated in 2022. This Plan will help Manvel create a vision, guiding principles, and recommendations for decision-making. While content is critical to the Plan's success, it is also important to be organized and concise, with high-visual quality and user-friendly.

We are growing rapidly, with new residents and businesses joining our community every day, and are facing challenges associated with development of existing spaces to reflect resident goals.

What sets Manvel apart from some other communities are its rural roots. The cultural evolution happening both locally and internationally is bringing urban residents to our rustic City, something that is outside their typical environment. These changes to demographics will impact the way we think about service delivery and customer service.

It is against this shifting backdrop that the planning for our future will take place. Coordinating and conducting focus group meetings with various stakeholders will be one of the most important components to this work. The facilitation work to engage participants and frame the issues for effective strategic planning by the focus groups will be essential for success.



PLAN ELEMENTS

Tentative timing for a new Comprehensive Plan, Strategic Plan, and updated Thoroughfare Plan would begin Autumn of 2023 and finish Autumn of 2024. The City has a current budget of \$250,000. The Comprehensive Plan, Strategic Plan, and Thoroughfare Plan update should be designed to incorporate the following elements:

Public Participation Process

We have an expectation that stakeholder input will be at the center of the process to develop the Strategic and Comprehensive plans. A full range of stakeholders encompassing citizens, City Council, Planning, Development and Zoning Commission, Plan Advisory Committee, staff, community members (*i.e.*, Alvin ISD, Community HOAs, local businesses), and other key advisory boards (*i.e.*, Manvel Economic Development Corporation “MEDC”) will contribute to this effort by means of an effective public participation process. The public participation process should be designed and implemented to ensure the community is actively involved in the planning effort, identifying methods to provide meaningful input, elicit visionary and long-term ideas, and encourage out-of-the-box thinking from participants.

Background Research and Analysis

The Plan will look at previous plans and studies, existing conditions, trends and forecasts, regional and adjacent jurisdiction initiatives, and market and economic realities. The Plan should include current and projected populations and demographic profiles of the community and existing land use and infrastructure.

Community Vision Statement

The Plan should establish a vision for Manvel’s future.

Key Planning Principles, Themes, or Topic Areas

The Plan should identify topic areas or planning principles which reflect themes identified from gathering public input. Each topic area should be supported by a goal and several objectives that serve to organize the specific action detailed in the Plan.

Goals, Objectives, and Actions

Goals should provide intended outcomes expressed in simple terms for the Plan’s topic areas or planning principles. Objectives will provide subthemes within the goal that serve to organize actions. Actions will identify a project, policy, or program, indicating the reasonable timeframe for completion and the party or parties responsible for each action.



Future Land Use and Character

A Future Land Use Map identifying character traits in different areas of the City is required. The Plan should highlight areas for rural residential and agriculture conservation, commercial development corridors, industrial development opportunities, traditional residential development, and open space/parks/recreation.

Thoroughfare Plan

The Thoroughfare Plan update will build upon the Manvel 2015 Thoroughfare Plan for locations, street classifications, sidewalk/side path widths (within right-of-way), and right-of-way widths for planned and existing thoroughfares to keep up with fast paced population growth. The update should also include and identify opportunities for off-street trail connectivity to existing and/or planned neighborhood trails. This includes the ability for equine trails. The update should identify a list of transportation projects necessary to provide a system of major public ways that supports the vision of the Comprehensive Plan, while allowing for effective vehicular movement. The Thoroughfare Plan update should have planning level costs and priorities assigned to them. The Thoroughfare Plan update should also analyze and address areas where mobility and multi-modal transportation improvements and connects should be incorporated.

Economic Development

The Plan should incorporate where the City will need to encourage economic development in order to maintain a viable and healthy quality of life, and balance residential and commercial developments. The Plan should also take into account the City's planned 160-acre development known as the Manvel Municipal Athletic Center (MMAC).

Utilities and Drainage

The Plan should consider future land uses and their relation to planned components identified in the 2022 Master Wastewater Plan and 2022 Master Water Plan updates.

Project Website and Social Media

Maintain a project website and social media content related to the Comprehensive and Strategic Plan and Thoroughfare Plan update effort. The website will, at minimum, provide project specific information as well as an interface for the public to solicit and gain knowledge regarding the public process associated with the creation of the Plan. The social media content will, at minimum, provide staff with milestone updates, public input requests, meeting dates and times, etc. to be presented on City social media platforms.



Communication

As a corollary to the citizen participation component, communication with the community and with the City Council regarding the status of the plan and the process are going to be critical to the success of this effort. While the City will create a designated page on its website for this important project, the consultant will be expected to provide additional resources to assist in keeping the community updated on the progress. Additionally, the consultant should outline a proposed strategy to keep the City Council informed and updated on the project. At a minimum, the proposal should include a mid-point update and bi-monthly (every two months) presentations to the City Council at a regularly scheduled Council meeting.

Deliverables

The consultant firm will be required to deliver a variety of Plan products at various stages of the project. Examples of the Plan deliverables can include, but are not limited to:

- Microsoft Word editable and PDF file of the Draft Plan
- Microsoft Word editable and PDF file of the Final Plan (8.5" x 11"), inclusive of color maps (11" x 17") in digital format
- Five (5) bound presentation copies of the Final Plan (8.5" x 11"), inclusive of color maps (11" x 17")
- Web-based version of the Final Plan
- Geographic Information System (GIS) files compatible with ESRI's ArcGIS products, such as a file geodatabase or shapefile, using the Texas State Plane Coordinate System of 1983, South Central Zone.
- Interim Status Report and Presentation: This report will outline the progress made at the 50% mark. The presentation will be made to the City Council at a regular Council meeting.
- Monthly Written Updates to City Staff: Consultant will provide a monthly report to the designated point of contact for the City. Reports will include information regarding status of project compared to estimated timeline, summary of work completed, and forward look ahead for what work is intended in the upcoming reporting monthly period.
- The consultant shall meet with city staff as often as necessary, but not less than once a month for purposes of progress reporting during the Strategic Planning process. The consultant shall provide the Public Information Officer with at least two (2) copies of all completed or partially completed reports, studies, graphics, forecasts, maps or plans at least three (3) days prior to each progress meeting. The Project Manager shall schedule all meetings at key times during the Strategic Planning process.



SCOPE OF WORK AND SPECIFICATIONS

Proposal Format and Content

1. Cover page, including the following:
 - a. RFQ title and number
 - b. Consulting firm name and contact information
 - c. Submission date with (MM/DD/YYYY)
2. Table of contents
3. Introductory/transmittal letter
4. Consulting firm information
 - a. Background information including history and staff
 - b. Awards and recognition
 - c. General philosophies and approaches to urban planning
5. Experience and qualifications of key personnel
 - a. Biographies and resumes of consulting firm principals and staff members proposed for this project
 - b. Specific details that address the description of the project and required elements
 - c. Statement of availability of all key staff
6. Relevant experience
 - a. Three relevant work samples for similar cities. The proposal can include a list and summary of work samples with links and/or digital files. Hard copies of work samples are not required
 - b. Related references (names and contact information)
 - c. Status of implementation of the above
7. Subcontractors
 - a. Identify subcontractors (if applicable), including profile and qualifications pertaining to this project.
8. Project Statement
 - a. A brief statement of project understanding; proposed approach/methodology; and list of anticipated, specific tasks and considerations for completion of the project (maximum of two (2) pages in length)
 - b. Details of the following should include:
 - i. How the firm will incorporate and add to existing planning efforts in the City
 - ii. How the Plans will be tailored to meet the City's needs
 - iii. Efforts the firm will make to ensure feasibility of the Plans implementation
 - iv. How the consulting firm is uniquely qualified to do this project
9. Project Schedule
 - a. Proposed timeline for completion of the project, including start date, key milestones, and completion date



- b. Assumption /expectation of City staff responsibilities and deadlines
 - c. Time to complete study for the Comprehensive Plan, Strategic Plan, and Thoroughfare Plan
10. Pricing
- a. Hourly rates of key personnel
 - b. Expectation of key personnell's time required to complete work
 - Study costs
 - Public meeting costs with number of meetings
 - City Council presentation costs and number of meetings
 - City staff meeting costs and number of meetings
 - Electronic media costs and media utilized printing costs
11. Statement of legal standing, including any pending controversies and/or legal disputes. If none exist, that should be noted.
12. Additional forms required to be submitted with all proposals:
- a. Proposer Information Form
 - b. Affidavit of Ownership Control
13. Proposals shall not exceed twenty-five (25) pages in length.

REVIEW PROCESS AND EVALUATION FACTORS

The City will review all proposals that meet the minimum requirements and will select what it believes are the top two to three submittals for further review. Consulting firms submitting responses to this RFQ will be evaluated on factors including, but not limited to, the following:

- 1. Experience and qualifications of key personnel (15%)
- 2. Relevant experience with preparation of plans for similar cities (20%)
- 3. Qualifications of subcontractors (10%)
- 4. Project understanding (10%)
- 5. Project approach/methodology (20%)
- 6. Project schedule (10%)
- 7. Statement of legal standing (5%)
- 8. References (10%)

SELECTION PROCESS

After a review of the proposals received, the City intends to invite the top scoring consultant firms to be interviewed before make a final selection of a consultant for this project. If the City desires to interview a consultant firm, that firm will receive a notification of the date and time of the interview. The selected consultant firm will negotiate with the City the project contract including scope of work, project schedule, and fee. If a reasonable contract, including fee, cannot be achieved with the respondent of choice, in the opinion of the City,



negotiations will proceed with the second-choice respondent until a mutually agreed upon contract can be negotiated. Once a consultant has been selected and contract negotiation has occurred, a consultant will be recommended to the City Council for their consideration and approval.

SUBMITTAL INFORMATION

RFQ Procedure and Content Questions

Proposers may identify errors, omissions, or ambiguities in the RFQ. Requests for clarification in regards to Strategic Plan, Comprehensive Plan, and Thoroughfare Plan should be directed in writing by email to Adewale Taiwo, Capital Projects Manager, at Adewale.Taiwo@cityofmanvel.com by 2:00 p.m. on August 8, 2023. Emailed requests for clarification must include "RFQ-Manvel Comprehensive, Thoroughfare, and Strategic Plan 2023-24" in the email subject line. Addenda will be issued to address any submitted requests for clarification along with any changes to the RFQ due to these clarifications, and they shall become a part of this RFQ, no later than 2:00 p.m. CST on August 28, 2023. The issuance of addenda is the only official method whereby interpretation, clarification, correction, or additional information can be given. It shall be each proposer's responsibility, prior to submitting the proposal, to visit the City's website at www.cityofmanvel.com/286/Notice-to-Bidders-RFPs-and-RFQs to determine if addenda were issued.

Submission

Consultant firms wishing to submit a proposal must submit one (1) unbound original, five (5) bound duplicate copies, and one (1) electronic copy in PDF format provided on one (1) USB compatible flash drive in a properly labeled package that includes all required forms. The City reserves the right to reject any or all proposals submitted and to re-solicit for services. Additional information related to submittals is acceptable. Proposals shall not exceed twenty-five (25) pages in length.

The submittal must be signed by an officer of the firm who is legally authorized to bind the consulting firm to a contract. Submittals must be delivered to the City Secretary at City Hall located at 20031 Highway 6, Manvel, Texas 77578 no later than 2:00 p.m. CST on Tuesday, September 5, 2023.

Submittals shall be addressed:
RFQ-Manvel Comprehensive, Thoroughfare, and Strategic Plan 2023-24
Mrs. Tammy Bell, City Secretary
City of Manvel
20031 Highway 6,
Manvel, Texas 77578



Submittals shall be delivered in a sealed envelope with the consultant firm's name and address written on it.

Late Submittals and Late Modifications

Without exception, RFQs must be submitted before the submission deadline. Proposals received on or after the submission deadline are late and shall be deemed non-responsive and will be eliminated from consideration. The City assumes no responsibility for the premature opening of a proposal not properly addressed and identified or proposals delivered to the wrong address.

Rejection of RFQs/Cancellation

The City reserves the right to reject any and all proposals or waive any irregularities or informalities in any proposal or in the submission procedure when to do so would be in the best interests of the City. The City reserves the right to cancel this RFQ at any time.

Minimum RFQ Acceptance Period

Proposals shall be valid and may not be withdrawn for a period of 120 days from the submission deadline.

LEGAL COMPLIANCE

Non-Collusion

By submitting a RFQ, the consulting firm represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person or firm not therein named and that the firm has not directly or indirectly induced or solicited any other person or firm to put in a sham proposal, or any other person or firm to refrain from submitting a proposal, and that the firm has not in any manner sought by collusion to secure to that firm any advantage over any other firm. By submitting a RFQ the firm represents and warrants that no official or employee of the City has, in any manner, an interest, directly or indirectly, in the proposal or in the contract that may be made under it, or in any expected profits to arise therefrom.

Taxes

The City is tax exempt. No sales tax will be charged on any products or services. The City cannot exempt any consulting firm from applicable sales taxes that may be required of them in relation to this RFQ. The selected consulting firm will be provided with the City's Sales Tax Certificate of Exemption number upon request.



Consulting Firm Information

All RFQ submissions shall include a completed consulting firm information form, a current copy of the consulting firm's business license, and a current W-9. Failure to provide this information shall result in disqualification of the firm from consideration.

Disclosure of RFQ Contents

All documents submitted in response to this RFQ shall become the property of the City and subject to the Freedom of Information Act and Texas Public Information Act.

RFQs will be handled in a manner that avoids disclosure of the contents to competing consulting firms and keeps proposals secret during evaluation; provided, however, that all proposals are open for public inspection after the contract is awarded with the exception of information that constitutes trade secrets and confidential information that is clearly identified by the consulting firm as such by marking each page containing such information as "confidential" or "proprietary". If such material is not conspicuously identified, then by submitting the proposal, a consulting firm agrees that such material is considered public information.

Throughout the duration of the procurement process and resulting contract, the consulting firm must secure from the City written approval prior to the release of any information that pertains to the potential work or activities covered by the RFQ or the resulting contract. Failure to adhere to this requirement may result in disqualification of the consulting firm from consideration or termination of the contract.

CITY OF MANVEL COMPREHENSIVE PLAN, THOROUGHFARE PLAN (UPDATE), AND STRATEGIC PLAN RFQ Selection Committee

Evaluating Team Member	Kendig Keast	abel.city	Future iQ
Jessica	100	85	36
Bobby	88	75	69
Robbie	100	75	55
Wale	92	72	62
Jose	100	91	79
Brooke	74	79	89
DJ	95	64	58
Average (100 points)	93	77	64