September 16, 2024 CITY COUNCIL MEETING AGENDA

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

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

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

NOTICE OF A CITY COUNCIL MEETING OF THE CITY OF MANVEL
September 16, 2024

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

Workshop Session

Discussion on Permitted Use Table.

Discussion on any topic as listed on the current agenda.

Regular Session

Call To Order

Invocation

Inspirational Reading - Councilmember Bonner

September 16, 2024 CITY COUNCIL MEETING AGENDA

Pledge

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

Presentations

Proclamation

Chiari Malformation Awareness Month - September 2024
Breast Cancer Awareness Month - October 2024
World Teachers Day - October 5, 2024

Staff Recognition

Laura Hernandez - 5 years of dedicated service to the City of Manvel

Staff Promotion

Sergeant Guzman

Staff Presentation on Public Hearing Item(s)

Public Hearing

TO HEAR INPUT ON THE 2024 TAX YEAR PROPOSED PROPERTY TAX RATE:

A tax rate of $0.56 per $100 valuation has been proposed by the governing body of the City of Manvel.

PROPOSED TAX RATE $0.56 per $100
NO-NEW-REVENUE TAX RATE $0.507231 per $100
VOTER-APPROVAL TAX RATE $0.606924 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

Update on current events and city issues.

Consent Agenda

1. Approve Resolution 2024-R-28;
   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, UTILITIES, AND FIRE SAFETY AND PREVENTION AND OTHER RELATED MATTERS; AND REPEALING ALL RESOLUTIONS IN CONFLICT HERE WITH; AND OTHER RELATED MATTERS.

2. Approve the second and final reading of Ordinance 2024-O-36;
AN ORDINANCE AMENDING CHAPTER 44 "OFFENSES AND MISCELLANEOUS PROVISIONS" OF THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY ADOPTING A NEW ARTICLE XI "LIGHT TRESPASS" TO PROVIDE OUTDOOR LIGHTING STANDARDS AND REGULATIONS THAT DECREASE LIGHT POLLUTION WITHIN THE CITY AND PROTECT PROPERTIES FROM LIGHT TRESPASS; 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. Acceptance of the meeting minutes to date.

Items Removed from Consent Agenda

Regular Agenda

1. Consideration and possible action to approve on first reading Ordinance 2024-O-40;
AN ORDINANCE AMENDING ORDINANCE NO. 2023-O-32 AMENDING THE CITY FISCAL YEAR 2024 BUDGET ENDING SEPTEMBER 30, 2024, BY AMENDING THE BUDGET TO RECOGNIZE GENERAL FUND EXPENSES RELATED TO HURICANE BERYL, TO TRANSFER FUNDS FROM THE GENERAL FUND TO CAPITAL FUND FOR PURCHASE OF LAND, AND TO TRANSFER FUNDS FROM ONE DEPARTMENT TO ANOTHER IN THE UTILITY FUND. DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

2. Consideration and possible action to approve on first reading, Ordinance 2024-O-38;
AN ORDINANCE APPROVING AND ADOPTING THE CITY OF MANVEL, TEXAS, OPERATING, CAPITAL IMPROVEMENT PROGRAM, SOUTH MANVEL DEVELOPMENT AUTHORITY (SMDA) AND MEDC BUDGET FOR THE FISCAL YEAR 2025; AND 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 APPROVING THE REAUTHORIZATION OF MUNICIPAL BUILDING PERMIT FEES; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

3. Consideration and possible action to ratify the property tax increase reflected in the 2025 Fiscal Year Budget that was just adopted that raises more property taxes than the Fiscal Year 2024 budget.

4. Consideration and possible action to approve on first reading, Ordinance 2024-O-39;
AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES FOR THE CITY OF MANVEL, TEXAS, FOR THE YEAR 2024, 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.

5. Consideration and possible action to remove from the table and approve the first of two readings of Ordinance No. 2024-O-26;
AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATELY 1.5491 ACRE TRACT OF LAND GENERALLY LOCATED EAST OF 17518 MORRIS AVENUE (STATE HIGHWAY 6), MANVEL, TEXAS FROM LIGHT COMMERCIAL AND STATE HIGHWAY 6 OVERLAY DISTRICT LC-SH6) TO LIGHT COMMERCIAL AND STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (PUD-SH6- SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR 621493 "AMBULATORY HEALTH CARE SERVICES"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.
(Approved with conditions by PD&Z on 6-24-2024 - Vote 7-0) (Tabled by City Council on 7-1-2024)

6. Consideration and possible action to approve the first of two readings of Ordinance 2024-O-37;
AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, REPEALING THE CURRENT CHAPTER 8. *ANIMALS*, AND ADOPTING A NEW CHAPTER 8. *ANIMALS*; ADDING A NEW ARTICLE II. *ANIMAL SELLER PERMIT;* ADDING A NEW ARTICLE III. *PETTING ZOOS;* PROVIDING A PENALTY 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 AND AN EFFECTIVE DATE.

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

CITY OF MANVEL CORPORATE SEAL 1960 TEXAS

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 13, 2024 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

Proclamation

OFFICE OF THE MAYOR
CITY OF MANVEL

Whereas, Chiari malformation is a serious neurological condition where the lower part of the brain, called the cerebellum, pushes down into the spinal canal. This can block the flow of spinal fluid and cause symptoms like headaches, neck pain, balance issues, dizziness, and problems with motor skills; and

Whereas, Chiari malformation is more common than many people realize, affecting an estimated 1 in every 1,000 people in the United States. This means that thousands of people in Texas are living with this condition, sometimes without even knowing it; and

Whereas, Chiari malformation can be present at birth (congenital), often due to structural problems in the brain and skull during development, but it can also be acquired later in life as a result of injury, infection, or complications from other medical conditions; and

Whereas, Chiari malformation can sometimes run in families, indicating a possible genetic link. However, many cases appear randomly, making it hard to predict or prevent; and

Whereas, The severity of symptoms can vary widely, from mild discomfort to severe, life-altering conditions. In some cases, surgery may be necessary to relieve pressure on the brain and spinal cord; and

Whereas, Awareness of Chiari malformation is critical, as early diagnosis and treatment can significantly improve quality of life for those affected. Many patients endure years of unexplained symptoms and seek help from multiple healthcare providers before receiving an accurate diagnosis; and

Whereas, September 2024 has been designated as Chiari Malformation Awareness Month, providing an opportunity to increase public understanding of this condition, support patients and families, and promote research efforts to find better treatments; and

Whereas, By increasing awareness of Chiari malformation, we can help ensure that people receive the proper diagnosis, care, and support they need to live healthier lives;

Now, Therefore, I, Dan Davis, by virtue of the authority vested in me as Mayor of the City of Manvel, Texas, do hereby proclaim September 2024 as

"Chiari Malformation Awareness Month"

in the City of Manvel, Texas, and encourage all residents to learn more about this condition, support affected individuals and families, and advocate for increased research into better treatments and cures.

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

Dan Davis, Mayor
September 16, 2024

Proclamation

OFFICE OF THE MAYOR
CITY OF MANVEL

Whereas, Breast Cancer Awareness Month, observed each October, serves as an opportunity to raise awareness about the importance of early detection, education, and research in the fight against breast cancer; and

Whereas, Breast cancer is the most common cancer among women in Texas and the United States, excluding skin cancers, and it is estimated that in 2024, over 19,000 women in Texas will be diagnosed with breast cancer, with approximately 3,200 women losing their lives to this devastating disease; and

Whereas, the Texas Cancer Registry reports that breast cancer accounts for nearly 30% of all cancer diagnoses in women across our state, underscoring the critical need for continued public education, preventive screening, and advancements in treatment options; and

Whereas, early detection through regular mammograms can significantly reduce mortality rates, and yet, many women in Texas, particularly in rural and underserved areas, face barriers in accessing necessary healthcare services, increasing the urgency to promote equitable access to screening and care; and

Whereas, local organizations, healthcare professionals, and advocates throughout Texas continue to work tirelessly to provide support, resources, and advocacy for those affected by breast cancer, offering hope and encouragement to survivors and their families; and

Whereas, Breast Cancer Awareness Month serves as a powerful reminder of the importance of supporting research efforts, raising public awareness, and fostering partnerships to ensure that all Texans have the resources they need to fight and survive breast cancer; and

Whereas, the City of Manvel stands united in its support for individuals and families affected by breast cancer, and we honor the courage of survivors, remember those we have lost, and reaffirm our commitment to creating a future free from breast cancer;

Now, Therefore, I, Dan Davis, by virtue of the authority vested in me as Mayor of the City of Manvel, Texas, do hereby proclaim October 2024 as

"Breast Cancer Awareness Month "

in the City of Manvel, Texas, and urge all residents to join in this important observance by increasing awareness about breast cancer, promoting early detection and regular screenings, and supporting ongoing research and community efforts to save lives.

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

Dan Davis, Mayor
September 16, 2024

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of $0.560000 per $100 valuation has been proposed by the governing body of CITY OF MANVEL.

PROPOSED TAX RATE	$0.560000 per $100
NO-NEW-REVENUE TAX RATE	$0.507231 per $100
VOTER-APPROVAL TAX RATE	$0.606924 per $100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for CITY OF MANVEL from the same properties in both the 2023 tax year and the 2024 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 2024 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 16, 2024 AT 6:00PM AT the Manvel City Hall, 20031 Highway 6, Manvel, Texas 77578.

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:	Mayor Dan Davis	Council Member Keith Bonner
	Mayor Pro Tem Crystal Sarmiento	Council Member Ed Perry
	Council Member David Lands	Council Member Jerome Hudson
AGAINST the proposal:	Council Member Harry Opliger	
PRESENT and not voting:		
ABSENT:		

Visit 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.

	2023	2024	Change
Total tax rate (per $100 of value)	$0.560000	$0.560000	increase of 0.000000 per $100, or 0.00%
Average homestead taxable value	$349,981	$349,830	decrease of -0.04%
Tax on average homestead	$1,959.89	$1,959.05	decrease of -0.84, or -0.04%
Total tax levy on all properties	$9,557,632	$10,525,952	increase of 968,320, or 10.13%

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.

RESOLUTION NO. 2024-R-28

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, UTILITIES, AND FIRE SAFETY AND PREVENTION AND OTHER RELATED MATTERS; AND REPEALING ALL RESOLUTIONS IN CONFLICT HERE WITH; AND OTHER RELATED MATTERS.

* * * * * * * * * *

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

Section 1. That certain **"FEE SCHEDULE – SEPTEMBER 16, 2024,"** a true and correct copy of which is attached hereto as Exhibit "A," and for all things is made a part of this Resolution, is hereby in all things adopted. The fees set forth in said Exhibit "A" shall be applicable beginning September 17, 2024.

Section 2. That certain **"FIRE PROTECTION AND PREVENTION – SEPTEMBER 16, 2024"** fee schedule, a true and correct copy of which is attached hereto as Exhibit "B," and for all things is made a part of this Resolution, is hereby in all things adopted. The fees set forth in said Exhibit "B" shall be applicable beginning September 17, 2024.

Section 3. That certain **"UTILITY FEES" – August 2, 2022,"** a true and correct copy of which is attached hereto as Exhibit "C," reflects no changes and for all things is made a part of this Resolution, is hereby in all things adopted.

Section 4. All resolutions or parts of resolutions inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

RESOLVED, this the ____________, day of ____________, 2024.

____
Dan Davis, Mayor

ATTEST:

____
Tammy Bell, City Secretary

CITY OF MANVEL
FEE SCHEDULE SEPTEMBER 16, 2024
RESOLUTION 2024-R-28

"Certain Manvel Residents" are defined as individuals who are seeking construction of a single-family residential structure that the resident intends to occupy as his/her residence. [Ordinance No. 2023-O-05 Proposition B"

ZONING

OCCUPANCY PERMITS, NON-RESIDENTIAL	
CHANGE OF USE / TENANCY	$150.00
REGISTRATION FOR NEWLY ANNEXED BUSINESSES	$0
TEMPORARY BUSINESS PERMITS	$50.00
INTERPRETATION FROM ZONING OFFICIAL	$50.00
RE-ZONING APPLICATION	$1,800.00
SPECIFIC USE PERMIT FEE	$1,500.00
APPEAL TO THE ZONING BOARD OF ADJUSTMENTS	$750.00
APPEAL TO THE ZONING BOARD OF ADJUSTMENTS – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00
PLANNED UNIT DEVELOPMENT (PUD)	
PUBLIC NOTICE FEE	$150.00
SMALL PUD	$4,000.00
MEDIUM PUD	$4,000.00 plus $40.00/acre
LARGE PUD (LESS THAN 1,000 ACRES OR GREATER)	$10,000.00 plus $30.00/acre
LARGE PUD (GREATER THAN 1,000 ACRES)	$20,000.00 plus $20.00/acre
PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT	$500.00

PLATS

PRELIMINARY PLAT		$750.00 + $10/lot and $15/acre or fraction in reserves
PRELIMINARY PLAT – CERTAIN MANVEL RESIDENTS (**PROP B)		$0.00
FINAL PLAT		$750.00 + $25 / LOT and $15/acre or fraction in reserves
FINAL PLAT – CERTAIN MANVEL RESIDENTS (**PROP B)		$0.00
MASTER PLAN		
50 ACRES TO 100 ACRES		$1,000.00
101 ACRES OR MORE		$2,000.00
REPLATTING CHARGES WHEN A PUBLIC HEARING IS HELD		
WITH NOTIFICATION	Advertising Fee	$75.00
	Per Mailing Notification Fee	$1.00
WITHOUT NOTIFICATION		$75.00
REPLATTING CHARGES WITH A PUBLIC HEARING IS HELD – CERTAIN MANVEL RESIDENTS (**PROP B)		
WITH NOTIFICATION	Advertising Fee	$0.00
	Per Mailing Notification Fee	$0.00
WITHOUT NOTIFICATION		$0.00

DEVELOPMENT PLAT	$750.00	PLUS $15/ACRE
DEVELOPMENT PLAT – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00	
MINOR PLAT OR AMENDING PLAT	$500.00	
MINOR PLAT OR AMENDING PLAT – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00	
PLAT EXTENSION (6 MONTHS)	NO CHARGE	
RECORDING FEES WITH BRAZORIA COUNTY - ACTUAL COST OF RECORDING, PLUS	$30.00	
PLAT RE-SUBMITTAL	$200.00 each	
PLAT RE-SUBMITTAL – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00 each	
VARIANCE TO THE SUBDIVISION ORDINANCE	$500.00	
VARIANCE TO THE SUBDIVISION ORDINANCE – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00	
MODIFICATION TO THE DESIGN CRITERIA MANUAL	$200.00	
MODIFICATION TO THE DESIGN CRITERIA MANUAL – CERTAIN MANVEL RESIDENTS (**PROP B)	$0.00	

ENGINEERING

PLAN REVIEW, STREETS, UTILITIES, PUBLIC SYSTEMS, ETC.
$500.00 base plus $50.00 per document page larger than legal size sheets
RESUBMITTALS FOR PLAN REVIEW, STREETS, UTILITIES, PUBLIC SYSTEMS
(After second submittal) $250.00 base plus $10.00 per document page

PLAN REVIEW FOR BINDERS (every ten (10) sheets equal 1 document page)
$500.00 base plus $5.00 per legal size or smaller sheets

CIVIL SITE IMPROVEMENTS, STREETS, UTILITIES, PUBLIC SYSTEMS, ETC.
$1,000.00 flat fee for projects up to and including $100,000.00.
Over $100,000.00- $1,000.00 plus $8.00 for each thousand over $100,000.00

RE-CHECK FEE or VERIFICATION OF CORRECTIONS $250.00

ENVIRONMENTAL HEALTH

Onsite Septic System permits

Residential	~~$250.00~~ $360.00
Commercial	~~$410.00~~ $460.00
On site evaluation	~~$50.00~~ $105.00/hr

(This will be an inspection to make sure a septic system is working properly)

These updated OSSF fees will go into effect October 1, 2024

BUILDING - ALL PERMITS EXPIRE AT 180 DAYS UNLESS NOTED OTHERWISE

CONSTRUCTION PERMITS RESIDENTIAL AND COMMERCIAL

Minimum permit fee $50.00

Commercial Construction Permit Application Fee (values greater than $10,000) $50.00

$15.00 for the first $1,000.00 of construction value plus;
$5.00 per thousand, up to and including $50,000.00
$260 for the first $50,000.00 plus $4 per additional thousand
$460 for the first $100,000.00 plus $3 per additional thousand
$1,660 for the first $500,000.00 plus $2 per additional thousand

Residential Construction Permit Application Fee $0.40/sq. ft.

$70.00 FOR DETACHED GARAGES OR NATIONALLY RECOGNIZED COST ESTIMATING BOOK

PLAN REVIEW FEE ½ OF THE BUILDING PERMIT FEE

RESIDENTIAL STREAMLINE PERMITS FEE FOR ELECTRICAL, PLUMBING AND HVAC; FEE WILL BE A MINIMUM OF 25 % OF THE BUILDING PERMIT FEE FOR EACH CATEGORY

REVIEW FOR ELEVATION CERTIFICATES INCLUDED IN NEW CONSTRUCTION PERMIT (3 TOTAL (at start, at pre-pour and final) PER CERTIFICATE $50.00

REVIEW FOR ELEVATION CERTIFICATES NOT INCLUDED IN NEW CONSTRUCTION PER CERTIFICATE $65.00

MANUFACTURED AND MODULER HOMES $0.30/sq. ft.

IMPACT FEES: (2021-R-26)

Meter Size	Meter Type	Service Unit Equivalent	Impact Fees		
			Water	Wastewater	Total
3/4"	Displacement	1.0	$2,441	$7,107	$9,548
1”	Displacement	1.6	$3,906	$11,371	$15,277
1-1/2”	Turbine	4.0	$9,766	$28,428	$38,194
2”	Turbine	6.4	$15,625	$45,484	$61,109
3”	Displacement	12.8	$31,251	$90,969	$122,220
4”	Displacement	20.0	$48,830	$142,140	$190,970
6”	Displacement	40.0	$97,660	$284,280	$381,940
8”	Displacement	64.0	$156,256	$454,848	$611,104
10”	Displacement	92.0	$224,618	$653,844	$878,462

****CARPORTS** (see below), POLE BARNS, SHEDS, ELEVATED DECKS 30” OR HIGHER, ETC…
(NON-LIVING AREAS OVER 200 SQ FEET – OUTSIDE THE FLOOD ZONE)
(CARPORTS – metal pre-fab structure, open on all four sides, 400 sq. feet or less over parking area, does NOT require a permit)**

MINIMUM $50.00
Plus Plan Review (if required)

ADDITIONALLY, CARPORTS (DETACHED) OF AREA LESS THAN 600 SQUARE FEET ARE STILL REQUIRED TO BE PERMITTED, BUT ARE EXEMPT FROM THE PAYMENT OF THE PERMIT FEE, WITH THE FOLLOWING CONDITIONS: (SEE ORDINANCE 2016-O-05)
1) Less than 600 square feet in area; 2) Enclosed on no more than 2 sides; 3) Unfinished on the interior; 4) No utilities connected to the structure; 5) Can be used only for parking and limited storage and not used for habitation (no working, sleeping, living, cooking, or restroom areas); 6) Must be detached from residential structure; 7) Must be firmly anchored to prevent floatation, collapse, and lateral movement; 8) Must abide by the same setbacks as required by zoning on the property; 9) No elevation certificate is required; and 10) A site drawing (can be hand drawn) is required to show where the structure will be located. FEE No Cost

ELECTRICAL AND PLUMBING PERMITS PULLED SEPARATELY, THE BASE FEE IS APPLIED, PLUS ANY ADDITIONAL COST ITEMS LISTED ON THE APPLICATION.

PLUMBING PERMITS	BASE FEE	REPAIRS	$100.00
		RESIDENTIAL (New & Add-Ons)	$150.00
		COMMERCIAL (New & Add-Ons)	$200.00

Medical Gas Permits would be pulled by a Master Plumber using the Plumbing Permit application.

ELECTRICAL PERMITS	BASE FEE	REPAIRS	$100.00
		RESIDENTIAL (New & Add-Ons)	$150.00
		COMMERCIAL (New & Add-Ons)	$200.00
MECHANICAL PERMITS	BASE FEE	REPAIRS	$100.00
		RESIDENTIAL (New & Add-Ons)	$150.00
		COMMERCIAL (New & Add-Ons)	$200.00
RENEWAL BUILDING PERMITS			
		RESIDENTIAL INDIVIDUAL PERMIT	$150.00
		NEW HOME PERMIT (4 PERMITS IN ONE)	$300.00
		COMMERCIAL PERMIT	$300.00

RE-INSPECTION FEES FOR FAILED WITH PENALTY (PAYABLE IN ADVANCE)

RESIDENTIAL	$50.00
COMMERCIAL	$100.00

PERMITS	**Residential/ General Fee**	**Commercial**	**Notes**
Culvert (Per Crossing)	$100.00	$100.00	
Demolition permits	$50.00	$50.00	
Display permits (per unit)	$50.00		Annual renewal from date of issue. Inspections done on anchoring and location of display. Electrical permits pulled separately
Driveways	$100.00	$150.00	
Driveways (TXDOT)		$500.00	Commercial properties fronting on a State maintained road
Development Permit (in Floodplain)	No Charge		Property located in a floodplain or property not in a floodplain that has reached 20 loads with approved permit.
Development Permit (outside Floodplain)	No Charge		Property outside the floodplain up to 20 loads
Fence	$25.00	$25.00	
Irrigation (Base)	$140.00	$200.00	

Pond permits	$50.00	N/A	
Roofing Permits	$50.00		
Sign Permits	$100.00		
Review fee	$50.00		
Sign Permit – Misc.	$-0-	N/A	Political and non-profit signs
Swimming Pool (Based on value of Pool)			Electrical and plumbing can be included in one permit, fee is based on a minimum of 25 % of the permit fee
Water Wells	$50		

ANNUAL PERMITS *EXPIRE ON DEC. 31ST EACH YEAR*	**FEE**	**NOTES**
Ambulance Provider License	$500.00	
EMS Vehicle (per Ambulance Charge)	$100.00	
Beer and Wine		not to exceed ½ of TABC license fee
Burn (Residential)	$15.00	
Manufactured Home Community		
Annual Fee	$100.00	
Plus per space fee	$5.00	
Pet Registration** (Police Dept.)		**The pet licenses expire one year from the **date of issue.**
If spayed or neutered	$5.00	
without proof not spayed or neutered	$10.00	
Pet impound fee (first day)	$30.00	
Each additional day impound	$5.00	
ROW (Ordinance 2011-O-22)		
Use of public right-of-way or City property Right–of way crossing	$1,000.00	(per crossing per year)
Right-of way, first year per rod	$21.00	
Annual renewal, per rod	$7.50	
RV Park License		
Annual fee	$100.00	
Plus per space fee	$5.00	
Solicitor Permit		
30 day renewal, passport picture required	$50.00	First Person
	$25.00	Additional Person
Storage Facility	$250.00	
Wrecker Permits - Per wrecker charge	$100.00	
Hotel Operation License*	$100.00	

*annual permit expires per adopted ordinance

Coin Operated Machine Tax	$50.00	per Machine

<u>Health Inspections/Permits</u>

Mobile Food Unit	$200.00	per Unit
Food Establishment – Small (< 1,000 sf.)	$200.00	Bi-Annual Site Inspection
Food Establishment – Medium (1,001-10,000 sf.)	$400.00	Bi-Annual Site Inspection
Food Establishment – Large (>10,000 sf.)	$600.00	Bi-Annual Site Inspection
Non-Profit Organizations*	$100.00	Bi-Annual Site Inspection
Day Care Center	$150.00	Bi-Annual Site Inspection
Group Residence (institution)	$150.00	Bi-Annual Site Inspection
Ownership Change Food Establishment		
Small (full year July 1st to December 31st)	$200.00	Site Inspection
Medium (full year July 1st to December 31st)	$400.00	Site Inspection
Large (full year July 1st to December 31st)	$600.00	Site Inspection
Small (6 months – January 1st to June 30th)	$100.00	Site Inspection
Medium (6 months – January 1st to June 30th)	$200.00	Site Inspection
Large (6 months – January 1st to June 30th)	$300.00	Site Inspection
Non-Profit Organizations (full year July 1st to December 31st)	$100.00	Site Inspection
Non-Profit Organizations (6 months – January 1st to June 30th)	$50.00	Site Inspection
Day Care Center (full year July 1st to December 31st)	$150.00	Site Inspection
Day Care Center (6 months – January 1st to June 30th)	$75.00	Site Inspection
Group Residence (full year July 1st to December 31st)	$150.00	Site Inspection
Group Residence (6 months – January 1st to June 30th)	$75.00	Site Inspection
Temporary Food Establishment	$50.00	Site Inspection
Re-Inspections	$150.00	Re-Inspection
Owner Initiated Inspection	$150.00	Re-Inspection

*supporting documentation required

<u>SPECIAL EVENT PERMIT</u>

Type A Special Event	$100.00 per event
Type B Special Event	$50.00 per event
Type C Special Event (Recurring Activity)	$25.00 per event

<u>FRANCHISE FEES (Pipeline Ordinance 2011-O-22)</u>

Pipeline Registration Fee	$100.00
Deposit	$5,000.00
Franchise Administrative Application fee	$500.00
City Inspection Fee	$150.00 / HR

<u>FRANCHISE FEES (Solid Waste Ordinance 2024-O-04)</u>

Roll-Off Registration	$15% (of gross receipts collected)

<u>RENTAL REGISTRATION AND INSPECTIONS (Rental Ordinance 2013-O-06)</u>

Annual Rental Permit Fee	$50.00 per unit
Initial inspection, re-inspection	no charge
All subsequent re-inspections	$250.00
Untimely registration fee from 10/1/2013	
Within 30 days after date set in section 17-426	$300.00
after 30th day before 60th day set in section 17-426	$375.00
after 60th day set in section 17-426	$450.00
Failure to register mandatory inspection fee (includes initial inspection and one re-inspection)	$500.00
Additional Re-Inspections	$250.00

<u>SMALL CELL WIRELESS FACILITIES (Ordinance 2017-O-30) Application Fee</u>

Network Node	**Fee**
Fee per application for up to 5 network nodes	$500.00
Additional network nodes (up to 30 per application) support pole	$250.00
Node support pole (per application for each pole)	$1,000.00

Transport Facility

Fee per application	$500.00	1-5 network nodes
Additional network nodes	$250.00	1-30 additional nodes

Annual Small Cell Wireless Facilities Fee (Ordinance 2017-O-30)

Network node per network site support pole	$250.00	
No separate rate from the network node annual fee (each support pole should have a network node attached) Transport facility per app.	$28.00/monthly	(for each network node site, unless an equal or greater amount is paid to the City Under chapter 283, Tex. Loc. Gov. Code or Chapter 66, Tx. Util. Code)

ALARMS (PERMITTED THROUGH THE MANVEL POLICE DEPARTMENT)

Burglar and Fire Alarm Systems *(expire on December 31st each year)*

Residential Permit	$50.00 annually **change of resident will require a new permit* Pro-Rated Residential Alarm Permit $50.00 from January 1st to March 31st $25.00 from April 1st to September 30th $12.50 from October 1st to December 31st plus annual fee
Commercial Permit	$100.00 annually **change of occupancy will require a new permit* Pro-Rated Commercial Alarm Permit $100.00 from January 1st to March 31st $50.00 from April 1st to September 30th $25.00 from October 1st to December 31st plus annual fee

False Alarms

	Burglar	$50.00	Fee charged for more than 3 false alarms but fewer than 6 within 12 month period
		$75.00	Fee charged for more than 5 false alarms but fewer than 8 within 12 month period
		$100.00	Fee charged for 8 or more false alarms within 12 month period
	Fire	$50.00	Fee charged for more than 3 false alarms but fewer than 6 within 12 month period
		$75.00	Fee charged for more than 5 false alarms but fewer than 8 within 12 month period
		$100.00	Fee charged for 8 or more false alarms within 12 month period
			Fee taken upon submittal of Burglar and Fire Alarm Systems Permit for Residential and Commercial Business
			Fee taken upon submittal of Burglar and Fire Alarm Systems Permit for Residential and Commercial Business

Fingerprint Fee	Resident	$5.00
	Non-Resident	$10.00

CITY OF MANVEL PAYMENT OPTIONS AND CREDIT CARD PROCESSING FEES

Municipal Court (Cash and Credit Cards – No checks accepted)	
In person - Credit Card Convenience Fee	3.5 % of total transaction.
On line Credit Card Convenience Fee	$6.50
Night Court payment paid through Square Incorporated	$3.00 per $100.00
Permit Department (Cash, credit cards and checks accepted)	
Credit Card Convenience Fee	3.25% of total transaction
Police Department	
Court payment paid thru Square Incorporated	$3.00 per $100.00

Utility payments (Cash, check and on-line through TX eCommerce)

Fire Safety and Prevention
Resolution 2024-R-28
Exhibit B – September 16, 2024

Application Fee	**$25.00**	**All permit applications require a $25 application fee unless otherwise noted.** ***Specific operational permits may be eligible for exemptions from the application fee.**
Commercial Plan Reviews	**$50.00**	**All commercial plan reviews conducted by the Fire Marshal's Office require a $50 plan review fee.**

Permits and Inspection Types	***Permits, Plan Review and Inspections***	***Permit Fees***	***REQUIREMENTS***
Operational Permit Required	**Operating without an approved or expired permit may result in a stop work order, written citations, and fees.**	**Operating without an approved or expired permit may result in Double Permit Fees.**	**Anyone who commences any work, activity, or operation regulated by this code before obtaining the necessary permits may be subject to municipal citations and additional permit fees at double the permit cost.**
Amusement Building	Annual Operational	$75	An operational permit is required to operate a special amusement building.
Aviation Facilities	Annual Operational	$25*	An operational permit is required to use a Group H or Group S occupancy for aircraft storage, servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.
Carnivals and Fairs	Up to 30 Days Operational	$100*	An operational permit is required to conduct a carnival or fair.
Commercial Fire Alarm	Annual Operational	$10*	An annual permit is required for all commercial fire alarm systems.
Commercial Generator	Annual	$25	An operational permit is required to utilize a commercial generator fueled by a flammable or combustible liquid tank.
Compressed Gases.	Annual Operational	$50/ea. Example: Argon, Oxygen, Acetylene	An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases.
Construction Site Fuel Storage Tanks	180 Days Operational	$50 ea.	An operational permit is required for the storage and use of flammable and combustible liquids
Construction Site Offices/ Trailers/ Containers	12 Months Operational	$50	An operational permit is required for all construction site offices, trailers, and storage/shipping containers.
Cryogenic Fluids	Annual Operational	$50	An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids
Cutting and Welding	Annual Operational	$50	An operational permit is required to conduct cutting or welding operations within the jurisdiction.
Day Care Facilities	Annual Operational	$75 1-50 Children $150 >50 Children $200 >100 Children	An operational permit is required to operate a state-licensed business, including buildings and structures occupied by more than five persons of any age who receive custodial care for less than 24 hours.
Electric Vehicle Charging Station	Annual Permit	$25/ea.	An operational permit is required to operate a commercial EV charging station or a dedicated 240V outlet for a portable station.
Explosives or Blasting Agents Storage	Annual Operational	$ 100	An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of 2021 IFC, Chapter 56
Fireworks Display	1 Day Operational	$ 500 Professional Fireworks Show	An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of 2021 IFC, Chapter 56.

Firewatch	Up to 30 Days Operational	$25 Conducted by Approved Firewatch Personnel $50 + $100 Admin Fee Conducted by Business/Occupancy Personnel $40/hr.+ $100 Amin Fee Approved Fire Watch Personnel Provided by the City	An operational permit is required for occupancies under an enforced fire watch order. Firewatch- A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.
Flammable and Combustible Liquids.	Annual Operational	$75/ea. Includes Aboveground and Underground Fuel Storage Tanks	An operational permit is required for the storage and use of flammable and combustible liquids
Flammable and combustible liquids. Out of Service	1-90 days 90-180 days 1 Year Operational	$25/ea. $50/ea. $75	An operational permit is required to temporarily place a Flammable and Combustible liquids storage tank out of service. Includes Aboveground and Underground Fuel Storage Tanks
Flammable Finishes Booth	Annual	$25	An operational permit is required to operate a business utilizing a flammable finish booth.
Hazardous Materials.	Annual Operational	$200	An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in the 2021 IFC Table 105.5.22.
High Piled Storage	Annual Operational	$25 $	An operational permit is required to use a building or portion thereof with more than 500 square feet (46 m2), including aisles, of high-piled combustible storage.
Institutional Facilities	Annual Operational	$25 1-3 Persons $50 4-10 Persons $75 >10 Persons $200 > 50 Persons $300 >100 Persons	An operational permit is required to operate all licensed and unlicensed institutional facilities, including but not limited to Correctional Centers, Detention Centers, Jails, Prerelease Centers, Prisons, Reformatories, Alcohol and Drug Centers, Foster Care Facilities, Detoxification Facilities, Hospitals, Nursing Homes, Psychiatric Hospitals, Assisted Living Facilities, Congregate Care Facilities, Group Homes, Halfway Houses, Residential Board and Care Facilities, and Social Rehabilitation Facilities.
Laboratories Laboratory Suite, Room, or Facility	Annual Operational	$25*	An operational permit is required for the operation of Laboratories.
LP-Gas.	Annual Operational	$50/ea. Propane	An operational permit is required for the Storage, Use, Sell, and Exchange of LP gas.
Lumber Yards and Woodworking Plants	Annual Operational	$50	An operational permit is required for the storage or processing of lumber exceeding 100,000 board feet (8,333 ft3) (236 m3).
Miscellaneous Combustible Storage	Annual Operations	$200	An operational permit is required to store in any building or on any premises in excess of 2,500 cubic feet (71 m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, combustible pallets, rubber tires, rubber, cork or similar combustible material.
Mobile Food Preparation Vehicles.	Annual Operational	$25*	An operational permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors.

Motor Fuel Dispensing Facilities	Annual Operational	$50 Additional $10 Per Dispenser	An operational permit is required for the operation of automotive, marine and fleet motor fuel-dispensing facilities.
Open Burn Residential Open Burn Ceremonial Commercial Burn Trench Burn Prescribed Burn	Annual Operational 1 Day 90 Days Operational 30 Day Operational	$15* $25 * $200 $400	An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground complied with.
Outdoor Assembly Event	1-30 Days Operational	$75*	An operational permit is required to conduct an outdoor assembly event where planned attendance exceeds 1,000 persons. i.e., circus, carnival, tent show, theater, skating rink, dance hall
Places of Assembly	Annual Operational	$50* 1-100 Persons $100* >100 Persons $200* >300 Persons	An operational permit is required to operate a place of assembly. (i.e. Church, Banquet Hall, Night Club, Event Center and Restaurants with an occupant load of over 50 persons),
Pyrotechnic Special Effects Material.	1-30 Days Operational Annual Operational	$150	An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of 2021 IFC, Chapter 56.
Repair Garages	Annual Operational	$25	An operational permit is required to operate of repair garages.
Residential Occupancy	Annual Operational	$100 5-20 Dwelling Units $150 >20 Dwelling Units $200 >50 Dwelling Units $350 >100 Dwelling Units	An operational permit is required to operate Group R Residential Occupancies, as defined by 2021 IFC such as but not limited to; multi-family residences, hotels, and motels. Residential Occupancies refer to using a building or structure, or part of it, for sleeping purposes when it is not classified as an Institutional Group I.
Special Event	1-30 Days Operational	$25*	A permit is required for Special Events requiring Fire Inspection.
Spraying or Dipping Operations.	Annual Operational	$25	An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by 2021 IFC Chapter 24.
Storage of Scrap Tires and Tire Byproducts	Annual Operational	$25	An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts.
Temporary Membrane Structures and Tents.	1 -14 Days Operational	$15* Per Structure/Per Event	An operational permit is required to operate a temporary membrane structure, a temporary special event structure, or a tent. Tents and membrane structures having an area in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Construction Permits	***Construction Permits, Plan Review and Inspections***	***FEES $50.00***	***REQUIREMENTS***
Construction Permit Required	**Work commencing before permit issuance or working with an expired permit may result in a stop work order, citations, and fees.**	**Operating without an approved or expired permit may result in Double Permit Fees.**	**Anyone who commences any work, activity, or operation regulated by this code before obtaining the necessary permits may be subject to municipal citations and additional permit fees at double the permit cost.**
Access Control Security Devices and egress-locking systems	180 Days Construction	100	A construction permit is required for the installation of or modification to access control security devices, delayed egress locking systems, and controlled egress doors in Group I- 1 and I- 2 occupancies.
Automatic Sprinkler System	180 Days Construction	$100 For up to 100 Heads $3/ea. Additional Heads $5/ea. Tamper/Flow $50 ea. Riser $25 FDC $50 Standpipe System	A construction permit is required for the installation of or modification to an automatic Sprinkler System.
Automatic Sprinkler *Fire pumps. *Storage Tanks *Underground Fire Line.	180 Days Construction	$400 $200	* A separate permit is required for installing or modifying Fire Pumps and related fuel tanks, jockey pumps, controllers, and generators. *Separate Permit Required for Underground Fire Sprinkler Supply Lines and Storage Tanks
Automatic Sprinkler System Modification Add/ Remove/ Relocate Sprinkler Heads	180 Days Construction	$100 For up to 100 Heads $3/ea. Additional Heads	A permit is required to add, remove, or relocate more than 19 sprinkler heads.
Commercial Generator	180 Days Construction	$100	A construction permit is required to install, alter, remove, or abandon a generator fueled by a flammable or combustible liquid tank.
Compressed Gases.	180 Days Construction	$150 (Per System)	A construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.
Emergency Responder Radio Coverage System.	180 Days Construction	$100* (Per System)	A construction permit is required for the installation of or modification of emergency responder radio coverage systems and related equipment.
Fire alarm and detection systems and related equipment	180 Days Construction	$100 For up to 25 Devices $3ea. Additional Devices Duct Detector, Smokes, Heat, Pull and Audio, Visual Notifications, $10 FACU	A construction permit is required for the installation of or modification of fire alarm and detection systems and related equipment.

		$10 Remote Annunciators	
Fixed Fire Extinguishing System Commercial Hood, Spray Booth, or Room	180 Days Construction	$100 $3/ea. Nozzle $3/ea. Pull Station	A construction permit is required for the installation or modification of a fixed fire suppression system.
Flammable and Combustible Liquids.	180 Days Construction	$150 ea. Tank Installation& Tank Removal	A construction permit is required to install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.
Gates and barricades across fire apparatus access roads.	180 Days Construction	$25/ea.*	A construction permit is required for the installation of or modification to a gate or barricade across a fire apparatus access road.
LP-Gas.	180 Days Construction	$125 (Per System)	A construction permit is required for installation of or modification to an LP-gas system.
Spraying or Dipping.	180 Days Construction	$125	A construction permit is required to install or modify a spray room, dip tank or booth.
Inspection Request	***Annual Inspection Permit, Fire Final, General, Re-inspections Cover Inspection***	***Applicable Fees Shall Apply $25.00****	***Before a new operational permit is approved, the fire code official is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with this code or any operational constraints required.***
After-Hour Inspection	After-hour Inspections are conducted outside of business hours	$50/hr. 2hr Minimum Required	After-hours inspections are available upon request and are subject to after-hours fees. To pass the inspection, you must meet minimum code requirements. A passed inspection is not guaranteed.
Annual Permit Renewal Inspection	Annual Permit Inspection	$50 2nd Re-inspection	Initial Inspection and one re-inspection are conducted free of charge for all operational permit inspections.
Inspection Requests	Cover, Fire Final, Permit, Annual, Fire Protection System, Site Inspection, System Acceptance Test	$50 2nd Re-Inspection	Initial Inspection and one re-inspection are Included in the Permit Application Fee. The permit holder or their duly authorized agent shall notify the fire code official when work is ready for inspection and provide access to and means for inspecting such work as required by this code.
Occupancy Inspection Requests	Certificate of Occupancy /Change of Occupancy	$50* $50 2nd Re-Inspection	Initial Inspection and one re-inspection are Included in the Permit Application Fee. The building or structure shall not be occupied prior to the fire code official issuing a permit and conducting associated inspections indicating the applicable provisions of this code have been met.
Re-Inspection	Re-inspection Required	$50ea Re-inspection	A re-inspection is required due to the failure of the previous inspection or a missed scheduled appointment, as per the Fire Officials' schedule.
General Fire Inspection, Complaint Inspection, Follow-up/ Investigative Inspection	Inspections during business hours	$50 3rd Re-inspection	Initial Inspection and two re-inspections are conducted free of charge for all routine fire inspections.
Fire Marshal Plan Review	***Commercial Plan Review, Fire Protection, Civil, Building***	***$50****	***All commercial plan reviews conducted by the Fire Marshal's Office require a $50 plan review fee.***
Expedited Plan Review	After-Hour Expedited Plan Review	Expedited Plan Reviews are subject to fees of $200-$600 per plan set.	Expedited plan reviews are available upon request and are subject to expedited plan review fees. Plan reviews have a guaranteed 48-hour turnaround time. * Plan approval is not guaranteed; minimum code requirements must be met before plans are approved.

Utility Fees - Resolution 2023-R-04
Resolution 2022-R-10 (Aug 2, 2022)
Exhibit C

Tap and Inspection Fees (Sec. 71-2)		
Water Connection Fee Schedule	**Meter size**	**Cost**
Single-Family Residential	3/4"	$550 plus 1/2 cost of any required bore
	>3/4"	$750 plus 1/2 cost of any required bore
Sewer Connection Fee Schedule	**Fee Type**	**Cost**
Single-Family Residential	Connection Fee	$750 plus 1/2 cost of any required bore
Multi-family Residential and Non-Residential	Connection Fee	Based on individual needs of the facility based on engineering requirements
Temporary Construction & Bulk Water Meters	**Fee Type**	**Cost**
Temporary meter & use of a fire hydrant wrench	Installation Fee	$50
	Deposit	$750
Bulk Water	Water Meter Base Charge	$100
	Rate per 1,000 gallons	$10/per 1,000 gallons of water used
Pre-facility Inspection	Inspection Fee	$25
	Reinspection Fee	$25
Grease Trap Inspections	Inspection Fee	$35
	Reinspection Fee	$40
Sewer and Water Complaints	If on consumer-side	$40 per hour time required for inspection
Swimming Pool Inspections (Sec.71-6)	**Fee Type**	**Cost**
	Inspection Fee	$40
Plumbing (Sec. 71-7)	**Fee Type**	**Cost**
Backflow Prevention Assemblies	Testing and Certification	$75
Customer Service Inspections	Single-Family Residential Users	$100
	Other Users	Determined on an individual basis
Final Plumbing Inspection	Single-Family Residential Users	$50
	Other Users	Determined on an individual basis
Late Payments (Sec. 71-8)	**Fee Type**	**Cost**
	Certified Delinquent Letter Fee	$10 for each notice of termination
Termination & Reconnection of Service (Sec. 71-9)	**Fee Type**	**Cost**
Reconnection	Reconnection Fee	$50 plus $75 security deposit, less prior security deposit on file
Vacation	Temporary Suspension & Reconne	$50 for meter pull and $50 for reconnection
Returned Checks (Sec. 71-10)	**Fee Type**	**Cost**
	Returned check fee added to bill	$25
New Account Fee (Sec. 71-11)	**Fee Type**	**Cost**
	New Account Setup Fee	$20 (nonrefundable)
Security Deposits (Sec. 71-12)	**Fee Type**	**Cost**
Residential Owner	Security Deposit	$75
Residential Renter	Security Deposit	$200
Commercial - 1" meter or smaller	Security Deposit	$200
Commercial - 2" meter or larger	Security Deposit	$400
Temporary Construction Meter	Security Deposit	$750
Bulk Water Purchase (Residential)	Security Deposit	$1,000
Bulk Water Purchase (Commercial/Pipeline)	Security Deposit	$5,000
Builder Deposits	Security Deposit	$500 at time a request for each initial water tap is made

Utility Fees - Resolution 2023-R-04
Resolution 2022-R-10 (Aug 2, 2022)
Exhibit C

*** Separate from fee schedule ***		
****Water and Sewer Rates adopted by Ordinance 2023-O-34 (Adopted 10/02/2023)****		
***Water Rates (Monthly) (Sec. 71-4)**	**Gallons**	**Cost**
Single-Family Residential Users	First 2,000 gallons	$32.59 (Minimum)
	All over 2,000 gallons	$3.34 per 1,000 gallons
Commercial Users	First 2,000 gallons	$39.11 (Minimum)
	All over 2,000 gallons	$3.34 per 1,000 gallons
***Sewer Rates (Sec. 71-5)**	**Gallons**	**Cost**
Single-Family Residential Users	First 2,000 gallons	$39.11 (Minimum)
	All over 2,000 gallons	$3.34 per 1,000 gallons
Multi-Family Residential Users	First 2,000 gallons	$39.11 (Minimum)
	All over 2,000 gallons	$3.34 per 1,000 gallons
Commercial Users	First 2,000 gallons	$45.63 (Minimum)
	All over 2,000 gallons	$3.34 per 1,000 gallons

ORDINANCE NO. 2024-O-36

AN ORDINANCE AMENDING CHAPTER 44 "OFFENSES AND MISCELLANEOUS PROVISIONS" OF THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY ADOPTING A NEW ARTICLE XI "LIGHT TRESPASS" TO PROVIDE OUTDOOR LIGHTING STANDARDS AND REGULATIONS THAT DECREASE LIGHT POLLUTION WITHIN THE CITY AND PROTECT PROPERTIES FROM LIGHT TRESPASS; 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, determines it in the best interest of the health, safety, and welfare of the citizens of the City to amend Chapter 44 of the City Code by adopting a new Article XII to regulate outdoor lighting standards and regulations that decrease light pollution while maintaining property safety; preserve views of the night sky; maintain community character; preserve natural environment; and promote energy conservation, energy efficiency, community health, and harmony between neighbors.; and

WHEREAS, the City Council finds that the adoption of this ordinance is in the best interest of the citizens 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. Chapter 44 of the Code of Ordinances of the City of Manvel is hereby amended by adopting a new Article XI "Light Trespass" to read and provide as follows:

"Chapter 44 - OFFENSES AND MISCELLANEOUS PROVISIONS

. . .

ARTICLE XI. – LIGHT TRESPASS

Sec.44-190. Title, purpose, and scope.

(a) *Title.* This article shall be known and cited as the "light trespass ordinance."

(b) *Purpose.* The purpose of this article is:

(1) The purpose of this chapter is to provide outdoor lighting standards and regulations that decrease light pollution while maintaining property safety; preserve views of the night sky; maintain community character; preserve natural environment; and promote energy conservation, energy efficiency, community health, and harmony between neighbors.

(2) To reduce glare and improve night-time visibility which contributes to safer, more secure, and attractive outdoor spaces.

(3) To protect properties from light trespass.

(c) *Scope.* This article shall apply within the city limits of the City of Manvel, hereinafter referred to as "city."

Sec. 44-191. Definitions.

(a) The following definitions are hereby adopted for the purposes of this article:

Candela means a unit of luminous intensity in any given direction. A candela is commonly called one candlepower.

Direct Light means light emitted directly from the lamp, off of the reflector diffuser, or through the refractor or diffuser lens, of a luminary.

Footcandle means a unit of light measurement equal to one lumen per square foot.

Full Cutoff (FCO) means a luminaire light distribution where zero candela intensity occurs at an angle of 90 degrees above nadir, and at all greater angles from nadir, and additionally, where the candela per 1,000 lamp lumens does not numerically exceed 100 (ten percent) at a vertical angle of 80 degrees above nadir. This applies to all lateral angles around the luminaire. A full cutoff luminaire is also fully shielded.

Glare means visual discomfort or impairment caused by a bright source of light in a direction near one's line of sight.

Illuminance means the quantity of light arriving at a surface measured in lux or footcandles.

Lumen means a unit of luminous flux.

Light Fixture/ Luminary means a complete lighting unit, consisting of a lamp or lamps and parts designed to distribute light, position and protect lamps, and connect lamps to a power supply.

Light source means a light emitting portion of the luminaire and any diffusing elements and surfaces intended to reflect or refract light emitted from the lamp individually or collectively, for example, a lamp, bulb, lens, highly reflective surface, or frosted glass.

Light trespass means light emitted from fixtures designed or installed in a manner that unreasonably causes light to fall on a property other than the one where the light is installed, in a motor vehicle drivers' eye, or upwards toward the sky. If the light appears star-like from another property or the public roadway, the light is creating light trespass. It is expected that the illumination produced by a light source may be viewed from other properties but the light source itself should not be visible from other properties. Exhibit 1 of section 44-194 is a sample educational illustration about light trespass.

Multi-family Property includes:

- Properties zoned Multi-family District (MF),
- Properties developed as a legal non-conforming multi-family residential use.

Non-residential Property includes:

- Properties zoned Light commercial District (LC), Heavy Commercial District (HC), and HUD-Code Manufactured Homes District (HCMC),
- Properties within Highway Mixed Use district (HMU) developed for non-residential use only,
- Properties subdivided as non-residential lots within Planned Unit Development District (PUD)
- Properties developed as a legal non-conforming non-residential use.

Outdoor Lighting means night-time illumination of an outside area or object by any man-made device.

Residential Property includes:

- Properties zoned Open-Single-Family Residential District (O-SFR), Single Family Residential District (SFR), and HUD-Code Manufactured Homes District (HCMC),
- Properties within Highway Mixed Use district (HMU) developed for residential use only,
- Properties subdivided as residential lots within Planned Unit Development District (PUD)
- Properties developed as a legal non-conforming residential use.

~~*Temporary Outdoor Lighting* means lighting for a specific event of an outside area or object by any man-made device that produces light for a period less than 7 days and with at least 30 days passing before reuse.~~

Sec. 44-192. Outdoor Lighting Requirements

(a) *General Requirements.*

(1) No light fixture installed within the city limits, except governmental owned streetlights and other exemptions listed in this ordinance, shall create or maintain conditions of light trespass.

(2) Any light source that is intentionally directed at another person's property with the intent to annoy, alarm, intimidate, harass, or threaten another, shall be deemed a nuisance.

(3) Any light fixture or light source that is aimed, directed, or focused in such a manner to create glare perceptible to persons operating motor vehicles on public rights of way or to adjacent property owners is prohibited.

(b) *Requirements for Residential properties:*

(1) Outdoor lighting shall be sufficiently shielded and aimed such that spillage of light onto adjacent properties is prevented and glare from the light emitting and/or reflecting parts of a luminaire is not visible from an adjacent property.

(2) Outdoor lighting shall be shielded to prohibit illumination at the property line to not exceed 0.10-footcandle at the property line.

(c) *Requirements for Non-Residential and Multi-family properties:*

(1) All exterior lighting fixtures including external illumination for signage shall be shielded and full cutoff.

(2) Outdoor lighting shall be sufficiently shielded and aimed such that spillage of light onto adjacent properties is prevented and glare from the light emitting and/or reflecting parts of a luminaire is not visible from an adjacent property.

(3) When abutting a residential property, outdoor lighting shall be shielded to prohibit illumination at the property line to not exceed 0.10-footcandle at the property line.

(4) When abutting a non-residential property, outdoor lighting shall be shielded to prohibit illumination at the property line to not exceed 0.50-footcandle at the property line.

(5) All new and replacement non-residential outdoor lighting installed after the effective date of this chapter shall comply with its provisions. All existing nonresidential outdoor lighting that was legally installed before the effective date of this chapter, and that does not comply with the standards, rules and regulations shall be deemed nonconforming.

(6) Nonconforming existing outdoor lighting shall be brought into compliance with this chapter when A property is the subject of an application for a conditional use permit, subdivision approval, site plan, building permit for new construction, building permit for remodeling 50% or more of a structure, or a building permit for an addition that increases the size of a building by 50% or more of the original square footage of the building or the structure remains vacant for a continuous period of six months. Such property in its entirety shall be brought into compliance with this chapter before final inspection, issuance of a certificate of occupancy, final plat recordation, or occupancy of the improvement, whichever is applicable.

Sec. 44-193. Exemptions, Enforcement, and Public Nuisance.

(a) *Exemptions.* This article shall not apply to the following:

(1) Lighting required by law to be installed on surface vehicles and aircraft;

(2) Airport lighting required by law;

(3) Lighting required by federal or state laws or regulations;

(4) Temporary emergency lighting needed by law enforcement, fire, and other emergency services as well as building egress lighting whose electric power is provided by either battery or generator;

(5) Lighting employed during emergency repairs of roads and utilities provided such lighting is deployed, positioned, and aimed such that the resulting glare is not directed toward any roadway or highway or residence;

(6) Temporary lighting at construction projects provided such lighting is deployed, positioned, and aimed such that the resulting glare is not directed toward any roadway or highway or residence;

(7) Seasonal decorations in place no longer than 60 days; and

(8) Sports field outdoor lighting.

(9) All municipal activities shall be exempt from the requirements of this Ordinance.

(10) Temporary outdoor lighting used for a specific event of an outside area or object by any light fixture or man-made device that produces light for a period less than 7 days and with at least 30 days passing before reuse.

(b) *Enforcement.*

(1) The city manager is authorized to promulgate one or more interpretive documents to aid in the administration of, and compliance with, this article. Such interpretive documents, with examples such as Exhibit 1 of section 44-194, shall be educational only and shall not constitute regulations, amendments, or exceptions.

(2) Violations.

a. The city shall have the power to administer and enforce the provisions of this article as may be required by governing law.

b. It shall be unlawful for any person to intentionally, knowingly, recklessly, or with criminal negligence install or operate any outdoor lighting fixture in violation of any provision of this article. Any person violating any provision of this article shall be guilty of a class C misdemeanor.

c. Each and every day during which the illegal use of such lighting continues shall be considered to constitute a separate offense.

d. A reporting party of a light trespassing offense related to light trespassing on private property would need to be an owner, resident, or a legal representative of the owner or resident of the property that is being trespassed upon.
e. Any person who fails to comply with these provisions may be issued a warning notice.

(3) Metering Equipment and Methods of Measurements.

a. Outdoor lighting levels shall be measured in footcandles with a direct reading portable light meter with a color and cosine corrected sensor with multiple scales.
b. Readings shall be taken in both the horizontal plane and vertical plane.
c. Readings shall be taken when visibility is six miles or greater.
d. Readings shall be taken at least one hour after sunset or one hour prior to sunrise.
e. For the horizontal plane, the meter sensor shall be mounted or held not more than six inches above ground level in a horizontal position.
f. For the vertical plane, the meter sensor shall be mounted or held at least five feet above ground level in a vertical position, measurements made perpendicular to the property line and facing the outdoor lighting in question.

(c) *Public nuisance.* Any violation of this article that results in light trespass or an unreasonable interference with the common and usual use of any other property is hereby declared to be a public nuisance. Light trespass onto a neighbor's property applies to both non-residential, multi-family residential, and single-family residential properties.

(d) *Civil remedies.* Nothing in this article shall be construed as limiting the right of any person or entity to pursue legal action against any other person or entity under any applicable law, including the doctrine of light trespass.

Sec. 44-194. Exhibits.

Exhibit 1. Light Trespass

”

Section 3. 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 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 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 $2,000.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this __________ day of ___________________, 2024.

PASSED, APPROVED, AND ADOPTED on second and final reading this __________ day of ___________, 2024.

____

Dan Davis, Mayor

Attest:

____

Tammy Bell, City Secretary

Approved as to Form:

____

Robert Gervais, City Attorney

September 3, 2024 MANVEL CITY COUNCIL MEETING MINUTES

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

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

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

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

MINUTES 9/3/2024

Workshop Session
Mayor Davis called the workshop of the Manvel City Council to order at 5:00 p.m.
Those in attendance were:

Present: Mayor Dan Davis
City Councilmember Place 1 Keith Bonner
City Councilmember Place 3 Harry Opliger
City Councilmember Place 4 Ed Perry
City Councilmember Place 6 Jerome Hudson
City Councilmember Place 5 Crystal Sarmiento

Absent: City Councilmember Place 2 David Lands

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

Presentation on the Camino Software.
Lenise Centeno with Camino provided the presentation.

Discussion on the FY 2024-2025 Budget.
Budget Town Hall, Monday, September 9th
Final budget presentation, Monday, September 16th

Discussion on any topic as listed on the current agenda.

Executive Session

City Council will convene into Executive Session pursuant to Texas Government Code, Section 551.072: "Deliberation regarding real property", to discuss the following:
Deliberate the purchase, exchange, lease, or value of real property

City Council will convene into Executive Session pursuant to Texas Government Code, Section 551.071: "Consultation with Attorney", to discuss the following:
Pending or contemplated litigation; a settlement offer; of a matter in which the duty of the attorney requires it.

Freddie Douglas v. City of Manvel, Texas et al - Case No. 3:24-cv-00244
John Marks v. City of Manvel, Texas et al - Case No. 3:24-cv-00243

Mayor Davis convened the meeting into Executive Session at 5:42 p.m. for the Executive Session pursuant to Texas Government Code, Section 551.072: "Deliberation regarding real property", to discuss the following:
Deliberate the purchase, exchange, lease, or value of real property

Mayor Davis recessed the Executive Session at 6:07 p.m.

Regular Session
Call To Order
Mayor Davis called the meeting of the Manvel City Council to order at 6:07 p.m.
Those in attendance were:

Present:	City Councilmember Place 1 Keith Bonner City Councilmember Place 3 Harry Opliger City Councilmember Place 4 Ed Perry City Councilmember Place 6 Jerome Hudson City Councilmember Place 5 Crystal Sarmiento Mayor Dan Davis
Absent:	City Councilmember Place 2 David Lands
Also Present:	Dan Johnson, City Manager Robert Gervais, City Attorney Keith Traylor, Chief of Police Tammy Bell, City Attorney Rosa Donaire, Finance Director Jose Abraham, Director of Development Services Robbie Hall, Director of Public Works Chad Dumont, Personnel Director Brooke Cyphers, Public Information Officer

Invocation

Inspirational Reading - Councilmember Hudson

Pledge

Presentations

Proclamation
Patriot Day - September 11, 2024
Staff Recognition
Michelle Vela - 15 years of dedicated service to the City of Manvel

Staff Presentations on Public Hearing Items

Evan Duvall, BBG Consulting, provided the presentation.

Public Hearing

TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING ORDINANCE NO. 2020-O-14, PERTAINING TO ZONING AND DEVELOPMENT RELATED PROVISIONS AND REQUIREMENTS FOR DEL BELLO LAKES PLANNED UNIT DEVELOPMENT (PUD) TO AUTHORIZE NAICS USE CODE 4411 “MOTOR VEHICLE DEALER” FOR THE COMMERCIAL PROPERTY GENERALLY LOCATED AT THE SOUTHEAST CORNER OF HIGHWAY 288 AND DEL BELLO BOULEVARD; PROVIDING FOR THE AMENDMENT OF THE CITY’S OFFICIAL ZONING MAP, PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

Mayor Davis opened the Public Hearing at 6:18 pm.
1st call for comments -
Monica Britton, 4415 Meadow Shore Lane - against the dealership and requests the city think of the residents and put some safeguards in place should this pass
Geneva Rivera, 5803 Dancing Oaks Ct - requested a list of what the developer is requesting so the community can offer input as a whole
Dr. Milton Shepard, 5702 Dancing Oaks Ct - Safety concerns dealing with traffic
Dr. Pamela Hardy Shepherd, 5702 Dancing Oaks Court - emphasizes the urgency from a public health perspective and an environmental frame. There is already a toxic load in the neighborhood, and adding a dealership would only compound it.
Anthony Rivera, 5803 Dancing Oaks Ct - wanted clarification on whether this would only be for a car dealership or if it would potentially open it up to other commercial or industrial uses.
Billy Zeporteza - 5706 Dancing Oak Courts - with TCEQ for 27 years. Asks the council to consider the long-term impacts this will have on the community. Concerns over safety and traffic concerns, noise pollution, and the environmental impact car dealerships can have. Expresses that they require vast expanses of asphalt for parking lots, leading to increased runoff and reduced green space. This could exacerbate flooding issues and harm the natural landscape of the community. Additionally, the constant washing and maintenance of vehicles would add chemicals to the water system, creating potential environmental hazards. Finally, she shares her concern over the decrease in property values from allowing a dealership.
2nd call for comments - None
3rd call for comments - None
Mayor Davis closed the Public Hearing at 6:37 pm.

CANCELED - APPLICANT REQUESTED THAT STAFF PULL THEIR APPLICATION
TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY, BY CHANGING THE ZONING CLASSIFICATION OF AN APPROXIMATE 3 ACRE PORTION OF A 19.99 ACRE TRACT OF LAND GENERALLY LOCATED 40 FEET EAST OF THE SOUTHEAST INTERSECTION OF CR 58 AND RODEO DR (AT 3404 CR 58), MANVEL, TEXAS FROM SINGLE-FAMILY RESIDENTIAL (SFR) DISTRICT TO LIGHT COMMERCIAL (LC) DISTRICT PROVIDING FOR THE AMENDMENT OF THE CITY’S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

TO HEAR INPUT FROM THE PUBLIC REGARDING REAUTHORIZATION OF BUILDING PERMIT FEES TO BE INCLUDED IN THE FISCAL YEAR 2024-2025 BUDGET ADOPTION ORDINANCE REAUTHORIZING ALL CITY FEES CHARGED AS A CONDITION OF CONSTRUCTING, RENOVATING, OR REMODELING A RESIDENTIAL OR COMMERCIAL STRUCTURE.

Mayor Davis opened the Public Hearing at 6:39 p.m.
Bobby Gervais provided a presentation on the Public Hearing. This is a new legislative requirement.
1st call for comments - None
2nd call comments - None
3rd call for comments - Geneva Rivera requested an explanation.
Mayor Davis closed the Public Hearing at 6:41 p.m.

To hear input from the public regarding comments for or against the following;

THE PROPOSED ANNUAL BUDGET FOR THE FISCAL YEAR OF OCTOBER 1, 2024 TO SEPTEMBER 30, 2025. THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY $716,759.58 OR 6.33% AND OF THAT AMOUNT, $890,248.94 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Mayor Davis opened the Public Hearing at 6:42 p.m.
Rosa Donaire provided the presentation.
1st call for comments - None
2nd call for comments - None
3rd call for comments - None
Mayor Davis closed the Public Hearing at 6:42 p.m.

Public Comments: "Comment Card" Required

Ramji Ramachandran, 9819 Chapman Trail - Presentation on Sewa Golf Tournament on September 14th. Rashmi Singh with the Houston Chapter of the SAA International. This is for Hurricane Beryl relief specifically for Brazoria County residents.

Linda Dune, 6655 Cemetery Road - In support of the light ordinance as written.

City Manager Update

Animal Ordinance is planned to come back for the second reading at the September 16th meeting.
Second Manvel Market Saturday, September 7th.

Consent Agenda

1. Acceptance of the meeting minutes to date.

2. Approve an Interlocal Agreement between Brazoria County, Texas, and the City of Manvel.

3. Approve second and final reading of Ordinance 2024-O-32;
   AN ORDINANCE GRANTING TO CENTERPOINT ENERGY RESOURCES CORP., DBA CENTERPOINT ENERGY TEXAS GAS OPERATIONS, THE RIGHT, PRIVILEGE AND FRANCHISE TO CONSTRUCT, INSTALL, EXTEND, REMOVE, REPLACE, ABANDON, OPERATE AND MAINTAIN ITS FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY OF THE CITY OF MANVEL, TEXAS FOR THE TRANSPORTATION, DELIVERY, SALE AND DISTRIBUTION OF NATURAL GAS; CONTAINING OTHER PROVISIONS RELATING TO THE FOREGOING SUBJECT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

4. Approve second and final reading of Ordinance 2024-O-33;
   AN ORDINANCE GRANTING TO CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, PRIVILEGE AND FRANCHISE TO USE THE PUBLIC RIGHTS-OF-WAY WITHIN THE CITY OF MANVEL, TEXAS FOR THE

CONSTRUCTION, OPERATION AND MAINTENANCE OF THE COMPANY'S ELECTRIC UTILITY FACILITIES TO CONDUCT AN ELECTRIC DELIVERY BUSINESS WITHIN THE CITY OF MANVEL, TEXAS.

5. Acceptance of infrastructure improvements for Water, Sanitary, Sewer, and Drainage Facilities, and Paving & Appurtenances to Serve Del Bello Lakes Section 9 for Brazoria County Municipal Utility District No. 43, Brazoria County, Texas to begin the Two-Year Maintenance Period

6. Acceptance of infrastructure improvements for Water Distribution, Wastewater Collection, Storm Water Facilities and Paving to serve Meridiana Section Fourteen-B for Brazoria County Municipal Utility District No. 57, Brazoria County, Texas to begin the Two-Year Maintenance Period.

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

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 2 David Lands

Abstained: None

Items Removed from Consent Agenda - None

Mayor Davis convened the meeting back into Executive Session at 6:56 p.m. for Executive Session pursuant to Texas Government Code, Section 551.071: "Consultation with Attorney", to discuss the following:

Pending or contemplated litigation; a settlement offer; of a matter in which the duty of the attorney requires it.

Freddie Douglas v. City of Manvel, Texas et al - Case No. 3:24-cv-00244
John Marks v. City of Manvel, Texas et al - Case No. 3:24-cv-00243

Mayor Davis reconvened the meeting out of Executive Session at 8:18 p.m.
There was no action taken during the Executive Session.

Regular Agenda

1. Consideration and possible action to schedule the adoption date for the Fiscal Year 2024-2025 Budget for September 16, 2024.

Councilmember Perry made the motion to schedule the adoption date for September 16, 2024. Councilmember Bonner seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 2 David Lands

Abstained: None

2. Consideration and possible action to approve a Commercial Buyer/Tenant Representation Agreement between the City of Manvel and Boatman Realty, David Smith, and authorize the City Manager to execute the agreement.

   Councilmember Opliger made the motion to approve. Councilmember Hudson seconded the motion.

   The motion carried with a vote: 6/0

   Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

   No: None

   Absent: City Councilmember Place 2 David Lands

   Abstained: None

3. Consideration and possible action to direct staff on land acquisition.

   Mayor Davis made the motion to direct staff to work with broker David Smith of Boatman Realty to pursue an acquisition of land as discussed in executive session and based off of the pricing that was discussed in executive session. Councilmember Bonner seconded the motion.

   The motion carried with a vote: 6/0

   Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

   No: None

   Absent: City Councilmember Place 2 David Lands

   Abstained: None

4. Consideration and possible action to approve the first of two readings of Ordinance 2024-O-36; AN ORDINANCE AMENDING CHAPTER 44 "OFFENSES AND MISCELLANEOUS PROVISIONS" OF THE CODE OF ORDINANCES OF THE CITY OF MANVEL, TEXAS, BY ADOPTING A NEW ARTICLE XI "LIGHT TRESPASS" TO PROVIDE OUTDOOR LIGHTING STANDARDS AND REGULATIONS THAT DECREASE LIGHT POLLUTION WITHIN THE CITY AND PROTECT PROPERTIES FROM LIGHT TRESPASS; 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.

   Chief Traylor and Jose Abraham provided a presentation on the ordinance.
   Councilmember Bonner asks if there is "grandfather" language in this where someone can get away with violating the ordinance.
   Chief Traylor explains how the Police Department will now be able to issue citations for this with the new language that helps clarify the intent to annoy, harass, or alarm.

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

   The motion carried with a vote: 6/0

   Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

   No: None

Absent: City Councilmember Place 2 David Lands

Abstained: None

Mayor and Council Comments

Adjourn

Councilmember Bonner made the motion to adjourn the meeting at 8:33 p.m. Mayor Davis seconded the motion.

The motion carried with a vote: 6/0

Yes: Mayor Dan Davis, City Councilmember Place 1 Keith Bonner, City Councilmember Place 3 Harry Opliger, City Councilmember Place 4 Ed Perry, City Councilmember Place 5 Crystal Sarmiento, City Councilmember Place 6 Jerome Hudson

No: None

Absent: City Councilmember Place 2 David Lands

Abstained: None

CERTIFICATION

____

TAMMY BELL, CITY SECRETARY
CITY OF MANVEL, TEXAS

____

DAN DAVIS, MAYOR
CITY OF MANVEL, TEXAS

ORDINANCE NO. 2024-O-40

AN ORDINANCE AMENDING ORDINANCE NO. 2023-O-32 AMENDING THE CITY FISCAL YEAR 2024 BUDGET ENDING SEPTEMBER 30, 2024, BY AMENDING THE BUDGET TO RECOGNIZE GENERAL FUND EXPENSES RELATED TO HURRICANE BERYL, TO TRANSFER FUNDS FROM THE GENERAL FUND TO CAPITAL FUND FOR PURCHASE OF LAND, AND TO TRANSFER FUNDS FROM ONE DEPARTMENT TO ANOTHER IN THE UTILITY FUND. DIRECTING THE BUDGET OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET WITH THE CITY SECRETARY AND WITH THE OFFICE OF THE BRAZORIA COUNTY CLERK AND PROVIDING THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, by Ordinance No. 2023-O-32, the City Council of the City of Manvel, Texas, adopted its original budget for Fiscal Year ending September 2024; and

WHEREAS, by Ordinance 2023-O-39, 2023-O-41, 2024-O-04, 2024-O-07, 2024-O-11,2024-O-14, 2024-O-16 2024-O-18, 2024-O-20, and 2024-O-21 the City Council of the City of Manvel, Texas, amended the budget for the Fiscal Year ending September 2024; and

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

WHEREAS, the General Fund budget amendment recognizes expenses related to Hurricane Beryl, transfers funds from the General Fund to the Capital Fund for land purchases, and transfers funds from one department to another in the Utility Fund for equipment.

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

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

SECTION 2: That the budget for the Fiscal Year ending September 30, 2024, of the City of Manvel, Texas, is hereby amended as;

Line Item	Description	Current	Increase	Decrease	Amended
10.71.7608	Disaster – General Expenses	$134,500.00	$1,000,000.00		$1,134,500.00
10.09.4999	Transfer In – Fund Balance	$1,416,694.03	$1,000,000.00		$2,416,694.03
10.09.4999	Transfer In – Fund Balance	$2,416,694.03	$900,000.00		$3,316,694.03
10.95.8582	Transfer To – Capital Fund	$512,500.00	$900,000.00		$1,412,500.00
50.09.4950	Transfer In – General Fund	$512,500.00	$900,000.00		$1,412,500.00
50.91.7523	Purchases of Land	$0	$900,000.00		$900,000.00
40.10.5000	Salaries	$494,744.00		$100,000.00	$394,744.00
40.54.6020	Capital Outlay Equipment	$0	$100,000.00		$100,000.00

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

PASSED, APPROVED, AND ADOPTED this ______ day of __________, 2024.

____
Dan Davis, Mayor

ATTEST:

____
Tammy Bell, City Secretary

ORDINANCE NO. 2024-O-38

AN ORDINANCE APPROVING AND ADOPTING THE CITY OF MANVEL, TEXAS, OPERATING, CAPITAL IMPROVEMENT PROGRAM, SOUTH MANVEL DEVELOPMENT AUTHORITY (SMDA) AND MEDC BUDGET FOR THE FISCAL YEAR 2025; AND 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 APPROVING THE REAUTHORIZATION OF MUNICIPAL BUILDING PERMIT FEES; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, on the 19, day of August, 2024 the Budget Officer filed with the City Secretary a proposed budget of the City of Manvel for the fiscal year 2024-2025, the same being from October 1, 2024, through September 30, 2025; and

WHEREAS, within the time and in the manner required by law, including section 8.02 of The City Charter, the city manager presented to the City Council a proposed operating and capital improvement program budget of revenues and expenditures of the City of Manvel for the Fiscal year October 1st, 2024, through September 30th, 2025; and

WHEREAS, pursuant to a motion of the City Council and after notice required by law, a public hearing on such general budget was held on the 3rd, day of September, 2024 at which all citizens and taxpayers of the City had the right to be heard and those who requested to be heard were heard; and

WHEREAS, the City Council has considered the proposed operating, capital improvements program, South Manvel Development Authority (SMDA) and Manvel Economic Development Corporation (MEDC) budget and has made such changes therein as in its judgment were warranted by law and were in the best interest of the citizens and taxpayers of the City; and

WHEREAS, the City Council approves all programs and expenditures contained in the budget and authorizes the City Manager to make any budgeted expenditure without further action by the City Council;

WHEREAS, the City Council held a public hearing on September 3, 2024, for the reauthorization of all city fees charged as a condition of constructing, renovating, or remodeling a residential or commercial structure; and

WHEREAS, with the adoption of this Ordinance, the City Council approves the reauthorization of all city fees charged as a condition of constructing, renovating, or remodeling a residential or commercial structure; and

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

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

Section 2. The City Council hereby approves and adopts the operating, capital improvements program, South Manvel Development Authority (SMDA) and Manvel Economic Development Corporation (MEDC) budget described in the preamble of this Ordinance, a copy of which is attached hereto and made a part of this Ordinance for all purposes and a copy of which is on file with the City Secretary. Such budget shall be kept on file in the office of the City Secretary as a public record. The City Secretary is directed to file a true copy of the approved budget in the office of the County Clerk of Brazoria County and on the city's website, as required by law. The council may amend the budget for any municipal purpose or as otherwise permitted by law.

Section 3. In support of said budget and by virtue of the adoption thereof, including any and all changes adopted thereto, the several amounts specified for the various purposes named in said budget are hereby appropriated to and for such purposes. As required by the City Charter, no funds of the city shall be expended nor shall any obligation for the expenditure of money be incurred unless there is an appropriation therefore in the budget as duly adopted and unless the city manager or his/her designee first certifies that there is a sufficient unencumbered balance in such budget line item, and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. However, the charter prohibition is not to be construed to prevent the making or authorize the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is authorized by law and approved by council.

Section 4. The City Council takes cognizance of the fact that in order to facilitate operations of the City and its various departments and activities and to make adjustments occasioned by events transpiring during the year, some transfers may be necessary to and from some accounts contained within the budget as originally adopted. Accordingly, at any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance for operations only (excluding capital projects, capital equipment, South Manvel Development Authority (SMDA) and Manvel Economic Development Corporation) among programs within a department, division, or office. Upon written request by the City Manager, the council may, by ordinance, transfer part or all of any unencumbered appropriation balance from one department, office, or agency to another, (excluding funds in the South Manvel Development Authority (SMDA) budget, without prior action by the South Manvel Development Authority and excluding the Manvel Economic Development Corporation budget, without prior action by the Manvel Economic Development Corporation). The City Manager shall, within thirty (30) days of the transfer, make written reports of all transfers to the city council or as directed by order of the city council. Upon approval thereof by the City Council, an amendment sheet reflecting such transfer or transfers shall be attached to the budget as specifically adopted, whereupon the City Council shall treat such funds as if they had been thus budgeted in the first instance.

Section 5. The City Council approves all programs and expenditures contained in the budget and authorizes the City Manager to make any budgeted expenditure without further action by the City Council. All competitive bidding laws and other city purchasing policy provisions still apply.

Section 6. As required by Texas Local Gov't Code, § 214.908, the City Council approves the reauthorization of all city fees charged as a condition of constructing, renovating, or remodeling a residential or commercial structure, as reflected in the city fee schedule.

PASSED, APPROVED, AND ADOPTED this _________ day of September 2024.

____

Dan Davis, Mayor

ATTEST:

____
Tammy Bell, City Secretary

____
Bobby Gervais, City Attorney

BUILDING TRUST

MANVEL
CITY ON THE RISE

PROPOSED BUDGET

FISCAL YEAR 2024-2025

This budget will raise more total property taxes than last year's budget by $716,759.58 (increase of 6.33%), and of that amount $890,248.94 is tax revenue to be raised from new property added to the tax roll this year.

MISSION STATEMENT

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

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 2020-2021 fiscal year, the 2021-2022 fiscal year and the 2022-2023 fiscal year. Additionally, the original budget projections, revised budget projections, and year-end estimates from FY 2023-2024 are included along with the FY 2024-2025 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 subdivided 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 Public Safety Department, Municipal Court and the Public Works Department.

Financial information, including projected amounts for the adopted FY 2024-2025 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 2020-2021 through FY 2022-2023 in this document. The ending balance of the actual audited amount for FY 2022-2023 then becomes the beginning balance of the projected current fiscal year, FY 2023-2024.

The estimated FY 2023-2024 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 2024-2025 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.

CITY LOCATION AND PROFILE

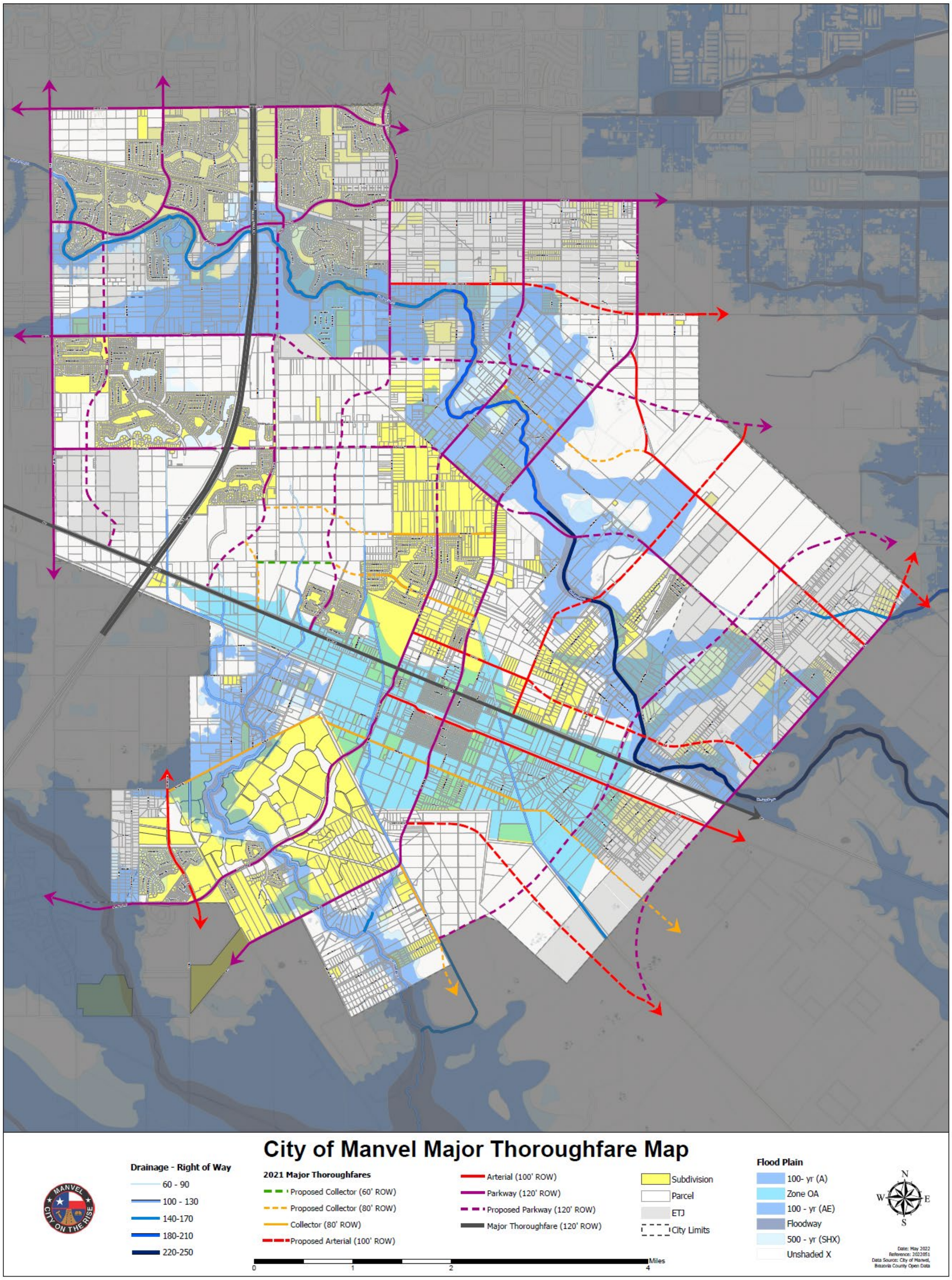
The City of Manvel was originally founded in 1857 and called 'Pamona'. However, when it was discovered that a city in West Texas was also named Pamona, the name was changed to Manvel. The town was named for Allen Manvel (1837-1893) who was the 11th president of the Atchison, Topeka and Santa Fe Railway. 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 in 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 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 while still being far enough away to offer a relaxed, family and community-oriented lifestyle.

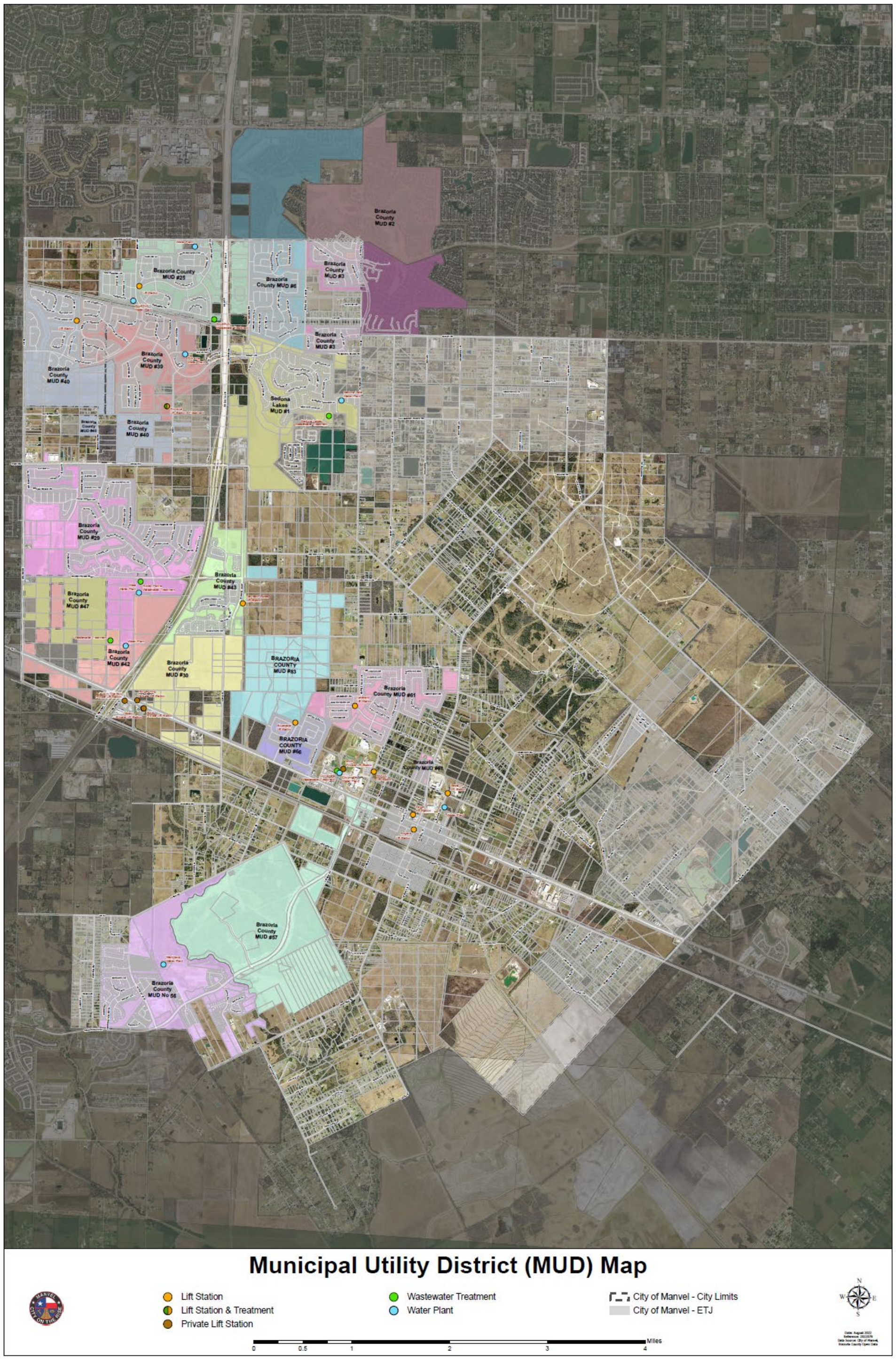
Houston's population remains in the top 5 of the country. It is anticipated that Houston's growth will spill over into the neighboring cities and counties. With the rapid pace of growth occurring in and around the Houston area, Manvel is becoming a desirable location to consider given its convenient 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 Major Thoroughfare Map
Drainage - Right of Way
60 - 90
100 - 130
140-170
180-210
220-250
2021 Major Thoroughfares
Proposed Collector (60' ROW)
Proposed Collector (80' ROW)
Collector (80' ROW)
Proposed Arterial (100' ROW)
Arterial (100' ROW)
Parkway (120' ROW)
Proposed Parkway (120' ROW)
Major Thoroughfare (120' ROW)
Subdivision
Parcel
ETJ
City Limits
Flood Plain
100- yr (A)
Zone OA
100 - yr (AE)
Floodway
500 - yr (SHX)
Unshaded X
N
W
E
S
Miles
0
1
2
4
Date: May 2022
Reference: 2022051
Data Source: City of Manvel, Brazoria County Open Data

MUNICIPAL UTILITY DISTRICTS (MUDs)

A MUD is a political subdivision of the State of Texas authorized by the Texas Commission of Environmental Quality (TCEQ) to provide water, wastewater, drainage and other services.



CITY MANAGER'S MESSAGE

September 11, 2024

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 2025*. This document includes the Fiscal Year (FY) 2021, 2022 and 2023 Actual amounts, the FY2024 Original Budget, Revised Budget, and Estimated Totals, and the Proposed Budget for FY2025. Per Section 8.01 of the Charter, FY2025 begins on October 1, 2024 and ends September 30, 2025.

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 reasonably and accurately estimates the City's revenue and expenditure projections. 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 Brazoria County Appraisal District (BCAD) Certified Appraisal Roll, the *Net Taxable Value* in the City of Manvel has increased from approximately \$2.023 Billion last year to \$2.151 Billion this year. Additionally, the Property Count has increased from 8,607 to 9,034 properties. Approximately \$356 Million of the value is within the Tax Increment Reinvestment Zone (TIRZ) and approximately \$130 Million of the value will be reduced by the new 10% Homestead Exemption recently adopted by the City of Manvel.

Proposed expenditures for this Proposed Budget FY2025 assume that a total property tax rate of $0.56 per $100 of valuation is adopted. This rate is the same as the current year's tax rate of $0.56 per $100 of valuation. This rate represents the lowest tax rate in over 25 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 in 1998.

The following illustrates the 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
2025	*$ 0.56*	*$ 2,150,935,233*

The tax rate is composed of two parts: maintenance and operations (M&O) and debt service. The proposed tax rate of $0.56 would set the M&O rate at $0.317026 (compared to $0.352393 in FY2024) and the debt service rate at $0.242974 (compared to $0.207607 in FY2024) per $100 valuation.

Should Council vote to adopt the proposed rate of $0.56, the levy generated would equate to approximately $1.1 Million dollars more than the levy generated from the NNR. If Council chose to adopt the VAR of $0.606924, the levy generated would equate to an additional $1M over the $0.56 rate, for a total of $2.1M over the NNR.

	No New Revenue Rate	Proposed	Voter-Approval Rate
Rate/$100	$ 0.507231	$ 0.560000	$ 0.606924
Net Taxable Value	$ 2,150,935,233	$ 2,150,935,233	$ 2,150,935,233
Levy	$ 10,910,210	$ 12,045,237	$ 13,054,542
Difference over NNR	$ -	$ 1,135,027	$ 2,144,332

With a tax rate of $0.56, the impact on a $300,000 home, would equate to about $158 per year (or $13 per month) above the NNR. With the VAR, the impact on a $300,000 home would be an additional $141 per year, for a total of $299 above the NNR (or $25 more per month):

$300,000 Home Example	No New Revenue Rate	Proposed	Voter-Approval Rate
2024 COM Tax Rate	$ 0.507231	$ 0.560000	$ 0.606924
2024 COM Tax Payment	$ 1,522	$ 1,680	$ 1,821
Difference over NNR		$ 158	$ 299
Monthly Impact		$ 13	$ 25

This Budget includes 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 discussed in the Budget Workshops, Staff has identified the need for 24 new positions to maintain the same level of service for the anticipated growth next year. If all 24 staffing requests were included, the budget impact would be approximately $2.1M.

Eight of the 24 requested new staff positions are included in this Budget, including:

1. Patrol Officer (Public Safety)
2. Animal Control Officer (Public Safety)
3. Maintenance Technician (Public Works)
4. Heavy Equipment Operator (Public Works)
5. Facility Maintenance Technician (Public Works)
6. Groundskeeper (Public Works)
7. Utility Technician (Utilities)
8. Legal Assistant (Legal)

In addition to the Staffing Needs, 37 Supplemental Requests were also presented throughout the Budget Workshops, equating to approximately $1.6M. The top 17 Supplemental Requests are included in the Budget, equating to about $500k.

The single largest item of the 20 Supplemental Requests not included is the employee benefit of TMRS Updated Service Credits. Twelve (12) of the 18 communities in Brazoria County offer this benefit to their employees. The six that don't are Manvel, Danbury, Jones Creek, Liverpool, Quintana, and Surfside Beach. In short, Manvel is the biggest city in Brazoria County that does not offer this benefit. This benefit would cost about $431,000 this year.

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
City Manager

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 2024-2025 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.

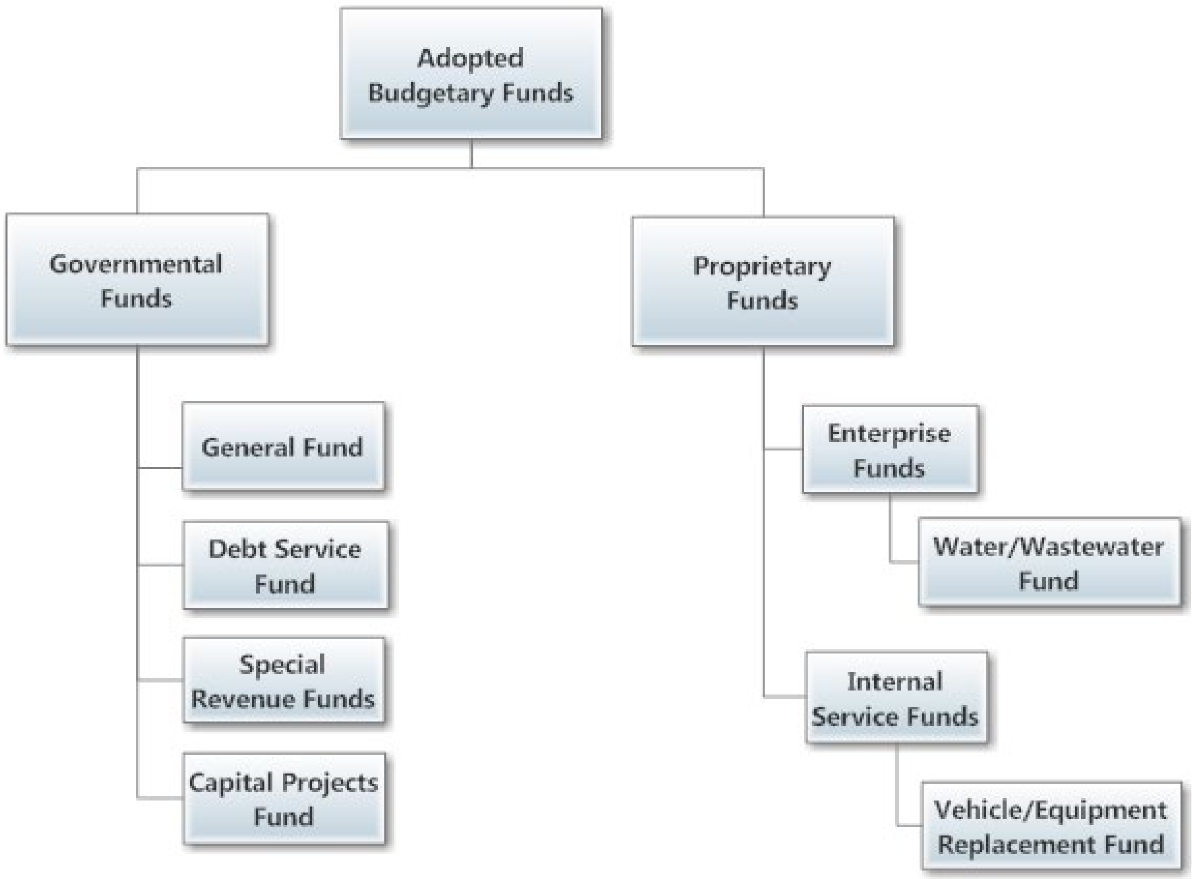
FUNDS

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.



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 Projects Funds.

Governmental Funds 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.

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.

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 statues 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 of 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.

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.

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.

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 at least 6 (six) months of general operating expenditure. Any anticipated excess fund balance may be allocated for one-time expenditures.

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.

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.

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.

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.

SECTION 4 – ALL FUNDS FINANCIAL INFORMATION

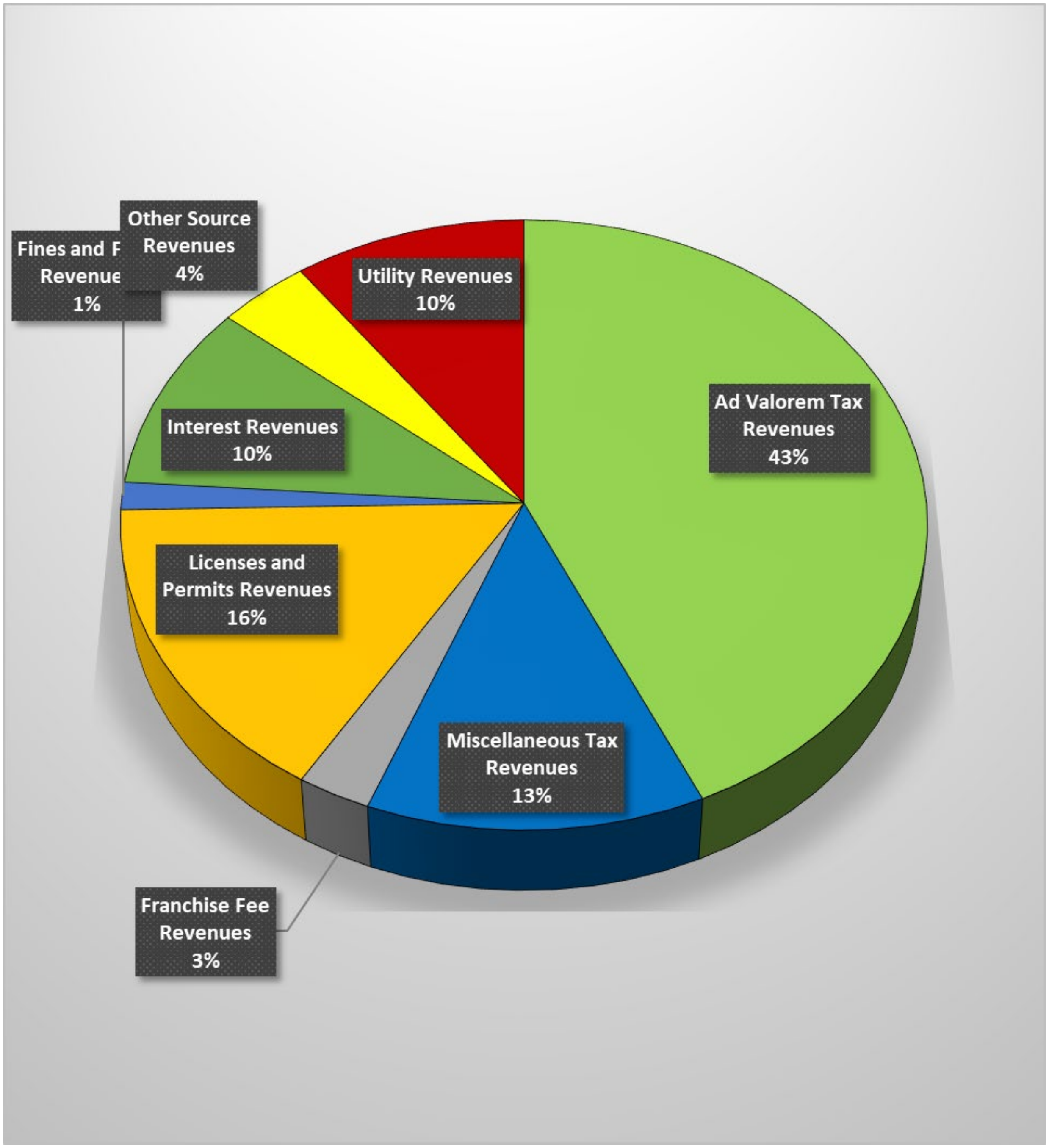
Revenues by Type

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Revenues							
Ad Valorem Tax Revenues	5,896,614	6,496,082	8,509,302	11,512,248	11,512,248	11,468,791	12,741,759
Miscellaneous Tax Revenues	3,464,306	3,396,134	3,789,526	3,485,000	3,485,000	4,144,303	3,750,750
Franchise Fee Revenues	593,435	641,051	782,317	665,000	665,000	436,172	821,000
Licenses and Permits Revenues	4,625,182	4,469,876	3,623,839	4,708,500	4,708,500	3,870,293	4,707,500
Fines and Fees Revenues	248,723	187,402	268,066	222,500	262,500	551,717	430,650
Interest Revenues	20,824	215,264	3,239,867	433,500	338,500	4,740,116	2,928,000
Other Source Revenues	1,064,930	667,569	36,643,751	810,935	54,249,207	52,491,755	1,170,185
Utility Revenues	2,582,111	4,681,329	3,341,226	2,319,694	2,319,694	6,223,369	2,950,454
Transfer-In Revenues	3,718,862	0	13,732,576	49,102,746	50,305,246	52,626,082	100,217,113
Total Revenues	**22,214,987**	**20,754,706**	**73,930,470**	**73,260,123**	**127,845,895**	**136,552,599**	**129,717,411**

Revenues by Fund

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Revenues by Fund							
General Fund	11,587,678	12,015,798	13,946,958	15,228,534	16,025,099	18,182,153	15,790,688
Vehicle Replacement Fund	285,173	345,058	280,000	280,000	280,000	292,548	280,000
Debt Service Fund	2,086,674	1,970,539	3,051,100	3,832,748	3,832,748	4,149,500	6,666,919
Utility Operating Fund	1,970,162	4,559,047	3,511,960	2,069,694	2,099,694	2,443,307	2,775,454
Impact Fee Fund	713,690	147,820	86,087	250,000	250,000	3,813,470	2,226,028
Capital Projects Fund	3,642,361	204,278	49,345,104	45,950,997	99,897,704	101,237,407	93,996,627
Parks Fund	429,100	-	308,100	308,100	308,100	308,100	1,000
Hotel Tax Fund	71,830	68,366	81,895	45,000	45,000	73,566	545,000
Municipal Jury Fund	38	150	185	150	150	376	150
Court Security Fund	6,645	7,624	1,313	7,000	7,000	18,667	7,000
Truancy Prevention Fund	1,913	7,380	12,077	5,900	5,900	20,104	5,900
Court Technology Fund	5,933	4,751	12,145	7,000	7,000	16,272	7,000
Law Enforcement Fund	-	-	3,376	1,000	1,000	-	1,000
PEG Fee Fund	18,321	16,956	16,956	50,000	50,000	73,932	50,000
SMDA Fund	130,507	3,004	1,051,983	1,712,500	1,712,500	1,887,348	2,528,022
TIRZ#3 Fund	130,211	267,844	784,139	1,711,500	1,711,500	1,856,506	2,527,022
Mud 83 Fund	-	-	-	-	-	25,407	32,600
MEDC Fund	1,134,750	1,136,091	1,437,092	1,800,000	1,612,500	2,179,344	2,277,000
Total Revenues by Fund	**22,214,987**	**20,754,706**	**73,930,470**	**73,260,123**	**127,845,895**	**136,578,007**	**129,717,411**

Revenues by Type (Exclude Transfers)
FY 2024-2025: $29,500,298



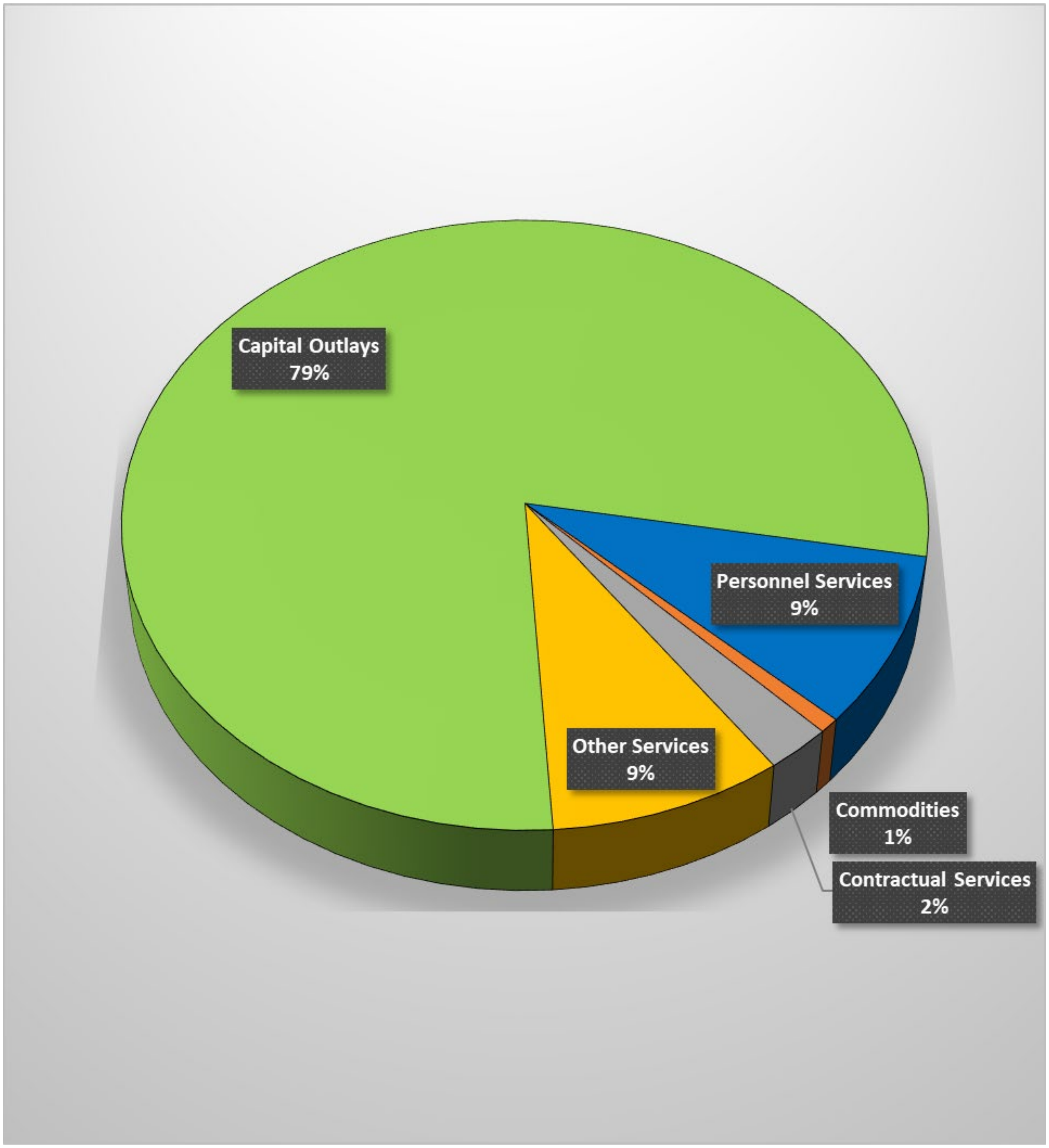
Expenditures by Type

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Expenditures							
Personnel Services	5,369,610	6,917,529	8,584,865	11,179,610	10,448,949	8,749,626	11,195,663
Commodities	410,051	554,060	643,078	727,950	863,450	693,640	957,050
Contractual Services	1,963,303	2,731,101	2,912,578	2,513,335	2,931,235	2,816,227	3,059,150
Other Services	3,321,159	3,819,839	4,637,568	5,279,098	5,777,684	6,658,605	10,918,880
Capital Outlays	5,307,881	6,840,093	4,931,842	49,196,420	103,407,706	10,445,472	97,182,418
Transfer-Out	3,718,862	0	2,411,890	2,504,635	2,937,135	3,732,141	6,343,571
Total Expenditures	**20,090,865**	**20,862,623**	**24,121,821**	**71,401,048**	**126,366,159**	**33,095,711**	**129,656,731**

Expenditures by Fund

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Expenditures by Fund							
General Fund	10,608,350	11,543,804	13,060,239	15,228,534	16,025,099	15,857,921	15,790,688
Vehicle Replacement Fund	115,054	161,504	147,757	280,000	280,000	280,000	280,000
Debt Service Fund	2,012,411	2,003,971	3,053,205	3,832,748	3,832,748	3,835,898	6,666,919
Utility Operating Fund	1,351,239	1,642,530	1,749,461	1,866,400	1,949,600	1,142,207	2,715,600
Impact Fee Fund	1,390,411	-	233,907	250,000	250,000	-	2,226,029
Capital Projects Fund	4,327,194	5,072,486	3,982,878	45,672,720	99,664,427	9,368,639	93,996,627
Parks Fund	36,679	234,962	56,149	308,100	308,100	308,343	1,000
Hotel Tax Fund	3,598	75	77	45,000	45,000	1,500	545,000
Municipal Jury Fund	-	15	-	150	150	-	150
Court Security Fund	-	3,355	-	7,500	7,500	-	7,000
Truancy Prevention Fund	-	5,203	11,172	5,900	5,900	6,205	5,900
Court Technology Fund	11,733	1,375	7,010	7,000	7,000	370	7,000
Law Enforcement Fund	-	-	-	1,000	1,000	-	1,000
PEG Fee Fund	-	-	-	50,000	50,000	-	50,000
SMDA Fund	-	-	576,000	428,135	428,135	424,853	2,528,022
TIRZ#3 Fund	130,211	-	1,051,983	1,711,500	1,711,500	1,856,506	2,527,022
Mud 83 Fund	-	-	-	-	-	-	31,775
MEDC Fund	103,984	193,343	191,983	1,800,000	1,800,000	13,269	2,277,000
Total Expenditures by Fund	**20,090,865**	**20,862,623**	**24,121,821**	**71,494,687**	**126,366,159**	**33,095,711**	**129,656,731**

Expenditures by Type (Exclude Transfers)
FY 2024-2025 $123,313,160

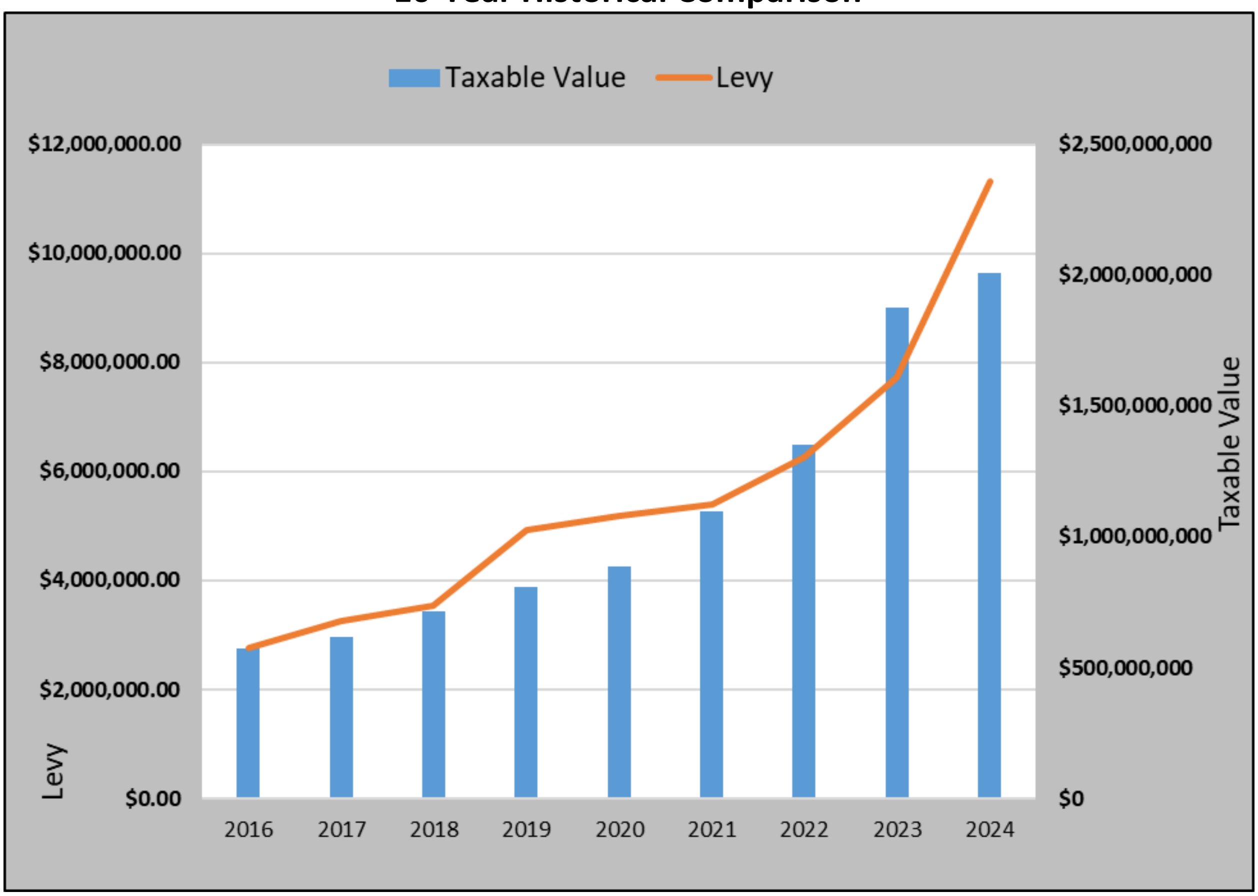


PROPERTY TAXES

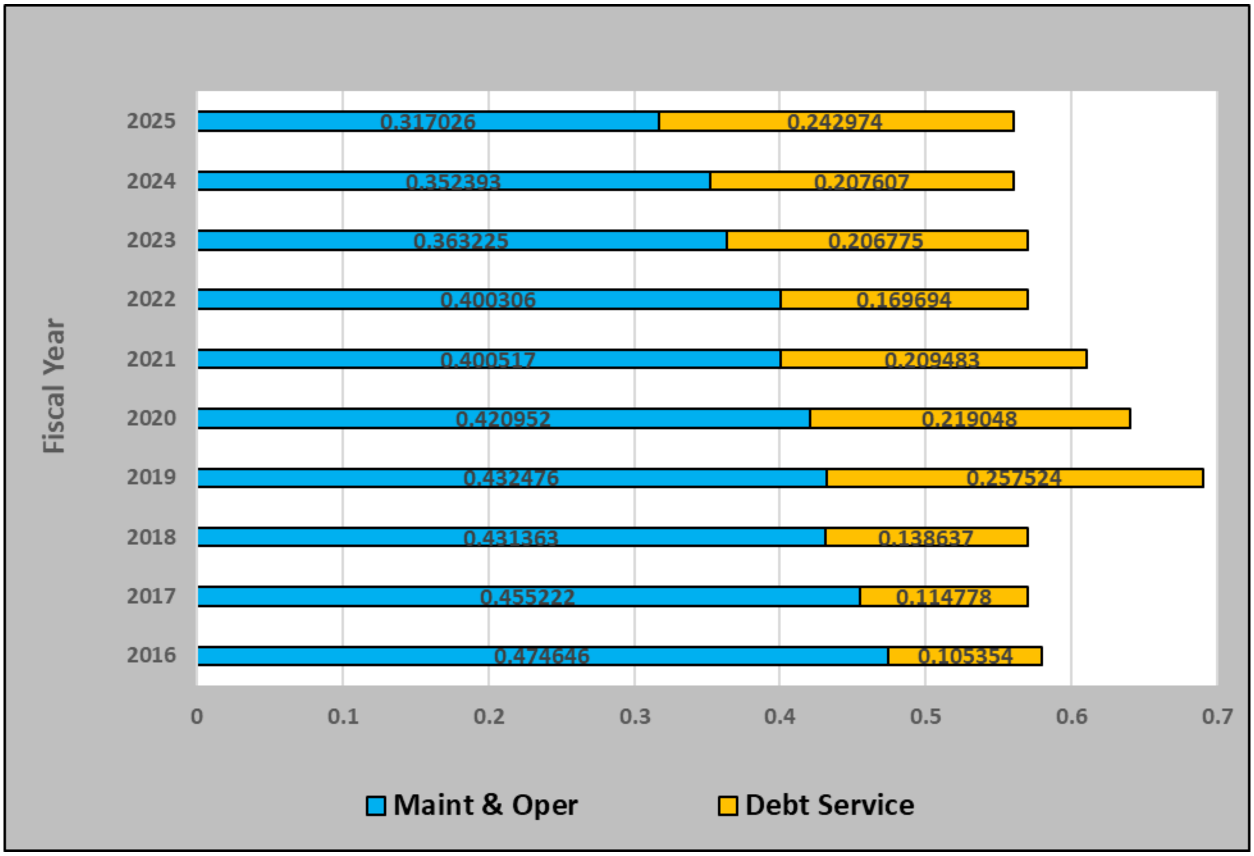
Property Tax Assessments

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Total Taxable Value	$885,427,912.00	$1,098,453,451.00	$1,471,993,129.00	$2,022,942,450	$2,150,935,233
General Fund Tax Rate (M&O)	$0.400517/$100	$0.400306/$100	$0.363225/$100	$0.352393/$100	$0.317026/$100
Debt Service Tax Rate (I&S)	$0.209483/$100	$0.169694/$100	$0.206775/$100	$0.207607/$100	$0.242974/$100
Total Tax Rate	$0.610000/$100	$0.570000/$100	$0.570000/$100	$0.560000/$100	$0.560000/$100
General Fund Revenues	$3,546,289.31	$4,397,175.07	$5,346,647.04	$7,128,707.59	$6,819,023.93
Debt Service Fund Revenues	$1,854,820.95	$1,864,009.60	$3,043,713.79	$4,199,770.13	$5,226,213.37

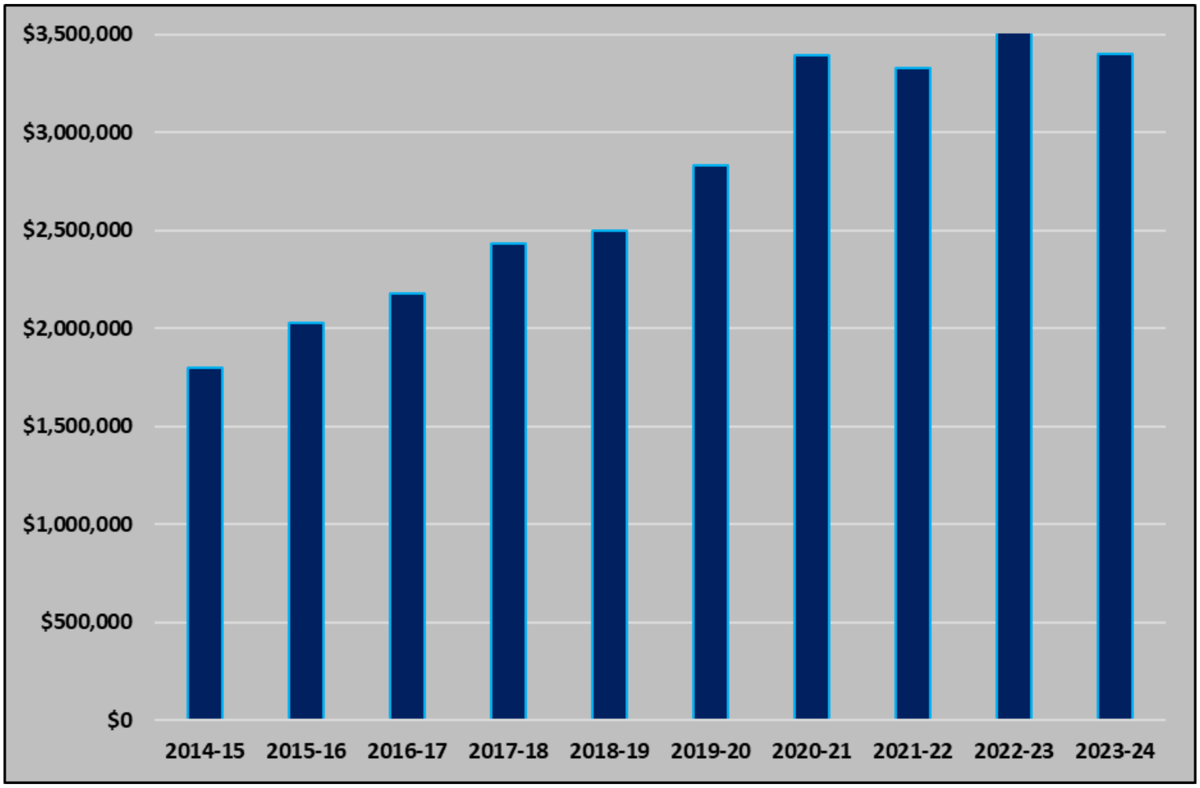
Property Tax Values and Levy
10-Year Historical Comparison



Property Tax Rates
10-Year Historical Comparison



Sales Tax Collections
10-Year Historical Comparison



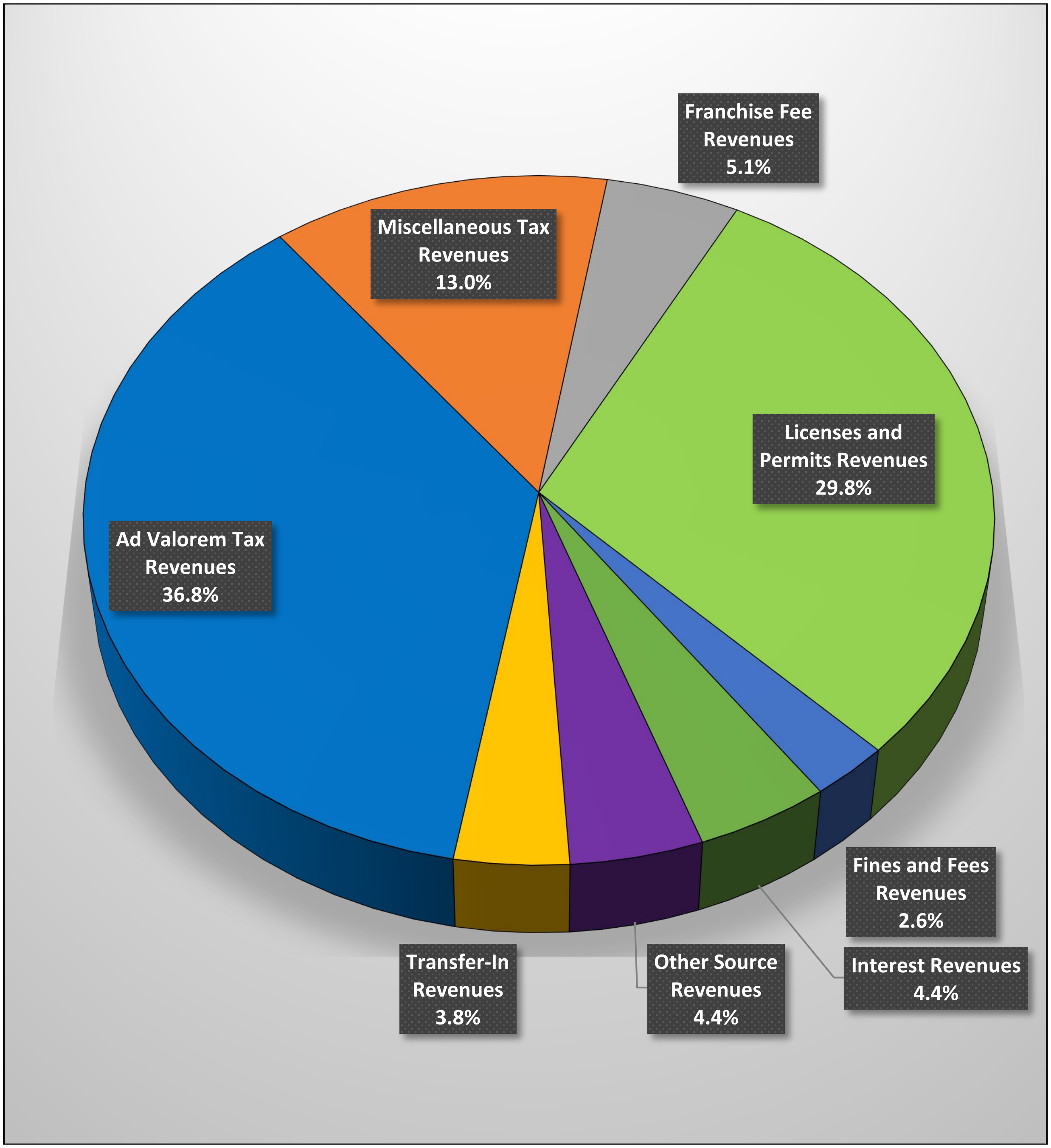
SECTION 5 – GENERAL FUND

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.

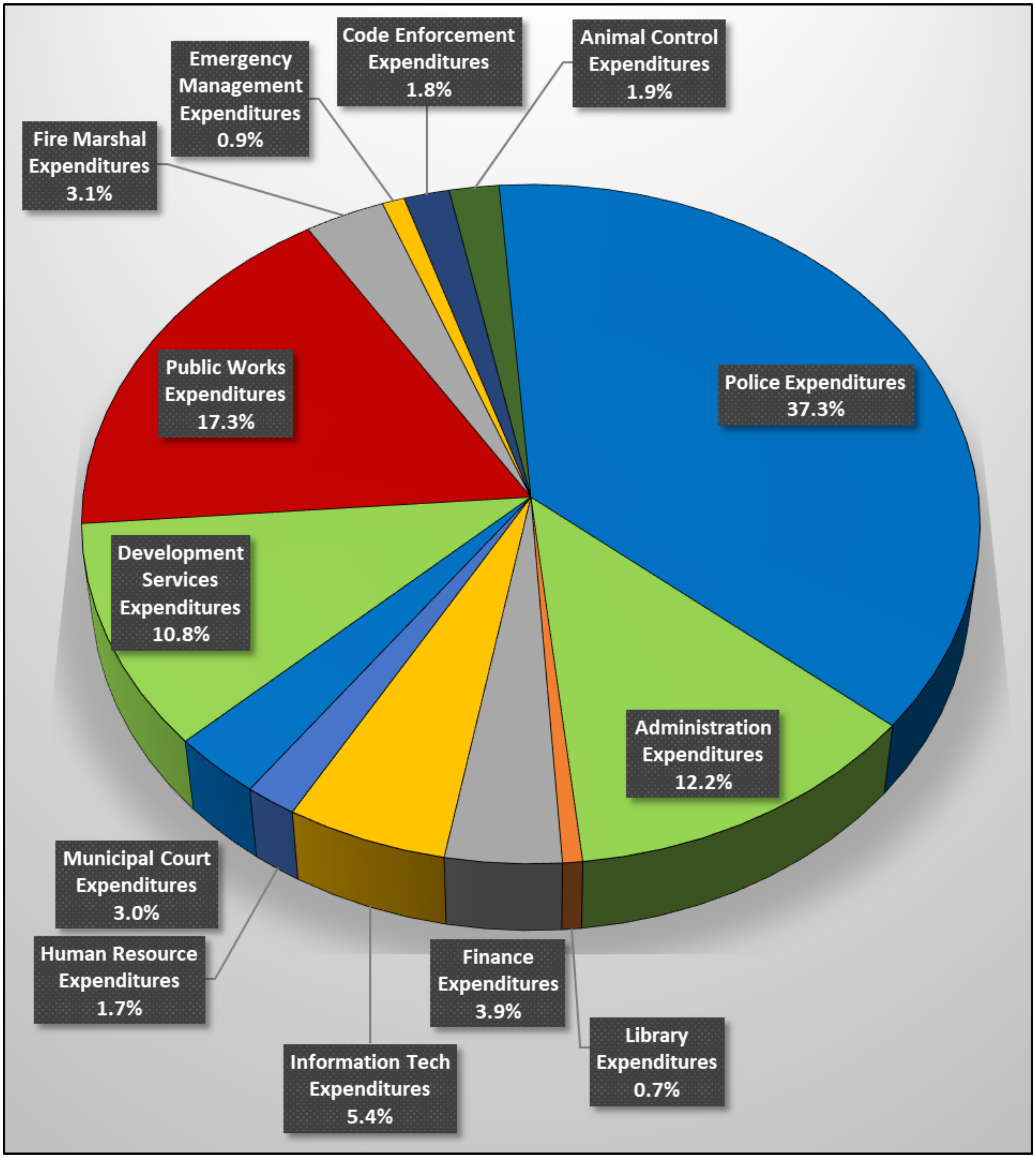
The anticipated ending fund balance in the General Fund for FY 2023-2024 is projected to be $10.1 million. Revenues in the General Fund for the proposed FY 2023-2024 budget are $15,790,688. Revenues are $1.4 million less than FY 2023-2024 budgeted value. Even with a projected decrease in property tax rates due to higher property values, there will be an estimated addition of $251 thousand to property tax revenue. The other major revenue sources for the 2024-2025 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 2024-2025 budget are also $15,790,688 (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.

General Fund Revenues by Type
FY 2024-2025: $15,790,688



General Fund Expenditures by Department
FY 2024-2025: $15,790,688



SUMMARY OF EXPENDITURES AND REVENUES

Revenues by Type and Expenditures by Department

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
General Fund Revenues							
Ad Valorem Tax Revenues	3,810,079	4,401,665	4,758,544	6,015,500	6,015,500	5,566,525	5,817,864
Miscellaneous Tax Revenues	2,261,651	2,178,857	2,436,647	2,200,000	2,200,000	2,701,517	2,050,750
Franchise Fee Revenues	575,113	624,095	765,361	655,000	655,000	402,241	811,000
Licenses and Permits Revenues	4,625,182	4,469,876	3,623,839	4,708,500	4,708,500	3,870,293	4,707,500
Fines and Fees Revenues	234,194	167,537	240,541	203,850	243,850	498,599	412,000
Interest Revenues	5,966	88,365	616,913	300,000	300,000	796,376	700,000
Other Source Revenues	75,493	85,403	650,114	481,535	485,600	1,746,623	693,785
Transfer-In Revenues	500,000	-	855,000	664,149	1,416,649	2,599,979	597,789
Total General Fund Revenues	**12,087,678**	**12,015,798**	**13,946,958**	**15,228,534**	**16,025,099**	**18,182,153**	**15,790,688**
General Fund Expenditures							
Administration Expenditures	3,739,164	2,030,605	3,160,813	2,305,586	2,815,586	3,704,598	1,924,013
Library Expenditures	82,759	89,761	93,327	97,860	100,360	99,742	105,200
Finance Expenditures	366,433	402,179	563,433	652,852	792,564	654,423	614,946
Information Tech Expenditures	363,370	537,384	507,310	665,764	681,441	632,483	852,800
Human Resource Expenditures	-	-	-	-	-	-	272,719
Municipal Court Expenditures	301,153	287,652	352,198	329,484	481,803	413,489	477,782
Development Services Expenditures	964,534	1,413,397	1,522,147	1,580,090	1,517,469	1,266,078	1,697,626
Public Works Expenditures	1,587,913	1,842,151	2,017,438	2,615,860	2,755,860	2,106,540	2,736,298
Fire Marshal Expenditures	212,027	325,525	190,971	264,260	463,688	325,841	491,877
Emergency Management Expenditures	21,126	55,717	69,825	134,500	134,500	1,231,195	137,100
Code Enforcement Expenditures	-	-	173,761	259,481	259,481	207,619	279,784
Animal Control Expenditures	-	-	-	-	-	-	304,960
Police Expenditures	2,934,125	4,409,629	4,409,016	5,918,283	6,022,348	5,215,912	5,895,585
Total General Fund Expenditures	**10,572,604**	**11,393,999**	**13,060,239**	**14,824,020**	**16,025,099**	**15,857,921**	**15,790,688**
Net Revenues Over Expenditures	**1,515,074**	**621,798**	**886,719**	**404,514**	**-**	**2,324,232**	**0**
Fund Balance - Beginning	6,678,337	7,693,411	8,315,209			8,346,929	8,071,182
Fund Balance - Transfer Out	(500,000)	-	(855,000)			(2,599,979)	(597,789)
Fund Balance - Ending	**7,693,411**	**8,315,209**	**8,346,929**			**8,071,182**	**7,473,393**
Fund Balance Reserve	55%	64%	60%			46%	51%
# of days coverage	201.80	233.86	217.76			167.68	186.69

CITY OF MANVEL, TEXAS

Revenues – Details by Type

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
General Fund Revenues							
Ad Valorem Tax Revenues							
10-01-4000 Current Ad Valorem Tax Rev.	3,694,319	4,303,013	4,641,812	5,940,500	5,940,500	5,414,871	5,687,864
10-01-4005 Personal Property Taxes	2,035	11,544	32,069	15,000	15,000	-	-
10-01-4010 Delinquent Ad Valorem Tax Revenue	91,051	63,822	30,891	30,000	30,000	31,947	30,000
10-01-4011 P&I on Ad Valorem Taxes	22,673	23,285	53,773	30,000	30,000	119,708	100,000
Total Ad Valorem Tax Revenues	**3,810,079**	**4,401,665**	**4,758,544**	**6,015,500**	**6,015,500**	**5,566,525**	**5,817,864**
Miscellaneous Tax Revenues							
10-02-4030 Sales Tax Revenues	2,261,651	2,218,512	2,471,754	2,240,000	2,240,000	2,741,517	2,290,750
10-02-4031 Sales Tax Rebate	-	(39,655)	(35,107)	(40,000)	(40,000)	(40,000)	(240,000)
Total Miscellaneous Tax Revenues	**2,261,651**	**2,178,857**	**2,436,647**	**2,200,000**	**2,200,000**	**2,701,517**	**2,050,750**
Franchise Fee Revenues							
10-03-4101 Gas Franchise Fees	20,678	26,533	41,885	45,000	45,000	57,539	101,000
10-03-4102 Electric Franchise Fees	320,488	322,810	414,018	330,000	330,000	100,962	430,000
10-03-4103 Cable Franchise Fees	52,398	58,941	62,153	55,000	55,000	17,428	55,000
10-03-4104 Telephone Franchise Fees	23,598	17,311	8,658	25,000	25,000	8,343	25,000
10-03-4105 Solid Waste Franchise Fees	157,950	198,500	238,646	200,000	200,000	217,970	200,000
Total Franchise Fee Revenues	**575,113**	**624,095**	**765,361**	**655,000**	**655,000**	**402,241**	**811,000**
Licenses and Permits Revenues							
10-04-4200 Permits CC Convenience Fees	49,317	32,144	-			-	-
10-04-4203 Permits & Licenses	3,557,527	3,476,868	2,908,528	4,000,000	4,000,000	3,051,409	4,000,000
10-04-4204 Licenses & Permits PD	4,385	7,983	6,728	7,500	7,500	7,605	7,500
10-04-4205 Rezoning Application fees	-			-	-	-	-
10-04-4206 Abandonment Fees	1,000	1,000	2,000	1,000	1,000	1,200	-
10-04-4207 Plat Fees	149,834	109,865	109,326	100,000	100,000	105,928	100,000
10-04-4208 Plan Reviews	839,916	842,016	589,953	600,000	600,000	704,152	600,000
10-04-4209 Planned Unit Dev. Fees	23,152	-	-			-	-
10-04-4210 Events Fees	50	-	7,304			-	-
Total Licenses and Permits Revenues	**4,625,182**	**4,469,876**	**3,623,839**	**4,708,500**	**4,708,500**	**3,870,293**	**4,707,500**
Fines and Fees Revenues							
10-05-4400 Court Fines	226,480	164,488	236,489	200,000	240,000	487,155	400,000
10-05-4401 Rev Court Fines	7,714	3,048	3,464	3,500	3,500	10,195	11,000
10-05-4404 OMNI/TLFTA Revenue	-	-	588	350	350	1,249	1,000
Total Fines and Fees Revenues	**234,194**	**167,537**	**240,541**	**203,850**	**243,850**	**498,599**	**412,000**
Interest Revenues							
10-06-4600 Interest Income	5,966	88,365	616,913	300,000	300,000	796,376	700,000
Total Interest Revenues	**5,966**	**88,365**	**616,913**	**300,000**	**300,000**	**796,376**	**700,000**
Other Source Revenues							
10-07-4701 Skynet - Lease Rental	8,400	8,400	7,700	8,400	8,400	6,720	8,400
10-07-4721 Pipeline Application	-	7,000	-			-	-
10-07-4723 Pipeline ROW Crossing Fees	23,000	39,100	35,000	25,000	25,000	27,600	25,000
10-07-4800 Insurance & Other Reimbursements	12,170	532	1,242	1,000	1,000	6,325	1,000
10-07-4802 AISD Dispatch	8,000	12,000	12,000	12,000	12,000	14,400	12,000
10-07-4803 TCLEOS	1,927	-	2,171	2,000	6,065	7,278	6,065
10-07-4804 Sale/Disposition of Assets	5,780	-	-	-	-	1,063,720	-
10-07-4808 Donations for City Events	-	-	1,500	-	-	4,200	10,000
10-07-4809 TIRZ Cost of Service		-	476,010	363,135	363,135	435,762	529,545
10-07-4810 TIRZ Admin Fee		-	100,000	60,000	60,000	72,000	60,000
10-07-4811 Other Income	16,217	18,371	14,491	10,000	10,000	108,619	10,000
10-07-4812 Mud 83 Cost of Service	-	-	-	-	-	-	31,775
10-07-4840 MEDC Contributions	-	-	-	-	-	-	-
Total Other Source Revenues	**75,493**	**85,403**	**650,114**	**481,535**	**485,600**	**1,746,623**	**693,785**
Transfer-In Revenues							
10-09-4999 Transfer In - Fund Balance	-	-	855,000	664,149	1,416,649	2,599,979	597,789
Total Transfer-In Revenues	**-**	**-**	**855,000**	**664,149**	**1,416,649**	**2,599,979**	**597,789**
Total General Fund Revenues	**11,587,678**	**12,015,798**	**13,946,958**	**15,228,534**	**16,025,099**	**18,182,153**	**15,790,688**

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Revenues by Category							
Ad Valorem Tax Revenues	3,810,079	4,401,665	4,758,544	6,015,500	6,015,500	5,566,525	5,817,864
Miscellaneous Tax Revenues	2,261,651	2,178,857	2,436,647	2,200,000	2,200,000	2,701,517	2,050,750
Franchise Fee Revenues	575,113	624,095	765,361	655,000	655,000	402,241	811,000
Licenses and Permits Revenues	4,625,182	4,469,876	3,623,839	4,708,500	4,708,500	3,870,293	4,707,500
Fines and Fees Revenues	234,194	167,537	240,541	203,850	243,850	498,599	412,000
Interest Revenues	5,966	88,365	616,913	300,000	300,000	796,376	700,000
Other Source Revenues	75,493	85,403	650,114	481,535	485,600	1,746,623	693,785
Utility Revenues	-	-	-	-	-	-	-
Transfer-In Revenues	-	-	855,000	664,149	1,416,649	2,599,979	597,789
Total Revenues	**11,587,678**	**12,015,798**	**13,946,958**	**15,228,534**	**16,025,099**	**18,182,153**	**15,790,688**

Expenditures – Department Totals

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
General Fund Expenditures							
Administration Expenditures							
Personnel Services	999,258	1,189,800	1,574,221	1,356,286	1,336,286	937,224	1,179,013
Commodities	31,954	34,944	37,974	37,000	37,000	32,023	35,500
Contractual Services	298,562	472,506	559,014	454,300	451,800	737,283	185,500
Other Services	211,150	333,355	339,604	358,000	378,000	485,568	524,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	2,198,240	-	650,000	100,000	612,500	1,512,500	-
Total Administration Expenditures	**3,739,164**	**2,030,605**	**3,160,813**	**2,305,586**	**2,815,586**	**3,704,598**	**1,924,013**
Library Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	4,459	5,329	7,493	8,500	7,400	6,320	7,900
Contractual Services	75,107	81,238	82,540	86,060	89,660	93,421	94,000
Other Services	3,193	3,193	3,294	3,300	3,300	-	3,300
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Library Expenditures	**82,759**	**89,761**	**93,327**	**97,860**	**100,360**	**99,742**	**105,200**
Finance Expenditures							
Personnel Services	318,862	415,645	392,320	638,014	607,514	482,313	433,096
Commodities	5,690	3,328	8,178	9,500	9,500	6,850	6,800
Contractual Services	75,977	129,641	154,063	130,800	161,300	158,501	164,300
Other Services	1,650	3,369	8,872	14,250	14,250	6,759	10,750
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Finance Expenditures	**402,179**	**551,983**	**563,433**	**792,564**	**792,564**	**654,423**	**614,946**
Information Tech Expenditures							
Personnel Services	204,083	296,447	337,640	395,891	395,891	349,428	410,250
Commodities	14,736	13,605	13,078	14,500	14,500	6,163	14,500
Contractual Services	90,111	162,681	82,680	116,050	116,050	112,983	245,050
Other Services	54,441	64,650	73,912	155,000	155,000	163,909	183,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Information Tech Expenditures	**363,370**	**537,384**	**507,310**	**681,441**	**681,441**	**632,483**	**852,800**
Human Resources Expenditures							
Personnel Services	-	-	-	-	-	-	262,069
Commodities	-	-	-	-	-	-	3,250
Contractual Services	-	-	-	-	-	-	150
Other Services	-	-	-	-	-	-	7,250
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Human Resouces Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**272,719**
Municipal Court Expenditures							
Personnel Services	211,048	226,288	247,533	292,832	355,453	302,273	380,632
Commodities	6,988	6,250	7,524	8,000	8,700	10,764	9,500
Contractual Services	70,697	47,925	89,810	65,350	105,350	95,372	80,350
Other Services	12,420	7,189	7,330	13,000	12,300	5,080	7,300
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Municipal Court Expenditures	**301,153**	**287,652**	**352,198**	**379,182**	**481,803**	**413,489**	**477,782**
Development Services Expenditures							
Personnel Services	315,915	663,707	943,009	1,011,765	949,144	726,070	1,089,776
Commodities	15,148	13,455	18,920	23,100	23,100	6,384	14,100
Contractual Services	551,890	689,482	551,881	527,975	527,975	531,292	580,750
Other Services	81,580	46,754	8,338	17,250	17,250	2,333	13,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Development Services Expenditures	**964,534**	**1,413,397**	**1,522,147**	**1,580,090**	**1,517,469**	**1,266,078**	**1,697,626**

Expenditures – Department Totals (cont.)

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
General Fund Expenditures							
Public Works Expenditures							
Personnel Services	561,350	813,280	976,664	1,378,260	1,371,260	1,223,987	1,730,288
Commodities	146,772	177,051	201,963	215,000	215,000	216,586	230,000
Contractual Services	238,515	254,879	224,613	274,600	232,000	180,011	265,000
Other Services	204,687	285,260	237,595	213,000	199,221	205,594	219,221
Capital Outlays	436,590	311,681	376,602	535,000	738,379	280,362	291,789
Transfer-Out	-	-	-	-	-	-	-
Total Public Works Expenditures	**1,587,913**	**1,842,151**	**2,017,438**	**2,615,860**	**2,755,860**	**2,106,540**	**2,736,298**
Fire Marshal Expenditures							
Personnel Services	119,961	170,623	133,240	407,138	357,138	287,222	407,027
Commodities	24,311	29,249	15,256	15,700	15,700	10,007	25,000
Contractual Services	24,347	37,602	24,259	28,200	28,200	21,147	31,850
Other Services	43,409	52,347	18,216	12,650	12,650	7,465	28,000
Capital Outlays	-	35,705	-	-	50,000	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Fire Marshal Expenditures	**212,027**	**325,525**	**190,971**	**463,688**	**463,688**	**325,841**	**491,877**
Emergency Management Expenditures							
Personnel Services	5,426	-	-	-	-	111,386	-
Commodities	1,780	3,296	1,975	20,000	20,000	11,775	20,000
Contractual Services	-	-	-	-	-	-	-
Other Services	13,920	52,422	67,850	114,500	114,500	1,108,034	117,100
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Emergency Management Expenditures	**21,126**	**55,717**	**69,825**	**134,500**	**134,500**	**1,231,195**	**137,100**
Code Enforcement Expenditures							
Personnel Services	-	-	160,245	170,431	200,431	175,354	188,234
Commodities	-	-	6,881	14,750	25,250	19,233	27,750
Contractual Services	-	-	4,095	65,800	22,600	5,923	56,800
Other Services	-	-	2,540	8,500	11,200	7,109	7,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Code Enforcement Expenditures	**-**	**-**	**173,761**	**259,481**	**259,481**	**207,619**	**279,784**
Animal Control Expenditures							
Personnel Services	-	-	-	-	-	-	156,310
Commodities	-	-	-	-	-	-	32,250
Contractual Services	-	-	-	-	-	-	32,100
Other Services	-	-	-	-	-	-	7,500
Capital Outlays	-	-	-	-	-	-	76,800
Transfer-Out	-	-	-	-	-	-	-
Total Animal Control Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**304,960**
Police Expenditures							
Personnel Services	2,265,938	3,140,940	3,819,993	4,955,833	4,875,833	4,154,369	4,958,970
Commodities	85,509	187,529	213,654	271,500	323,000	292,829	352,600
Contractual Services	206,393	176,160	261,799	322,700	422,700	447,563	422,700
Other Services	147,320	158,609	95,397	108,250	140,815	120,049	116,315
Capital Outlays	228,966	746,392	18,173	260,000	260,000	201,102	45,000
Transfer-Out	-	-	-	-	-	-	-
Total Police Expenditures	**2,934,125**	**4,409,629**	**4,409,016**	**5,918,283**	**6,022,348**	**5,215,912**	**5,895,585**
Total General Fund Expenditures	**10,608,350**	**11,543,804**	**13,060,239**	**15,228,534**	**16,025,099**	**15,857,921**	**15,790,688**

Expenditures – Department Totals (cont.)

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Expenditures by Category							
Personnel Services	5,001,842	6,916,730	8,584,865	10,606,449	10,448,949	8,749,626	11,195,663
Commodities	337,345	474,036	532,896	637,550	699,150	618,936	779,150
Contractual Services	1,631,599	2,052,113	2,034,755	2,071,835	2,157,635	2,383,496	2,158,550
Other Services	773,770	1,007,147	862,948	1,017,700	1,058,486	2,111,900	1,243,736
Capital Outlays	665,555	1,093,777	394,776	795,000	1,048,379	481,464	413,589
Transfer-Out	2,198,240	-	650,000	100,000	612,500	1,512,500	-
Total Expenditures	**10,608,350**	**11,543,804**	**13,060,239**	**15,228,534**	**16,025,099**	**15,857,921**	**15,790,688**

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Expenditures by Department							
Administration	3,739,164	2,030,605	3,160,813	2,305,586	2,815,586	3,704,598	1,924,013
Library	82,759	89,761	93,327	97,860	100,360	99,742	105,200
Finance	402,179	551,983	563,433	792,564	792,564	654,423	614,946
Information Tech	363,370	537,384	507,310	681,441	681,441	632,483	852,800
Human Resources	-	-	-	-	-	-	272,719
Municipal Court	301,153	287,652	352,198	379,182	481,803	413,489	477,782
Development Services	964,534	1,413,397	1,522,147	1,580,090	1,517,469	1,266,078	1,697,626
Public Works	1,587,913	1,842,151	2,017,438	2,615,860	2,755,860	2,106,540	2,736,298
Fire Marshal	212,027	325,525	190,971	463,688	463,688	325,841	491,877
Emergency Management	21,126	55,717	69,825	264,260	134,500	1,231,195	137,100
Code Enforcement	-	-	173,761	259,481	259,481	207,619	279,784
Animal Control	-	-	-	-	-	-	304,960
Police	2,934,125	4,409,629	4,409,016	5,918,283	6,022,348	5,215,912	5,895,585
Total Expenditures	**10,608,350**	**11,543,804**	**13,060,239**	**15,358,294**	**16,025,099**	**15,857,921**	**15,790,688**

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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Maintained 100% compliance with all open records requests
- Launched the new community e-newsletter, Manvel Link
- Began the Strategic Planning Process & Community Engagement, Future Manvel
- Launched the new Mass Emergency Notification Program, Everbridge/Manvel MNS
- Established a new Mission Statement and Core Values for the City
- Successfully completed the second Budget Town Hall

FY 2024-2025 DEPARTMENT GOALS

- Add cameras & Revamp streaming set up
- Create Preparedness videos for Hurricanes, Freezes, Flooding, and other potential disasters
- Complete the Strategic Plan, Comprehensive Plan Update and Thoroughfare Plan

CITY OF MANVEL, TEXAS

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Administration Expenditures							
Personnel Services							
10-10-5000 Salaries	687,788	856,553	1,203,925	908,641	888,641	713,714	875,358
10-10-5001 Additional Compensation	71,065	29,988	-	88,469	88,469	-	-
10-10-5002 Overtime	171	6	788	2,780	2,780	1,230	3,011
10-10-5006 Longevity	1,740	1,980	2,280	1,980	1,980	2,376	3,540
10-10-5010 FICA Expense	43,766	53,230	62,514	78,184	78,184	47,348	68,858
10-10-5012 Unemployment Insurance	14,998	19,555	18,004	20,000	20,000	15,485	21,240
10-10-5030 Health Insurance	43,635	70,073	77,727	83,508	83,508	78,167	99,645
10-10-5031 Vision Insurance	730	816	812	710	710	763	906
10-10-5032 Life & LTD	8,759	1,969	9,030	2,449	2,449	5,207	2,987
10-10-5033 Dental	2,853	3,122	3,108	2,710	2,710	3,151	3,415
10-10-5034 Retirement	76,484	96,403	134,462	102,304	102,304	41,801	76,783
10-10-5035 Cell Phone Allowance	1,779	1,791	1,950	1,950	1,950	3,315	5,200
10-10-5036 Auto Allowance	12,291	16,735	16,325	18,200	18,200	11,310	13,000
10-10-5037 Pay Reimbursement	30,274	33,808	38,638	40,000	40,000	9,013	-
10-10-5038 Flex	230	218	255	-	-	242	315
10-10-5039 Flex Card - Health Ins	1,604	1,967	2,292	2,400	2,400	2,050	2,800
10-10-5040 Workers Compensation	1,092	1,586	2,113	2,000	2,000	2,052	1,956
Total Personnel Services	**999,258**	**1,189,800**	**1,574,221**	**1,356,286**	**1,336,286**	**937,224**	**1,179,013**
Commodities							
10-10-5220 Janitorial Supplies & Cleaning	19,364	22,724	27,283	25,000	25,000	23,842	25,000
10-10-5222 Postage	1,372	3,642	5,064	2,500	2,500	2,643	3,000
10-10-5230 Office Expense	10,984	7,241	4,614	7,500	7,500	3,152	5,000
10-10-5240 Minor Tools & Equipment	234	595	716	1,000	1,000	403	1,100
10-10-5260 Apparel	-	743	297	1,000	1,000	1,983	1,400
Total Commodities	**31,954**	**34,944**	**37,974**	**37,000**	**37,000**	**32,023**	**35,500**
Contractual Services							
10-10-5320 Bank Fees	-	-	(229)	-	-	1	-
10-10-5340 Copier Lease/Maintenance	1,296	1,528	2,093	2,000	2,000	2,781	3,000
10-10-5362 Records Retention	1,548	1,485	1,230	2,000	2,000	1,152	2,000
10-10-5380 Building Repair & Maintenance	67,632	49,163	39,026	45,000	42,500	13,000	20,000
10-10-5400 Legal Fees	49,704	124,714	75,403	50,000	50,000	27,768	25,000
10-10-5418 Employment Testing	2,150	140	-	300	300	-	500
10-10-5420 Electricity	11,167	12,597	15,321	12,500	12,500	17,354	12,500
10-10-5422 Electricity - Street Lights	45,359	45,043	47,557	50,000	50,000	53,273	50,000
10-10-5423 Storm Recovery Charge	6,855	22,850	-			-	-
10-10-5430 Gas Utilities	1,140	1,187	2,178	2,000	2,000	1,247	2,000
10-10-5432 Rental Equipment	2,532	2,338	82			-	-
10-10-5438 County Recording Fees	773	648	538	1,500	1,500	822	1,500
10-10-5440 Computer Maintenance/Support	2,771	4,302	6,161			-	-
10-10-5441 Computer Software	3,969	4,616	-			-	-
10-10-5442 Website Administration	4,503	4,728	11,715	20,000	20,000	16,928	25,000
10-10-5445 Telephone	53,237	49,507	53,473	55,000	55,000	30,490	35,000
10-10-5458 Maintenance Agreements	-	-	-	5,000	5,000	-	-
10-10-5476 Codification	5,863	1,225	5,358	6,000	6,000	3,625	6,000
10-10-5507 MUD 43 Reimbursement	36,095	145,450	297,632	200,000	200,000	568,842	-
10-10-5550 Radio Usage	1,968	984	1,476	3,000	3,000	-	3,000
Total Contractual Services	**298,562**	**472,506**	**559,014**	**454,300**	**451,800**	**737,283**	**185,500**

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Administration Expenditures							
Other Services							
10-10-5600 Marketing		-	340	21,000	21,000	10,886	21,000
10-10-5620 Council Expenses	14,944	20,155	17,864	20,000	20,000	25,121	20,000
10-10-5621 Council Pay	-	12,400	38,057	43,000	43,000	37,074	43,000
10-10-5622 Dues & Subscriptions	8,343	48,664	12,422	12,500	12,500	18,724	14,500
10-10-5625 Publications	-	-	35			-	-
10-10-5630 Insurance and Bonds	139,988	169,723	196,000	200,000	200,000	292,162	250,000
10-10-5632 City Functions & Meetings	2,500	4,235	10,694	12,000	12,000	10,655	12,000
10-10-5633 Public Notice Expense	4,971	2,350	5,501	5,000	5,000	7,757	7,000
10-10-5645 Training & Travel	5,998	9,613	12,299	12,500	12,500	13,468	16,000
10-10-5650 Mileage	-	-	102	500	500	-	500
10-10-5676 Elections Expense	7,061	5,082	22,267	9,000	9,000	5,964	9,000
10-10-5678 Holiday & Special Events	3,432	16,992	17,004	12,500	12,500	18,825	31,000
10-10-5800 Eng/Consulting/Planning Fees	23,913	44,142	7,018	10,000	30,000	44,931	100,000
Total Other Services	**211,150**	**333,355**	**339,604**	**358,000**	**378,000**	**485,568**	**524,000**
Capital Outlays							
10-10-6020 Capital Outlay - Equipment	-	-	-	-	-	-	-
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-Out							
10-95-8540 Transfer To - Utility Fund	100,000						
10-95-8581 Transfer To - TIRZ #3	34,393	-	-				-
10-95-8582 Transfer To - Capital Projects Fund	1,634,747	-	450,000	-	512,500	1,412,500	-
10-95-8590 Transfer To - Debt Service	-	-	200,000			-	-
10-95-8591 Transfer To - Veh/Equip Replace Fund		-	-			-	-
10-95-8592 Transfer To - Parks Fund	429,100	-		100,000	100,000	100,000	-
Total Transfer-Out	**2,198,240**	**-**	**650,000**	**100,000**	**612,500**	**1,512,500**	**-**
Total Administration Expenditures	**3,739,164**	**2,030,605**	**3,160,813**	**2,305,586**	**2,815,586**	**3,704,598**	**1,924,013**

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.

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Library Expenditures							
Commodities							
10-15-5220 Janitorial Supplies & Cleaning	4,300	5,329	6,653	7,000	7,000	6,250	7,500
10-15-5243 Small Furniture & Fixtures	158	-	840	1,500	400	71	400
Total Commodities	**4,459**	**5,329**	**7,493**	**8,500**	**7,400**	**6,320**	**7,900**
Contractual Services							
10-15-5380 Building Repair & Maintenance	265	5,077	2,744	2,500	7,200	3,668	8,500
10-15-5420 Electricity	5,072	5,125	5,639	5,500	5,500	5,537	5,500
10-15-5445 Telephone	1,070	1,436	1,078	1,500	400	-	-
10-15-5459 Lease Expense - Library	68,700	69,600	73,080	76,560	76,560	84,216	80,000
Total Contractual Services	**75,107**	**81,238**	**82,540**	**86,060**	**89,660**	**93,421**	**94,000**
Other Services							
10-15-5670 Book Plan - Library	3,193	3,193	3,294	3,300	3,300	-	3,300
Total Other Services	**3,193**	**3,193**	**3,294**	**3,300**	**3,300**	**-**	**3,300**
Total Library Expenditures	**82,759**	**89,761**	**93,327**	**97,860**	**100,360**	**99,742**	**105,200**

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

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.

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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Received end-of-year audit report with no misstatements
- Maintained all PFIA certifications for investment officers
- Completed installation of new financial software
- Started using Tyler Technologies to process purchase orders

FY 2024-2025 DEPARTMENT GOALS

- Receive GFOA award for distinguished budget
- Strive for continued “no misstatement” status on annual audit report
- Update and upgrade policies and procedures to improve efficiency and accuracy
- Succession Planning

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Finance Expenditures							
Personnel Services							
10-20-5000 Salaries	240,592	311,856	288,364	469,171	438,321	357,605	313,425
10-20-5002 Overtime	445	523	2,660	4,770	4,770	1,377	3,837
10-20-5006 Longevity	900	1,020	1,200	1,200	1,200	1,440	1,260
10-20-5010 FICA Expense	21,860	23,570	21,409	36,298	36,298	26,203	24,393
10-20-5030 Health Insurance	27,091	38,446	42,968	71,388	71,388	56,559	55,681
10-20-5031 Vision Insurance	322	463	458	592	592	467	517
10-20-5032 Life & LTD	911	1,205	1,083	2,041	2,041	1,308	1,707
10-20-5033 Dental	1,047	1,769	1,970	2,258	2,258	1,927	1,952
10-20-5034 Retirement	24,243	34,449	30,009	47,495	47,495	32,566	27,200
10-20-5035 Cell Phone Allowance				-	250	150	650
10-20-5038 Flex Admin Expense	130	174	156	-	100	187	180
10-20-5039 Flex Card - Health Ins	853	1,567	1,384	2,000	2,000	1,580	1,600
10-20-5040 Workers Compensation	468	602	659	800	800	943	693
Total Personnel Services	**318,862**	**415,645**	**392,320**	**638,014**	**607,514**	**482,313**	**433,096**
Commodities							
10-20-5230 Office Expense	3,575	3,251	7,772	7,000	7,000	6,369	5,000
10-20-5240 Minor Tools & Equipment	2,115	21	69	2,000	2,000	-	1,000
10-20-5260 Apparel	-	56	336	500	500	481	800
Total Commodities	**5,690**	**3,328**	**8,178**	**9,500**	**9,500**	**6,850**	**6,800**
Contractual Services							
10-20-5418 Employment Testing	-	-	140	300	300	168	300
10-20-5440 Computer Maintenance/Support	17,742	53,360	81,775	40,000	40,000	38,972	43,000
10-20-5450 Tax Assessor Fees	3,013	2,398	3,711	4,000	4,000	3,511	3,000
10-20-5475 Accounting Fee Expense	3,500	3,500	-	5,500	-	-	-
10-20-5477 Audit & Professional Fees	16,961	32,560	22,910	33,000	33,000	36,900	33,000
10-20-5479 Appraisal Fees	34,762	37,823	45,527	48,000	84,000	78,950	85,000
Total Contractual Services	**75,977**	**129,641**	**154,063**	**130,800**	**161,300**	**158,501**	**164,300**
Other Services							
10-20-5615 Bank/Credit Card Processing Fees	95	-	-				-
10-20-5622 Dues & Subscriptions	690	1,125	1,324	-	1,250	1,201	750
10-20-5645 Training & Travel	865	2,244	7,548	1,250	13,000	5,040	8,000
10-20-5650 Mileage	-	-	-	13,000	-	-	.
10-20-5675 Education Reimbursement	-	-	-	-	-	518	2,000
Total Other Services	**1,650**	**3,369**	**8,872**	**14,250**	**14,250**	**6,759**	**10,750**
Total Finance Expenditures	**366,433**	**402,179**	**563,433**	**652,852**	**792,564**	**654,423**	**614,946**

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 2023-24 DEPARTMENT ACCOMPLISHMENTS

- The completion of our multi-year project which is our offsite disaster recover
- Implemented IT account policy to secure IT accounts and resources
- Onsite IT support at the PD station

FY 2024-25 DEPARTMENT GOALS

- Upgrade of PD server hardware.
- Upgrade and relocation of Public Works tech
- Connect PD to City Hall and rework PD network layout.

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Information Tech Expenditures							
Personnel Services							
10-25-5000 Salaries	152,278	221,021	247,891	284,155	284,155	255,646	298,551
10-25-5006 Longevity	180	300	300	180	180	216	300
10-25-5007 Part Time Wages	7,460					-	
10-25-5010 FICA Expense	12,045	16,912	18,215	21,752	21,752	19,061	22,912
10-25-5030 Health Insurance	13,022	28,570	39,724	55,254	55,254	45,719	55,681
10-25-5031 Vision Insurance	215	1,157	422	473	473	420	517
10-25-5032 Life Insurance & LTD	595	806	932	1,633	1,633	985	1,707
10-25-5033 Dental Insurance	896	1,308	1,612	1,807	1,807	1,732	1,952
10-25-5034 Retirement	15,422	23,625	26,308	28,462	28,462	23,166	25,549
10-25-5035 Cell Phone Allowance	855	1,471	580	-	-	510	650
10-25-5038 Flex Spend Admin	95	86	120	-	-	168	180
10-25-5039 Flex Card Spending	794	775	1,075	1,600	1,600	1,240	1,600
10-25-5040 Workers Compensation	225	416	462	575	575	565	651
Total Personnel Services	**204,083**	**296,447**	**337,640**	**395,891**	**395,891**	**349,428**	**410,250**
Commodities							
10-25-5225 Fuel	-	-	107	1,000	1,000	178	1,000
10-25-5230 Office Expense	7,221	7,486	6,439	7,000	7,000	4,612	7,000
10-25-5240 Minor Tools & Equipment	7,515	6,119	6,533	6,500	6,500	1,373	6,500
Total Commodities	**14,736**	**13,605**	**13,078**	**14,500**	**14,500**	**6,163**	**14,500**
Contractual Services							
10-25-5418 Employment Testing	-	416	280	300	300	168	300
10-25-5440 Computer Maintenance/Support	58,477	112,423	61,079	70,000	70,000	79,349	95,000
10-25-5441 Computer Software	17,182	23,989	10,699	25,000	25,000	15,819	25,000
10-25-5443 Computer Replacement	14,149	25,008	10,245	20,000	20,000	17,646	124,000
10-25-5446 Uniforms	302	846	377	750	750	-	750
Total Contractual Services	**90,111**	**162,681**	**82,680**	**116,050**	**116,050**	**112,983**	**245,050**
Other Services							
10-25-5622 Dues & Subscriptions	47,225	53,089	69,189	140,000	140,000	159,292	168,000
10-25-5645 Training & Travel	5,566	11,561	4,723	15,000	15,000	4,616	15,000
10-25-5650 Mileage	-	-	-	-	-	-	-
10-25-5800 Professional Services	1,650	-	-	-	-	-	-
Total Other Services	**54,441**	**64,650**	**73,912**	**155,000**	**155,000**	**163,909**	**183,000**
Total Information Tech Expenditures	**363,370**	**537,384**	**507,310**	**665,764**	**681,441**	**632,483**	**852,800**

Human Resources

DEPARTMENT VISION STATEMENT

To cultivate a dynamic, inclusive, and engaging workplace where all employees are empowered to reach their full potential. We are dedicated to fostering a culture of collaboration and continuous improvement, ensuring that our people are our greatest asset in achieving organizational excellence.

FUNCTIONS

- Recruiting and Staffing
- Training and Development
- Employee Relations
- Compensation and Benefits
- Performance Management
- Workplace Compliance and Safety
- Diversity and Inclusion

DEPARTMENT DESCRIPTION

The Human Resources (HR) Department is a vital component of the City of Manvel organization. The HR team is responsible for managing and enhancing our most valuable asset—our people. The HR team is also dedicated to fostering a positive work environment, supporting employee development, and ensuring compliance with employment laws and city policies.

FY 2023-24 DEPARTMENT ACCOMPLISHMENTS

- Processed 31 new hires for fiscal year 23/24
- Over the past 3 years we have processed 115 new hires and 70 separations
- Added an HR Generalist to the Human Resource Department

FY 2023-24 DEPARTMENT GOALS

- Continued Excellence in Customer Service.
- Focus on expanding the On-Boarding experience for New Hires.
- Continue with setting the groundwork for a future Learning and Development team

CITY OF MANVEL, TEXAS

========================FISCAL YEAR 2024-2025 ANNUAL BUDGET========================

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Human Resources Expenditures							
Personnel Services							
10-26-5000 Salaries							183,750
10-26-5006 Longevity							420
10-26-5007 Part Time Wages							-
10-26-5010 FICA Expense							14,139
10-26-5030 Health Insurance							43,964
10-26-5031 Vision Insurance							259
10-26-5032 Life Insurance & LTD							853
10-26-5033 Dental Insurance							976
10-26-5034 Retirement							15,766
10-26-5035 Cell Phone Allowance							650
10-26-5038 Flex Spend Admin							90
10-26-5039 Flex Card Spending							800
10-26-5040 Workers Compensation							402
Total Personnel Services	-	-	-	-	-	-	**262,069**
Commodities							
10-26-5225 Fuel							-
10-26-5230 Office Expense							2,500
10-26-5260 Apparel							250
10-26-5240 Minor Tools & Equipment							500
Total Commodities	-	-	-	-	-	-	**3,250**
Contractual Services							
10-26-5418 Employment Testing							150
10-26-5440 Computer Maintenance/Support							-
10-26-5441 Computer Software							-
10-26-5442 Website Administration							-
10-26-5443 Computer Replacement							-
10-26-5446 Uniforms							-
Total Contractual Services	-	-	-	-	-	-	**150**
Other Services							
10-26-5622 Dues & Subscriptions							750
10-26-5645 Training & Travel							6,500
10-26-5650 Mileage							-
10-26-5800 Professional Services							-
Total Other Services	-	-	-	-	-	-	**7,250**
Total Human Resources Expenditures	-	-	-	-	-	-	**272,719**

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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Statewide Recognition: Teen Court earned 1st place at the Texas State Teen Court Competition and the Manvel Municipal Court received an honorable mention for the Traffic Safety Award.
- Enhanced Public Service Efficiency: Implemented a more streamlined and effective work environment for clerks, improving service delivery and public interaction at the counter.
- Expanded Team to Meet Growing Demands: Added a new clerk position to accommodate the increasing case volume, larger dockets, and evolving legislative requirements.

FY 2024-2025 DEPARTMENT GOALS

- Optimize Technology Infrastructure: Collaborate closely with the IT department to resolve ongoing issues with court software, credit card machines, and printing/copying equipment.
- Strengthen Community Outreach and Safety Education: Expand outreach initiatives, focusing on educating teens and children on traffic safety
- Court Accessibility Improvements: Enhance accessibility to court services through virtual or remote options.

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Court Expenditures							
Personnel Services							
10-30-5000 Salaries	160,294	164,898	179,220	201,269	242,874	205,677	261,360
10-30-5002 Overtime	1,911	725	1,486	3,411	3,411	2,674	5,287
10-30-5006 Longevity	960	60	240	300	300	360	7,740
10-30-5009 Certification	-	38	1,413	1,950	1,950	2,430	2,600
10-30-5010 FICA Expense	11,867	12,565	13,477	15,830	19,013	15,781	21,190
10-30-5030 Health Insurance	18,313	28,895	32,629	48,528	60,648	55,227	55,681
10-30-5031 Vision Insurance	303	348	345	355	473	370	517
10-30-5032 Life & LTD	554	563	567	1,225	1,633	693	1,707
10-30-5033 Dental	1,260	1,327	1,320	1,355	1,807	1,525	1,952
10-30-5034 Retirement	14,298	15,137	15,260	16,710	20,874	15,725	20,216
10-30-5035 Cell Phone Allowance	-	-	200			-	-
10-30-5038 Flex	106	130	104	250	250	147	180
10-30-5039 Flex Card - Health Ins	883	1,175	934	1,200	1,600	1,250	1,600
10-30-5040 Workers Compensation	298	429	339	450	621	414	602
Total Personnel Services	**211,048**	**226,288**	**247,533**	**292,832**	**355,453**	**302,273**	**380,632**
Commodities							
10-30-5222 Postage	2,013	2,974	3,947	3,500	3,500	5,775	4,000
10-30-5230 Office Expense	4,216	2,620	3,208	4,000	4,000	3,723	4,000
10-30-5240 Minor Tools & Equipment	759	655	369			-	-
10-30-5260 Apparel	-	-	-	500	1,200	1,267	1,500
Total Commodities	**6,988**	**6,250**	**7,524**	**8,000**	**8,700**	**10,764**	**9,500**
Contractual Services							
10-30-5405 Jail Housing	-	180	-	150	150	-	-
10-30-5418 Employment Testing	-	-	58			-	150
10-30-5440 Computer Maintenance/Support	11,268	9,030	10,757	12,500	12,500	14,385	12,500
10-30-5445 Telephone	635	456	308	700	700	189	700
10-30-5448 Court Interpreter	3,120	465	713	2,000	2,000	1,917	2,000
10-30-5451 Prosecuting Attorney	31,488	31,779	72,309	40,000	80,000	71,715	55,000
10-30-5580 Warrant Fees	24,186	6,016	5,666	10,000	10,000	7,166	10,000
Total Contractual Services	**70,697**	**47,925**	**89,810**	**65,350**	**105,350**	**95,372**	**80,350**
Other Servies							
10-30-5615 Credit Card Processing Fees	5,283	4,582	5,645	7,000	7,000	2,488	3,000
10-30-5622 Dues & Subscriptions	3,460	110	265	2,000	2,000	450	1,000
10-30-5634 Jury cost	778					-	-
10-30-5645 Training & Travel	2,900	2,498	1,420	4,000	3,300	2,142	3,300
Total Other Services	**12,420**	**7,189**	**7,330**	**13,000**	**12,300**	**5,080**	**7,300**
Total Court Expenditures	**301,153**	**287,652**	**352,198**	**329,484**	**481,803**	**413,489**	**477,782**

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 administration and 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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- The Department is fully staffed and added a total of three new positions.
- The Department is getting ready to go live with the development checklist software to help staff and citizens understand the development processes and regulations.
- Assisted in amendment and adoption of important ordinances and regulations including sign ordinance, fence regulations, and Accessory Dwelling Unit ordinance.
- Assisted in the update of the Design Criteria Manual and other amended ordinances.
- Initiated the Comprehensive Planning Process and assisted in the Strategic Planning process.

FY 2024-2025 DEPARTMENT GOALS

- Evaluate and improve upon the new development checklist software for effectiveness and use-friendliness.
- Evaluate and streamline all application and review processes to ensure efficiency, accuracy, and staff productivity.
- Continue improved coordination with other agencies, developers, and builders.
- Facilitate the Comprehensive Master Planning process and updating the Major Throughfare Plan.

CITY OF MANVEL, TEXAS

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Development Services Expenditures							
Personnel Services							
10-40-5000 Salaries	235,615	489,815	689,921	716,955	675,350	513,506	786,283
10-40-5002 Overtime	859	3,466	4,241	8,417	8,417	1,443	9,037
10-40-5006 Longevity	1,200	1,440	1,800	2,280	2,280	2,736	1,200
10-40-5010 FICA Expense	16,873	37,015	51,973	55,665	52,482	38,724	60,984
10-40-5030 Health Insurance	32,898	68,456	107,738	140,802	128,682	111,017	146,998
10-40-5031 Vision Insurance	390	811	1,146	1,183	1,065	881	1,294
10-40-5032 Life & LTD	810	1,941	5,030	4,082	3,674	1,984	4,267
10-40-5033 Dental	1,624	5,544	2,064	4,517	4,065	3,635	4,879
10-40-5034 Retirement	23,868	51,696	73,677	72,838	68,673	47,349	68,002
10-40-5035 Cell Phone Allowance		-	38	-	-	15	650
10-40-5038 Flex	145	275	405	450	450	353	450
10-40-5039 Flex Card - Health Ins	1,207	1,992	3,609	4,000	3,600	2,981	4,000
10-40-5040 Workers Compensation	425	1,255	1,367	575	404	1,447	1,732
Total Personnel Services	**315,915**	**663,707**	**943,009**	**1,011,765**	**949,144**	**726,070**	**1,089,776**
Commodities							
10-40-5225 Fuel	-	-	337	600	600	149	600
10-40-5230 Office Expense	3,661	5,891	5,155	6,500	6,500	4,995	6,500
10-40-5240 Minor Tools & Equipment	11,488	6,207	12,747	15,000	15,000	900	5,000
10-40-5260 Apparel	-	1,357	680	1,000	1,000	339	2,000
Total Commodities	**15,148**	**13,455**	**18,920**	**23,100**	**23,100**	**6,384**	**14,100**
Contractual Services							
10-40-5360 Plat Fees	4,086	246	383			-	-
10-40-5412 Plan Reviews	128,314	129,646	140,806	110,000	110,000	119,462	120,000
10-40-5418 Employment Testing	-	1,412	-	750	750	672	750
10-40-5439 Inspections	402,153	503,000	366,022	350,000	350,000	365,208	400,000
10-40-5440 Computer Maintenance/Support Fees	17,338	55,179	44,670	67,225	67,225	45,950	60,000
Total Contractual Services	**551,890**	**689,482**	**551,881**	**527,975**	**527,975**	**531,292**	**580,750**
Other Servies							
10-40-5615 Credit Card Processing Fees	57,963	35,277	1,566	5,000	5,000	180	500
10-40-5622 Dues & Subscriptions	-	315	1,209	1,500	1,500	245	2,000
10-40-5638 Vehicle Repair/Maintenance		-	-	2,500	2,500	334	2,500
10-40-5645 Training & Traveling	2,056	3,662	5,563	8,000	8,000	1,574	8,000
10-40-5650 Mileage	17	-	-	250	250	-	-
10-40-5670 Vehicle/Equip Replacement Fee	-	7,500	-			-	-
10-40-5800 Eng/Consulting/Planning Fees	21,543	-	-			-	-
Total Other Services	**81,580**	**46,754**	**8,338**	**17,250**	**17,250**	**2,333**	**13,000**
Total Development Services Expenditures	**964,534**	**1,413,397**	**1,522,147**	**1,580,090**	**1,517,469**	**1,266,078**	**1,697,626**

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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Executed ILA with Brazoria County Road and Bridge Dept. to begin resurfacing Wilson, Charlotte, Tankersley and Dogwood.
- Partnered with Branch Construction to begin phase 1 of paving all gravel roads with asphalt.
- Maintain a safe environment for the employees (zero accidents).
- Maintain a professional working relationship with external agencies and other cities.
- Started construction on numerous projects such as the Public Works Facility, Police Departments, WRF Facility, Elevated Storage Tank.
- Executed the grant to improve the lighting of the public works maintenance shop, break room and offices.

FY 2023-24 DEPARTMENT GOALS

- Upheld 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.
- To complete the construction of the new Public Works Facility.

CITY OF MANVEL, TEXAS

=======================FISCAL YEAR 2024-2025 ANNUAL BUDGET=======================

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Public Works Expenditures							
Personnel Services							
10-50-5000 Salaries	389,711	572,457	667,416	891,407	881,407	821,804	1,113,874
10-50-5002 Overtime	4,612	4,171	8,921	19,934	19,934	4,729	30,287
10-50-5006 Longevity	1,680	1,320	1,980	2,640	2,640	3,600	32,880
10-50-5007 Part Time Wages	3,957	473	630	6,000	6,000	-	-
10-50-5010 FICA Expense	28,382	43,131	50,071	70,168	70,168	61,751	91,337
10-50-5030 Health Insurance	73,478	99,465	139,146	255,295	255,295	202,295	272,391
10-50-5031 Vision Insurance	872	1,205	1,467	1,893	1,893	1,692	2,458
10-50-5032 Life & LTD	1,571	2,179	2,590	6,532	6,532	3,342	8,108
10-50-5033 Dental	3,627	4,545	5,664	7,227	7,227	6,977	9,270
10-50-5034 Retirement	39,826	63,579	69,523	91,815	91,815	77,926	101,848
10-50-5035 Cell Phone Allowance	929	1,225	1,925	3,250	3,250	3,480	3,900
10-50-5036 Auto Allowance				-	3,000	1,200	13,000
10-50-5038 Flex	354	416	501	700	700	622	855
10-50-5039 Flex Card - Health Ins	2,978	2,876	4,509	6,400	6,400	5,321	7,600
10-50-5040 Workers Compensation	9,375	16,238	22,320	15,000	15,000	29,248	42,480
Total Personnel Services	**561,350**	**813,280**	**976,664**	**1,378,260**	**1,371,260**	**1,223,987**	**1,730,288**
Commodities							
10-50-5212 Safety Equipment/Supplies	5,427	9,190	6,458	7,000	7,000	6,434	7,000
10-50-5220 Janitorial Supplies & Cleaning	5,521	7,407	8,472	8,000	8,000	8,794	8,000
10-50-5225 Fuel	34,135	65,273	75,328	65,000	65,000	81,122	65,000
10-50-5230 Office Expense	5,840	8,820	6,432	5,000	5,000	4,286	5,000
10-50-5235 Street Signs	20,778	36,668	34,413	50,000	50,000	31,463	50,000
10-50-5240 Minor Tools & Equipment	16,494	18,222	14,606	20,000	20,000	15,505	20,000
10-50-5250 Road Materials	58,576	31,471	56,255	60,000	60,000	68,983	75,000
Total Commodities	**146,772**	**177,051**	**201,963**	**215,000**	**215,000**	**216,586**	**230,000**
Contractual Services							
10-50-5376 Sidewalk Repairs	28,695	57,382	40,485	50,000	50,000	53,845	75,000
10-50-5418 Employment Testing	-	1,512	980	600	600	840	600
10-50-5420 Electricity	-	3,096	3,684	4,500	4,500	4,883	4,500
10-50-5421 Electrical Service	2,845					-	-
10-50-5432 Rental Equipment	32,739	51,663	34,203	45,000	37,000	10,410	45,000
10-50-5436 Communications Expense	2,983	4,655	13,053	10,000	10,000	12,197	10,000
10-50-5437 Striping	29,788	26,861	31,507	35,000	35,000	17,315	35,000
10-50-5445 Telephone	139	-	613	-	-	735	-
10-50-5446 Uniforms	12,648	17,996	17,876	20,000	20,000	22,153	20,000
10-50-5455 Leased Property	1,029	1,029	2,400	1,500	1,500	2,880	1,500
10-50-5456 Ditch Mowing	42,891	25,144	28,952	35,000	400	-	400
10-50-5457 Clean up/Trash Disposal	7,087	2,539	3,315	7,500	7,500	131	7,500
10-50-5550 Radio Usage	5,412	5,412	3,444	5,500	5,500	4,448	5,500
10-50-5570 Ditch Cleaning	72,259	57,589	44,103	60,000	60,000	50,174	60,000
Total Contractual Services	**238,515**	**254,879**	**224,613**	**274,600**	**232,000**	**180,011**	**265,000**
Other Services							
10-50-5635 Building Repair/Maintenance	17,633	20,484	31,377	30,000	30,000	37,169	45,000
10-50-5638 Vehicle Repairs/Maintenance	46,832	88,829	56,453	50,000	50,000	50,451	50,000
10-50-5640 Street Repairs	45,388	71,586	141,204	125,000	106,221	106,418	116,221
10-50-5645 Training & Travel	4,834	9,361	8,562	8,000	13,000	11,556	8,000
10-50-5700 Vehicle/Equip Replacement Fees	90,000	95,000	-			-	-
Total Other Services	**204,687**	**285,260**	**237,595**	**213,000**	**199,221**	**205,594**	**219,221**
Capital Outlays							
10-50-6020 Capital Outlay - Equipment		-	-	85,000	146,100	146,082	-
10-50-6030 Capital Outlay - Vehicle	436,590	183,604	-			-	-
10-50-6035 Capital Outlay - Street Reconstructior	-	128,077	376,602	450,000	592,279	134,280	291,789
10-50-6070 Capital Outlay - Improvements	-	-	-	-	-	-	-
Total Capital Outlays	**436,590**	**311,681**	**376,602**	**535,000**	**738,379**	**280,362**	**291,789**
Total Public Works Expenditures	**1,587,913**	**1,842,151**	**2,017,438**	**2,615,860**	**2,755,860**	**2,106,540**	**2,736,298**

FIRE MARSHAL

The Fire Marshal's Office is an integral part of fire and life safety, fire prevention, and public education. Our mission is to safeguard the community through Community Risk Reduction from the impact of fires and related emergencies. We strive to achieve this mission through:

- Fire Prevention
- Public Education and Awareness
- Emergency Response Support
- Code Development and Enforcement

DEPARTMENT VISION STATEMENT

To be a trusted leader for fire prevention and safety, protecting lives, property, and the environment through proactive fire inspections, responsive fire investigations, and effective public education.

FUNCTIONS

- Fire Inspections
- Fire Investigations
- Plan Review
- 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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Created and implemented a policy for operational fire permits and inspection request
- Assisted with updating the Design Criteria Manual
- Revised Burn Permit application and created a permit application informational flow chart
- The Fire Marshals Division has completed over 220 hours of fire, FEMA and Law Enforcement training.

FY 2024- 2025 DEPARTMENT GOALS

- Acquire and maintain staffing with the hiring of a Full Time Fire Inspector/ Investigator
- Proactively improve public awareness and community risk reduction by conducting occupancy surveys and courtesy inspections of all listed occupancies within the city.
- Revise and simplify Fire Marshal Fee Schedule
- Revise fire operational permit applications and streamline the FMO permit, plans review and inspection process.
- Update the FMO webpage to include access to all fire permit applications and information on minimum code requirements and revise Mission and Vision Statement’s

- Work with neighboring agencies and our local public service departments to develop and implement fire and life safety programs, public education, and training programs.
- Encourage and support Fire Officials to further their professional growth and development by participating in workshops, classes, conferences and obtaining higher level certifications.
- Develop an incentive and certification program to aid in recruitment and retention, and to motivate current fire officials to pursue higher education, gain additional knowledge, and improve their skill sets.
- The Department of Fire Safety will craft a forward-thinking strategic plan for the City's growth and progress over the next five years.

CITY OF MANVEL, TEXAS

========================FISCAL YEAR 2024-2025 ANNUAL BUDGET========================

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Fire Marshal							
Personnel Services							
10-70-5000 Salaries	87,533	122,931	99,429	290,440	238,140	213,254	295,051
10-70-5002 Overtime	246	2,099	-	6,917	6,917	-	6,930
10-70-5006 Longevity	780	840	-	60	60	72	120
10-70-5010 FICA Expense	6,568	9,628	7,628	22,802	22,802	15,642	23,359
10-70-5030 Health Insurance	13,196	17,838	11,168	47,148	47,148	25,460	38,060
10-70-5031 Vision Insurance	156	214	118	355	355	251	388
10-70-5032 Life & LTD	320	463	387	1,225	1,225	777	1,280
10-70-5033 Dental	651	819	452	1,355	1,355	1,037	1,464
10-70-5034 Retirement	9,076	13,917	10,238	29,836	28,036	19,614	26,048
10-70-5035 Cell Phone Allowance	-	290	649	650	2,450	2,145	3,250
10-70-5038 Flex	85	48	45	150	150	101	135
10-70-5039 Flex Card - Health Ins	561	160	400	1,200	1,200	170	1,200
10-70-5040 Workers Compensation	788	1,376	2,725	5,000	7,300	8,700	9,743
Total Personnel Services	**119,961**	**170,623**	**133,240**	**407,138**	**357,138**	**287,222**	**407,027**
Commodities							
10-70-5217 Public Education & Materials	-	202	-	500	500	393	1,500
10-70-5222 Postage	15	466	27	200	200	86	500
10-70-5225 Fuel	1,862	4,617	2,013	6,000	6,000	3,112	12,000
10-70-5230 Office Expense	894	5,298	303	1,500	1,500	662	3,000
10-70-5240 Minor Tools & Equipment	21,539	18,666	12,913	7,500	7,500	5,755	8,000
Total Commodities	**24,311**	**29,249**	**15,256**	**15,700**	**15,700**	**10,007**	**25,000**
Contractual Services							
10-70-5364 Records & Storage						-	1,500
10-70-5370 Radio Repairs						-	1,500
10-70-5400 Legal Fees	5,175	280	280			-	-
10-70-5418 Employment Testing	-	-	-	150	150	-	300
10-70-5432 Rental Equipment	-	-	-	-	-	-	
10-70-5440 Computer Maintenance/Support	4,920	8,808	13,035	15,000	14,400	11,512	7,500
10-70-5441 Computer Software	-	5,561	-			-	-
10-70-5445 Telephone	7,405	6,176	6,569	7,800	7,800	5,043	7,800
10-70-5446 Uniforms	1,475	1,999	1,423	2,000	2,600	2,640	10,000
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	1,951	3,250
Total Contractual Services	**24,347**	**37,602**	**24,259**	**28,200**	**28,200**	**21,147**	**31,850**
Other Services							
10-70-5622 Dues & Subscriptions	177	322	287	3,150	3,150	2,455	4,000
10-70-5638 Vehicle Repairs/Maintenance	4,574	4,584	1,493	4,500	4,500	1,973	5,000
10-70-5645 Training & Travel	1,430	1,243	3,361	4,000	4,000	3,037	12,000
10-70-5659 Firearms/Taser/Ammo						-	4,000
10-70-5660 Investigative Expense	-	-	-	1,000	1,000	-	3,000
10-70-5700 Vehicle/Equip Replacement Fees	20,000	20,000	13,075			-	-
10-70-5800 Professional Services	17,228	26,198	-			-	-
Total Other Services	**43,409**	**52,347**	**18,216**	**12,650**	**12,650**	**7,465**	**28,000**
Capital Outlays							
10-70-6030 Capital Outlay - Vehicle	-	35,705	-	-	50,000	-	-
Total Capital Outlays	**-**	**35,705**	**-**	**-**	**50,000**	**-**	**-**
Total Fire Marshal Expenditures	**212,027**	**325,525**	**190,971**	**264,260**	**463,688**	**325,841**	**491,877**

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 2023-24, 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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

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

FY 2024- 2025 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.

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Emergency Management Expenditures							
Personnel Services							
10-71-5000 Salaries - Disaster	913	-	-	-	-	45,100	-
10-71-5002 Overtime - Disaster	3,732	-	-	-	-	50,488	-
10-71-5010 FICA Expense - Disaster	337	-	-	-	-	7,313	-
10-71-5034 Retirement - Disaster	445	-	-	-	-	8,335	-
10-71-7600 Disaster - Regular Pay				-	-	150	
Total Personnel Services	**5,426**	**-**	**-**	**-**	**-**	**111,386**	**-**
Commodities							
10-71-5225 Fuel	1,180	-	-				-
10-71-5240 Minor Tools & Equipment	600	3,296	1,975	20,000	20,000	11,775	20,000
Total Commodities	**1,780**	**3,296**	**1,975**	**20,000**	**20,000**	**11,775**	**20,000**
Other Services							
10-71-5370 Radio Usage						-	1,600
10-71-5550 Radio Repairs				-	-	984	1,000
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	9,000	-	-			-	-
10-71-5748 Emergency Notification	4,376	4,518	4,621	12,000	12,000	7,050	12,000
10-71-7608 Disaster - General Expenses	-	47,904	63,229	100,000	100,000	1,100,000	100,000
Total Other Services	**13,920**	**52,422**	**67,850**	**114,500**	**114,500**	**1,108,034**	**117,100**
Capital Outlays							
10-71-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Emergency Management Expenditures	**21,126**	**55,717**	**69,825**	**134,500**	**134,500**	**1,231,195**	**137,100**

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 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Updated the Texas Food Establishment Rules to adopt the 2021 TFER
- Filled open position with experienced candidate
- Created Code Supervision and filled position with current employee
- Allocated experience from current Code Enforcement personnel to assist with flood plain reviews
- Brought into compliance all existing food establishments
- Brought into compliance several substandard structures that were abatement bound, without further court proceedings.

FY 2024- 2025 DEPARTMENT GOALS

- Implement 3 educational community events be it stand-alone or in conjunction with other organizations or city departments
- Implement monthly and/or quarterly reviews of cases to ensure relevance and compliance
- Increase staffing by one code enforcement personnel

CITY OF MANVEL, TEXAS

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Code Enforcement							
Personnel Services							
10-80-5000 Salaries	-	-	111,760	114,890	144,890	131,164	125,733
10-80-5002 Overtime	-	-	2,015	4,308	4,308	978	4,715
10-80-5006 Longevity	-	-	-	120	120	72	120
10-80-5010 FICA Expense	-	-	8,747	9,277	9,277	9,927	10,038
10-80-5030 Health Insurance	-	-	22,405	24,240	24,240	18,011	32,156
10-80-5031 Vision Insurance	-	-	242	237	237	177	259
10-80-5032 Life & LTD	-	-	461	816	816	374	853
10-80-5033 Dental	-	-	924	903	903	732	976
10-80-5034 Retirement	-	-	11,718	12,139	12,139	11,903	11,193
10-80-5035 Cell Phone Allowance	-	-	625	1,950	1,950	1,020	650
10-80-5038 Flex	-	-	91	100	100	64	135
10-80-5039 Flex Card - Health Ins	-	-	817	800	800	420	800
10-80-5040 Workers Compensation	-	-	442	650	650	512	605
Total Personnel Services	**-**	**-**	**160,245**	**170,431**	**200,431**	**175,354**	**188,234**
Commodities							
10-80-5222 Postage	-	-	327	750	750	232	750
10-80-5225 Fuel	-	-	2,081	5,000	5,000	3,213	7,500
10-80-5230 Office Expense	-	-	2,293	3,000	3,000	396	3,000
10-80-5240 Minor Tools & Equipment	-	-	2,178	6,000	16,500	15,391	16,500
Total Commodities	**-**	**-**	**6,881**	**14,750**	**25,250**	**19,233**	**27,750**
Contractual Services							
10-80-5370 Radio Repair	-	-	-	-	-	-	1,500
10-80-5418 Employment Testing	-	-	-	200	200	-	200
10-80-5432 Rental Equipment	-	-	-	-	-	-	-
10-80-5440 Computer Maintenance/Support	-	-	2,795	5,000	5,000	2,849	5,000
10-80-5441 Computer Software	-	-	-	-	-	-	
10-80-5445 Telephone	-	-	-	5,000	5,000	168	5,000
10-80-5446 Uniforms	-	-	316	2,500	2,500	1,636	2,500
10-80-5452 Code Enforcement/Abatement	-	-	-	50,000	6,800	-	39,500
10-80-5550 Radio Usage	-	-	984	3,100	3,100	1,271	3,100
Total Contractual Services	**-**	**-**	**4,095**	**65,800**	**22,600**	**5,923**	**56,800**
Other Services							
10-80-5622 Dues & Subscriptions	-	-	75	1,000	1,000	210	1,000
10-80-5638 Vehicle Repairs/Maintenance	-	-	415	3,500	6,200	5,837	3,500
10-80-5645 Training & Travel	-	-	2,050	4,000	4,000	1,062	2,500
10-80-5660 Investigative Expense	-	-	-	-	-	-	-
10-80-5700 Vehicle/Equip Replacement Fees	-	-	-	-	-	-	-
10-80-5800 Professional Services	-	-	-	-	-	-	-
Total Other Services	**-**	**-**	**2,540**	**8,500**	**11,200**	**7,109**	**7,000**
Capital Outlays							
10-80-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Code Enforcement Expenditures	**-**	**-**	**173,761**	**259,481**	**259,481**	**207,619**	**279,784**

ANIMAL CONTROL

DEPARTMENT VISION STATEMENT

The City of Manvel Animal Control is a division of the Department of Public Safety. The animal Control division was created in the FY 2024. The duties of the Animal Control Department is to enforce the State law and ordinances of the City of Manvel as it pertains to animal control, nuisance investigations, and animal cruelty investigations.

FUNCTIONS

- Animal Control

DEPARTMENT DESCRIPTION

Since the addition of the Animal Control Officer, we have seen an overwhelming response to Animal Control. Our Animal Control Officer has fostered relationships and partnered with several Rescue and foster groups in the area as well as a Shelter that provides the city with the opportunity to have a place to take animals for rehoming and the necessary care needed.

FY 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Opened the PD kennels 100% for the first time in several years
- Filled existing opening with a 20-year animal control veteran
- Purchased and outfitted an animal control vehicle
- Singed an MOU with the Houston Humane Society and Lone Star Paws
- Updated paperwork, policy, and procedures

FY 2024- 2025 DEPARTMENT GOALS

- Work with partners to establish community educational programs
- Work with partners to establish Spay and Neuter clinics, Microchipping Clinics, vaccination events.
- Working with partners to hold quarterly animal adoption events.

CITY OF MANVEL, TEXAS

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Animal Control							
Personnel Services							
10-85-5000 Salaries							103,740
10-85-5002 Overtime							3,890
10-85-5006 Longevity							60
10-85-5010 FICA Expense							8,238
10-85-5030 Health Insurance							25,175
10-85-5031 Vision Insurance							259
10-85-5032 Life & LTD							853
10-85-5033 Dental							976
10-85-5034 Retirement							9,186
10-85-5035 Cell Phone Allowance							-
10-85-5038 Flex							90
10-85-5039 Flex Card - Health Ins							800
10-85-5040 Workers Compensation							3,042
Total Personnel Services							**156,310**
Commodities							
10-85-5210 Supplies	-	-	-				1,000
10-85-5222 Postage	-	-	-				250
10-85-5225 Fuel	-	-	-				8,500
10-85-5230 Office Expense	-	-	-				500
10-85-5240 Minor Tools & Equipment	-	-	-				22,000
Total Commodities	**-**	**-**	**-**				**32,250**
Contractual Services							
10-85-5370 Radio Repairs	-	-	-	-	-	-	1,000
10-85-5436 Communications Exepnse	-	-	-	-	-	-	1,000
10-85-5440 Computer Maintenance/Support	-	-	-				1,000
10-85-5441 Computer Software	-	-	-				500
10-85-5445 Telephone	-	-	-				1,500
10-85-5446 Uniforms	-	-	-				25,000
10-85-5452 Code Enforcement/Abatement	-	-	-				1,500
10-85-5550 Radio Usage	-	-	-				600
Total Contractual Services	**-**	**-**	**-**	**-**	**-**	**-**	**32,100**
Other Services							
10-85-5618 Job Recruiting	-	-	-				500
10-85-5622 Dues & Subscriptions	-	-	-				500
10-85-5638 Vehicle Repairs/Maintenance	-	-	-				5,000
10-85-5645 Training & Travel	-	-	-				1,500
Total Other Services	**-**	**-**	**-**	**-**	**-**	**-**	**7,500**
Capital Outlays							
10-85-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	76,800
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**76,800**
Total Animal Control Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**304,960**

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 Captain who oversees the Criminal Investigation division as well as serves as the training coordinator for the department. The Criminal Investigation Division is made up of four investigators. The Criminal Investigations division is responsible for investigating reported criminal activity, obtaining arrest warrants as well as evidence management. The Criminal Investigation Division responds to major criminal offenses processes crime scenes and collects evidence for investigation and prosecution.

The Patrol Division is commanded by a Patrol Captain. Patrol consists of Patrol Sergeants Patrol Corporals and Patrol Officers who supervise the 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 three 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.

The Department also has an Administrative Services Division. The Administrative Services Division is overseen by the Administrative Services Captain who is responsible for supervising the following divisions of the Police Department; Code Enforcement, Animal Control, Community Relations, Communications, Records and fleet management.

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 Assistant to the Chief of Police 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 and 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 systems.

FY 2023-2024 DEPARTMENT ACCOMPLISHMENTS

- Promoted Criminal Investigative Sergeant to Captain
- Added additional Criminal Investigator
- Established Car Seat inspection and instillation training
- Added new staff to the Patrol Division
- Hired the departments first three Cadets for the Patrol Division
- Held several Community Relations events

FY 2024- 2025 DEPARTMENT GOALS

- Finalize Construction of the Police Department
- Continue to promote Community Events
- Work with the City with community engagement
- Host In-service training for the department and outside agencies

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Police Expenditures							
Personnel Services							
10-90-5000 Salaries	1,678,632	2,231,313	2,700,375	3,343,403	3,263,403	2,796,571	3,385,904
10-90-5002 Overtime	46,161	48,430	55,481	105,442	105,442	127,009	114,379
10-90-5006 Longevity	5,580	5,940	6,780	8,460	8,460	9,720	16,500
10-90-5009 Certification	-	16,360	12,475	37,180	37,180	20,685	25,350
10-90-5010 FICA Expense	125,977	173,719	207,109	267,999	267,999	221,245	271,025
10-90-5030 Health Insurance	178,697	334,818	445,598	713,041	713,041	586,041	687,819
10-90-5031 Vision Insurance	2,958	4,028	4,748	5,679	5,679	4,810	6,080
10-90-5032 Life & LTD	6,780	8,057	9,570	19,596	19,596	10,248	20,056
10-90-5033 Dental	12,311	15,606	18,318	21,681	21,681	19,858	22,932
10-90-5034 Retirement	175,013	252,588	284,054	350,676	350,676	264,273	302,215
10-90-5035 Cell Phone Allowance Expense	727	884	1,481	975	975	-	650
10-90-5038 Flex	1,176	1,297	1,654	2,500	2,500	1,749	1,645
10-90-5039 Flex Card - Health Ins	9,790	11,127	14,636	19,200	19,200	13,553	18,800
10-90-5040 Workers Compensation	22,137	36,772	57,713	60,000	60,000	78,606	85,616
Total Personnel Services	**2,265,938**	**3,140,940**	**3,819,993**	**4,955,833**	**4,875,833**	**4,154,369**	**4,958,970**
Commodities							
10-90-5210 Supplies	3,756	4,632	4,084	3,500	5,000	5,770	3,500
10-90-5211 Supplies - Crime Prevention	821	935	1,111	1,000	1,000	917	5,000
10-90-5220 Janitorial Supplies & Cleaning	1,432	3,123	3,445	5,000	5,000	3,504	5,000
10-90-5222 Postage	1,061	1,207	1,113	1,500	1,500	1,409	1,500
10-90-5225 Fuel	55,434	96,298	122,591	80,000	80,000	119,192	80,000
10-90-5230 Office Expense	4,538	6,643	6,168	5,500	5,500	4,625	5,500
10-90-5240 Minor Tools & Equipment	18,468	74,691	75,142	175,000	225,000	157,413	252,100
Total Commodities	**85,509**	**187,529**	**213,654**	**271,500**	**323,000**	**292,829**	**352,600**
Contractual Services							
10-90-5364 Records & Evidence Storage	4,505	3,994	1,034	5,000	5,000	844	5,000
10-90-5370 Radio Repairs	-	504	5,452	5,000	5,000	2,809	5,000
10-90-5380 Building Repair & Maintenance	12,161	10,875	5,756	10,000	10,000	3,947	10,000
10-90-5418 Employment Testing	-	2,500	2,260	2,000	2,000	1,530	2,000
10-90-5420 Electricity	5,546	6,085	7,582	8,000	8,000	7,697	8,000
10-90-5430 Gas Utilities	301	307	430	450	450	421	450
10-90-5436 Communications Expense	11,258	10,551	19,453	28,000	28,000	20,437	28,000
10-90-5440 Computer Maintenance/Support	-	765	2,577	1,000	1,000	326	1,000
10-90-5445 Telephone	32,474	28,391	38,259	45,000	45,000	19,639	45,000
10-90-5446 Uniforms	12,045	10,745	13,578	13,000	13,000	17,314	13,000
10-90-5458 Maintenance Agreements	109,279	75,637	138,873	175,000	275,000	328,410	275,000
10-90-5473 Animal Control Expense	129	221	-	250	250	2,270	250
10-90-5550 Radio Usage	18,696	25,584	26,544	30,000	30,000	41,918	30,000
Total Contractual Services	**206,393**	**176,160**	**261,799**	**322,700**	**422,700**	**447,563**	**422,700**
Other Services							
10-90-5618 Job Recruiting	1,085	850	600	750	950	996	750
10-90-5622 Dues & Subscriptions	945	863	1,284	1,250	1,250	1,301	1,250
10-90-5638 Vehicle Repairs/Maintenance	54,638	68,391	62,531	55,000	85,000	86,092	55,000
10-90-5645 Training & Travel	12,019	11,506	14,007	35,000	30,855	12,496	35,000
10-90-5646 Training - LEOS Eligible	3,610	2,640	2,080	2,000	8,510	10,296	6,065
10-90-5659 Firearms/Taser	6,543	8,528	9,456	8,000	8,000	8,151	12,000
10-90-5660 Investigative Expense	3,479	831	5,439	6,000	6,000	716	6,000
10-90-5685 Jail Operations	-	-	-	250	250	-	250
10-90-5700 Vehicle/Equip Replacement Fees	65,000	65,000	-			-	-
Total Other Services	**147,320**	**158,609**	**95,397**	**108,250**	**140,815**	**120,049**	**116,315**
Capital Outlays							
10-90-6020 Capital Outlay - Equipment	144,520	22,030	18,173	20,000	20,000	22,813	-
10-90-6030 Capital Outlay - Vehicle	84,446	381,900	-	240,000	240,000	178,289	45,000
10-90-6040 Capital Outlay - Furniture & Fixtures	-	312,928	-			-	-
10-90-6080 Capital Outlay - Building	-	29,534	-			-	-
Total Capital Outlays	**228,966**	**746,392**	**18,173**	**260,000**	**260,000**	**201,102**	**45,000**
Total Police Expenditures	**2,934,125**	**4,409,629**	**4,409,016**	**5,918,283**	**6,022,348**	**5,215,912**	**5,895,585**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Community Impact Fee Fund Revenues							
Interest Revenues							
45-06-4600 Interest Income	501	-	-		-	-	-
Total Interest Revenues	**501**	**-**	**-**	**-**	**-**	**-**	**-**
Utility Revenues							
45-08-4334 Impact Fee - Water	443,302	109,870	(4,884)	150,000	150,000	974,935	300,000
45-08-4336 Impact Fee - Wastewater	269,887	37,950	90,971	100,000	100,000	2,838,535	250,000
Total Utility Revenues	**713,189**	**147,820**	**86,087**	**250,000**	**250,000**	**3,813,470**	**550,000**
Transfer-In Revenues							
45-09-4999 Transfer In - Fund Balance	-	-	-	-	-	-	1,676,028
Total Transfer-In Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**1,676,028**
Total Community Impact Fee Fund Revenues	**713,690**	**147,820**	**86,087**	**250,000**	**250,000**	**3,813,470**	**2,226,028**
Community Impact Fee Fund Expenditures							
Other Services							
45-10-5800 Eng/Consulting/Planning Fees		-	-		-	-	-
Total Other Services	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-Out							
45-10-8582 Transfer To - Capital Projects Fund	1,390,411			-	-	-	-
45-95-8582 Transfer To - Capital Projects Fund	-	-	233,907	250,000	250,000	-	2,226,029
Total Transfer-Out	**1,390,411**	**-**	**233,907**	**250,000**	**250,000**	**-**	**2,226,029**
Total Community Impact Fee Fund Expenditures	**1,390,411**	**-**	**233,907**	**250,000**	**250,000**	**-**	**2,226,029**
Net Revenues over (Expenditures)	**(676,721)**	**147,820**	**(147,820)**	**-**	**-**	**3,813,470**	**(0)**
Fund Balance - Beginning	676,721	(0)	147,820	(0)	(0)	(0)	3,813,470
Fund Balance - Transfer Out	-	-	-	-	-	-	(1,676,028)
Fund Balance - Ending	**(0)**	**147,820**	**(0)**	**(0)**	**(0)**	**3,813,470**	**2,137,441**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 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	429,100	-	-	100,000	100,000	100,000	-
55-09-4999 Transfer In - Fund Balance	-	-	308,100	208,100	208,100	208,100	1,000
Total Transfer-In Revenues	**429,100**	**-**	**308,100**	**308,100**	**308,100**	**308,100**	**1,000**
Total Parks Fund Revenues	**429,100**	**-**	**308,100**	**308,100**	**308,100**	**308,100**	**1,000**
Parks Fund Expenditures							
Commodities							
55-55-5220 Janitorial Supplies & Cleaning	-	-	-	-	-	-	-
Total Commodities	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Contractual Services							
55-55-5377 Beautification Projects	16,300	52,102	50,358	35,000	-	-	-
55-55-5380 Building Repair & Maintenance	2,092	1,498	-	2,500	-	-	-
55-55-5420 Electricity	456	617	692	600	600	843	1,000
55-55-5453 Grounds Maintenance	17,831	16,167	5,000	20,000	-	-	-
Total Contractual Services	**36,679**	**70,385**	**56,049**	**58,100**	**600**	**843**	**1,000**
Capital Outlays							
55-55-6070 Capital Outlay - Improvements	-	164,577	100	250,000	307,500	307,500	-
Total Capital Outlays	**-**	**164,577**	**100**	**250,000**	**307,500**	**307,500**	**-**
Total Parks Fund Expenditures	**36,679**	**234,962**	**56,149**	**308,100**	**308,100**	**308,343**	**1,000**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Hotel/Motel Tax Fund Revenues							
Miscellaneous Tax Revenues							
60-02-4901 Hotel Taxes	71,830	68,366	81,895	45,000	45,000	73,566	60,000
Total Miscellaneous Tax Revenues	**71,830**	**68,366**	**81,895**	**45,000**	**45,000**	**73,566**	**60,000**
Interest Revenues							
60-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Other Source Revenues							
60-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfers In							
60-09-4999 Transfer In - Fund Balance	-	-	-	-	-	-	485,000
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**485,000**
Total Hotel/Motel Tax Fund Revenues	**71,830**	**68,366**	**81,895**	**45,000**	**45,000**	**73,566**	**545,000**
Hotel/Motel Tax Fund Expenditures							
Other Services							
60-10-5725 Advertising & Promotion	3,598	75	77	45,000	45,000	1,500	295,000
60-10-5678 Holidays & Special Events							250,000
Total Other Services	**3,598**	**75**	**77**	**45,000**	**45,000**	**1,500**	**545,000**
Capital Outlays							
60-91-7559 Projects	-	-	-	-	-	-	-
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Hotel/Motel Tax Fund Expenditures	**3,598**	**75**	**77**	**45,000**	**45,000**	**1,500**	**545,000**
Net Revenues over (Expenditures)	**68,232**	**68,291**	**81,819**			**72,066**	**-**
Fund Balance - Beginning	626,836	695,068	763,358			845,177	917,243
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**695,068**	**763,358**	**845,177**			**917,243**	**917,243**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Municipal Jury Fund Revenues							
Fines and Fees Revenues							
61-05-4400 Court Fines	38	150	185	150	150	376	150
Total Fines and Fees Revenues	**38**	**150**	**185**	**150**	**150**	**376**	**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**	**185**	**150**	**150**	**376**	**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**	**185**	**-**	**-**	**376**	**-**
Fund Balance - Beginning	(37)	1	136			320	696
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**1**	**136**	**320**			**696**	**696**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Court Security Fund Revenues							
Fines and Fees Revenues							
62-05-4400 Court Fines	6,645	7,624	9,313	7,000	7,000	18,667	7,000
Total Fines and Fees Revenues	**6,645**	**7,624**	**9,313**	**7,000**	**7,000**	**18,667**	**7,000**
Interest Revenues							
62-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-In Revenues							
62-09-4999 Transfer-In Fund Balance	-	-	(8,000)			-	-
Total Transfer-In Revenues	**-**	**-**	**(8,000)**	**-**	**-**	**-**	**-**
Total Court Security Fund Revenues	**6,645**	**7,624**	**1,313**	**7,000**	**7,000**	**18,667**	**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	-	3,500	3,500	-	3,000
Total Commodities	**-**	**3,355**	**-**	**3,500**	**3,500**	**-**	**3,000**
Contractual Services							
62-10-5433 Security Equipment	-	-	-	-	-	-	-
62-10-5434 Bailiff - Security	-	-	-	3,500	3,500	-	3,500
Total Contractual Services	**-**	**-**	**-**	**3,500**	**3,500**	**-**	**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**	**-**	**7,500**	**7,500**	**-**	**7,000**
Net Revenues over (Expenditures)	**6,645**	**4,268**	**1,313**	**(500)**	**(500)**	**18,667**	**-**
Fund Balance - Beginning	23,246	29,891	34,159			43,473	62,140
Fund Balance - Transfer Out	-	-	8,000			-	-
Fund Balance - Ending	**29,891**	**34,159**	**43,473**			**62,140**	**62,140**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Truancy Prevention Fund Revenues							
Fines and Fees Revenues							
63-05-4400 Court Fines	1,913	7,340	10,383	5,500	5,500	18,804	5,500
Total Fines and Fees Revenues	**1,913**	**7,340**	**10,383**	**5,500**	**5,500**	**18,804**	**5,500**
Interest Revenues							
63-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Other Source Revenues							
63-07-4811 Other Income	-	40	1,694	400	400	1,300	400
Total Other Source Revenues	**-**	**40**	**1,694**	**400**	**400**	**1,300**	**400**
Total Truancy Prevention Fund Revenues	**1,913**	**7,380**	**12,077**	**5,900**	**5,900**	**20,104**	**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	11,172	5,900	2,500	6,205	5,900
Total Commodities	**-**	**4,052**	**11,172**	**5,900**	**2,500**	**6,205**	**5,900**
Contractual Services							
63-10-5480 Contract Labor	-	-	-	-	2,400	-	-
Total Contractual Services	**-**	**-**	**-**	**-**	**2,400**	**-**	**-**
Other Services							
63-10-5645 Training & Travel	-	352	-	-	1,000	-	-
Total Other Services	**-**	**352**	**-**	**-**	**1,000**	**-**	**-**
Total Truancy Prevention Fund Expenditures	**-**	**5,203**	**11,172**	**5,900**	**5,900**	**6,205**	**5,900**
Net Revenues over (Expenditures)	**1,913**	**2,177**	**905**	**-**	**-**	**13,899**	**-**
Fund Balance - Beginning	-	-	2,177			3,082	16,981
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**1,913**	**2,177**	**3,082**			**16,981**	**16,981**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Court Technology Fund Revenues							
Fines and Fees Revenues							
64-05-4400 Court Fines	5,933	4,751	7,645	6,000	6,000	15,272	6,000
Total Fines and Fees Revenues	**5,933**	**4,751**	**7,645**	**6,000**	**6,000**	**15,272**	**6,000**
Interest Revenues							
64-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-In Revenues							
64-09-4999 Transfer In - Fund Balance	-	-	4,500	1,000	1,000	1,000	1,000
Total Transfer-In Revenues	**-**	**-**	**4,500**	**1,000**	**1,000**	**1,000**	**1,000**
Total Court Technology Fund Revenues	**5,933**	**4,751**	**12,145**	**7,000**	**7,000**	**16,272**	**7,000**
Court Technology Fund Expenditures							
Commodities							
64-10-5240 Minor Tools & Equipment	11,733	1,375	6,843	2,500	2,500	370	2,500
Total Commodities	**11,733**	**1,375**	**6,843**	**2,500**	**2,500**	**370**	**2,500**
Contractual Services							
64-10-5440 Computer Maintenance/Support	-	-	168	4,500	4,500	-	4,500
Total Contractual Services	**-**	**-**	**168**	**4,500**	**4,500**	**-**	**4,500**
Total Court Technology Fund Expenditures	**11,733**	**1,375**	**7,010**	**7,000**	**7,000**	**370**	**7,000**
Net Revenues over (Expenditures)	**(5,799)**	**3,376**	**5,134**	**-**	**-**	**15,902**	**-**
Fund Balance - Beginning	27,519	21,719	25,096			25,730	40,632
Fund Balance - Transfer Out	-	-	(4,500)			(1,000)	(1,000)
Fund Balance - Ending	**21,719**	**25,096**	**25,730**			**40,632**	**39,632**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Law Enforcement Fund Revenues							
Interest Revenues							
65-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Other Source Revenues							
65-07-4505 Seizure Funds	-	-	3,376	1,000	1,000	-	1,000
Total Other Source Revenues	**-**	**-**	**3,376**	**1,000**	**1,000**	**-**	**1,000**
Total Law Enfocement Fund Revenues	**-**	**-**	**3,376**	**1,000**	**1,000**	**-**	**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)	**-**	**-**	**3,376**	**-**	**-**	**-**	**-**
Fund Balance - Beginning	4,020	4,020	4,020			7,396	7,396
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**4,020**	**4,020**	**7,396**			**7,396**	**7,396**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
PEG Fee Fund Revenues							
Franchise Fee Revenues							
67-03-4110 PEG Fees	18,321	16,956	16,956	10,000	10,000	33,932	10,000
Total Franchise Fee Revenues	**18,321**	**16,956**	**16,956**	**10,000**	**10,000**	**33,932**	**10,000**
Interest Revenues							
67-06-4600 Interest Income	-	-	-	-	-	-	-
Total Interest Revenues	-	-	-	-	-	-	-
Transfer-In Revenues							
67-09-4999 Transfer In - Fund Balance	-	-	-	40,000	40,000	40,000	40,000
Total Transfer-In Revenues	-	-	-	**40,000**	**40,000**	**40,000**	**40,000**
Total PEG Fee Fund Revenues	**18,321**	**16,956**	**16,956**	**50,000**	**50,000**	**73,932**	**50,000**
PEG Fee Fund Expenditures							
Commodities							
67-10-5240 Minor Tools & Equipment	-	-	-	-	-	-	-
Total Commodities	-	-	-	-	-	-	-
Capital Outlays							
67-10-6020 Capital Outlay - Equipment	-	-	-	50,000	50,000	-	50,000
Total Capital Outlays	-	-	-	**50,000**	**50,000**	-	**50,000**
Total PEG Fee Fund Expenditures	-	-	-	**50,000**	**50,000**	-	**50,000**
Net Revenues over (Expenditures)	**18,321**	**16,956**	**16,956**	-	-	**73,932**	-
Fund Balance - Beginning	125,720	144,041	160,997			177,953	211,885
Fund Balance - Transfer Out	-	-	-			(40,000)	(40,000)
Fund Balance - Ending	**144,041**	**160,997**	**177,953**			**211,885**	**171,885**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
SMDA Fund Revenues							
Interest Revenues							
80-06-4600 Interest Income	296	3,004	23,806	1,000	1,000	30,842	1,000
Total Interest Revenues	**296**	**3,004**	**1,051,983**	**1,000**	**1,000**	**30,842**	**1,000**
Transfer-In Revenues							
80-09-4961 Transfer In - TIRZ #3	130,211	-	-	1,711,500	1,711,500	1,856,506	2,527,022
Total Transfer-In Revenues	**130,211**	**-**	**-**	**1,711,500**	**1,711,500**	**1,856,506**	**2,527,022**
Total SMDA Fund Revenues	**130,507**	**3,004**	**1,051,983**	**1,712,500**	**1,712,500**	**1,887,348**	**2,528,022**
SMDA Fund Expenditures							
Contractual Services							
80-10-5330 Administrative Support Services	-	-	100,000	60,000	60,000	60,000	60,000
80-10-5461 Planning & Development	-	-	-	5,000	5,000	1,718	5,000
Total Contractual Services	**-**	**-**	**100,000**	**65,000**	**65,000**	**61,718**	**65,000**
Other Services							
80-10-5701 Legal Fees	-	-	-	-	-	-	-
80-91-7001 Bond Principal	-	-	-	-	-	-	205,000
80-91-7100 Interest Expense	-	-	-	-	-	-	880,075
80-91-7102 Fiscal Agents Fee	-	-	-	-	-	-	3,000
Total Other Services	**-**	**-**	**-**	**-**	**-**	**-**	**1,088,075**
Capital Outlays							
80-91-7559 Projects	-	-	-	-	-	-	845,402
Total Capital Outlays	**-**	**-**	**-**	**-**	**-**	**-**	**845,402**
Transfers Out							
80-95-8510 Transfer To General Fund	-	-	476,000	363,135	363,135	363,135	529,545
Total Capital Outlays	**-**	**-**	**476,000**	**363,135**	**363,135**	**363,135**	**529,545**
Total SMDA Fund Expenditures	**-**	**-**	**576,000**	**428,135**	**428,135**	**424,853**	**2,528,022**
Net Revenues over (Expenditures)	**130,507**	**3,004**	**475,983**	**1,284,365**	**1,284,365**	**1,462,495**	**-**
Fund Balance - Beginning	299,204	429,711	979,821			1,455,804	2,918,299
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**429,711**	**432,716**	**1,455,804**			**2,918,299**	**2,918,299**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
TIRZ #3 Fund Revenues							
Ad Valorem Tax Revenues							
81-01-4000 Current Ad Valorem Taxes	73,634	179,756	608,940	1,530,000	1,530,000	1,513,888	2,346,022
81-01-4010 Delinquent Ad Valorem Taxes	2,767	-	7,927	1,000	1,000	690	1,000
81-01-4011 P&I on Ad Valorem Taxes	594	-	-	500	500	-	-
81-01-4020 Brazoria County - Ad Valorem Taxes	18,780	48,433	132,165	140,000	140,000	301,928	140,000
Total Ad Valorem Tax Revenues	**95,774**	**228,189**	**749,032**	**1,671,500**	**1,671,500**	**1,816,506**	**2,487,022**
Miscellaneous Tax Revenues							
81-02-4030 Sales Tax Revenues	-	39,655	35,107	40,000	40,000	40,000	40,000
Total Miscellaneous Tax Revenues	**-**	**39,655**	**35,107**	**40,000**	**40,000**	**40,000**	**40,000**
Interest Revenues							
81-06-4600 Interest Income	45	-	-	-	-	-	-
Total Interest Revenues	**45**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-In Revenues							
81-09-4950 Transfer In - General Fund	34,393	-	-	-	-	-	-
Total Transfer-In Revenues	**34,393**	**-**	**-**	**-**	**-**	**-**	**-**
Total TIRZ #3 Fund Revenues	**130,211**	**267,844**	**784,139**	**1,711,500**	**1,711,500**	**1,856,506**	**2,527,022**
TIRZ #3 Fund Expenditures							
Transfer-Out							
81-95-8587 Transfer Out - SMDA Fund	130,211	-	1,051,983	1,711,500	1,711,500	1,856,506	2,527,022
Total Transfer-Out	**130,211**	**-**	**1,051,983**	**1,711,500**	**1,711,500**	**1,856,506**	**2,527,022**
Total TIRZ #3 Fund Expenditures	**130,211**	**-**	**1,051,983**	**1,711,500**	**1,711,500**	**1,856,506**	**2,527,022**
Net Revenues over (Expenditures)	**-**	**267,844**	**(267,844)**	**-**	**-**	**(0)**	**-**
Fund Balance - Beginning	-	-	-			-	(0)
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**-**	**267,844**	**(267,844)**			**(0)**	**(0)**

MUD 83 FUND

The Mud 83 Fund is for the accounting of funds collected in the defined zone of property. The revenue and expense is based on the development agreement.

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Mud 83 Fund Revenues							
Ad Valorem Tax Revenues							
83-01-4012 Property Tax Incentives	-	-	-	-	-	25,407	32,600
Total Ad Valorem Tax Revenues	**-**	**-**	**-**	**-**	**-**	**25,407**	**32,600**
Total MUD 83 Fund Revenues	**-**	**-**	**-**	**-**	**-**	**25,407**	**32,600**
TIRZ #3 Fund Expenditures							
Transfer-Out							
83-95-8510 Transfer Out - General Fund			-			-	31,775
Total Transfer-Out	**-**	**-**	**-**	**-**	**-**	**-**	**31,775**
Total TIRZ #3 Fund Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**31,775**
Net Revenues over (Expenditures)	**-**	**-**	**-**	**-**	**-**	**25,407**	**825**
Fund Balance - Beginning	-	-	-			-	25,407
Fund Balance - Transfer Out	-	-	-			-	-
Fund Balance - Ending	**-**	**-**	**-**			**25,407**	**26,232**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Manvel Economic Development Fund Revenues							
Miscellaneous Tax Revenues							
90-02-4030 Sales Tax Revenue	1,130,825	1,109,256	1,235,877	1,200,000	1,200,000	1,329,220	1,600,000
Total Miscellaneous Tax Revenues	**1,130,825**	**1,109,256**	**1,235,877**	**1,200,000**	**1,200,000**	**1,329,220**	**1,600,000**
Interest Revenues							
90-06-4600 Interest Income	3,924	26,835	201,215	100,000	100,000	350,123	177,000
Total Interest Revenues	**3,924**	**26,835**	**201,215**	**100,000**	**5,000**	**350,123**	**177,000**
Other Source Revenues							
90-07-4811 Other Income	-	-	-	-	-	-	-
Total Other Source Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Transfer-In Revenues							
90-09-4999 Transfer In - Fund Balance	-	-	-	500,000	500,000	500,000	500,000
Total Transfer-In Revenues	**-**	**-**	**-**	**500,000**	**407,500**	**500,000**	**500,000**
Total Manvel Economic Development Fund Revenues	**1,134,750**	**1,136,091**	**1,437,092**	**1,800,000**	**1,612,500**	**2,179,344**	**2,277,000**
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
90-10-5477 Audit Fees	2,775	2,880	2,990	3,300	3,300	3,100	5,000
Total Contractual Services	**2,775**	**2,880**	**2,990**	**15,300**	**15,300**	**3,100**	**17,000**
Other Services							
90-10-5622 Dues & Subscriptions	6,548	7,422	7,250	8,000	8,000	1,250	8,000
90-10-5625 Publications	161	-	-	1,500	1,500	-	1,500
90-10-5644 Orientation and Training	-	-	-	3,000	3,000	873	1,000
90-10-5647 Conference/Meetings	960	1,383	220	1,000	1,000	177	6,000
90-10-5655 Other Expenses	-	-	-	4,000	4,000	-	3,000
Total Other Services	**7,669**	**8,805**	**7,470**	**17,500**	**17,500**	**2,300**	**19,500**
Capital Outlays							
90-10-6201 MEDC Project	-	91,523	91,523	686,700	686,700	7,870	800,000
90-10-6205 Project Reimbursement	93,510	90,000	90,000	-	-	-	-
90-10-7511 Municipal Complex	-	-	-	1,080,000	1,080,000	-	1,440,000
90-10-7600 Contingency	-	-	-	-	-	-	-
Total Capital Outlays	**93,510**	**181,523**	**181,523**	**1,766,700**	**1,766,700**	**7,870**	**2,240,000**
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	**103,984**	**193,343**	**191,983**	**1,800,000**	**1,800,000**	**13,269**	**2,277,000**
Net Revenues over (Expenditures)	**1,030,766**	**942,748**	**1,245,109**	**-**	**(187,500)**	**2,166,074**	**-**
Fund Balance - Beginning	2,700,124	3,730,890	6,100,271			7,345,381	9,011,455
Fund Balance - Transfer Out	-	-	-			(500,000)	(500,000)
Fund Balance - Ending	**3,730,890**	**4,673,637**	**7,345,381**			**9,011,455**	**8,511,455**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 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	253,000	256,500	-	-	-	-	-
12-07-4800 Insurance & Other Reimbursements	32,173	88,558	-	-	-	-	-
12-07-4815 Gain on Sale of Asset Disposal	-	-	-	-	-	12,548	-
Total Other Source Revenues	**285,173**	**345,058**	**-**	**-**	**-**	**12,548**	**-**
Transfer-In Revenues							
12-09-4950 Transfer In - Gen Fund	-	-	200,000	-	-	-	-
12-09-4951 Transfer In - Utility Fund	-	-	80,000	-	-	-	80,000
12-09-4999 Transfer In - Fund Balance	-	-	-	280,000	280,000	280,000	200,000
Total Transfer-In Revenues	**-**	**-**	**280,000**	**280,000**	**280,000**	**280,000**	**280,000**
Total Vehicle Replacement Fund Revenues	**285,173**	**345,058**	**280,000**	**280,000**	**280,000**	**292,548**	**280,000**
Vehicle Replacement Fund Expenditures							
Other Services							
12-10-5655 Other Expenses	-	-	-	-	-	-	-
12-10-8410 Depreciation Expense	112,891	161,504	147,757	-	-	-	150,000
12-91-8410 Depreciation Expense	-	-	-	-	-	-	-
Total Other Services	**112,891**	**161,504**	**147,757**	**-**	**-**	**-**	**150,000**
Capital Outlays							
12-91-6030 Capital Outlay - Vehicle	2,163	-	-	280,000	280,000	280,000	130,000
Total Capital Outlays	**2,163**	**-**	**-**	**280,000**	**280,000**	**280,000**	**130,000**
Total Vehicle Replacement Fund Expenditures	**115,054**	**161,504**	**147,757**	**280,000**	**280,000**	**280,000**	**280,000**
Net Revenues over (Expenditures)	**170,119**	**183,554**	**132,243**	**-**	**-**	**12,548**	**-**
Fund Balance - Beginning	1,012,248	1,182,367	1,365,921			1,498,164	1,230,711
Fund Balance - Transfer Out	-	-	-			(280,000)	(200,000)
Fund Balance - Ending	**1,182,367**	**1,365,921**	**1,498,164**			**1,230,711**	**1,030,711**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Utility Fund Revenues							
Interest Revenues	-	-	-	-	-	-	-
Other Source Revenues	1,240	25,538	256,821	-	-	3,407	375,000
Utility Revenues	1,868,922	4,533,509	3,255,139	2,069,694	2,069,694	2,409,899	2,400,454
Transfer-In Revenues	100,000	-	-	-	30,000	30,000	-
Total Utility Fund Revenues	**1,970,162**	**4,559,047**	**3,511,960**	**2,069,694**	**2,099,694**	**2,443,307**	**2,775,454**
Utility Fund Expenditures							
Administration Expenditures	396,886	688,196	754,537	918,094	918,094	768,441	1,070,854
Water Expenditures	665,808	680,358	748,325	724,900	724,900	574,747	1,229,600
Wastewater Expenditures	288,545	317,221	314,286	427,000	467,000	418,730	475,000
Total Utility Fund Expenditures	**1,351,239**	**1,685,774**	**1,817,147**	**2,069,994**	**2,109,994**	**1,761,918**	**2,775,454**
Net Revenues over Expenses	**618,923**	**2,873,273**	**1,694,813**			**681,389**	**0**
Transfer Ins						-	-
Beginning Fund Balance	9,846,892	10,465,815	13,339,088			15,033,901	15,715,290
Ending Fund Balance	**10,465,815**	**13,339,088**	**15,033,901**			**15,715,290**	**15,715,290**

Revenues – Details by Type

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 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	1,240	25,538	256,821	-	-	3,407	375,000
Total Other Source Revenues	**1,240**	**25,538**	**256,821**	**-**	**-**	**3,407**	**375,000**
Utility Revenues							
40-08-4301 Water Revenue	544,232	801,098	1,061,151	1,002,245	1,002,245	1,174,381	1,234,143
40-08-4302 Wastewater Revenue	534,099	728,873	633,952	955,949	955,949	997,875	1,059,811
40-08-4311 Water Meters	89,570	58,970	26,053	80,000	80,000	49,362	60,000
40-08-4320 Set-Up Fee	13,985	10,980	5,946	14,000	14,000	5,203	14,000
40-08-4321 Tap Connection Fees	13,000	3,000	5,800	7,500	7,500	155,100	7,500
40-08-4390 Late Penalty Fees	1,969	20,357	21,888	10,000	10,000	27,978	25,000
40-08-4971 Contributed Capital	672,068	2,910,231	1,500,348	-	-	-	-
Total Utility Revenues	**1,868,922**	**4,533,509**	**3,255,139**	**2,069,694**	**2,069,694**	**2,409,899**	**2,400,454**
Transfer-In Revenues							
40-09-4950 Transfer In - General Fund	100,000	-	-	-	-	-	-
40-09-4999 Transfer In - Fund Balance	-	-	-	-	30,000	30,000	-
Total Transfer-In Revenues	**100,000**	**-**	**-**	**-**	**30,000**	**30,000**	**-**
Total Utility Fund Revenues	**1,970,162**	**4,559,047**	**3,511,960**	**2,069,694**	**2,099,694**	**2,443,307**	**2,775,454**

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
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	1,240	25,538	256,821	-	-	3,407	375,000
Utility Revenues	1,868,922	4,533,509	3,255,139	2,069,694	2,069,694	2,409,899	2,400,454
Transfer-In Revenues	100,000	-	-	-	30,000	30,000	-
Total Revenues	**1,970,162**	**4,559,047**	**3,511,960**	**2,069,694**	**2,099,694**	**2,443,307**	**2,775,454**

Expenditures – Department Totals

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Utility Fund Expenditures							
Administration Expenditures							
Personnel Services	283,158	540,651	565,081	573,161	764,294	496,498	742,554
Commodities	16,896	32,833	25,050	22,000	41,200	17,798	21,200
Contractual Services	3,324	13,499	28,483	37,600	33,600	32,509	40,100
Other Services	93,508	101,214	55,923	53,500	79,000	125,635	131,000
Capital Outlays	-	-	-	-	-	-	-
Transfer-Out	-	-	-	80,000	-	96,000	136,000
Total Administration Expenditures	**396,886**	**688,196**	**674,537**	**766,261**	**918,094**	**768,441**	**1,070,854**
Water Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	18,799	53,195	72,412	30,000	130,000	50,756	130,000
Contractual Services	168,747	157,800	168,536	125,000	174,600	154,049	174,600
Other Services	174,192	141,632	134,811	137,000	150,300	99,942	525,000
Capital Outlays	304,069	327,731	372,565	382,000	270,000	270,000	400,000
Transfer-Out	-	-	-	-	-	-	-
Total Water Expenditures	**665,808**	**680,358**	**748,325**	**674,000**	**724,900**	**574,747**	**1,229,600**
Wastewater Expenditures							
Personnel Services	-	-	-	-	-	-	-
Commodities	25,248	17,912	19,755	25,000	24,300	17,374	35,000
Contractual Services	120,179	120,192	177,515	132,500	217,000	213,020	235,000
Other Services	143,119	179,116	117,015	175,000	205,000	188,336	205,000
Capital Outlays	-	-	-	-	20,700	-	-
Transfer-Out	-	-	-	-	-	-	-
Total Wastewater Expenditures	**288,545**	**317,221**	**314,286**	**332,500**	**467,000**	**418,730**	**475,000**
Total Utility Fund Expenditures	**1,351,239**	**1,685,774**	**1,737,147**	**1,772,761**	**2,109,994**	**1,761,918**	**2,775,454**

Expenditures by Category							
Personnel Services	283,158	540,651	565,081	573,161	764,294	496,498	742,554
Commodities	60,943	103,940	117,217	77,000	195,500	85,928	186,200
Contractual Services	292,250	291,491	374,534	295,100	425,200	399,579	449,700
Other Services	410,819	421,962	307,750	365,500	434,300	413,913	861,000
Capital Outlays	304,069	327,731	372,565	382,000	290,700	270,000	400,000
Transfer-Out	-	-	-	80,000	-	96,000	136,000
Total Expenditures	**1,351,239**	**1,685,774**	**1,737,147**	**1,772,761**	**2,109,994**	**1,761,918**	**2,775,454**

Expenditures by Department							
Administration	396,886	688,196	674,537	766,261	918,094	768,441	1,070,854
Water	665,808	680,358	748,325	674,000	724,900	574,747	1,229,600
Wastewater	288,545	317,221	314,286	332,500	467,000	418,730	475,000
Total Expenditures	**1,351,239**	**1,685,774**	**1,737,147**	**1,772,761**	**2,109,994**	**1,761,918**	**2,775,454**

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 2023-24 DEPARTMENT ACCOMPLISHMENTS

- Zero TCEQ Violations on Water System and Wastewater System
- Conducted systemwide Hydrant Survey
- Installed 2 new Lift station Pumps, 1 at Roger’s and 1 at Corporate
- Conducted Sanitary sewer survey of 24” Gravity flow sewer along Hwy 6, found and repaired numerous sources of Inflow and infiltration (I&I)
- Recoated the interior of the 10,000 Gallon HPT at School Road Plant
- Conducted annual GST & HPT inspections
- Installed New Transducer at Del Bello Lift station
- Smoke tested Roger’s, King, Taylor, Master’s, and Bissel Streets, found, and repaired 17 broken cleanouts and fixed 2 major sources of I&I on the mainlines
- Replaced all contactors at Corporate Lift-station
- Reconfigured pressure switches at Maverick water plant to allow for better system integration
- Broke ground on 1MG Elevated Storage tank to provide additional system capacity
- Bid awarded to CSA construction for new Water Reclamation Facility, construction to begin soon
- The utilities department completed over 350 hours of job-related training, and added 3 additional TCEQ licenses

Utility Fund - Administration

FY 2024-25 DEPARTMENT GOALS

- Complete Valve Operating Program to operate and number every valve in the city for easy identification and location of valves
- Continue to strengthen the water supplies to meet the needs from the added growth
- 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
- Complete fire hydrant survey w/ outside contractor

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Administration Expenditures							
Personnel Services							
40-10-5000 Salaries	204,407	366,192	367,894	494,744	494,744	336,241	491,463
40-10-5002 Overtime	5,079	11,183	10,043	15,558	15,558	7,178	18,569
40-10-5006 Longevity	-	120	360	660	660	576	720
40-10-5010 FICA Expense	15,469	28,746	28,860	39,106	39,106	26,304	39,096
40-10-5030 Health Insurance	27,045	72,912	81,049	139,423	139,423	79,075	120,082
40-10-5031 Vision Insurance	433	873	858	1,183	1,183	781	1,294
40-10-5032 Life & LTD	813	1,402	1,416	4,082	4,082	1,274	4,267
40-10-5033 Dental	1,801	3,438	3,279	4,517	4,517	3,220	4,879
40-10-5034 Retirement	20,718	41,577	38,778	51,170	51,170	28,186	43,595
40-10-5035 Cell Phone Allowance	570	613	688	650	650	870	1,950
40-10-5038 Flex	131	137	266	400	400	171	450
40-10-5039 Flex Card - Health Ins	781	1,234	2,392	4,000	4,000	1,470	4,000
40-10-5040 Workers Compensation	4,587	8,913	7,718	8,800	8,800	11,153	12,189
40-10-5041 Pension Expense	1,324	3,311	21,481	-	-	-	
Total Personnel Services	**283,158**	**540,651**	**565,081**	**764,294**	**764,294**	**496,498**	**742,554**
Commodities							
40-10-5200 OPEB Expense	-	3,851	7,496	-	-	-	-
40-10-5202 Mowing & Weed Control	995	-	-	-	-	-	-
40-10-5222 Postage	3,158	3,759	4,904	3,700	3,700	8,054	3,700
40-10-5225 Fuel	-	1,140	-	25,000	20,000	-	-
40-10-5230 Office Expense	1,200	3,185	1,768	2,500	2,500	3,080	2,500
40-10-5240 Minor Tools & Equipment	11,542	20,898	10,883	15,000	15,000	6,664	15,000
Total Commodities	**16,896**	**32,833**	**25,050**	**46,200**	**41,200**	**17,798**	**21,200**
Contractual Services							
40-10-5300 Equipment Rental	525	1,332	-	-	-	-	-
40-10-5302 Mowing & Weed Control	-	-	-	-	-	-	1,000
40-10-5380 Building Repair & Maintenance	32	-	430	1,000	1,000	46	750
40-10-5418 Employment Testing	-	280	-	750	750	336	750
40-10-5430 Gas Utilities	320	504	525	750	750	498	-
40-10-5440 Computer Maintenance/Support	163	3,475	8,829	10,000	10,000	12,075	14,500
40-10-5445 Telephone	-	7,653	6,838	7,000	7,000	4,953	7,000
40-10-5446 Uniforms	807	255	10,877	12,500	12,500	14,600	14,500
40-10-5550 Radio Usage	1,476	-	984	1,600	1,600	-	1,600
Total Contractual Services	**3,324**	**13,499**	**28,483**	**33,600**	**33,600**	**32,509**	**40,100**
Other Services							
40-10-5615 Credit Card Processing Fees	19,889	27,982	35,392	35,000	35,000	85,634	90,000
40-10-5638 Vehicle Repairs/Maintenance	-	4,031	12,427	14,000	19,000	18,017	16,000
40-10-5645 Training & Travel	3,120	8,357	8,104	20,000	20,000	16,464	20,000
40-10-5655 Other Expenses	-	344	-	-	-	5,520	-
40-10-5700 Vehicle/Equip Replacement Fees	60,000	60,000	-	-	-	-	-
40-10-5800 Eng/Consulting/Planning Fees	10,500	500	-	5,000	5,000	-	5,000
Total Other Services	**93,508**	**101,214**	**55,923**	**74,000**	**79,000**	**125,635**	**131,000**
Transfer-Out							
40-95-8590 Transfer To - Debt Service	-	-	-	-	-	-	56,000
40-95-8591 Transfer To - Veh/Equip Replace Fund	-	-	80,000	-	-	96,000	80,000
Total Transfer-Out	**-**	**-**	**80,000**	**-**	**-**	**96,000**	**136,000**
Total Administration Expenditures	**396,886**	**688,196**	**754,537**	**918,094**	**918,094**	**768,441**	**1,070,854**

CITY OF MANVEL, TEXAS

Water

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Water Expenditures							
Commodities							
40-54-5204 Chemicals	13,487	22,888	42,444	50,000	50,000	28,068	50,000
40-54-5225 Fuel	-	1,140	-			-	-
40-54-5240 Minor Tools & Equipment	5,313	6,338	4,469	30,000	30,000	6,723	30,000
40-54-5245 Fire Hydrants	-	22,829	25,499	50,000	50,000	15,965	50,000
Total Commodities	**18,799**	**53,195**	**72,412**	**130,000**	**130,000**	**50,756**	**130,000**
Contractual Services							
40-54-5310 New Meter Purchase	115,785	93,443	81,068	75,000	75,000	76,522	75,000
40-54-5420 Electricity	28,890	38,001	71,714	75,000	75,000	65,979	75,000
40-54-5440 Computer Maintenance/Support	6,395	5,040	-	-	-	-	-
40-54-5445 Telephone	1,710	719	185	500	500	362	500
40-54-5446 Uniforms	2,272	6,415	82	100	100	-	100
40-54-5499 Laboratory Expenses	13,695	14,182	15,487	24,000	24,000	11,186	24,000
Total Contractual Services	**168,747**	**157,800**	**168,536**	**174,600**	**174,600**	**154,049**	**174,600**
Other Services							
40-54-5636 Equipment Repairs/Maintenance	145,837	107,599	115,380	125,000	125,000	81,195	125,000
40-54-5638 Vehicle Repairs/Maintenance	8,176	4,612	-	-	-	-	-
40-54-5645 Training & Travel	1,799	7,040	-	-	-	-	-
40-54-5700 Vehicle/Equip Replacement Fees	9,000	9,000	-	-	-	-	-
40-54-5729 Permits & Assessments	6,679	4,963	18,701	22,000	22,000	8,747	22,000
40-54-5742 Subsidence Fees	2,700	8,418	730	3,300	3,300	10,000	3,000
40-54-5748 Surface Water Acquistion	-	-	-	-	-	-	375,000
Total Other Services	**174,192**	**141,632**	**134,811**	**150,300**	**150,300**	**99,942**	**525,000**
Capital Outlays							
40-54-6020 Capital Outlay - Equipment	-	-	-	-	-	-	-
40-54-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
40-54-8410 Depreciation Expense	304,069	327,731	372,565	270,000	270,000	270,000	400,000
Total Capital Outlays	**304,069**	**327,731**	**372,565**	**270,000**	**270,000**	**270,000**	**400,000**
Total Water Expenditures	**665,808**	**680,358**	**748,325**	**724,900**	**724,900**	**574,747**	**1,229,600**

Wastewater

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Wastewater Expenditures							
Commodities							
40-56-5204 Chemicals	16,491	8,785	14,550	20,000	19,300	14,962	20,000
40-56-5225 Fuel	200	-	-	-	-	-	-
40-56-5240 Minor Tools & Equipment	8,557	9,127	5,205	15,000	5,000	2,412	15,000
Total Commodities	**25,248**	**17,912**	**19,755**	**35,000**	**24,300**	**17,374**	**35,000**
Contractual Services							
40-56-5419 Sludge Hauling	61,193	47,386	82,418	92,000	92,000	78,930	110,000
40-56-5420 Electricity	35,870	47,945	60,420	75,000	75,000	89,102	75,000
40-56-5432 Rental Equipment	900	196	-	10,000	10,000	-	10,000
40-56-5445 Telephone	1,642	3,195	-	-	-	-	-
40-56-5446 Uniforms	-	3,969	212	-	-	-	-
40-56-5499 Laboratory Expenses	20,575	17,502	34,466	40,000	40,000	44,988	40,000
Total Contractual Services	**120,179**	**120,192**	**177,515**	**217,000**	**217,000**	**213,020**	**235,000**
Other Services							
40-56-5636 Equipment Repairs/Maintenance	141,764	177,610	117,015	175,000	175,000	185,864	175,000
40-56-5645 Training & Travel	1,355	1,507	-	-	-	-	
40-56-5729 Permits & Assessments	-		-	-	30,000	2,472	30,000
Total Other Services	**143,119**	**179,116**	**117,015**	**175,000**	**205,000**	**188,336**	**205,000**
Capital Outlays							
40-56-6020 Capital Outlay - Equipment	-	-	-	-	20,700	-	-
40-56-6030 Capital Outlay - Vehicle	-	-	-	-	-	-	-
Total Capital Outlays	**-**	**-**	**-**	**-**	**20,700**	**-**	**-**
Total Wastewater Expenditures	**288,545**	**317,221**	**314,286**	**427,000**	**467,000**	**418,730**	**475,000**

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 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Debt Service Fund Revenues							
Ad Valorem Tax Revenues							
30-01-4000 Current Ad Valorem Tax Rev.	1,932,772	1,826,218	2,922,694	3,785,248	3,785,248	4,036,904	4,359,273
30-01-4005 Personal Property Taxes	-			-	-	-	-
30-01-4010 Delinquent Ad Valorem Tax Revenue	47,425	27,899	65,730	30,000	30,000	16,566	30,000
30-01-4011 P&I on Ad Valorem Taxes	10,564	12,110	13,301	10,000	10,000	32,289	15,000
Total Ad Valorem Tax Revenues	**1,990,761**	**1,866,228**	**3,001,726**	**3,825,248**	**3,825,248**	**4,085,760**	**4,404,273**
Interest Revenues							
30-06-4600 Interest Income	2,403	14,312	49,373	7,500	7,500	63,741	50,000
Total Interest Revenues	**2,403**	**14,312**	**49,373**	**7,500**	**7,500**	**63,741**	**50,000**
Other Source Revenues							
30-07-4811 Other Income	93,510	90,000	-	-	-	-	-
Total Other Source Revenues	**93,510**	**90,000**	**-**	**-**	**-**	**-**	**-**
Transfer-In Revenues							
30-09-4950 Transfer In - General Fund	-	-	-	-	-	-	-
30-09-4951 Transfer In - Utility Fund	-	-	-	-	-	-	56,000
30-09-4954 Transfer In - Capital Projects	-	-	-	-	-	-	893,200
30-09-4960 Transfer In - MEDC Fund	-	-	-	-	-	-	1,000,000
30-09-4999 Transfer In - Fund Fund	-	-	-	-	-	-	263,446
Total Transfer-In Revenues	**-**	**-**	**-**	**-**	**-**	**-**	**2,212,646**
Total Debt Service Fund Revenues	**2,086,674**	**1,970,539**	**3,051,100**	**3,832,748**	**3,832,748**	**4,149,500**	**6,666,919**
Debt Service Fund Expenditures							
Other Services							
30-91-7001 Bond Principal	1,355,000	1,385,000	2,050,000	1,830,000	1,830,000	1,830,000	1,890,000
30-91-7100 Interest Expense	654,761	616,321	1,000,555	1,999,748	1,999,748	1,999,748	4,269,919
30-91-7102 Fiscal Agents Fee	2,650	2,650	2,650	3,000	3,000	6,150	12,000
30-91-7103 Property Tax Rebates							495,000
Total Other Services	**2,012,411**	**2,003,971**	**3,053,205**	**3,832,748**	**3,832,748**	**3,835,898**	**6,666,919**
Total Debt Service Fund Expenditures	**2,012,411**	**2,003,971**	**3,053,205**	**3,832,748**	**3,832,748**	**3,835,898**	**6,666,919**
Net Revenues over (Expenditures)	**74,263**	**(33,432)**	**(2,105)**	**-**	**-**	**313,602**	**-**
Fund Balance - Beginning	394,628	468,891	435,459	433,354	433,354	433,354	746,956
Fund Balance - Transfer Out	-	-	-	-	-	-	-
Fund Balance - Ending	**468,891**	**435,459**	**433,354**	**433,354**	**433,354**	**746,956**	**746,956**

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	2024 Certificate of Obligation	2023 SMDA Cert of Obligation	TOTAL DEBT
9/30/2024	1,090,000	480,000	2,760,000	2,670,000	7,545,000	2,920,000	545,000	47,835,000	17,505,000	**83,350,000**
9/30/2025	980,000	240,000	2,530,000	2,515,000	7,105,000	2,775,000	570,000	47,835,000	16,990,000	**81,540,000**
9/30/2026	870,000	0	2,300,000	2,355,000	6,655,000	2,625,000	600,000	47,835,000	16,455,000	**79,695,000**
9/30/2027	755,000	0	2,070,000	2,190,000	6,190,000	2,470,000	630,000	47,425,000	15,895,000	**77,625,000**
9/30/2028	635,000	0	1,840,000	2,020,000	5,710,000	2,310,000	660,000	46,575,000	15,310,000	**75,060,000**
9/30/2029	515,000	0	1,610,000	1,845,000	5,215,000	2,140,000	695,000	45,675,000	14,695,000	**72,390,000**
9/30/2030	390,000	0	1,380,000	1,665,000	4,705,000	1,965,000	725,000	44,720,000	14,050,000	**69,600,000**
9/30/2031	265,000	0	1,150,000	1,480,000	4,180,000	1,785,000	765,000	43,705,000	13,530,000	**66,860,000**
9/30/2032	135,000	0	920,000	1,285,000	3,640,000	1,605,000	800,000	42,625,000	12,985,000	**63,995,000**
9/30/2033	0	0	690,000	1,085,000	3,080,000	1,420,000	840,000	41,475,000	12,410,000	**61,000,000**
9/30/2034	0	0	460,000	880,000	2,505,000	1,230,000	885,000	40,255,000	11,805,000	**58,020,000**
9/30/2035	0	0	230,000	670,000	1,910,000	1,035,000	930,000	38,960,000	11,170,000	**54,905,000**
9/30/2036	0	0	0	455,000	1,295,000	835,000	975,000	37,580,000	10,500,000	**51,640,000**
9/30/2037	0	0	0	230,000	660,000	635,000	1,025,000	36,115,000	9,795,000	**48,460,000**
9/30/2038	0	0	0	0	0	430,000	1,075,000	34,555,000	9,055,000	**45,115,000**
9/30/2039	0	0	0	0	0	220,000	1,130,000	32,910,000	8,280,000	**42,540,000**
9/30/2040	0	0	0	0	0	0	1,185,000	31,175,000	7,465,000	**39,825,000**
9/30/2041	0	0	0	0	0	0	1,245,000	29,355,000	6,605,000	**37,205,000**
9/30/2042	0	0	0	0	0	0	1,295,000	27,440,000	5,705,000	**34,440,000**
9/30/2043	0	0	0	0	0	0	1,345,000	25,435,000	5,015,000	**31,795,000**
9/30/2044	0	0	0	0	0	0	1,400,000	23,345,000	4,285,000	**29,030,000**
9/30/2045	0	0	0	0	0	0	1,455,000	21,170,000	3,515,000	**26,140,000**
9/30/2046	0	0	0	0	0	0	1,515,000	18,900,000	2,705,000	**23,120,000**
9/30/2047	0	0	0	0	0	0	1,575,000	16,535,000	1,850,000	**19,960,000**
9/30/2048	0	0	0	0	0	0	1,635,000	14,065,000	950,000	**16,650,000**
9/30/2049	0	0	0	0	0	0	1,705,000	11,490,000		**13,195,000**
9/30/2050	0	0	0	0	0	0	1,775,000	8,800,000		**10,575,000**
9/30/2051	0	0	0	0	0	0	1,845,000	5,995,000		**7,840,000**
9/30/2052	0	0	0	0	0	0	1,920,000	3,065,000		**4,985,000**

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
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								
	1,090,000	136,655	480,000	14,400	2,760,000	496,800	2,670,000	608,472

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

	2018 CO		2019 CO		2023 CO		2024 CO	
	Prin	Int	Prin	Int	Prin	Int	Prin	Int
FY25	440,000	230,669	145,000	76,694	570,000	1,933,913		2,336,006
FY26	450,000	217,319	150,000	70,794	600,000	1,866,543		2,336,006
FY27	465,000	203,594	155,000	64,694	630,000	1,797,555	410,000	2,323,450
FY28	480,000	189,419	160,000	58,394	660,000	1,730,893	850,000	2,284,863
FY29	495,000	174,794	170,000	51,794	695,000	1,661,713	900,000	2,231,269
FY30	510,000	159,719	175,000	46,644	725,000	1,591,385	955,000	2,174,459
FY31	525,000	144,194	180,000	43,094	765,000	1,520,310	1,015,000	2,114,128
FY32	540,000	128,219	180,000	39,381	800,000	1,446,200	1,080,000	2,049,969
FY33	560,000	111,369	185,000	35,503	840,000	1,562,597	1,150,000	1,981,675
FY34	575,000	93,634	190,000	31,400	885,000	1,290,034	1,220,000	1,909,094
FY35	595,000	74,981	195,000	27,069	930,000	1,209,675	1,295,000	1,832,072
FY36	615,000	55,319	200,000	22,625	975,000	1,125,794	1,380,000	1,750,150
FY37	635,000	34,213	200,000	18,125	1,025,000	1,041,247	1,465,000	1,663,938
FY38	660,000	11,550	205,000	13,312	1,075,000	955,413	1,560,000	1,573,188
FY39			210,000	8,125	1,130,000	881,331	1,645,000	1,483,206
FY40			220,000	2,750	1,185,000	819,456	1,735,000	1,396,650
FY41					1,245,000	757,456	1,820,000	1,307,775
FY42					1,295,000	707,656	1,915,000	1,214,400
FY43					1,345,000	655,856	2,005,000	1,125,172
FY44					1,400,000	602,056	2,090,000	1,040,713
FY45					1,455,000	546,056	2,175,000	952,747
FY46					1,515,000	487,856	2,270,000	861,069
FY47					1,575,000	427,256	2,365,000	763,994
FY48					1,635,000	364,256	2,470,000	661,250
FY49					1,705,000	298,856	2,575,000	554,044
FY50					1,775,000	228,525	2,690,000	442,163
FY51					1,845,000	155,306	2,805,000	323,641
FY52					1,920,000	79,200	2,930,000	198,188
FY53							3,065,000	67,047
	7,545,000	1,828,991	2,920,000	610,398	32,200,000	27,744,397	47,835,000	40,952,322

	2023 SMDA CO		TOTAL	
	Prin	Int	Prin	Int
FY25	205,000	880,075	2,095,000	5,651,951
FY26	515,000	863,875	2,455,000	5,529,511
FY27	535,000	840,250	2,705,000	5,385,354
FY28	560,000	815,613	3,230,000	5,220,304
FY29	585,000	789,850	3,370,000	5,035,588
FY30	615,000	762,850	3,515,000	4,845,874
FY31	645,000	732,888	3,670,000	4,649,680
FY32	520,000	703,763	3,675,000	4,446,424
FY33	545,000	677,138	3,845,000	4,430,507
FY34	575,000	649,138	3,880,000	4,020,594
FY35	605,000	619,638	4,060,000	3,797,604
FY36	635,000	588,638	4,250,000	3,563,419
FY37	670,000	556,013	4,220,000	3,324,238
FY38	705,000	521,638	4,435,000	3,078,694
FY39	740,000	485,513	3,725,000	2,858,175
FY40	775,000	447,638	3,915,000	2,666,494
FY41	815,000	407,888	3,880,000	2,473,119
FY42	860,000	366,013	4,070,000	2,288,069
FY43	900,000	322,013	4,250,000	2,103,041
FY44	690,000	281,400	4,180,000	1,924,169
FY45	730,000	244,125	4,360,000	1,742,928
FY46	770,000	204,750	4,555,000	1,553,675
FY47	810,000	163,275	4,750,000	1,354,525
FY48	855,000	119,569	4,960,000	1,145,075
FY49	900,000	73,500	5,180,000	926,400
FY50	950,000	24,938	5,415,000	695,625
FY51			4,650,000	478,947
FY52			4,850,000	277,388
FY53			3,065,000	67,047
	17,710,000	13,141,981	115,210,000	85,534,416

Certificates of Obligation - Series 2013

		2013	
	PRINCIPAL	**INTEREST**	**TOTAL**
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
8/15/2040	**$1,090,000.00**	**$136,655.00**	**$1,226,655.00**

GO Refunding Bonds - Series 2015

		2015	
	PRINCIPAL	**INTEREST**	**TOTAL**
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
8/15/2040	**$480,000.00**	**$14,400.00**	**$494,400.00**

Certificates of Obligation - Series 2016

		2016	
	PRINCIPAL	**INTEREST**	**TOTAL**
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
8/15/2040	**$2,760,000.00**	**$496,800.00**	**$3,256,800.00**

Certificates of Obligation - Series 2017

		2017	
	PRINCIPAL	INTEREST	TOTAL
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
8/15/2040	**$2,670,000.00**	**$608,472.00**	**$3,278,472.00**

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**

Certificates of Obligation - Series 2019

		2019	
	PRINCIPAL	**INTEREST**	**TOTAL**
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
8/15/2040	**$2,920,000.00**	**$610,396.96**	**$3,530,396.96**

Certificates of Obligation - Series 2023

	PRINCIPAL	INTEREST	TOTAL
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
2/15/2038	1,075,000	463,478	1,538,478
8/15/2038		463,478	463,478

Certificates of Obligation – Series 2023 cont'd.

		2023	
	PRINCIPAL	**INTEREST**	**TOTAL**
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
	$32,200,000.00	**$23,854,887.73**	**$56,054,887.73**

Certificates of Obligation – Series 2024

		2024	
	PRINCIPAL	INTEREST	TOTAL
2/15/2025	0	1,129,250	1,129,250
8/15/2025		1,129,250	1,129,250
2/15/2026	0	1,129,250	1,129,250
8/15/2026		1,129,250	1,129,250
2/15/2027	415,000	1,129,250	1,544,250
8/15/2027		1,118,875	1,118,875
2/15/2028	860,000	1,118,875	1,978,875
8/15/2028		1,097,375	1,097,375
2/15/2029	905,000	1,097,375	2,002,375
8/15/2029		1,074,750	1,074,750
2/15/2030	950,000	1,074,750	2,024,750
8/15/2030		1,051,000	1,051,000
2/15/2031	1,000,000	1,051,000	2,051,000
8/15/2031		1,026,000	1,026,000
2/15/2032	1,050,000	1,026,000	2,076,000
8/15/2032		999,750	999,750
2/15/2033	1,105,000	999,750	2,104,750
8/15/2033		972,125	972,125
2/15/2034	1,160,000	972,125	2,132,125
8/15/2034		943,125	943,125
2/15/2035	1,220,000	943,125	2,163,125
8/15/2035		912,625	912,625
2/15/2036	1,285,000	912,625	2,197,625
8/15/2036		880,500	880,500
2/15/2037	1,350,000	880,500	2,230,500
8/15/2037		846,750	846,750
2/15/2038	1,415,000	846,750	2,261,750
8/15/2038		811,375	811,375

Certificates of Obligation – Series 2024 cont'd.

		2024	
	PRINCIPAL	INTEREST	TOTAL
2/15/2039	1,490,000	811,375	2,301,375
8/15/2039		774,125	774,125
2/15/2040	1,565,000	774,125	2,339,125
8/15/2040		735,000	735,000
2/15/2041	1,645,000	735,000	2,380,000
8/15/2041		693,875	693,875
2/15/2042	1,730,000	693,875	2,423,875
8/15/2042		650,625	650,625
2/15/2043	1,820,000	650,625	2,470,625
8/15/2043		605,125	605,125
2/15/2044	1,915,000	605,125	2,520,125
8/15/2044		557,250	557,250
2/15/2045	2,010,000	557,250	2,567,250
8/15/2045		507,000	507,000
2/15/2046	2,115,000	507,000	2,622,000
8/15/2046		454,125	454,125
2/15/2047	2,220,000	454,125	2,674,125
8/15/2047		398,625	398,625
2/15/2048	2,340,000	398,625	2,738,625
8/15/2048		340,125	340,125
2/15/2049	2,455,000	340,125	2,795,125
8/15/2049		278,750	278,750
2/15/2050	2,580,000	278,750	2,858,750
8/15/2050		214,250	214,250
2/15/2051	2,715,000	214,250	2,929,250
8/15/2051		146,375	146,375
2/15/2052	2,855,000	146,375	3,001,375
8/17/2052		75,000	75,000
2/17/2053	3,000,000	75,000	3,075,000
	$45,170,000.00	**$41,975,250.00**	**$87,145,250.00**

Certificates of Obligation – Series 2023 SMDA

		2023 SMDA	
	PRINCIPAL	INTEREST	TOTAL
10/1/2024	0	708,789	708,789
4/1/2025	445,000	452,419	897,419
10/1/2025	0	440,738	440,738
4/1/2026	470,000	440,738	910,738
10/1/2026	0	428,400	428,400
4/1/2027	495,000	428,400	923,400
10/1/2027	0	415,406	415,406
4/1/2028	520,000	415,406	935,406
10/1/2028	0	401,756	401,756
4/1/2029	550,000	401,756	951,756
10/1/2029	0	387,319	387,319
4/1/2030	580,000	387,319	967,319
10/1/2030	0	372,094	372,094
4/1/2031	610,000	372,094	982,094
10/1/2031	0	356,081	356,081
4/1/2032	485,000	356,081	841,081
10/1/2032	0	343,350	343,350
4/1/2033	515,000	343,350	858,350
10/1/2033	0	329,831	329,831
4/1/2034	540,000	329,831	869,831
10/1/2034	0	315,656	315,656
4/1/2035	570,000	315,656	885,656
10/1/2035	0	300,694	300,694
4/1/2036	600,000	300,694	900,694
10/1/2036	0	284,944	284,944
4/1/2037	635,000	284,944	919,944
10/1/2037	0	268,275	268,275
4/1/2038	665,000	268,275	933,275
10/1/2038	0	250,819	250,819
4/1/2039	705,000	250,819	955,819
10/1/2039	0	232,313	232,313
4/1/2040	740,000	232,313	972,313
10/1/2040	0	212,888	212,888
4/1/2041	780,000	212,888	992,888
10/1/2041	0	192,413	192,413
4/1/2042	825,000	192,413	1,017,413
10/1/2042	0	170,756	170,756
4/1/2043	865,000	170,756	1,035,756
10/1/2043	0	148,050	148,050
4/1/2044	915,000	148,050	1,063,050
10/1/2044	0	124,031	124,031
4/1/2045	685,000	124,031	809,031
10/1/2045	0	106,050	106,050
4/1/2046	725,000	106,050	831,050
10/1/2046	0	87,019	87,019
4/1/2047	765,000	87,019	852,019
10/1/2047	0	66,938	66,938
4/1/2048	805,000	66,938	871,938
10/1/2048	0	45,806	45,806
4/1/2049	850,000	45,806	895,806
10/1/2049	0	23,494	23,494
4/1/2050	895,000	23,494	918,494
	$17,235,000.00	**$13,771,445.63**	**$31,006,445.63**

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.

CAPITAL PROJECTS FUND

	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Capital Projects Fund Revenues							
Interest Revenues							
50-06-4600 Interest Income	7,690	82,747	1,320,382	25,000	25,000	3,499,033	2,000,000
Total Interest Revenues	**7,690**	**82,747**	**1,320,382**	**25,000**	**25,000**	**3,499,033**	**2,000,000**
Other Source Revenues							
50-07-4704 Grant Revenues	109,513	-	-	-	3,195,901	-	-
50-07-4811 Other Income	500,000	121,531	304,356	328,000	328,000	489,571	100,000
50-07-4830 Bond Proceeds	-	-	33,530,000	-	50,238,306	50,000,000	-
50-07-4831 Bond Premium	-	-	1,897,389	-	-	238,306	-
Total Other Source Revenues	**609,513**	**121,531**	**35,731,746**	**328,000**	**53,762,207**	**50,727,877**	**100,000**
Transfer-In Revenues							
50-07-4963 Transfer In - Impact Fee Fund	-	-	-	-	-	-	-
50-09-4950 Transfer In - Gen Fund	1,634,747	-	450,000	-	512,500	1,412,500	-
50-09-4963 Transfer In - Impact Fee Fund	1,390,411	-	233,907	250,000	250,000	250,000	2,226,029
50-09-4964 Transfer In - Cap Projects Bond Fund	-	-	-	-	-	-	-
50-09-4999 Transfer In - Fund Balance	-	-	11,609,069	45,347,997	45,347,997	45,347,997	89,670,599
Total Transfer-In Revenues	**3,025,158**	**-**	**12,292,976**	**45,597,997**	**46,110,497**	**47,010,497**	**91,896,627**
Total Capital Projects Fund Revenues	**3,642,361**	**204,278**	**49,345,104**	**45,950,997**	**99,897,704**	**101,237,407**	**93,996,627**

CITY OF MANVEL, TEXAS

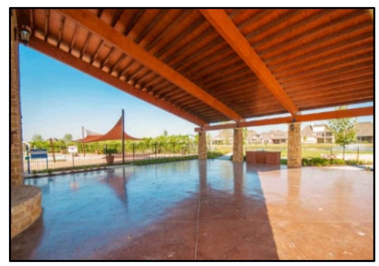
CAPITAL PROJECTS FUND (cont.)

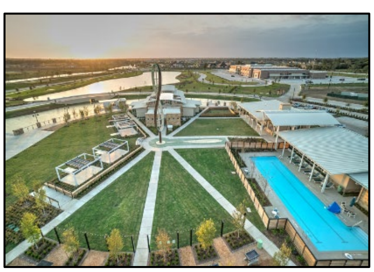
	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Original Budget	FY 2023-24 Revised Budget	FY 2023-24 Estimated Totals	FY 2024-25 Proposed Budget
Capital Projects Fund Expenditures							
Personnel Services							
50-91-5000 Salaries	65,692	-	-	-	-	-	-
50-91-5010 FICA Expense	4,917	-	-	-	-	-	-
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			423,086	-	283,306	232,340	-
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	-	-	-	-
50-91-7412 Comprehensive Plan & Thoroughfare	-	-	263	150,000	270,000	77,187	192,813
50-91-7413 Impact Fee Study	-	-	100	120,000	-	-	150,000
50-91-7419 Council Approved Projects	319,293	300,402	-	-	-	-	-
50-91-7502 Water Plant Improvements	46,700	133,821	317,217	212,940	12,940	3,856	9,084
50-91-7506 Elevated Storage Tank	122,610	39,730	44,951	5,648,759	5,941,259	1,824,155	4,020,506
50-91-7507 Surface Water Rights Acquisition	295,993	328,328	633,065	362,724	362,724	-	-
50-91-7510 Tankersley Waterline Loop	-	-	-	-	-	-	
50-91-7511 Municipal Complex	1,443,409	803,342	531,676	1,627,281	1,627,281	-	1,627,281
50-91-7516 East WWTP	78,000	1,736,648	-	-	-	-	-
50-91-7523 Purchases of Land	-	359,513	-	-	-	900,000	900,000
50-91-7524 Masters/Jordan Development	181,750	155,410	25,508	174,492	174,492	45,976	128,515
50-91-7525 Large Avenue Phase 3	778,900	-	-	-	-	-	-
50-91-7529 FM 1128 Water Line Ext	-	73,513	28,284	1,441,563	2,084,212	2,757	2,081,455
50-91-7530 IT Project	103,529	172,677	339,066	-	-	-	-
50-91-7531 Building Planning	82,687	169,809	114,551	97,112	97,112	71,229	25,883
50-91-7532 Wastewater Improvements	477,758	553,774	1,109,896	803,898	1,865,587	408,577	1,457,010
50-91-7533 SCADA Improvements	24,130	26,542	316,019	25,696	25,696	4,376	-
50-91-7534 WRF Construction	-	-	-	-	40,000,000	2,561	39,997,439
50-91-7535 Police Station			68,605	20,965,925	22,707,487	4,153,990	19,917,295
50-91-7536 Public Works Building			22,650	7,980,622	7,680,622	1,197,246	6,509,335
50-91-7537 City Hall Expansion				6,000,000	6,000,000	18,861	5,981,139
50-91-7557 Clark Rd Project CSJ0912-31-317				-	410,000	409,490	-
50-91-7558 Lighting Upgrade				-	60,000	733	59,267
50-91-7559 Other Projects	-	24,241	-	61,710	10,061,710	15,304	10,046,406
Total Capital Outlays	**4,242,584**	**5,072,486**	**3,982,878**	**45,672,720**	**99,664,427**	**9,368,639**	**93,103,427**
Transfer-Out							
50-95-5890 Transfer to Debt Service Fund	-	-	-	-	-	-	893,200
Total Transfer-Out	**-**	**-**	**-**	**-**	**-**	**-**	**893,200**
Total Captial Projects Fund Expenditures	**4,327,194**	**5,072,486**	**3,982,878**	**45,672,720**	**99,664,427**	**9,368,639**	**93,996,627**
Net Revenues over (Expenditures)	**(684,833)**	**(4,868,207)**	**45,362,226**	**278,277**	**233,278**	**91,868,769**	**0**
Fund Balance - Beginning	15,376,947	14,692,114	9,823,907			43,577,063	90,097,835
Fund Balance - Transfer Out	-	-	(11,609,069)			(45,347,997)	(89,670,599)
Fund Balance - Ending	**14,692,114**	**9,823,907**	**43,577,063**			**90,097,835**	**427,236**

SECTION 10 – SUPPLEMENTAL INFORMATION

General Community Information

Glossary of Terms





GENERAL COMMUNITY INFORMATION

Government	Date of Incorporation	1960
	Form of Government	Council - Manager
Demographics	Population	2024 – 19,606
		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	$105,188
	Median Household Income – Texas	$72,284
	Median Household Income – Nation	$74,580
	Per Capita Income – Manvel	$23,751
	Median Individual Income - Texas	$68,744
	Median Individual Income – Nation	$59,540
Tax Structure	**2023 Tax Year per $100 of Appraised Value**	
	City of Manvel	0.560000
	Emergency District #3	0.077385
	Brazoria County Road and Bridge	0.043284
	Brazoria County	0.270664
	Alvin Community College	0.151264
	Alvin ISD	1.192300
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

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.

ACTVITIY – 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.

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.

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 JUSRISDICTION – 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.

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.

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 statues 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.

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.

ORDINANCE NO. 2024-O-39

AN ORDINANCE PROVIDING FOR THE ASSESSMENT, LEVY, AND COLLECTION OF AD VALOREM TAXES FOR THE CITY OF MANVEL, TEXAS, FOR THE YEAR 2024, 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.

THIS YEAR'S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES DOES NOT EXCEED LAST YEAR'S MAINTENANCE AND OPERATIONS TAX LEVY. THE ORDINANCE, RESOLUTION, OR ORDER SETTING THIS YEAR'S TAX RATE DOES NOT REQUIRE THE STATEMENTS ABOUT "TAX INCREASE" AS SPECIFIED IN §26.05(B) OF PROPERTY TAX CODE.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE DECREASED BY 4.54% AND WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $35.36 cents.

* * * * *

WHEREAS, Section 26.05 of the Texas Property Tax Code provides that before the latter of September 30th or the 60th day after the date the City receives the certified appraisal roll the City Council shall adopt a tax rate for the current tax year; and

WHEREAS, such Section further provides that where the tax rate consists of two components (one which will impose the amount of taxes needed to pay the City's debt service and the other which will impose the amount of taxes needed to fund maintenance and operation expenditures of the City for the next year), each of which two components must be approved; and

WHEREAS, the proposed tax rate for the current tax year of the City of Manvel, Texas, consists of two such components, a tax rate of **$0.242974** (24.2974 cents) on each one-hundred-dollar ($100) valuation of said property for debt service and a tax rate of **$0.317026**(31.7026 cents) on each one-hundred-dollar ($100) valuation of said property to fund maintenance and operation expenditures; and

WHEREAS, by motion heretofore adopted by the City Council of the City of Manvel, Texas, at a meeting of said City Council held on this 16th day of September 2024, said City Council has approved the tax rate heretofore specified for each of said component; and

WHEREAS, having thus approved the tax rate for each of such components, it is necessary and appropriate for the City Council to now formally pass, approve, and adopt a 2024 tax rate ordinance for the City of Manvel, Texas; and

WHEREAS, all notices and hearings required by law as a prerequisite to the passage, approval, and adoption of said tax rate ordinance have been timely and properly given and held; 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, and are hereby adopted, ratified, and confirmed.

Section 2. All property subject to ad valorem taxation by the City of Manvel, Texas, shall be equally and uniformly assessed for such purposes at One Hundred Percent (100%) of the fair market value of such property.

Section 3. There is hereby levied for general purposes and use by the City of Manvel, Texas, for the year 2024, and for each year thereafter until otherwise provided, an ad valorem tax at the rate of **$0.560000** (**56.0000** Cents) on each One Hundred Dollars ($100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Manvel, Texas. The proceeds from such tax shall be applied to the payment of the general and current expenses of the government of the City. All such taxes shall be assessed and collected in current money of the United States of America.

Section 4. Of the total tax levied in Section 3 hereof **$0.317026**(31.7026 cents) on each One Hundred Dollars ($100) of assessed valuation is levied to fund maintenance and operation expenditures of the City for the fiscal year 2025.

THIS YEAR'S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES DOES NOT EXCEED LAST YEAR'S MAINTENANCE AND OPERATIONS TAX LEVY. THE ORDINANCE, RESOLUTION, OR ORDER SETTING THIS YEAR'S TAX RATE DOES NOT REQUIRE THE STATEMENTS ABOUT "TAX INCREASE" AS SPECIFIED IN §26.05(B) OF PROPERTY TAX CODE.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE DECREASED BY 4.54% AND WILL DECREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $35.36 cents.

Section 5. For the purpose of paying the interest on bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City of Manvel, Texas, and the various installments of principal due on such bonds, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness issued by the City as such installments shall respectively mature, and for the purpose of paying interest and making provisions for the sinking fund on such other bond issues, warrants, certificates of obligation, or other lawfully authorized evidence of indebtedness as may be authorized, there is hereby levied for the year 2024 and for each year thereafter until otherwise provided, to be assessed and collected upon all property described in Section 3 of this Ordinance, an annual ad valorem tax for debt service at the rate of **$0.242974** (24.2974 cents) on each One Hundred Dollars ($100) of assessed valuation.

Section 6. All ad valorem taxes levied hereby, in the total amount of **$0.56000** (**56.000 Cents**) on each One Hundred Dollars ($100) of assessed valuation, as reflected herein, shall be due and payable on or before January 31, 2025. All ad valorem taxes due the City of Manvel, Texas, and not paid on or before January 31st following the year for which they were levied shall bear penalty and interest as prescribed in the Property Tax Code of the State of Texas.

Section 7. All ordinances or parts of ordinances inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

PASSED, APPROVED, AND ADOPTED at a meeting of the Manvel City Council on this 16th day of September 2024, with an effective date being the 17th day of September 2024.

____
Dan Davis, Mayor

ATTEST:

____
Tammy Bell, City Secretary

____
Bobby Gervais, City Attorney

ORDINANCE NO. 2024-O-26

AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING ORDINANCE OF THE CITY, BY AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATELY 1.5491 ACRE TRACT OF LAND GENERALLY LOCATED EAST OF 17518 MORRIS AVENUE (STATE HIGHWAY 6), MANVEL, TEXAS FROM LIGHT COMMERCIAL AND STATE HIGHWAY 6 OVERLAY DISTRICT LC-SH6) TO LIGHT COMMERICAL AND STATE HIGHWAY 6 OVERLAY DISTRICT WITH SPECIFIC USE PERMIT (PUD-SH6-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR 621493 "AMBULATORY HEALTH CARE SERVICES"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF.

* * * * * * * * *

WHEREAS, Jean Joseph, is the owner (the "Owner") of a certain 1.5491-acre tract of land generally located east of 17518 Morris Avenue (State Highway 6), Manvel, Texas, being part of lot 233 of the emigration land company subdivision H.T. & B.R.R. CO. Survey, Section 65, Abstract 285, Brazoria County, Texas, according to plat recorded in Volume 2, Page 81, Plat Records, and being the same land described in a deed to Surya Acquisitions, LLC, recorded in Clerk's file 2007-045744 a map and description of which is attached hereto as Exhibit "A"; and

WHEREAS, the 1.5491-acre tract is currently zoned Light Commercial District and Highway 6 Overlay District (LC-SH6); and

WHEREAS, the applicant, BB+W Architects, has filed an application to change the zoning classification of the 1.5491-acre tract to Light Commercial District and Highway 6 Overlay District with a Specific Use Permit (LC-SH6-SUP) allowing the proposed use of the property for NAICS use 621493 “Ambulatory health Care Services”; and

WHEREAS, the Planning, Development, and Zoning Commission and the City Council have conducted, in the time and manner required by law and the Zoning Ordinance of the City, a public hearing on such request; and

WHEREAS, the Planning, Development, and Zoning Commission has recommended in its report the approval of such request, and the City Council deems it appropriate to approve said amendment to the zoning and specific use permit; 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 zoning classification of a certain 1.5491-acre tract of land located generally located east of 17518 Morris Avenue (State Highway 6), Manvel, Texas, being part of lot 233 of the emigration land company subdivision H.T. & B.R.R. CO. Survey, Section 65, Abstract 285, Brazoria County, Texas, according to plat recorded in Volume 2, Page 81, Plat Records, and being the same land described in a deed to Surya Acquisitions, LLC, recorded in Clerk’s file 2007-045744, a map and description of which is attached hereto as Exhibit “A” attached hereto, shall be changed from Light Commercial and State Highway 6 Overlay District (LC-SH6) to Light Commercial and State Highway 6 Overlay District with a Specific Use Permit (LC-SH6-

SUP)), for uses as permitted within such zone classification, subject to the regulations, regulations, and conditions hereinafter set forth:

1. Ambulatory Health Care Services– (NAICS 621493)

Section 3. The request meets the criteria set forth in Section 77-50 of the City of Manvel Zoning Ordinance for a Specific Use Permit. The City of Manvel Zoning Ordinance is hereby further amended by granting a Specific Use Permit authorizing use of the Property for the NAICS use listed in Section 2, above.

Section 4. The City Council hereby finds it appropriate to impose the conditions to the granting of the Specific Use Permit as shown in Exhibit "B", attached hereto and incorporated herein as if set out in full. This proposed use of a "Ambulatory Health Care Services" and site may not be changed or expanded except by amendment of this Specific Use Permit.

Section 5. The Specific Use Permit issued under this ordinance, or a specific use listed herein, shall expire one year after its date of issuance if construction or if the listed use authorized hereunder is not substantially under way or in use prior to the expiration of said one year period. If, prior to the expiration of such one-year period, the owner of the property to which the Specific Use Permit applies in writing, for an extension, the City Council may, after recommendation from the Planning, Development, and Zoning Commission, grant such extension for one additional year.

Section 6. The Zoning District Map of the City of Manvel shall be revised and amended to show the designation of said tract, as described and as provided in Section 2, above, with the appropriate reference thereon to the number and effective date of this Ordinance and a brief description of the nature of the change.

<u>Section 7</u>. The City Council hereby finds and determines that said rezoning comports to the City's Comprehensive Land Use Plan. 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 in zoning classification of said tract(s) as described above.

<u>Section 8</u>. 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.

<u>Section 9</u>. 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.

<u>Section 10</u>. Revocation. This Specific Use Permit may be revoked or modified by the City Council, in whole or in part, after notice and hearing, for either of the following reasons:

(1) The Specific Use Permit was obtained or extended by misrepresentation, fraud or deception: or

(2) That one of more of the conditions imposed by the permit has not been met or has been violated.

PASSED AND APPROVED on first reading this __________ day of ____________________, 2024.

PASSED, APPROVED, AND ADOPTED on second and final reading this ______ day of ________, 2024.

____

Dan Davis, Mayor

ATTEST:

____

Tammy Bell, City Secretary

APPROVED AS TO FORM:

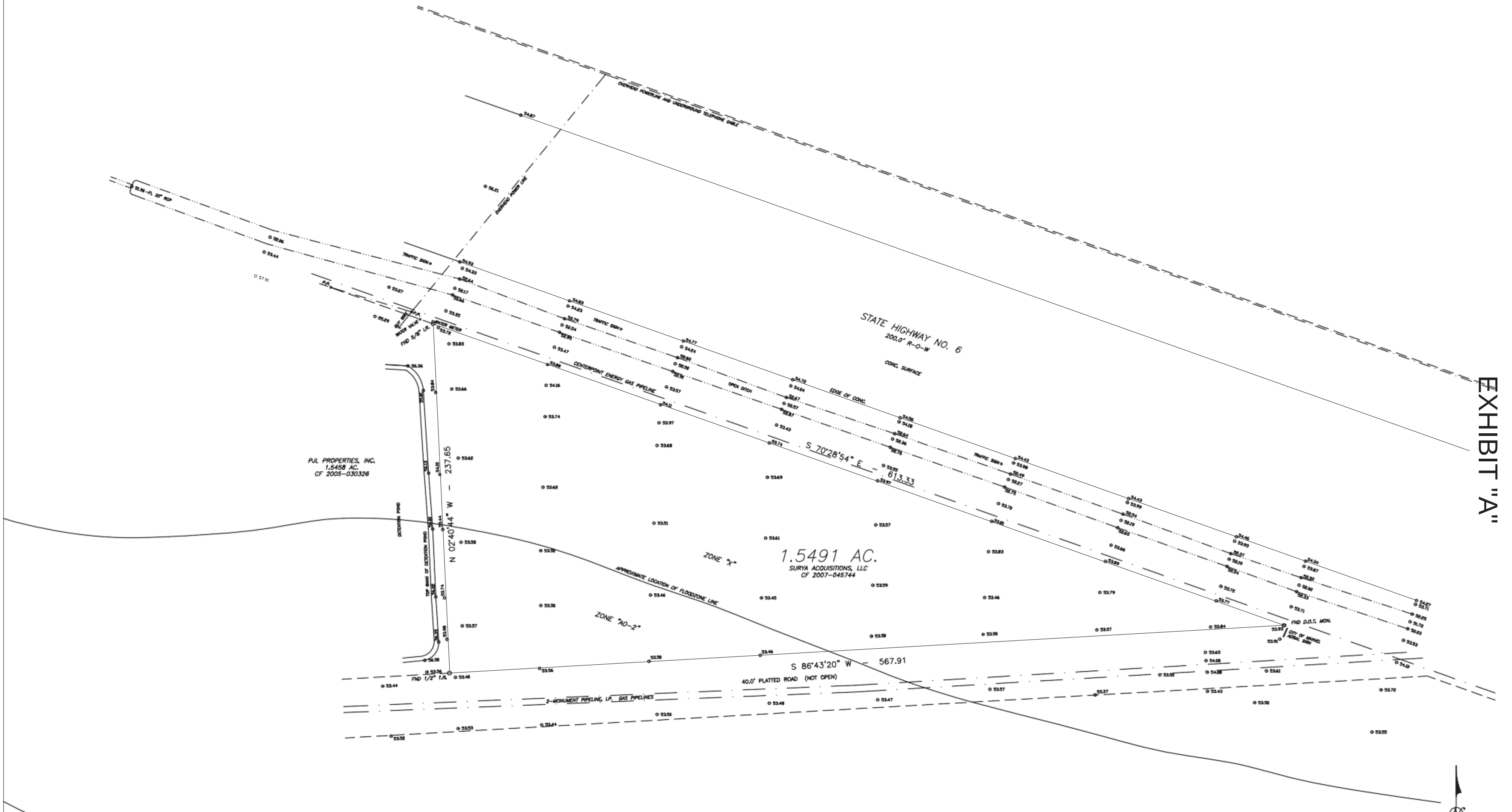
____

Robert Gervais, City Attorney

Exhibit A

Certain 1.5491-acre tract of land generally located east of 17518, Manvel, Texas, being part of lot 233 of the emigration land company subdivision H.T. & B.R.R. CO. Survey, Section 65, Abstract 285, Brazoria County, Texas, according to plat recorded in Volume 2, Page 81, Plat Records, and being the same land described in a deed to Surya Acquisitions, LLC, recorded in Clerk's file 2007-045744.

EXHIBIT "A"



TOPOGRAPHIC SURVEY OF 1.5491 ACRES OF LAND, BEING A PART OF LOT 233 OF THE EMIGRATION LAND COMPANY SUBDIVISION OF THE H. T. & B. R.R. CO. SURVEY, SECTION 65, ABSTRACT 285, BRZORIA COUNTY, TEXAS, ACCORDING TO THE PLAT RECORDED IN VOLUME 2, PAGE 81, PLAT RECORDS, AND BEING THE SAME LAND DESCIBED IN A DEED TO SURYA ACQUISITIONS, LLC, RECORDED IN CLERK'S FILE 2007-045744.

PREPARED FROM A SURVEY MADE ON THE GROUND IN MARCH, 2008

STEVE D. ADAMS RPLS# 3666

ELEVATIONS BASED ON USGS "Z 1277", PUBLISHED ELEVATION 55.42', NAVD '88.

THIS PROPERTY LIES PARTLY IN ZONE "X" AND PARTLY IN ZONE "AO", DEPTH 2', PER FEMA PANEL 480076 0110 H, DATED JUNE 5, 1989.

ADAMS SURVEYING CO.

SURVEYOR:

STEVE D. ADAMS
STEPHEN D. ADAMS, JR.
P.O. BOX 114
ALVIN, TEXAS 77512
281/331-3523

FIELD BOOK	199 & LB 39
PAGE	20 & 15
DATE	MARCH 6, 2008
DRAWN BY	SDA, JR.

CF - BHAKTA285

Exhibit B

Conditions of Approval:

1. The facility is permitted to be open for twenty-four (24) hours.
2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and
3. All doors shall remain unlocked and accessible during normal business hours.
4. All dry detention ponds shall have minimum 15 feet maintenance berm around all sides of the pond.

    a) Unless an Engineering Criteria Manual Deviation is approved for less than 15 feet for dry detention (shows 10 feet).

5. All development requirements must be satisfied during the permitting process.

City Council
Specific Use Permit Request

Agenda of:	September 16, 2024	**Initiated By:**	Ian Knox SAFEbuilt
Department:	Development Services	**Presented By:**	Ian Knox SAFEbuilt

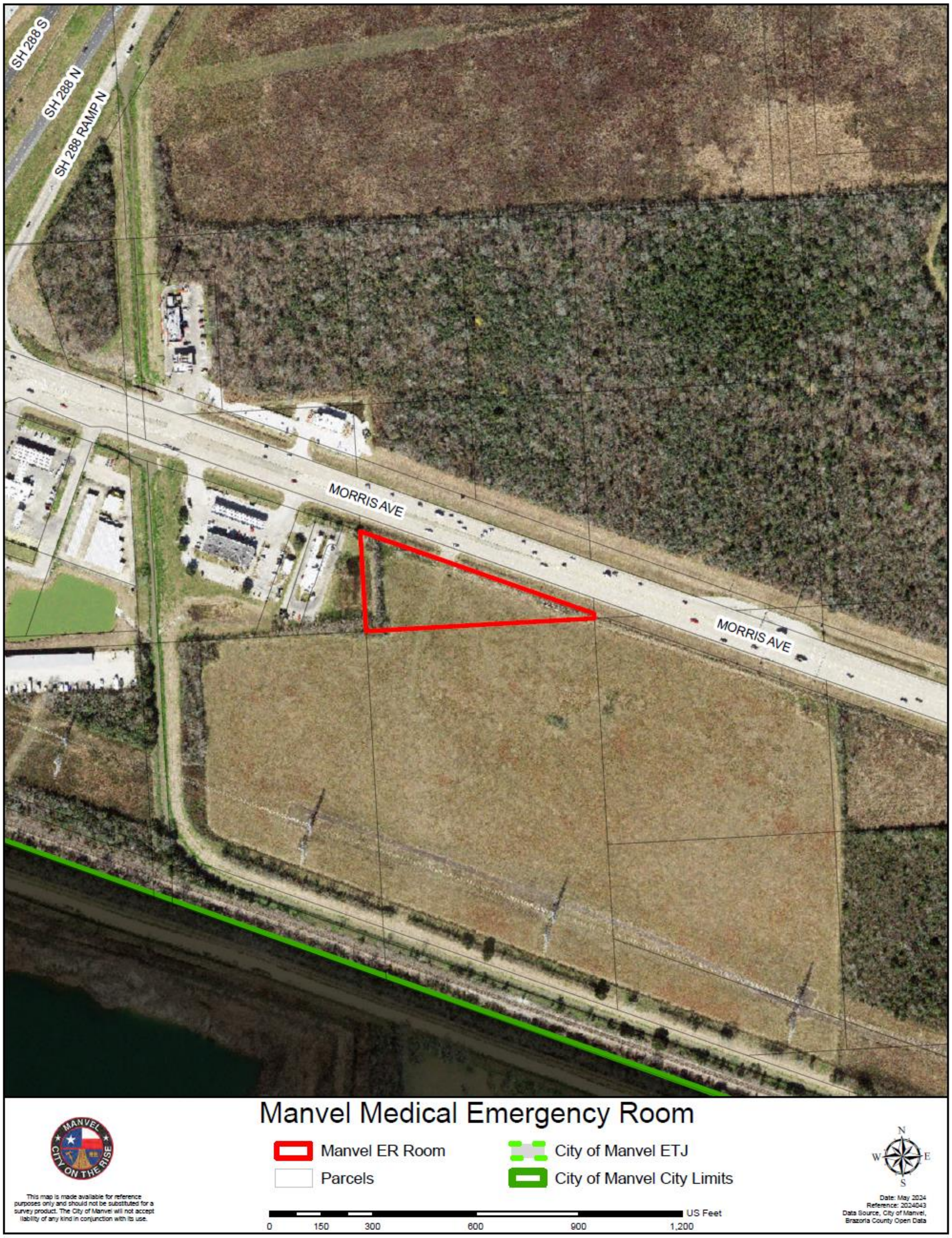
Subject/Proceeding
Specific Use Permit (SUP) request to establish a 24-hour Emergency Center a build a new 7,963 square-foot two-story building on a 1.5-acre tract of land. This tract of land is located within the Light Commercial District and State Highway 6 Overlay District.

Exhibits
Zoning Vicinity Map, Aerial Vicinity Map, Major Thoroughfare Plan Map, Survey, Proposed Site Plan (Conceptual Plan), Proposed Elevations, Paving and Drainage Plan, Drainage Area Map, Application, Letter of Authorization, Letter of Request, Public Hearing Notice, Letter addressed to the City Council received from Llorente Law Office regarding this application.

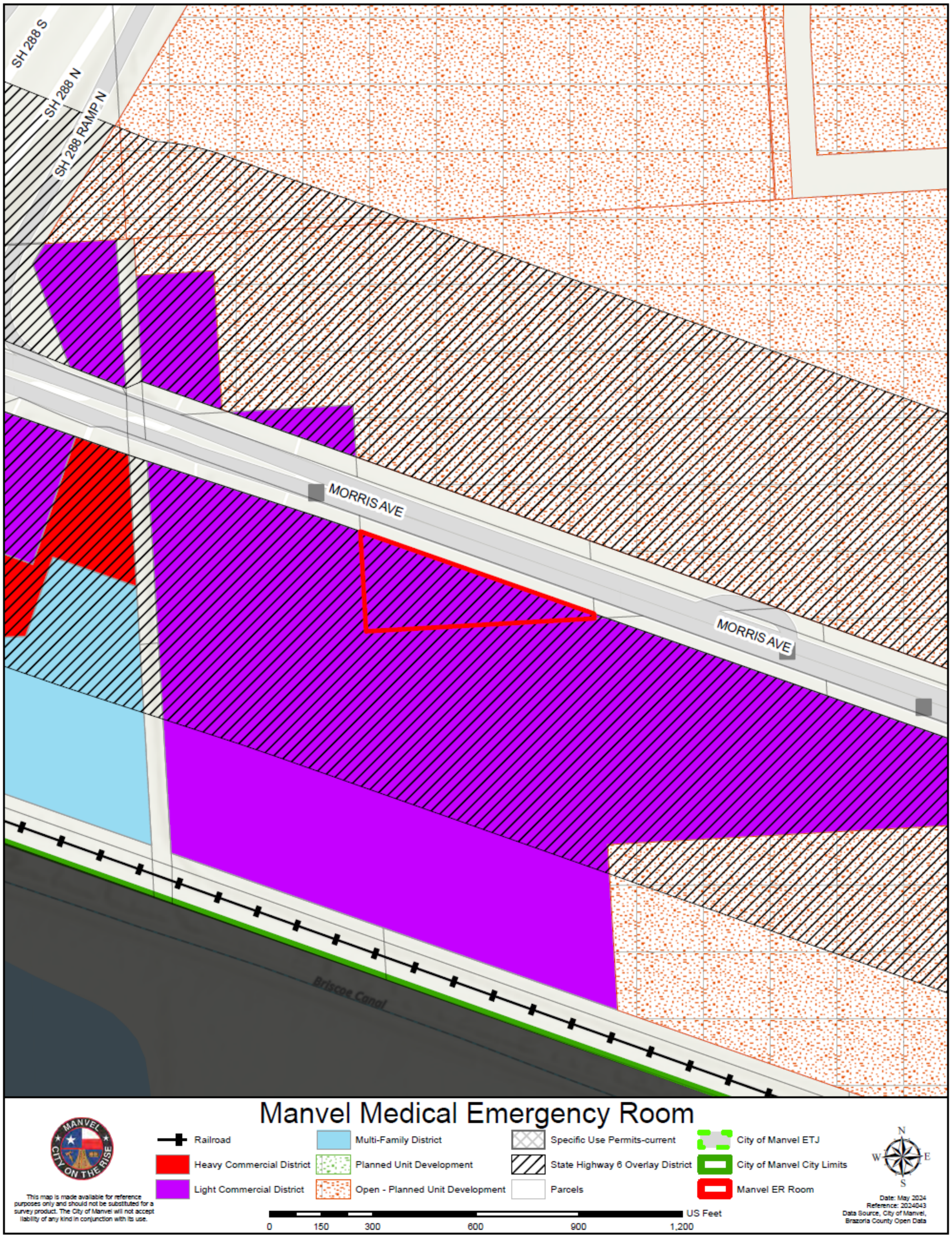
Recommended Action
A Public Hearing followed by consideration and action from the Commission to provide a recommendation to the City Council.

Executive Summary
The subject site is generally located east of 17518 Highway 6, Property ID #167427, within the Light Commercial and the Highway 6 Overlay Districts. This request is for a new emergency service center that will provide 24-hour service for seven days a week. The plans show two exam rooms, six (6) treatment rooms, and an imaging department with both X-Ray and CT scan services. The second floor is mainly shared offices, conference rooms and administrative areas for staff. An Emergency Center is classified as NAICS Use No. 621493, "Ambulatory Health Care Services" which is allowed in Light Commercial District and Highway 6 Overlay District with the approval of a Specific Use Permit. At the July 1st regular meeting of the City Council, the request was tabled after the applicant had to leave before his request was heard. Additionally, at the July 15th regular meeting of the City Council, the request was tabled at the request of Council for additional information. The applicant has not proposed any changes since the last meeting. The item is included on the agenda based on Rule 8. *Motion to Table*., of the Rules of Procedure which states: *"Since the City Council of the City of Manvel will always have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an ordinance, resolution, motion, or other measure. If such ordinance, resolution, motion, or other measure is tabled by a majority vote of the City Council, such ordinance, resolution, motion, or other measure, if not sooner removed from the table, must be removed at the third meeting, and acted upon, even if only to place the item on the table again."*

Aerial Vicinity Map



Zoning Vicinity Map



Staff Report

Zoning Ordinance Provisions for Specific Use Permits

In Section 77-50 (a) *Uses Requiring Specific Use Permit*, of the Zoning Ordinance it states "certain uses of land, buildings or structures may not be appropriate under all circumstances in any given zoning district, but may be appropriate where adequate precautions can be taken to assure compatibility with surrounding uses, public need, and the orderly development of the city as a whole. This section provides City Council and Planning, Development, and Zoning the opportunity to deny or to conditionally approve those uses for which specific use permits are required. These uses generally have unusual characteristics or are of a public or semipublic character often essential or desirable for the general convenience and welfare of the community. However, because of the nature of use, the importance of the use's relationship to the comprehensive plan, or possible adverse impact on neighboring properties of the use, review, evaluation, and exercise of planning judgement relative to the location and site plan of the proposed use are required."

In Section 77-50 (b) of the Zoning Ordinance it further states, "the City Council, after receiving the recommendation of the planning, development and zoning commission, may by ordinance, grant a specific use permit for the permitted uses, as herein qualified by the permitted use table, in locations and zoning districts to permit a use where they are not otherwise permitted by this article, and may impose any appropriate conditions and safeguards to protect property and property values, and in the interest of health, safety or welfare."

General Site Information

The following is a summary of general site information.

Surrounding Property Zoning	**North:** O-PUD & State Highway 6 Overlay District. **South:** Light Commercial District (LC) & Highway 6 Overlay District **East:** Light Commercial District (LC) & Highway 6 Overlay District **West:** Light Commercial District (LC) & Highway 6 Overlay District
Surrounding Land Use	**North:** Vacant **South:** Vacant **East:** Vacant **West:** Sonic

Overview

The applicant intends to develop a roughly 7,963 square-foot new two-story building for a 24-hour emergency center. This development will develop a new parking lot that will have thirty (30) parking spaces. This emergency center is planned to be open from 24 hours Monday through Sunday, and these hours will have to be approved by this Specific Use Permit, as normally medical facilities are conditioned to be opened from 8:00 AM to 10:00 PM.

Comprehensive Plan

The vision statement in the 2015 Comprehensive Plan seeks to maintain its rural character and small-town values while managing its growth by: “Benefiting from our strategic location by encouraging well planned quality retail, commercial and residential development that reflects and enhances our small-town quality of life”. The subject site being located along a major thoroughfare, makes it an appropriate location for the proposed use and hence aligns with the Comprehensive plan goals. The proposed use is not anticipated to be injurious to the use and enjoyment of neighboring property, nor significantly diminish or impair property values in the vicinity.

Parking Analysis

This proposed location is a vacant 1.5-acre triangle parcel of land. This new two-story building will be 7,963 square and must be provide at least 27 parking spaces (1/300 SF for medical uses). The proposed site plan shows 30 parking spaces and provides adequate parking spaces for the proposed use.

Public Hearing

The Notice of Public Hearing was published in the newspaper of general circulation. All property owners within 200 feet of the property were notified. At the time of writing this report, the staff has received no informational inquiry and is not aware of any opposition to the request.

Staff Recommendation

Based on the above discussion, staff recommend conditional approval of this SUP request for the subject site to allow NAICS Use No. 621493, " Ambulatory Health Care Services," as it will not cause any adverse impacts, and will provide necessary twenty-four-hour medical services to the City of Manvel. The closest emergency rooms are currently located in Alvin (approximately 8 miles from city center) and the City of Pearland (approximately 6 miles from city center), which this facility could significantly cut the time for emergency services in the city.

Recommended Conditions of Approval.

1. The facility is permitted to be open for twenty-four (24) hours.

2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside; and

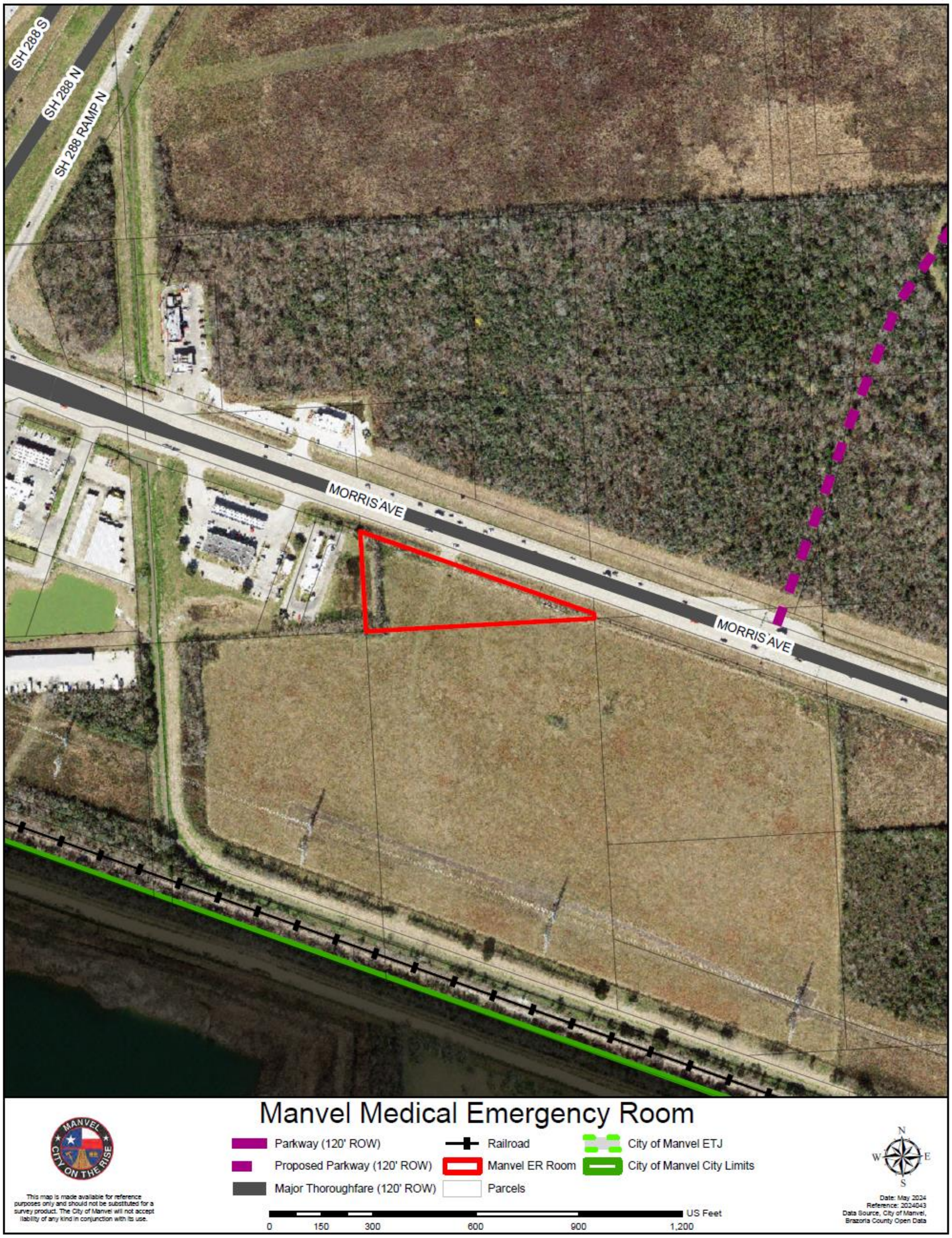
3. All doors shall remain unlocked and accessible during normal business hours.

4. All dry detention ponds shall have minimum 15 feet maintenance berm around all sides of the pond.

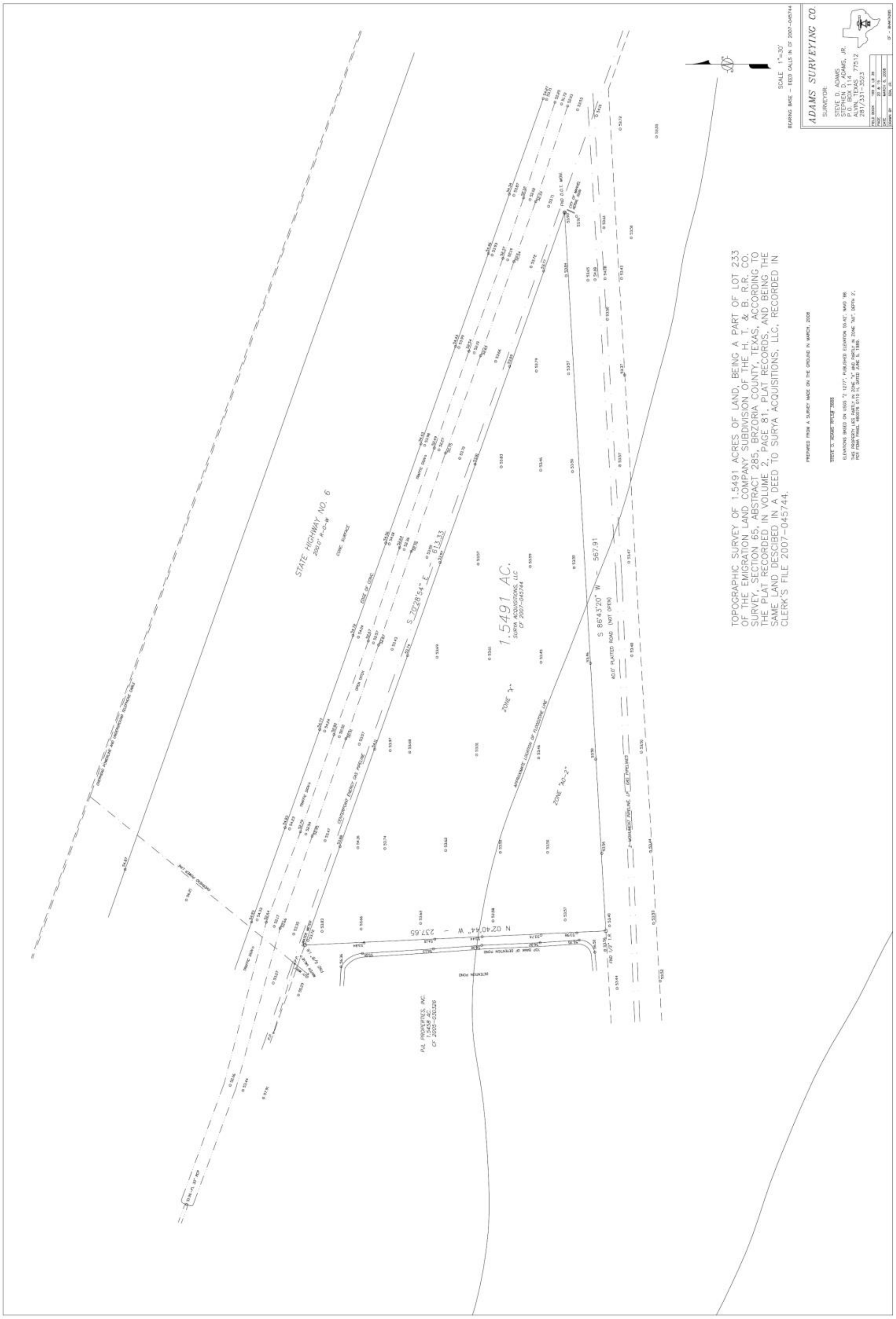
    a) Unless an Engineering Criteria Manual Deviation is approved for less than 15 feet for dry detention (shows 10 feet). This has been discussed with the City Engineer.

5. All development requirements must be satisfied during the permitting process.

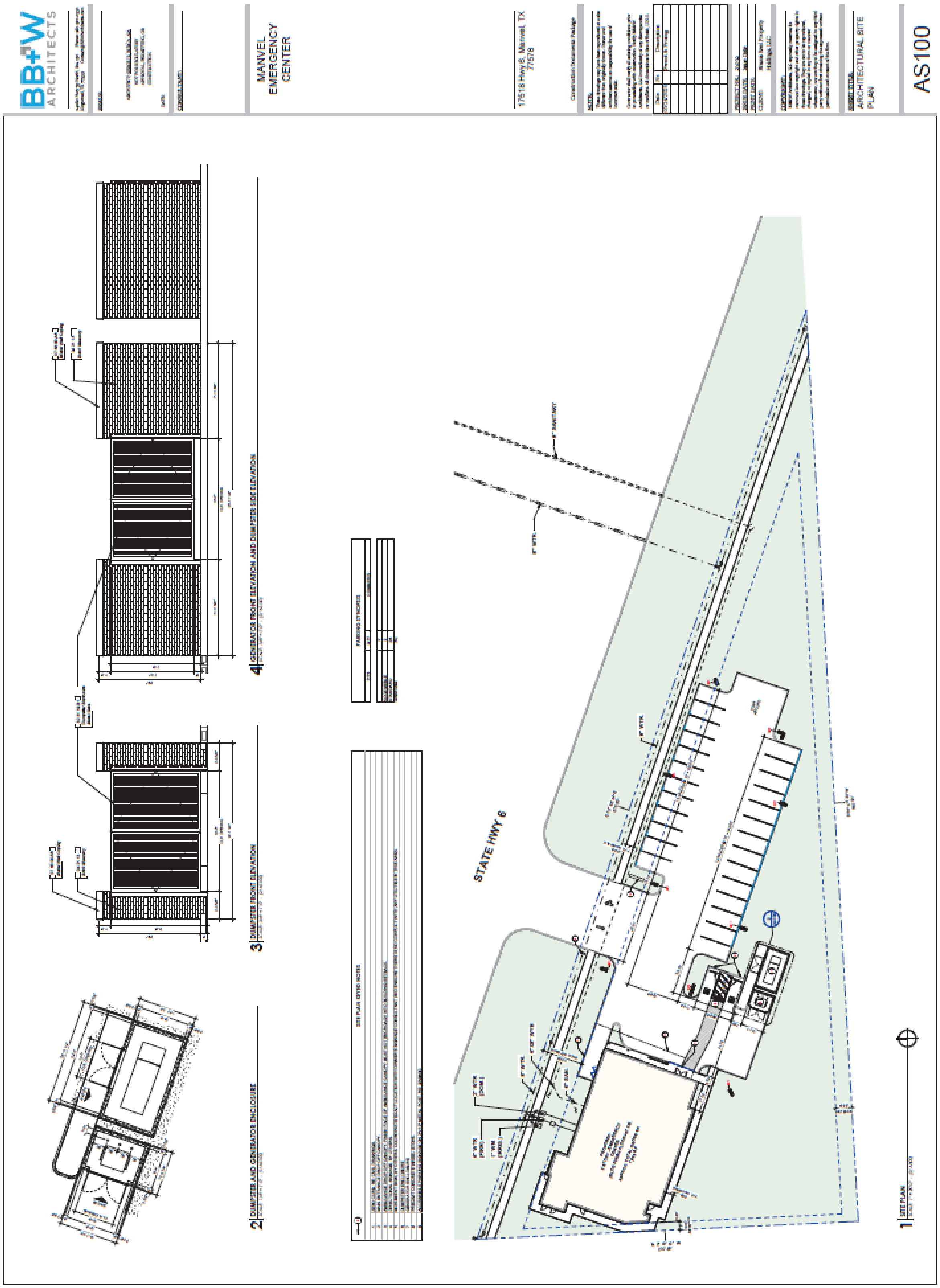
Major Thoroughfare Plan Map



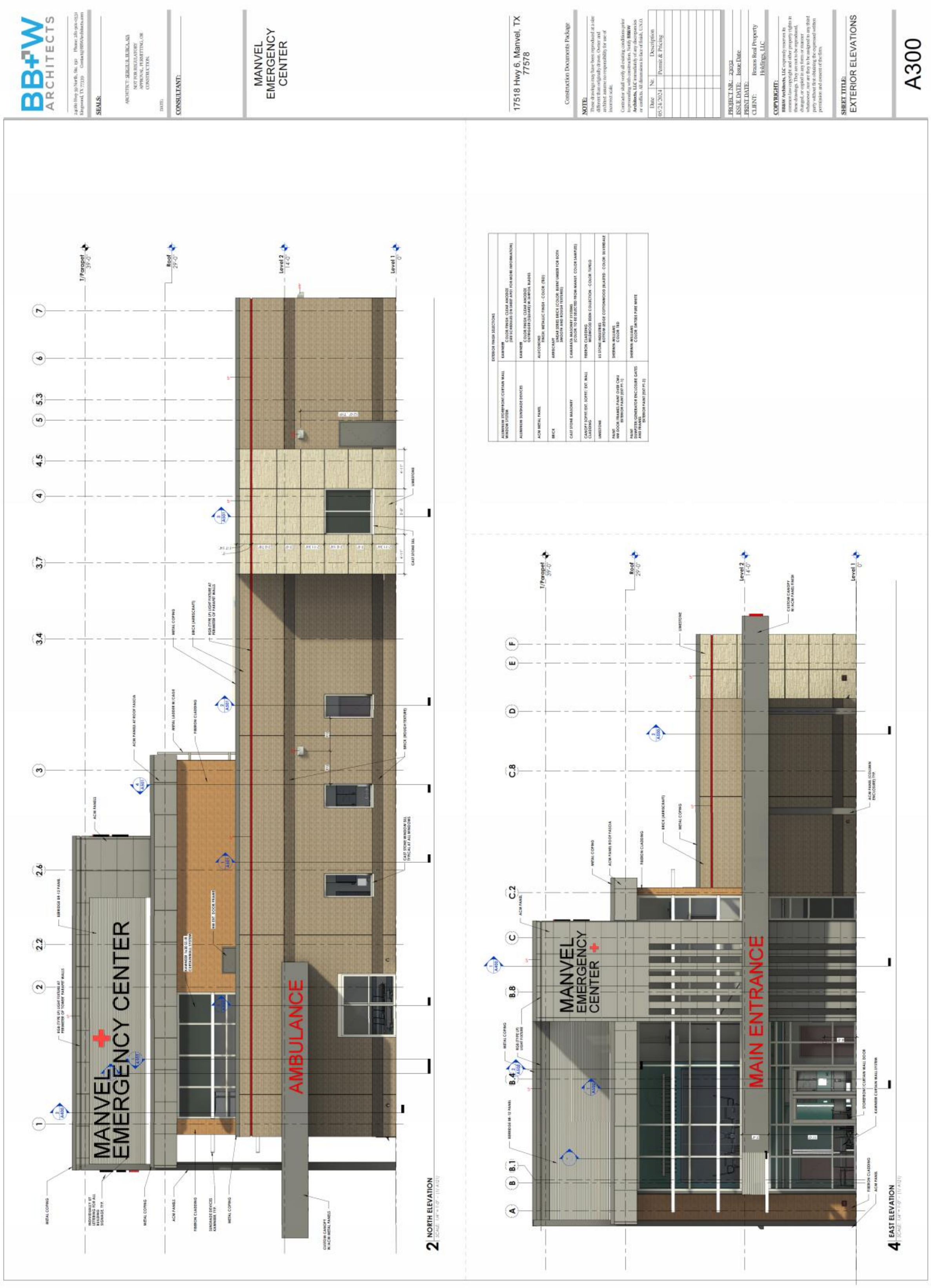
Property Survey



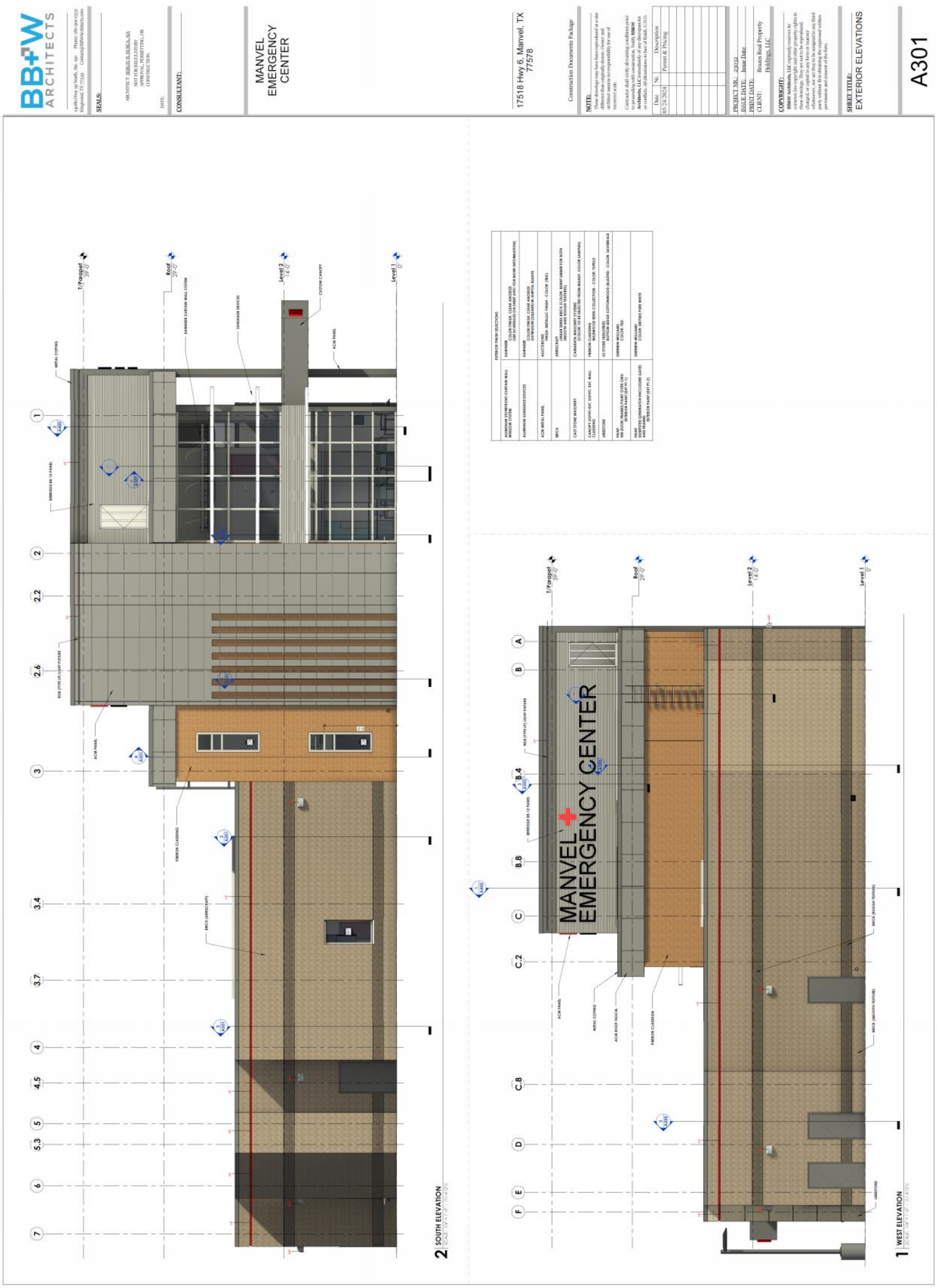
Proposed Site Plan (Conceptual Plan)



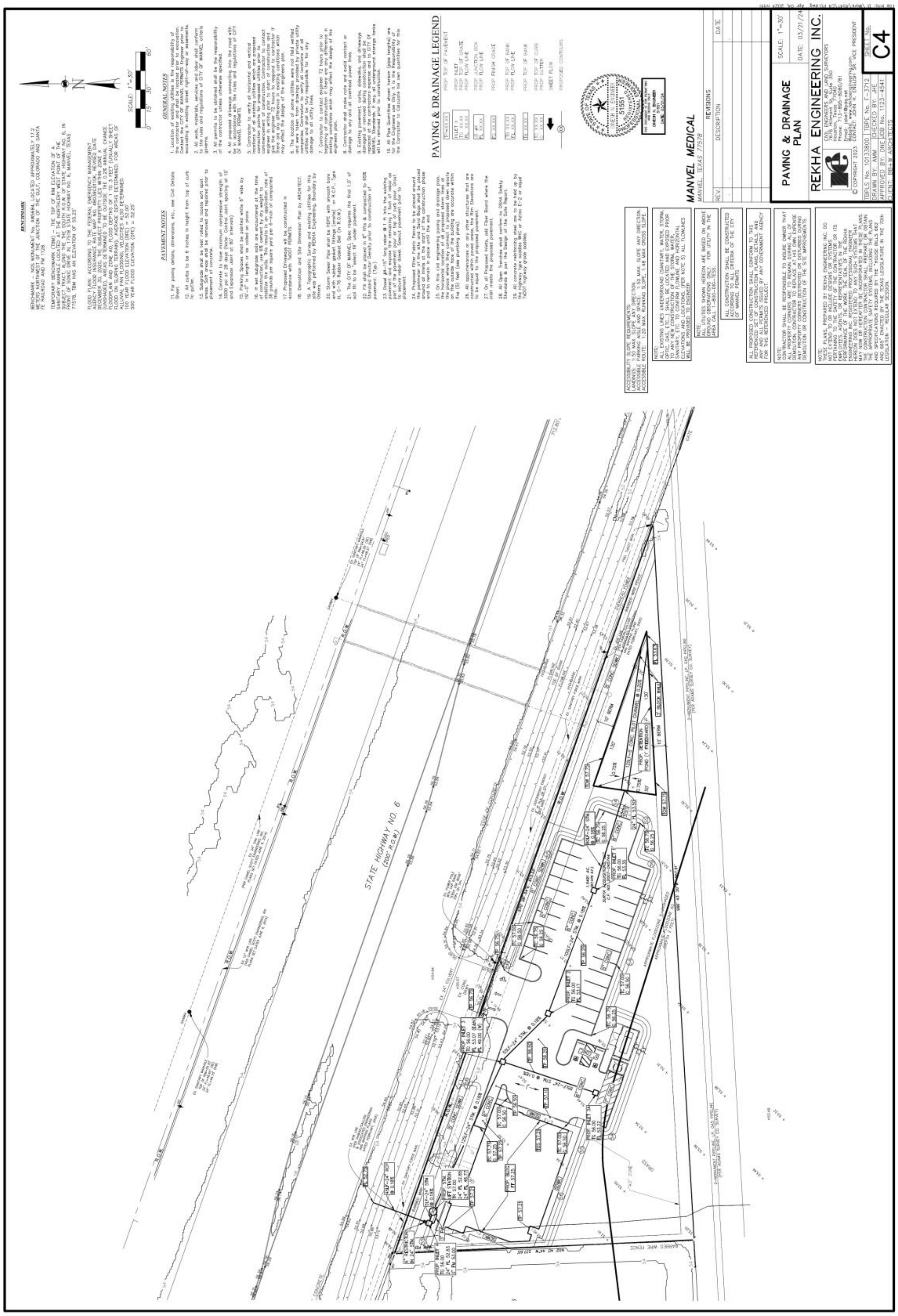
Proposed Elevations



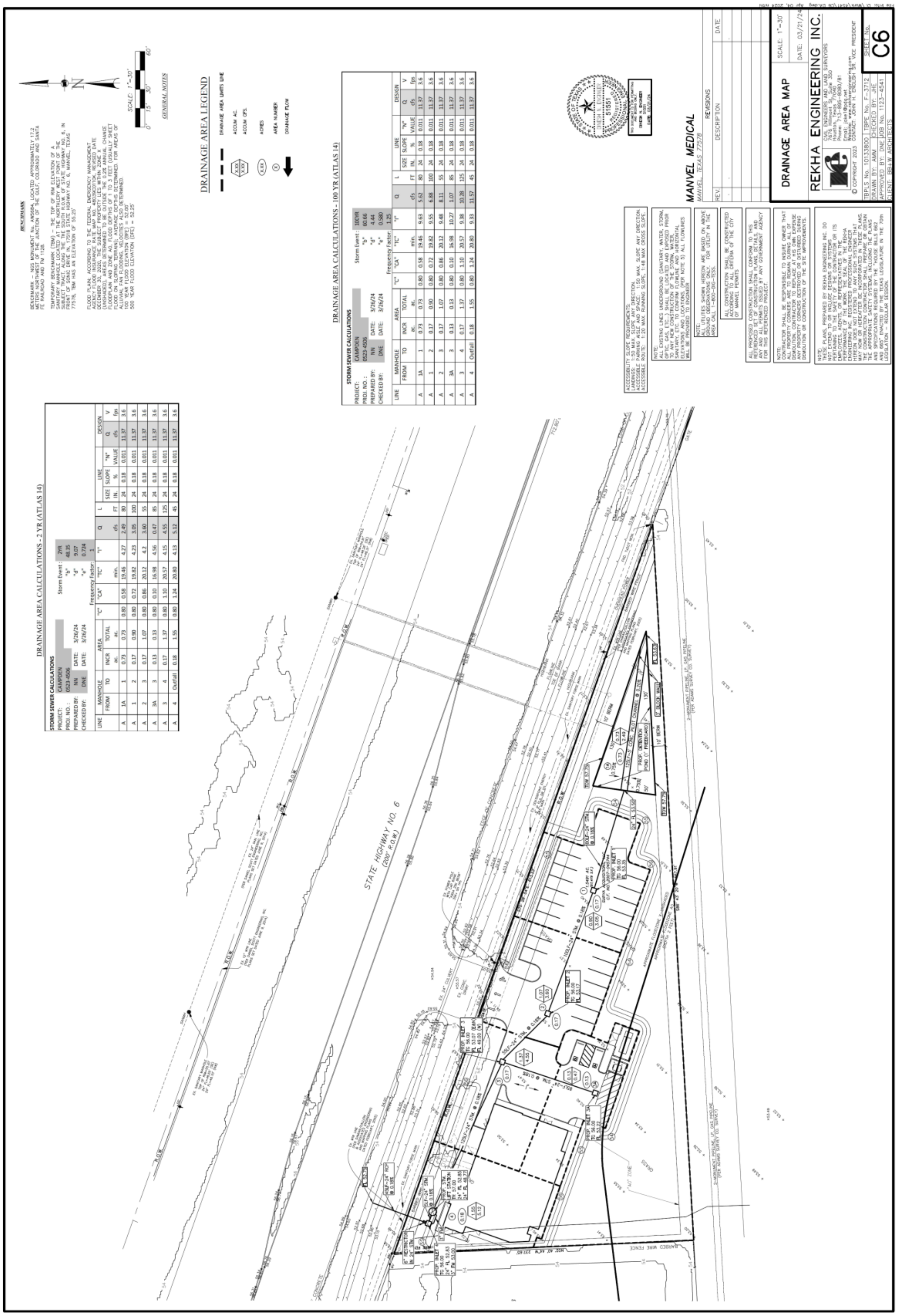
Proposed Elevations



Paving and Drainage Plan



Drainage Area Map



Application

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SPECIFIC USE PERMIT APPLICATION

PROJECT INFORMATION

Project Name: Manvel Medical Emergency Room

Project Location/Address: Parcel SE of 17518 Hwy 6, Manvel, TX 77578

Legal Description: 1.5491 Ac. being portion of Lot 233, Emigration Land Company Subdivision

Current Zoning: light commercial Proposed Land Use: medical NAICS No.: ______

Parcel/Tax ID# (s): 167427 Total Acreage: 1.5491

APPLICANT INFORMATION

Applicant Name: Stephen Wang

Company Name: BB+W Architects, LLC

Address: 24080 Hwy 59 N, Suite 150 City: Kingwood State: TX Zip: 77339

Phone #: 281-213-5650 Email: swang@bbwarchitects.com

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date submitted.

Jean M. Joseph 05/07/24

Applicant Signature **(REQUIRED)** Date

PROPERTY OWNER INFORMATION

Owner(s) Name: Jean Joseph

Address: 1006 W 22nd st City: Houston State: TX Zip: 77008

Phone #: 5617185509 Email: JeanJoseph.md@gmail.com

PROPERTY OWNER'S AUTHORIZATION **(Required – If owner is also the applicant, must sign as both)**:
I am the owner of the property for which this application is being made. I authorize the above person (Applicant) to submit this application and to correspond with the City of Manvel regarding this application on my behalf.

Jean M. Joseph 05/07/24

Owner's Signature **(REQUIRED)** Date

Application

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

SUBMITTAL CHECKLIST

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the "Submittal Checklist" below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these exceptions for your project **before** submitting an application. Answers to specific use permit applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Please call the phone number on the application to schedule an appointment. Submit application and accompanying documents to the Permits and Inspections at the address above Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m. and Friday between the hours of 7:30 a.m. and 11:30 a.m.

SPECIFIC USE PERMIT SUBMITTAL CHECKLIST ITEMS	REQUIRED (PLEASE CHECK)
Completed Specific Use Permit Application (with all signatures)	✓
Two (2) Copies of a Conceptual Plan (building, parking, landscaping, etc. locations)	✓
Two (2) Legal Descriptions of Property (metes & bounds description if not platted)	✓
Two (2) Copies of Recorded Plat (if platted)	
Two (2) Applicant Letters of Request	✓
Traffic Impact Analysis, (if applicable)	N/A
Paid Application Fee	✓

APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant Signature 5/12/24
Date

Letter Of Authorization

DEVELOPMENT SERVICES
20025 HIGHWAY 6
MANVEL, TX 77578
P: 281-489-0630
F: 281-489-0634

LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Jean Joseph
Owner Name

1006 W 22nd st
Owner Address

Houston, TX 77008
Owner City, State Zip

04/19/24
Date

Building and Inspections
20025 Highway 6
Manvel, TX 77578

Dear City of Manvel Permits and Inspections,

I, Jean Joseph, certify that I am the owner of the project property located at Manvel, TX 77578 and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint Stephen Wang with the company BB+W Architects, LLC (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Manvel related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at 5617185509 if you have any questions.

Sincerely,

Owner Name Jean Joseph

Owner Signature *Jean Joseph* 05/07/24

Letter Of Request

Brazos Real Property Holdings, LLC.

1006 West 22nd Street

Houston, TX 77008

(561)718-5509

May 7, 2024

City of Manvel
20031 Hwy 6
Manvel, TX 77578

RE: Applicant Letter of Request for Special Use Permit

To Whom It May Concern:

I am pleased to submit this letter of request on behalf of Brazos Real Property Holdings, LLC for a Special Use Permit for approximately 1.5 acre property located SE of 17518 Hwy 6, Manvel, TX 77578.

Brazos Real Property Holdings, LLC intends to construct a ground-up one-story building with a partial 2nd floor to introduce a freestanding emergency center of approximately 7,963 SF in the Manvel area. The new emergency center will provide service 24-hours a day, 7 days a week. The project is composed of 2 exam rooms, 6 treatment rooms, and an imaging department with both X-Ray and CT Scan services.

The shell building construction will be a Type II-B with no requirement for fireproofing since the entire building will be sprinklered. The emergency center will comply with Manvel's adopted 2021 codes (IBC, IFC, IMC, IPC, IECC), 2020 National Electrical Code, 2012 Texas Accessibility Standards, and Chapter 131 Freestanding Emergency Medical Care Facilities Licensing Rules.

Brazos Real Property Holdings, LLC hereby appreciates in advance your consideration for our application as we intend to provide quality and prompt medical services to the residents of the Manvel area. We look forward to hearing from you soon.

Best regards,

J.M. Jean

Jean M. Joseph M.D.

(561)718-5509

Public Hearing Notice

Public Hearing Notice to run on Sunday 06/09/2024

A PUBLIC HEARING WILL BE HELD AT MANVEL CITY HALL, 20031 HWY 6, MANVEL, TX, 77578 AT 6:00 P.M. ON MONDAY, JUNE 24, 2024, BEFORE THE MANVEL PLANNING, DEVELOPMENT, AND ZONING COMMISSION AND AT 6:00 P.M. ON MONDAY, JULY 1, 2024, BEFORE THE MANVEL CITY COUNCIL TO HEAR INPUT FROM THE PUBLIC REGARDING AN ORDINANCE OF THE CITY OF MANVEL, TEXAS AMENDING THE ZONING CLASSIFICATION OF AN APPROXIMATE 6.910 ACRES BOUNDED BY OLD MASSEY RANCH ROAD (NORTH) AND THE BRISCO CANAL (EAST), MANVEL, TEXAS, FROM HUD-CODE MANUFACTURED HOME DISTRICT (HCMH) TO HUD-CODE MANUFACTURED HOME DISTRICT WITH SPECIFIC USE PERMIT (HCMH-SUP); PROVIDING FOR THE GRANTING OF A SPECIFIC USE PERMIT WITH CONDITIONS TO AUTHORIZE THE USE OF PROPERTY FOR NAICS USE 813110 "RELIGIOUS ORGANIZATIONS"; PROVIDING FOR THE AMENDMENT OF THE CITY'S OFFICIAL ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING A PENALTY IN AN AMOUNT NOT TO EXCEED $2,000 FOR EACH DAY OF VIOLATION OF ANY PROVISION HEREOF. /S/ TAMMY BELL, CITY SECRETARY.

MANVEL
CITY COUNCIL
DATA SHEET

MEETING DATE: September 16, 2024

TOPIC: Consideration and action on an amendment to the zoning ordinance by changing the zoning classification of 1.5491-acre tract of generally located east of 17518 Highway 6, or roughly 1,300 feet southeast of the southeast corner of Morris Avenue (State Highway 6) and Highway 288 from Light Commercial District and State Highway 6 Overlay District to Light Commercial District and State Highway 6 Overlay District with Specific Use Permit (LC/SH6-SUP); providing for the granting of a Specific Use Permit with conditions to authorize the use of property for NAICS use 621493 "Ambulatory Health Care Services."

BACKGROUND: The subject site is generally located east of 17518 Morris Avenue (State Highway 6), within the Light Commercial and State Highway 6 Overlay District. The applicant, BB+W Architects is requested a Specific Use Permit (SUP) to open a 24-hour emergency center. An emergency center is classified with the NAICS No. 621493, "Ambulatory Health Care Services," which is allowed in the Light Commercial District with approval of a Specific Use Permit.

The SUP application with a proposed floor plan and site plan was submitted with the application for this Specific Use Permit. This Emergency Center will have a typical floor plan for these types of uses with a waiting lobby, nurse's station, front desk area and six (6) treatment rooms, two (2) exam rooms, and X-ray and CT scan services. The second floor is mainly offices, and administrative areas. If this Specific Use Permit is approved, Manvel Emergency Center can be located at this location and a plat, civil and building plans can be submitted for approval through the permitting process.

The subject site being located along a major thoroughfare, makes it an appropriate location for the proposed use and hence aligns with the Comprehensive plan goals. However, the City Council expressed concerns regarding the median directly across from the main proposed entrance to the site and requested that the applicant provide additional information and exhibits related to the development. The proposed use is not anticipated to be injurious to the use and enjoyment of neighboring properties, nor significantly diminish or impair property values in the vicinity.

At the July 1st regular meeting of the City Council, the request was tabled after the applicant had to leave before his request was heard.

Additionally, at the July 15th regular meeting of the City Council, the request was tabled at the request of Council for additional information.

The applicant has not proposed any changes since the last meeting. The item is included on the agenda based on Rule 8. *Motion to Table*., of the Rules of Procedure which states: *“Since the City Council of the City of Manvel will always have regularly scheduled meetings, a motion to table, when carried, does not permanently defeat an ordinance, resolution, motion, or other measure. If such ordinance, resolution, motion, or other measure is tabled by a majority vote of the City Council, such ordinance, resolution, motion, or other measure, if not sooner removed from the table, must be removed at the third meeting, and acted upon, even if only to place the item on the table again.”*

RECOMMENDATION: City staff recommends conditional approval with five (5) conditions as proposed by staff and listed in the Staff Report.

CONDITIONS:

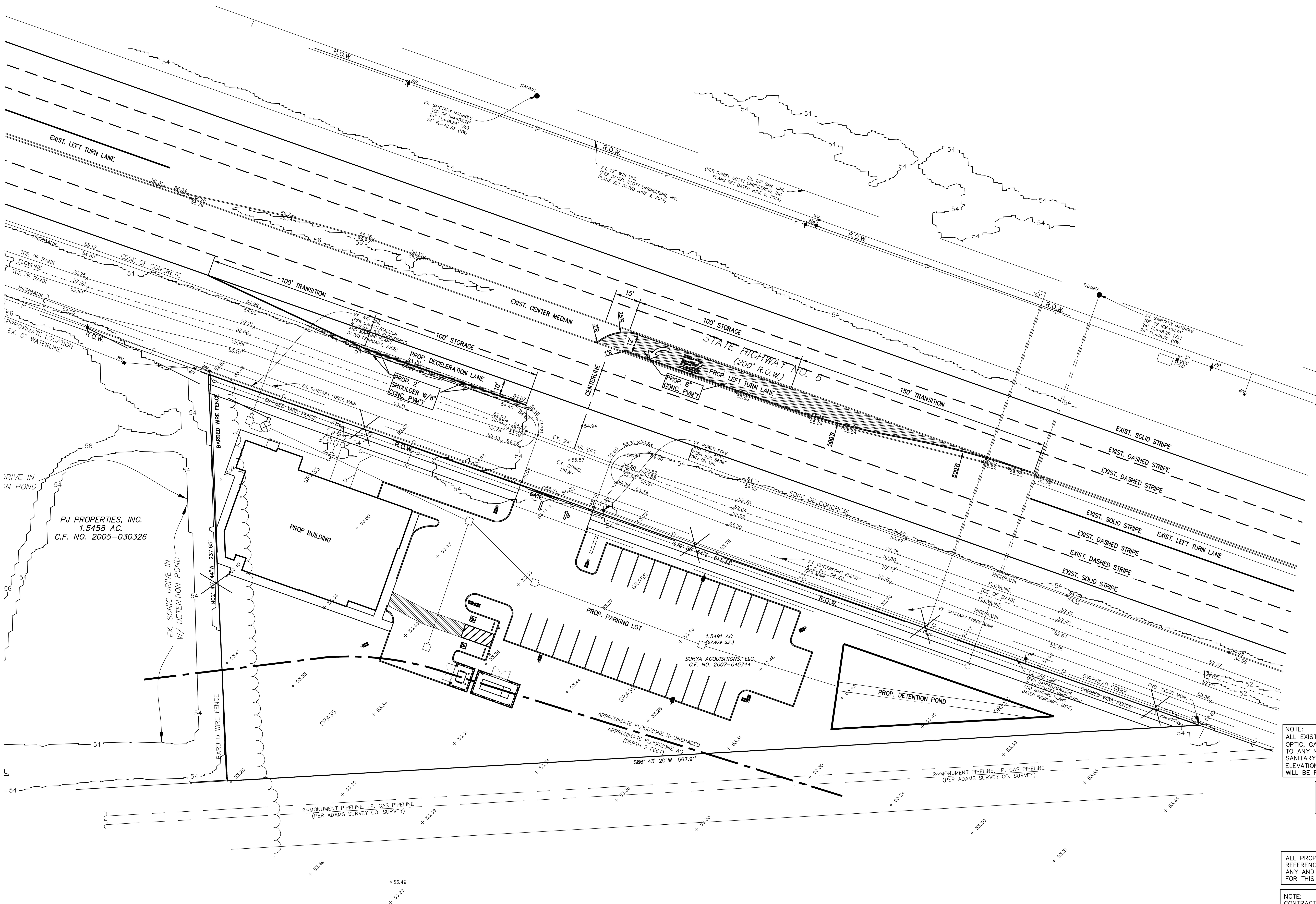
1. The facility is permitted to be open for twenty-four (24) hours.
2. All waiting and/or lobby areas shall maintain an unobstructed view from the outside.
3. All doors shall remain unlocked and accessible during normal business hours.
4. All dry detention ponds shall have minimum 15 feet of maintenance berm around all sides of the pond.
    a. Unless an Engineering Criteria Manual Deviation is approved for less than 15 feet of dry detention.
5. All development requirements must be satisfied during the permitting process.

ATTACHMENTS: Staff Report, Ordinance No. 2024-O-26, and Letter addressed to the City Council received from Llorente Law Office regarding this application.

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER Ian Knox	**FINANCE DIRECTOR APPROVAL _______** **CITY MANAGER APPROVAL _______**



BENCHMARK

BENCHMARK – NGS MONUMENT No. AW5684, LOCATED APPROXIMATELY 17.2 METERS NORTHWEST OF THE JUNCTION OF THE GULF, COLORADO AND SANTA FE RAILROAD AND FM 1128.

TEMPORARY BENCHMARK (TBM) – THE TOP OF RIM ELEVATION OF A SANITARY MANHOLE LOCATED AT THE NORTHLERY WEST POINT OF THE SUBJECT TRACT, ALONG THE THE SOUTH R.O.W. OF STATE HIGHWAY NO. 6, IN FRONT OF SONIC DRIVE IN, 17518 STATE HIGHWAY NO. 6, MANVEL, TEXAS 77578, TBM HAS AN ELEVATION OF 55.25'

FLOOD PLAIN: ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP NO. 48039C0110K, REVISED DATE DECEMBER 30, 2020, THE SUBJECT PROPERTY LIES WITHIN ZONE X (UNSHADED), AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AND ZONE AO, FLOOD DEPTHS OF 1 TO 3 FEET (USUALLY SHEET FLOOD ON SLOPING TERRAIN); AVERAGE DEPTHS DETERMINED. FOR AREAS OF ALLUVIAL FAN FLOODING, VELOCITIES ALSO DETERMINED.
100 YEAR FLOOD ELEVATION (BFE) = 52.00'
500 YEAR FLOOD ELEVATION (DFE) = 52.25'

N

SCALE: 1"=30'
0' 15' 30' 60'

PAVING & DRAINAGE LEGEND

TP=XX.XX	PROP TOP OF PAVEMENT
INLET X TG XX.XX FL XX.XX	PROP INLET PROP TOP OF GRATE PROP FLOW LINE
JB #X FL XX.XX	PROP JUNCTION BOX PROP FLOW LINE
FG XX.XX	PROP FINISH GRADE
TB XX.XX FL XX.XX	PROP TOP OF BANK PROP FLOW LINE
TB XX.XX	PROP TOP OF BANK
TC XX.XX G XX.XX	PROP TOP OF CURB PROP GUTTER
	SHEET FLOW
XX	PROPOSED CONTOURS

THIS DOCUMENT IS FOR PERMITTING AND BIDDING ONLY.
DINESH N. ENGINEER
P.E. NO. 51551
DATE: 09/10/2024

NOTE:
ALL EXISTING LINES UNDERGROUND (SANITARY, WATER, STORM, OPTIC, GAS, ETC...) SHALL BE LOCATED AND EXPOSED PRIOR TO ANY NEW CONSTRUCTION OF THE STORM, WATER, SANITARY, ETC. TO CONFIRM FLOWLINE AND HORIZONTAL ELEVATIONS AND LOCATIONS. (PER NOTE 5) ALL FLOWLINES WILL BE PROVIDED TO ENGINEER

NOTE:
ALL UTILITIES SHOWN HEREON ARE BASED ON ABOVE GROUND OBSERVATIONS ONLY. FOR UTILITY IN THE AREA CALL 1-800-DIG-TESS.

ALL CONSTRUCTION SHALL BE CONSTRUCTED ACCORDING TO ALL CRITERIA OF THE CITY OF MANVEL PERMITS

ALL PROPOSED CONSTRUCTION SHALL CONFORM TO THIS REFERENCED SET OF CONSTRUCTION PLANS, DETAILS, AND ANY AND ALL PERMITS ISSUED BY ANY GOVERNMENT AGENCY FOR THIS REFERENCED PROJECT.

NOTE:
CONTRACTOR SHALL BE RESPONSIBLE TO INSURE OWNER THAT ALL PROPERTY CORNERS ARE TO REMAIN DURING ALL OF DEMOLITION. CONTRACTOR TO REPLACE AT HIS OWN EXPENSE ANY PROPERTY CORNERS DESTROYED OR DISTURBED DURING DEMOLITION OR CONSTRUCTION OF THE SITE IMPROVEMENTS.

NOTE:
THESE PLANS, PREPARED BY REKHA ENGINEERING INC. DO NOT EXTEND TO OR INCLUDE DESIGNS OR SYSTEMS PERTAINING TO THE SAFETY OF THE CONTRACTOR OR ITS EMPLOYEES, AGENTS, OR REPRESENTATIVES IN THE PERFORMANCE OF THE WORK. THE SEAL OF THE REKHA ENGINEERING INC. REGISTERED PROFESSIONAL ENGINEER HEREON DOES NOT EXTEND TO ANY SUCH SYSTEMS THAT MAY NOW OR HEREAFTER BE INCORPORATED IN THESE PLANS. THE CONSTRUCTION CONTRACTOR SHALL PREPARE OR OBTAIN THE APPROPRIATE SAFETY SYSTEMS, INCLUDING THE PLANS AND SPECIFICATIONS REQUIRED BY THE "HOUSE BILLS 662 AND 665" ENACTED BY THE TEXAS LEGISLATURE IN THE 70th LEGISLATION – REGULAR SESSION.

MANVEL MEDICAL

17518 HWY. 6, MANVEL, TEXAS 77578

REVISIONS		
REV.	DESCRIPTION	DATE

TXDOT EXHIBIT MAP

SCALE: 1"=30'

DATE: 09/10/24

REKHA ENGINEERING INC.
CIVIL ENGINEERS AND LAND SURVEYORS
7676 Hillmont St, Suite 350
Houston, Texas 77040
Phone: 713-895-8080/81
Email: jake1@pdq.net
Website: www.rekhaengineering.com
CONTACT: JOHN H. ENGLISH SR. VICE PRESIDENT

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TBPLS No. 10133800	TBPE No. F-3712
DRAWN BY: AMM	CHECKED BY: JHE
APPROVED BY: DNE	JOB No. 1123-4541
CLIENT: BB+W ARCHITECTS	

SHEET No.
C4

File Info: I:\4541 BBW- Manvel Medical ER - Hwy 6 E of Hwy 288 - civil+survey\CIVIL PLANS\4541-TXDOT EXHIBIT MAP.dwg Sep 10, 2024 CAD4

FLOOR PLAN KEYED NOTES

1	GC TO PROVIDE MANUAL MECHO SHADES AT ALL WINDOWS/STOREFROTNS/CURTAINWALLS, TYP.
2	REFER TO VENDOR IMAGING EQUIP. DRAWINGS. COORDINATE BLOCKING RQMTS., DIMENSIONING AND MEP SYSTEM RQMTS. LEAD LINED WALLS IN THIS ROOM PER PHYSICIST'S REPORT (1/16" TO 8'-0" A.F.F., U.N.O.) RE: SPECIFICATIONS
3	REFER TO IMAGING DRAWINGS FOR BELOW AND/OR FLUSH FLOOR, SURFACE, AND/OR ABOVE CEILING CONDUIT/DUCT REQUIREMENTS. GC TO ENSURE THERE ARE NO CONFLICTS WITH OTHER TRADES/WORK. CONDUITS AND DUCT ABOVE CEILING OR BELOW FINISHED FLOOR MUST BE INSTALLED AS NEAR AS POSSIBLE TO CEILING OR FLOOR TO REDUCE RUN LENGTH.
4	PROVIDE FAUCET MOUNTED EYEWASH. REFER TO MEP DRAWINGS FOR MORE INFORMATION.
5	OWNER PROVIDED UNDER COUNTER REFRIGERATOR.
6	OWNER PROVIDED UNDER COUNTER FREEZER.
7	GC TO PROVIDE CUBICLE CURTAIN TRACK, IFC-98 OR EQUAL. CURTAINS BY OTHERS.
8	LEAD LINED WINDOW FRAME/GLAZING PER PHYSICIST REPORT.

1 FLOOR PLAN - 1/4"
SCALE: 1/4" = 1'-0" - (2/ A300)

OWNER AUTHORIZATION TO PROCEED WITH CONSTRUCTION DOCUMENTS

Owner hereby certifies that these SD documents have been reviewed and approved, and authorizes BB&W Architects, LLC to proceed with the Construction Documents phase.

Philip Zachariah MD 9/12/2024
Signature: *Date:*

Signature: *Date:*

Signature: *Date:*

BB+W ARCHITECTS

24080 Hwy 59 North, Ste. 150 Phone: 281-901-0331
Kingwood, TX 77339 Contact@BBWArchitects.com

SEALS:

ARCHITECT: STEPHEN WANG, AIA

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION.

DATE:

CONSULTANT:

MANVEL EMERGENCY CENTER

17518 Hwy 6, Manvel, TX 77578

Construction Documents Package

NOTE:

These drawings may have been reproduced at a size different than originally drawn. Owner and architect assume no responsibility for use of incorrect scale.

Contractor shall verify all existing conditions prior to proceeding with construction. Notify **BB&W Architects, LLC** immediately of any discrepancies or conflicts. All dimensions to face of finish, U.N.O.

Date	Nr.	Description

PROJECT NR.: 23032
ISSUE DATE:
PRINT DATE:
CLIENT: Brazos Real Property Holdings, LLC

COPYRIGHT:

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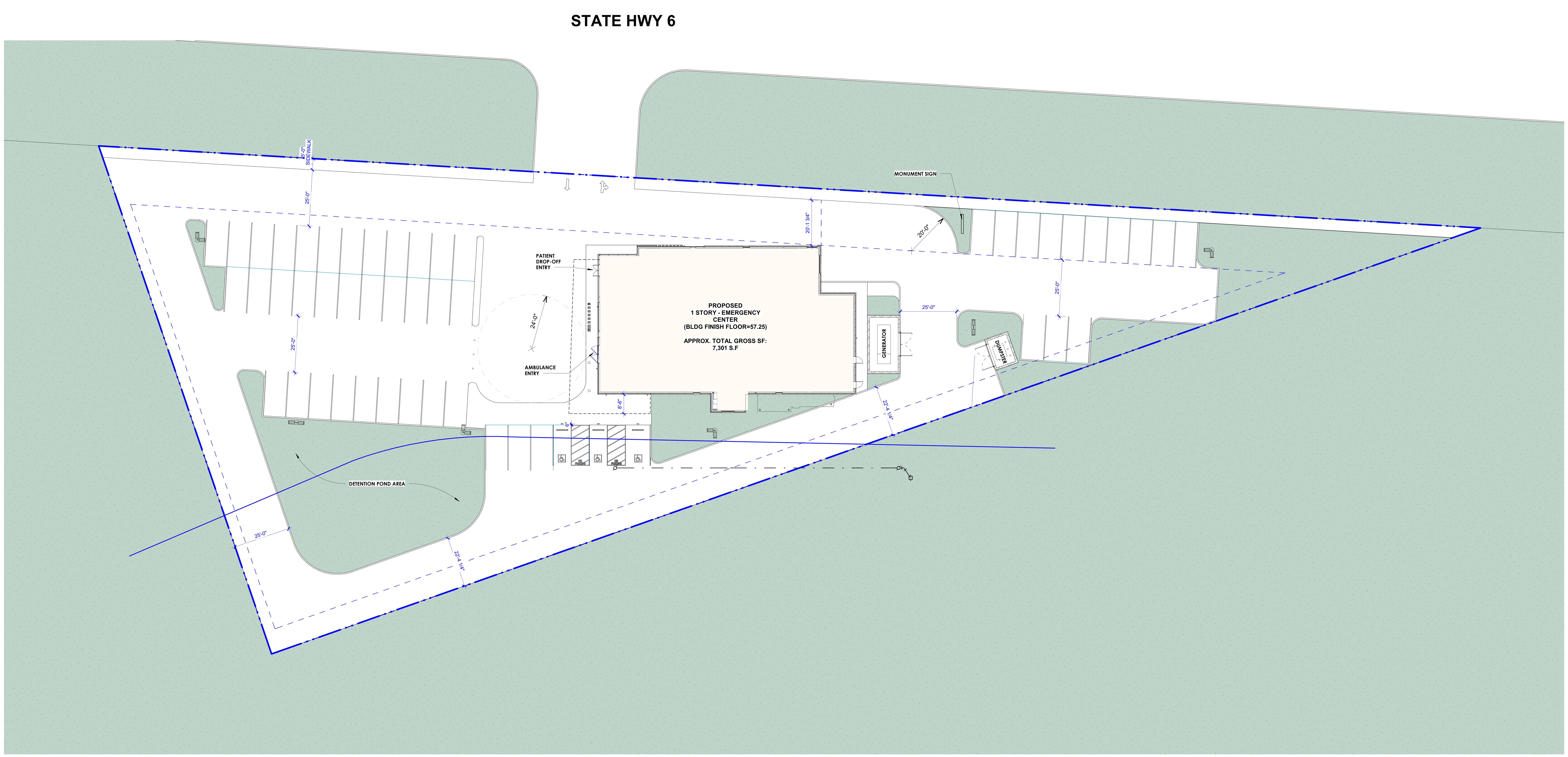
SHEET TITLE:

FLOOR PLAN

A121

PARKING SYNOPSIS

TYPE	QTY.	COMMENTS
ACCESSIBLE	3	INCLUSIVE OF 1 VAN ACCESSIBLE PARKING SPACE
STANDARD	48	
Grand total	51	



1 SITE PLAN
SCALE: 1" = 20'-0" - (2/ A300)

BB+W ARCHITECTS
24080 Hwy 59 North, Ste. 150 Phone: 281-901-0331
Kingwood, TX 77339 Contact@BBWArchitects.com

SEALS:

DATE: 06/18/2024

CONSULTANT:

MANVEL EMERGENCY CENTER

17518 Hwy 6, Manvel, TX 77578

Construction Documents Package

NOTE:

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Contractor shall verify all existing conditions prior to proceeding with construction. Notify **BB&W Architects, LLC** immediately of any discrepancies or conflicts. All dimensions to face of finish, U.N.O.

Date	Nr.	Description
05/24/2024		Permit & Pricing

PROJECT NR.: 23032
ISSUE DATE: 06/18/2024
PRINT DATE:
CLIENT: Brazos Real Property Holdings, LLC

COPYRIGHT:
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SHEET TITLE:
ARCHITECTURAL SITE PLAN

AS100

THE LLORENTE LAW OFFICE

A TEXAS PROFESSIONAL CORPORATION

JASON A. LLORENTE
ATTORNEY-AT-LAW
830 S. FRIENDSWOOD DR.
FRIENDSWOOD, TEXAS 77546
EMAIL: TLLO@LLORENTELAW.ORG
PHONE NO. (281) 724-0680

TO: MAYOR DAN DAVIS
CITY MANAGER DANIEL JOHNSON
COUNCIL MEMBER KEITH BONNER
COUNCIL MEMBER DAVID LANDS
COUNCIL MEMBER HARRY OPLIGER
COUNCIL MEMBER ED PERRY
COUNCIL MEMBER CRYSTAL SARMIENTO
COUNCIL MEMBER JEROME HUDSON
20031 HIGHWAY 6
MANVEL, TEXAS 77578

FROM: LLORENTE LAW OFFICE, P.C.
830 S FRIENDSWOOD DR
FRIENDSWOOD, TEXAS 77546

AUGUST 30, 2024

RE: ETHICAL VIOLATION, MISREPRESENTATION, AND LACK OF DUE DILIGENCE

Dear Mayor and Council Members:

Thomas Developers LLC has retained this law office, which has personal knowledge of this matter.

We request a review of a specific use permit submitted by Mr. Amir Bashiri under Chapter 77, Sec. 50 of the Manvel Code of Ordinances.

Under the Code of Ordinances, an applicant must appear before the Manvel City Council to approve a specific use permit.

THE LLORENTE LAW OFFICE

A TEXAS PROFESSIONAL CORPORATION

JASON A. LLORENTE
ATTORNEY-AT-LAW
830 S. FRIENDSWOOD DR.
FRIENDSWOOD, TEXAS 77546
EMAIL: TLLO@LLORENTELAW.ORG
PHONE NO. (281) 724-0680

On July 15, 2024, Mr. Bashiri presented himself to the Manvel City Council, seeking a specific use permit for an Emergency Clinic.

Mr. Bashiri represented to the Council his employment with Altus, a free-standing emergency center in Lake Jackson, Texas. However, Mr. Bashiri failed to mention that he was terminated from his position at Altus last year.

Secondly, Mr. Bashiri falsely represented that he and two other doctors own and are investors in two free-standing Emergency Centers;

- Total Point Emergency Center Cypress 20440 West Road, Cypress, Texas 77433 (Exhibit A)
- Total Point Emergency Center Conroe 3840 W. Davis St, Conroe Texas 77304 (Exhibit B)

Our search in the UCC and Texas Secretary of State records indicate the owner to be Jeff Love, who can be contacted at Total Point ER Corporate office number 469-988-6100.

Mr. Bashiri again presented himself in front of the council, claiming that he would invest 8 million dollars in the City of Manvel. As of last year, Mr. Bashiri has been accepting unemployment benefits and it is unlikely he will be able to make any significant investment in the City of Manvel.

Also, Mr. Bashiri spoke about assisting Dr. Kudroth in opening an ER on Jones Road. We request that you inquire about the extent and result of that

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assistance because the ER has been burdened with legal issues as far as we understand.

Based on the misrepresentations to Manvel City Council, the specific use permit should be denied or, at the very least, reviewed further.

Should you have any further questions regarding this matter, please feel free to contact my office.

Sincerely,

/s/Jason A Llorente
Attorney at Law

EXHIBIT A

Form 205 **(Revised 05/11)** Submit in duplicate to: Secretary of State P.O. Box 13697 Austin, TX 78711-3697 512 463-5555 FAX: 512 463-5709 **Filing Fee: $300**	**Certificate of Formation** **Limited Liability Company**	This space reserved for office use. FILED In the Office of the Secretary of State of Texas OCT 08 2021 Corporations Section

Article 1 – Entity Name and Type

The filing entity being formed is a limited liability company. The name of the entity is:

Total Point ER Cypress LLC

The name must contain the words "limited liability company," "limited company," or an abbreviation of one of these phrases.

Article 2 – Registered Agent and Registered Office

(See instructions. Select and complete either A or B and complete C.)

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

OR

☑ B. The initial registered agent is an individual resident of the state whose name is set forth below:

Jeffrey	B	Love	
First Name	*M.I.*	*Last Name*	*Suffix*

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

1601 Elm St Suite 4210	Dallas	TX	75201
Street Address	*City*	*State*	*Zip Code*

Article 3—Governing Authority

(Select and complete either A or B and provide the name and address of each governing person.)

☑ A. The limited liability company will have managers. The name and address of each initial manager are set forth below.

☐ B. The limited liability company will not have managers. The company will be governed by its members, and the name and address of each initial member are set forth below.

GOVERNING PERSON 1

NAME (Enter the name of either an individual or an organization, but not both.)

IF INDIVIDUAL

Jeffrey	B	Love	
First Name	*M.I.*	*Last Name*	*Suffix*

OR

IF ORGANIZATION

Organization Name

ADDRESS

1601 Elm St Suite 4210	Dallas	TX	USA	75201
Street or Mailing Address	*City*	*State*	*Country*	*Zip Code*

GOVERNING PERSON 2

NAME (Enter the name of either an individual or an organization, but not both.)
IF INDIVIDUAL

First Name	*M.I.*	*Last Name*	*Suffix*

OR
IF ORGANIZATION

Organization Name

ADDRESS

Street or Mailing Address	*City*	*State*	*Country*	*Zip Code*

GOVERNING PERSON 3

NAME (Enter the name of either an individual or an organization, but not both.)
IF INDIVIDUAL

First Name	*M.I.*	*Last Name*	*Suffix*

OR
IF ORGANIZATION

Organization Name

ADDRESS

Street or Mailing Address	*City*	*State*	*Country*	*Zip Code*

Article 4 – Purpose

The purpose for which the company is formed is for the transaction of any and all lawful purposes for which a limited liability company may be organized under the Texas Business Organizations Code.

Supplemental Provisions/Information

Text Area: [The attached addendum, if any, is incorporated herein by reference.]

Organizer

The name and address of the organizer:

Jeffrey B Love
Name

1601 Elm St Suite 4210	Dallas	TX	75201
Street or Mailing Address	*City*	*State*	*Zip Code*

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

A. ☑ This document becomes effective when the document is filed by the secretary of state.

B. ☐ This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is: ________________

C. ☐ This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90th day after the date of signing is: ________________

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

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized to execute the filing instrument.

Date: 09/20/2021

Signature of organizer

Jeffrey B Love
Printed or typed name of organizer

EXHIBIT B

Form 205
(Revised 05/11)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512 463-5709
Filing Fee: $300

Certificate of Formation
Limited Liability Company

This space reserved for office use.

FILED
In the Office of the
Secretary of State of Texas
OCT 08 2021
Corporations Section

Article 1 – Entity Name and Type

The filing entity being formed is a limited liability company. The name of the entity is:

Total Point ER Conroe LLC

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(See instructions. Select and complete either A or B and complete C.)

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OR

☑ B. The initial registered agent is an individual resident of the state whose name is set forth below:

Jeffrey	B	Love	
First Name	*M.I.*	*Last Name*	*Suffix*

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NAME (Enter the name of either an individual or an organization, but not both.)

IF INDIVIDUAL

Jeffrey	B	Love	
First Name	*M.I.*	*Last Name*	*Suffix*

OR

IF ORGANIZATION

Organization Name

ADDRESS

1601 Elm St Suite 4210	Dallas	TX	USA	75201
Street or Mailing Address	*City*	*State*	*Country*	*Zip Code*

GOVERNING PERSON 2

NAME (Enter the name of either an individual or an organization, but not both.)

IF INDIVIDUAL

First Name *M.I.* *Last Name* *Suffix*

OR

IF ORGANIZATION

Organization Name

ADDRESS

Street or Mailing Address *City* *State* *Country* *Zip Code*

GOVERNING PERSON 3

NAME (Enter the name of either an individual or an organization, but not both.)

IF INDIVIDUAL

First Name *M.I.* *Last Name* *Suffix*

OR

IF ORGANIZATION

Organization Name

ADDRESS

Street or Mailing Address *City* *State* *Country* *Zip Code*

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The name and address of the organizer:

Jeffrey B Love
Name

1601 Elm St Suite 4210	Dallas	TX	75201
Street or Mailing Address	*City*	*State*	*Zip Code*

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

A. ☑ This document becomes effective when the document is filed by the secretary of state.

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C. ☐ This document takes effect upon the occurrence of the future event or fact, other than the passage of time. The 90th day after the date of signing is: __________

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

Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized to execute the filing instrument.

Date: 09/20/2021

Signature of organizer

Jeffrey B Love
Printed or typed name of organizer

ORDINANCE NO. 2024-O-37

AN ORDINANCE OF THE CITY OF MANVEL, TEXAS, REPEALING THE CURRENT CHAPTER 8. *ANIMALS*, AND ADOPTING A NEW CHAPTER 8. *ANIMALS*; ADDING A NEW ARTICLE II. *ANIMAL SELLER PERMIT;* ADDING A NEW ARTICLE III. *PETTING ZOOS;* PROVIDING A PENALTY 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 AND AN EFFECTIVE DATE.

WHEREAS, the Manvel Department of Public Safety oversees animal control and enforces violations of the City Code concerning animals; and

WHEREAS, based on revisions promulgated by the Manvel Department of Public Safety and input from organizations and individuals, the City of Manvel seeks to update and revise the current City Code provisions governing animals; and

WHEREAS, the City Council deems it in the best interest of the City of Manvel to repeal the current animal control ordinance and adopt a new Chapter 8. *Animals* governing animals within the City; **now, therefore,**

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

Section 1. The current Chapter 8. *Animals* of **The Code of Ordinances of the City of Manvel** is hereby repealed.

Section 2. A new Chapter 8. *Animals* of **The Code of Ordinances of the City of Manvel** is hereby adopted, to read and provide as follows:

"CHAPTER 8. ANIMALS

ARTICLE I. - IN GENERAL

Sec. 8-1.- 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:

Affiliate Organization means a public or private animal welfare agency that has entered into a written agreement, or Memorandum of Understanding, with the City of Manvel to accept ownership transfer, care for, fosters, or adopt animals transferred from the Manvel Animal Control upon impound.

Adequate Shelter means a clean and sturdy structure:

(1) That allows the dog protection from inclement weather such as rain, hail, sleet, snow, high winds, extreme low temperatures, or extreme high temperatures and

(2) With dimensions that allow the dog while in the shelter to stand erect, sit, turn around, and lie down in a normal position.

Animal means any warm-blooded, living nonhuman mammal, whether domesticated or wild to include stray or feral cats and dogs, as well as wild creatures that have been previously captured, whereas the term does not apply to uncaptured wild living creatures or livestock animals.

Animal Adoption means a formal act of an individual becoming the custodian of an animal after meeting adoption requirements by the Manvel Animal Control or an affiliate organization, whereas transfer of ownership of an animal has been administered.

Animal Foster means an individual who is registered with and has been approved through an applicable processes by the Manvel Animal Control or any other affiliated public or private animal welfare organization, whereas the individual assists in collaboration with and is responsible for providing temporary care, housing, and, if necessary, rehabilitation for an animal impounded by the Manvel Animal Control or affiliated entities.

Animal Holding Facility means any facility used to shelter an animal within the City of Manvel to house or keep animals. This facility may be either a public or private facility.

Animal Shelter means a facility that keeps or legally impounds stray, homeless, abandoned, or unwanted animals.

Custodian means a person or agency which feeds, shelters, harbors, owns, has possession or control of, or has the responsibility to control an animal. Whereas the custodian, as defined, becomes the caretaker of an animal.

Caretaker means any individual who owns, is responsible for, keeps, harbors, or possesses an animal that, at any time, commits an action resulting in an Animal Nuisance Violation.

Collar means a band of constructed nylon, leather, or similar material, specifically designed to be placed around the neck of a dog.

Cat Colony means a group of cats that congregate, more or less, together as a unit regardless of the cat being feral in nature or a community cat.

Cattery means any building, structure, enclosure premises, or lot whereupon, or within which, more than four cats, four (4) months of age or older, are kept or maintained for any purpose whatever, except a veterinary hospital operated by a graduate veterinarian duly licensed by the state board or veterinary examiners, or the impound facility operated by the city, or are herein registered with the Manvel Animal Control or an affiliate public or private animal welfare organization which is Affiliate Organization, and permitted as an animal foster or registered with the Manvel Animal Control as a rescue in order to control hoarding of cats.

Colony Caretaker means an individual who is registered with the Manvel Animal Control and has received a designation of a feral or community cat or a feral or community cat colony as the Custodian and thereby provides care for a cat or colony of cats, and monitors the feral or community cat or a feral or community cat colony

Community Cat means a free-roaming feline cat that may be feral or non-owned, stray, or abandoned, and is cared for by residents in the cat's associated community or area as the cat's Custodian, Caretaker, or Colony Caretaker.

Dangerous Animal, regardless of the individual animal's age or health.

(1) An animal of a species defined as "dangerous wild animal", Chapter 822 Regulation of Animals, of the Texas Health and Safety Code

(2) An animal of any other species of wild or feral mammal or reptile that by its nature or breeding is capable of inflicting serious bodily injury to a human.

Dangerous Dog means a dog that makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own, or commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

Electronic Training Collars, also referred to as an e-collar, means any device worn by an animal, typically a dog, that includes an electronic receiver controlled by a person to deliver a stimulus, such as vibration, audible tone, or electrical shock, as a method of behavioral modification, training, or control, and by its delivery methods reinforces commands or discouragement of unwanted or undesired behaviors or actions of the animal.

Fence means an area enclosed by fencing, as regulated by city ordinance, of sufficient height, strength, and construction to prevent an animal from running at large or otherwise causing a nuisance.

Feral Cat means a cat that is not socialized to humans and lives outside in the wild and natural elements, individually or as part of a colony.

Fighting animal means any dog, rooster, or other animal that has been trained, used, exhibited, purchased, sold, or kept for the purpose of fighting with another animal.

Harness means a set of straps constructed of nylon, leather, or similar material, specifically designed to restrain, or control a dog.

Livestock means cattle, horses, mules, donkeys, goats, sheep, and swine, or any other type of domesticated animal raised for labor and to produce products such as meat, eggs, fur, leather, and wool.

Menacing conduct means growling, snarling, snapping, charging, or any other threat display employed by the species of animal, or any other conduct that would lead a reasonable person to be apprehensive that an attack by the animal is imminent.

Microchip means a computer chip that is preprogrammed with a unique alphanumeric combination code which is inserted into the animal.

Neglect an animal means to fail to provide appropriate food, water, shelter, and veterinary care for the animal.

Neuter or Neutering means sterilization by surgical removal of the reproductive organs of a dog or cat or the use of nonsurgical methods and techniques approved by the United States Food and Drug Administration or the United States Department of Agriculture to permanently render the animal unable to reproduce.

Nuisance Animal means an animal that causes:

(1) Defecation on Property: The animal defecates on any public or private property that is not owned by the animal's caretaker, and the caretaker fails to promptly remove and properly dispose of the animal waste. Proper disposal involves placing the waste in a sealed bag and disposing of it in an appropriate waste receptacle. This section shall not apply to disabled persons using guide dogs or Peace officers while using canines in the discharge of emergency law enforcement activities.

(2) Damage to Property: The animal causes damage to private or public property that does not belong to the animal's caretaker. This includes, but is not limited to, chewing, digging, scratching, or otherwise defacing or destroying property.

(3) Excessive Noise: The animal repeatedly barks, yelps, whines, howls, or makes any other loud noise for an extended period, such that it unreasonably disturbs the peace and quiet of other people in the neighborhood. This disturbance must be of a nature that would be considered unreasonable by a typical person residing in the area.

(4) At Large Nuisance: The animal is documented by Animal Control, a police officer or a member of the public to be running at large three or more times in a 12-month period.

(5) Nuisance Odor / Pet Waste: The odor, stench, or smell from the accumulation of excessive pet waste from domestic animals that has the strength and continued duration which substantially interferes with the comfortable enjoyment of private homes by persons of ordinary sensibilities is hereby declared to be an Animal Nuisance Violation and is hereby prohibited.

(6) Nuisance Odor / Dead Animal: The failure of the Caretaker of any animal which shall die within the corporate limits of the city to remove or have the carcass of the same removed within 24 hours after the death of the animal.

Own means to possess, harbor, keep, give food, water, or shelter, or own any animal, or to permit an animal to remain on premises subject to that person's ownership, custody, possession, or control.

Owner means any person who owns, or who has custody or control of a dog as defined herein, an animal.

Properly Fitted means, with respect to a collar or harness. A collar or harness that:

(1) Is appropriately sized for the dog based on the dog's measurements and weight;

(2) Does not choke the dog or impede the dog's normal breathing or swallowing; and

(3) Is attached around the dog in a manner that does not allow for escape and does not cause pain or injury to the dog.

Qualified Adopter- An individual that is registered with and has met approval through a City approved application process to take custody of and maintain ownership for an impounded animal upon expiration of the mandatory stray hold period or has registered with a City approved affiliate organization, whereas the registration is filed and retained with the Manvel Animal Control authority.

Restraint means a tether, length of rope, leash, cable, lead or other material used to control an animal so that the animal may not roam at will, or run at large.

Rescue Organization means an organization that is:

(1) described in Section 501(c)(3) of the Internal Revenue Code and exempt from taxation under Section 501(a) of that Code; and that is also;

(2) an animal rescue organization, animal adoption organization, or organization formed for the prevention of cruelty to animals that has entered or enters a rescue partner agreement with the City of Manvel and remains in compliance with the agreement; and

(3) that does not have an officer, board member, staff member or volunteer who has a case pending or has been convicted of a criminal offense having as its primary effect the prevention or punishment of animal neglect or animal cruelty or dog fighting with such disqualification as a rescue organization continuing until such time as that officer, board member, staff member or volunteer is no longer associated with the organization.

Running at large means the going upon public or private property, other than the property of the owner of the animal, by an animal without the owner or person in charge thereof having direct, clearly effective, physical control over the animal.

(1) Not completely confined by a building, wall, fence or other enclosure of sufficient strength, or construction to restrain the animal confined thereby, to the premises of the owner or caretaker. An electronic or invisible fence shall not be considered a fence or other enclosure of sufficient strength or construction to restrain the animal confined thereby in compliance with this section.

(2) Not completely restrained by a leash or tether sufficiently strong to prevent the animal from escaping and which restricts the animal to the owner's premises in such a manner that it shall not have access to within ten feet of any sidewalk or entry to the home or any mail box at the home.

Spay means surgery performed on female animals in which the ovaries and uterus are removed, preventing an animal from having estrus (heat) cycles and eliminating the ability to become pregnant.

Stray animal means an animal running at large, not on a leash, the owner of which is unknown to the person enforcing this chapter concerning said animal.

Trap, *Neuter*, *and Return (TNR)* means a program means a program used to humanely manage and reduce the feral and community cat population, by trapping, sterilizing by spay or neutering, and returning the cat, in accordance with HB 3660 (Texas Penal Code, § 42.092(a)), and this ordinance.

Unreasonable noise means and shall include continued barking for long periods of time, or repeated barking, but the term "unreasonable noise" is not restricted to barking.

Veterinarian means any person who is duly licensed to practice as a doctor of veterinary medicine by the licensing authority of any one or more of the 50 United States or the District of Columbia, provided that such person is acting within the course and scope of his license and practicing in a state or district in which such license is recognized for the practice of veterinary medicine.

Vicious animal means any animal that has, without provocation bitten, attacked, threatened, or otherwise caused significant physical injury to a person or other animal. An animal that attacks as a result of trespass onto its owner’s property or by provocation shall not be deemed a vicious animal.

Wild animal means any nonhuman primate, skunk, raccoon, jaguar, leopard, lynx, tiger, lion, ocelot, bobcat, cheetah, mountain lion, wildcat, panther, bear, wolf, coyote, fox, poisonous reptile, or any wild animal capable of or inclined to do serious bodily harm to humans or other animals, or any hybrid of a vicious animal.

Sec. 8-2.- Findings of Fact.

The city council finds that any individual who keeps, harbors, or possesses an animal that defecates on property not owned by them without properly removing the waste, causes damage to property not owned by them, is definitively documented to have been allowed to run loose three or more times in a twelve month period or creates excessive noise that unreasonably disturbs the neighborhood, allows an offensive odor from not removing excessive pet waste or properly disposing of a domestic dead animal within 24 hours have been found to have committed an animal nuisance violation. Such violations may endanger the health and safety of the city's residents, disturb the peace, impair the use and enjoyment of public and private property, and negatively impact the value and marketability of both public and private properties.

Sec. 8-3.- Nuisance Animals.

A caretaker shall be found to have committed an Animal Nuisance violation when any of the following conditions occur with respect to an animal in their care or control. In each case, it is the responsibility of the animal's caretaker to maintain control and prevent these behaviors and mitigate any disturbances or damages caused by the animal. Failure to do so will result in a violation of the Animal Nuisance ordinance in which the caretaker will be held accountable for the actions of any animal in their care or control.

(1) Defecation on Property: An animal in the care or control of a Caretaker defecates on public or private property that does not belong to the animal's caretaker, and the caretaker fails to promptly remove and properly dispose of the waste. The waste must be placed in a sealed bag and discarded in an appropriate waste receptacle.

(2) Damage to Property: An animal in the care or control of a Caretaker causes damage to private or public property that is not owned by the animal's caretaker. This includes any form of destruction or defacement, such as chewing, digging, scratching, or breaking objects.

(3) Excessive Noise: An animal in the care or control of a Caretaker makes excessive noise by repeatedly barking, yelping, whining, howling, or producing other loud sounds for prolonged periods. This noise must be significant enough to unreasonably disturb the peace and quiet of other people in the neighborhood, based on the judgment of an average person living in the area.

(4) At Large Nuisance: An animal in the care or control of a Caretaker is documented with definitive evidence by Animal Control, a police officer, or a member of the public to be running at large three or more times in a 12-month period.

(5) The following things are declared to be offensive odors and odor nuisances in violation of this subchapter and therefore prohibited to be allowed by the owner or caretaker of a domestic animal:

(a) Nuisance Odor/ Pet Waste: The odor, stench, or smell from the accumulation of excessive pet waste from domestic animals not removed by its Caretaker that strength and continued duration which interferes with the comfortable enjoyment of private homes by persons of ordinary sensibilities.

(b) Nuisance Odor/ Dead animals: The failure of the caretaker of any animal which shall die within the corporate limits of the city to remove or dispose of the carcass of the same removed within 24 hours after the death of the animal.

Sec. 8-4.- Prohibition of Nuisances.

(1) No person shall commit a nuisance as declared in this chapter.

(2) No person shall permit any animal owned by that person to be a nuisance as declared in this chapter.

Sec. 8-5.- Proper Care of Animals.

Proper care of animals refers to the legal obligation of an animal owner, custodian, or caretaker to provide for the health, well-being, and humane treatment of animals under their care. This includes, but is not limited to, the following provisions:

(1) An animal's owner shall keep the animal in a clean, sanitary, and healthy condition.

(2) An animal's owner or handler shall provide for the animal:

(a) regular and adequate amounts of nutritious food that is appropriate for the species and that maintains the animal in good health;

(b) constant and adequate supply of clean, fresh, potable water that keeps the animal hydrated for environmental conditions; and

(c) care and medical treatment for injuries, parasites, and diseases that is sufficient to maintain the animal in good health and minimize suffering.

(3) An animal's owner shall provide the animal with shelter that:

(a) is large enough for the animal to enter, stand, turn around, and lie down in a natural manner;

(b) keeps the animal dry;

(c) provides the animal with natural or artificial shade from direct sunlight;

(d) protects the animal from excessive heat and cold and other adverse weather conditions; and

(e) is adequately ventilated.

(4) An animal's owner may not confine the animal to the extent that it is forced to stand, sit, or lie in its own excrement.

(5) An animal's owner shall regularly maintain the animal and its shelter to prevent odor or a health or sanitation problem.

(6) An animal's owner shall provide the animal with exercise space that is large enough to prevent injury and keep the animal in good condition.

(7) It is an affirmative defense to prosecution under this section that the animal's treatment was as directed by a licensed veterinarian.

Sec. 8-6.- Menacing or Vicious Animals.

An officer enforcing this chapter shall treat an animal as a menacing or vicious animal under this chapter if:

(1) The officer observes that animal displaying vicious conduct or menacing conduct, and the animal is not confined in a way that prevents it from escaping and prevents it from harming people other animals and property.

(2) Any officer of the city receives an affidavit or sworn complaint stating that the animal has displayed vicious conduct or menacing conduct, and stating:

(a) Where, when, and how such conduct occurred;

(b) A description of the animal; and

(c) If known, the name and address of the owner.

(3) The officer enforcing this chapter has reasonable grounds to believe that affidavit or complaint.

Sec. 8-7.- Confinement, Impoundment, Burial and Destruction of Animals.

(1) As authorized in this section, any officer enforcing this chapter may confine, impound, or destroy any animal that violates this chapter or that is being kept, harbored, owned, or possessed in violation of this chapter.

(2) The officer shall notify the owner of the animal to confine or remove the animal or to take such other action as necessary to cure the violation, if:

(a) The owner is known to the officer;

(b) The owner is available to receive such notice; and

(c) In the officer's discretion, it is not reasonably necessary for the officer to immediately confine, impound, or destroy the animal in order to protect the safety or property of any person.

(3) The officer may immediately confine, impound, or destroy the animal without first notifying the owner as provided in subsection (b) of this section if:

(a) The owner is not known to the officer;

(b) The owner is not available to receive such notice; or

(c) The officer believes, in his discretion, that such action is reasonably necessary to protect the safety or property of any person.

(4) The officer may confine, impound, or destroy the animal, if the owner has not complied with the notice provided by subsection (b) of this section.

(5) The officer shall not destroy an animal under subsection (b), (c), or (d) of this section, if in the officer's discretion, confinement, or impoundment can be accomplished without risk to the safety or property of any person.

(6) Any officer enforcing this chapter may, in his discretion, select the place of impoundment of an animal in violation of this chapter or being kept in violation of this chapter, unless the city council has designated such place or places.

(7) Upon impounding an animal, an officer enforcing this chapter shall:

(a) Notify the owner of the animal of such impoundment; and

(b) File a report with the police department of the city, which shall keep the report for 30 days. The report shall include a description of the animal, where and when it was picked up, the name and address of the owner, if known, and a description of the violation.

(8) The owner of an impounded animal may reclaim possession of the animal only by paying all fees required by this chapter and by registering the animal. If the animal has not yet received its required vaccination(s), then the owner may be cited for possessing an animal without required rabies vaccination. (sec.8-8) The owner of the animal may show proof of rabies vaccination to the Municipal Court within 10 business days after receiving the citation. After showing proof of vaccination to the Municipal Court, the court may, at their discretion wave the fines assed to the violation.

(9) An impounded animal shall be kept for a period of 72 hours. If an animal has not been reclaimed by its owner within 72 hours, the animal shall then become the property of the City of Manvel and may be released to another person, qualified adopter, shelter or rescue group as provided in subsection (j) of this section or shall be destroyed.

(10) In lieu of destruction, an officer enforcing this chapter, may in his sole discretion release the animal to a person who:

(a) Agrees to keep the animal in compliance with all laws;

(b) Is in compliance with this Ordinance;

(c) Demonstrates to the officer's reasonable satisfaction that the person has the ability and any and all equipment necessary to keep the animal in compliance with all laws; and

(d) Pays all fees required by this chapter.

(11) There is hereby levied upon any person to whom an impounded animal is released:

(a) A fixed pound fee in the amount set by the most recent fee schedule resolution adopted by city council;

(b) A proportionate charge of the fixed pound fee in the amount set by the most recent fee schedule resolution adopted by city council for any portion of a day; plus

(c) An amount equal to any expenses actually incurred by the city in excess of the foregoing fees, for the capture, impoundment, care, and maintenance of any animal impounded under the terms of this chapter.

(12) All fees shall be received by the City of Manvel. Any person receiving fees paid for impoundment of an animal shall deliver the same to the city finance director, who shall deposit said fees in the animal control fund, for the improvement of the animal control. In addition, if the animal is impounded with a veterinarian, the person redeeming the animal shall pay all the actual charges of the veterinarian.

(13) When an animal is found dead along public thoroughfares, including rights-of-way or common areas, and is determined to be a hazard to public safety and/or health, the owner of said animal will be notified and made responsible for immediate, within one day, removal and burial. If the animal is not removed by the owner, the city will remove and bury the remains and assess fees in the amount set by the most recent fee schedule resolution adopted by city council. If ownership of the animal cannot be determined, city assets will be dispatched to remove and dispose of the remains by the most expeditious means. On a case-by-case basis, city assets may also be used for removal of animal remains from property when ownership of the animal cannot be determined and the animal is not connected with the property where found. The fees previously established will apply and be assessed to the owner of the animal if and when ownership is established.

Sec. 8-8.- Rabies Vaccination Required.

(1) Any dog or cat older than four months of age that is not wearing a valid, current rabies vaccination tag is hereby found and declared to be a nuisance and in violation of this chapter.

(2) No person shall keep, harbor, or possess a dog or cat older than four months of age without a valid, current rabies vaccination and the city collar tag worn on a collar by the animal.

(3) No person shall fail to keep accurate records of the rabies vaccinations of any dog or cat older than four months of age that is owned by such person. No person shall fail to permit an officer enforcing this chapter to examine such records on request.

(4) Any animal that bites or scratches a person and that is not wearing a valid, current rabies vaccination tag shall be impounded. Such animal shall remain impounded for observation for ten days and shall not be destroyed or released within that time. If the animal dies while impounded, then it shall be tested for rabies. If the animal does not die within ten days of impoundment, and if a veterinarian certifies that it does not have rabies, then it is subject to reclamation, release, or destruction as provided in Section 8-7. However, it may not be reclaimed or released without receiving a rabies vaccination at the expense of the person receiving the animal.

(5) No person shall fail to keep accurate records of the rabies vaccinations of any dog or cat over four months old that is owned by such person. No person shall fail to permit an officer enforcing this chapter to examine such records on request.

Sec. 8-9.- Registration and Microchipping.

(1) The owner of a dog or cat older than four months of age shall have the animal registered through the Manvel Department of Public Safety, and renew said registration annually. The cost of registration for each animal shall be in the amount set by the most recent fee schedule resolution adopted by city council. The owner shall show the following in order to register an animal:

(a) A current certificate of rabies vaccine;

(b) The address, name of owner and telephone number of the owner; and

(c) A description of the animal.

(2) *Microchip requirements.* It is recommended for the owner or custodian of any canine or feline, including ferrets, to keep such canine, feline or ferret within the corporate limits of the City to have the animal microchipped by a veterinarian of the owner's choice. The owner can complete a form available from the City of Manvel Department of Public Safety providing necessary owner and pet information. The owner should provide proof that the microchip is registered with the microchip company and the information associated with the microchip is correct and current. All animals adopted from a designated adoption agency should be microchipped unless such procedure is determined by a licensed veterinarian to be averse to the animal's health.

(3) Microchip registration of all canines, felines, or ferrets within the city should be updated by the owner, when applicable, within thirty (30) days of any change in owner information.

(4) Exemptions – The microchipping provisions of this section shall not apply to the following:

(a) Canine and feline animals under the age of four (4) months if kept within an enclosure.

(b) Canine and Feline animals brought to the city exclusively for the purpose of entering in any “dog or cat” show or exhibition.

(c) Canine and Feline animals brought to the city exclusively for the purpose of attending a licensed boarding facility.

(5) Upon registration of the animal the owner shall acknowledge if they are a registered rescue or foster for a legally recognized 501c3, or other animal rescue organization to exclude any current or future foster animals from registration.

Sec. 8-10.- State Law; Animal Control Authority.

(1) The provisions of Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, are incorporated into this article, and a violation of any provision of Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, is an offense under this article.

(2) The Director shall serve as the animal control authority for the city for purposes of administering and enforcing this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended.

(3) Seizure, impoundment, and humane destruction of a dog that has caused death or serious bodily injury to a person is governed by Subchapter A, Chapter 822 of the Texas Health and Safety Code, as amended.

(4) If there is any conflict between this Chapter and Chapter 822 of the Texas Health and Safety Code, as amended, Chapter 822 of the Texas Health and Safety Code, as amended, shall control.

Sec. 8-11.- Dangerous Dog.

(1) Except where a term is otherwise defined in this section, the definitions contained in Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, are incorporated into this article by reference.

(2) In this article:

(a) *Bodily Injury* means physical pain, illness, or any impairment of physical condition.

(b) *Dangerous Dog* means a dog that:

(i) makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or

(ii) commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own, and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

(c) *Serious Bodily Injury* means an injury characterized by severe bite wounds or severe ripping and tearing of muscle that would cause a reasonably prudent person to seek treatment from a medical professional and would require hospitalization without regard to whether the person actually sought medical treatment.

(d) *Unprovoked* means an action by a dog that is not:

(i) in response to being tormented, abused, or assaulted by any person;
(ii) in response to pain or injury;
(iii) in protection of itself or its food, kennel, immediate territory, or nursing offspring; or
(iv) in response to an assault or attempted assault on a person.

(e) *Director* shall refer to the Director of Public Safety who is charged with overseeing the Animal Control Division

Sec. 8-12.- Determination as a Dangerous Dog.

In addition to the provisions of Section 822.0421 of the Texas Health and Safety Code, as amended:

(1) At the conclusion of the investigation authorized by Section 822.0421 of the Texas Health and Safety Code, as amended, the director shall:

(a) determine that the dog is not dangerous and, if the dog is impounded, may waive any impoundment fees incurred and release the dog to its owner; or

(b) determine that the dog is dangerous and order the owner to comply with the requirements for ownership of a dangerous dog set forth in Section 8-7.5 of this article and in Subchapter D, Chapter 822 of the Texas Health, and Safety Code, as amended, and, if the dog is impounded, release the dog to its owner after compliance with all applicable requirements of Subsection (c) of this section.

(2) If a dog is determined to be dangerous, the Director shall notify the dog owner, either in person or by certified mail, return receipt requested:

(a) that the dog has been determined to be a dangerous dog;

(b) what the owner must do to comply with requirements for ownership of a dangerous dog and to reclaim the dog, if impounded; and

(c) that the owner has the right to appeal the determination of dangerousness.

(3) An impounded dog determined by the director to be dangerous must remain impounded, or confined at a location approved by the director, and may not be released to the owner until the owner pays all fees incurred for impoundment of the dog and complies with all requirements for ownership of a dangerous dog set forth in this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended.

(4) If the owner of an impounded dog has not complied with Subsection (c) within 15 days after a final determination is made that an impounded dog is dangerous, the dog will become the sole property of the city and is subject to disposition as the director deems appropriate.

Sec. 8-13.- Appeal of Director's Determination of a Dangerous Dog.

(1) If the director determines that a dog is dangerous, that decision is final unless the dog owner files a written appeal with the municipal, justice, or county court within 15 days after receiving notice that the dog has been determined to be dangerous. The appeal is a de novo hearing and is a civil proceeding for the purpose of affirming or reversing the director's determination of dangerousness. If the municipal court affirms the director's determination of dangerousness, the court shall order that the dog owner comply with the ownership requirements set forth in Section 8.7.5 of this article.

(2) The dog owner filing an appeal of a municipal court's affirmation of the Director's determination shall also file an appeal bond in an amount determined as the estimated costs to board and impound the dog during the appeal process. The bond must be filed with the court if the dog is impounded in the city's animal shelter or another director-approved facility. The bond must be used to cover the cost of daily care of the dog. Should the judge or jury determine the dog is not dangerous, the appeal bond may be returned if the amount has not been assessed as costs of daily care.

(3) In addition to the appeal bond, the dog owner is responsible for any costs beyond feeding, including but not limited to: veterinary care, immunizations, medications, and care for other animals or employees injured by the animal.

Sec. 8-14.- Requirements for Ownership of a Dangerous Dog; Non-Compliance Hearing.

(1) Have an unsterilized dangerous dog spayed or neutered;

(2) Register the dangerous dog with Manvel Animal Control

(3) Restrain the dangerous dog at all times on a leash in the immediate control of a person or in a secure enclosure;

(4) When taken outside the enclosure, securely muzzle the dangerous dog in a manner that will not cause injury to the dog nor interfere with its vision or respiration. The muzzle must prevent the dangerous dog from biting any person or animal;

(5) Obtain liability insurance coverage or show financial responsibility in the amount of at least $100,000 to cover damages resulting from an attack by the dangerous dog causing bodily injury to a person and provide proof of the required liability insurance coverage or financial responsibility to the Director;

(6) Place and maintain on the dangerous dog a collar or harness with a current dangerous dog registration tag securely attached to it;

(7) Have the dangerous dog injected with a microchip implant and registered with a national registry for dogs; and

(8) Post a legible sign at the entrance to the enclosure in which the dangerous dog is confined stating "BEWARE DANGEROUS DOG."

(a) The owner of a dangerous dog shall renew registration of the dangerous dog with the Director annually and pay an annual dangerous dog registration fee of $50.

(b) The owner of a dangerous dog who does not comply with Subsection (a) shall deliver the dog to the Director not later than the 15th day after learning that the animal is dangerous.

(c) Upon receipt of a sworn, written complaint by any person that the owner of a previously determined dangerous dog has failed to comply with Subsection (a) of this section, the municipal court shall conduct a hearing to determine whether the owner is in compliance with Subsection

(d). The hearing must be conducted within 30 days after receipt of the complaint, but, if the dog is already impounded, not later than 10 days after the date on which the dog was seized or delivered. The municipal court shall provide by mail, written notice of the date, time, and location of the hearing to the dog owner and to the complainant. Any interested party may present evidence at the hearing.

(9) At the conclusion of the hearing, the municipal court shall:

(a) find that the owner of a dangerous dog is in compliance with Subsection (a) of this section and, if the dog is impounded, order the director to waive any impoundment fees incurred and release the dog to its owner; or

(b) find that the owner of a dangerous dog is not in compliance with Subsection (a) of this section and order the director to seize and impound the dog (if the dog is not already impounded) and to:

(c) humanely destroy the dog if the director determines that the owner has not complied with Subsection (a) of this section by the 11th day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later, or release the dog to the owner if the director determines that the owner has complied with Subsection (a) before the 11th day;

(10) Humanely destroy the dog if:

(a) the director determines that the owner has not complied with Subsection (a) of this section by the 11th day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later;

(b) the owner of the dog cannot be located before the 11th day after the date the municipal court issues an order under this subsection or the dog is seized and impounded, whichever occurs later; or

(c) the dog was previously determined dangerous was at large.

(11) Prior to transferring ownership, either inside or outside the city limits, the owner shall notify the Director in writing of his intention. In addition to written notification if ownership of the dangerous dog is being transferred to a person who resides within the city limits, the new owner must provide proof to the director of complying with Subsection (a) before the dangerous dog can be moved from the previous owner's custody. A person commits an offense if he transfers ownership without complying with the requirements of this subsection.

(12) The owner of the dangerous dog is responsible for all costs of seizure, acceptance, and impoundment, and all costs must be paid before the dog will be released to the owner.

Sec. 8-15.- Violations.

(1) An owner violates this division if:

(a) After being deemed a Nuisance Animal or Dangerous Dog, while not on its owner's property, the animal injures or kills another domestic animal; or

(b) An animal that has not been deemed a Nuisance Animal or Dangerous Dog, while not on its owner's property, injures or kills another domestic animal and the owner of the animal had knowledge that the animal had injured or killed, or attempted to injure or kill another domestic animal before.

(c) The owner does not follow the court's orders.

(2) If the Nuisance Animal or Dangerous Dog is found running at large or if the animal owner does not follow the court's orders, the animal shall be impounded at the shelter.

(a) Within ten (10) days of impoundment, the court shall hold a hearing to determine if the animal should be returned to the owner or if one (1) or more of the options listed in this section should be ordered;

(b) The court shall follow the same notice provisions as in section 8-8.

Sec. 8-16.- Dangerous Dogs – Disposition.

(1) If it is determined by the Director that any dog is a dangerous dog, the Animal Control Officer may order the person who owns or has custody of the dog to keep the dog at all times securely confined within the private property of such owner or person having the custody of the dog. The dog must be kept in such manner as the Animal Control Officer may direct to prevent it from biting or having the opportunity of biting any person, including persons lawfully on the premises where the dog is confined, and a sign of sufficient size and design to warn persons shall be clearly posted at every entrance, until after further order of the Animal Control Officer. If, after proper

notice, the dog is found running at large, the Animal Control Officer shall capture and may confine the dog for observation and evaluation.

(2) If the Director determines any dog to be both vicious and a perilous threat to human safety after it has first bitten someone, the dog shall be evaluated by an Animal Behavioral Specialist. Only after the animal has been evaluated and is deemed non-rehabilitative, the owner of said animal will be contacted and notified the animal shall be destroyed after the ten-day rabies observation period.

(3) For cases arising under this subsection (b), the Animal Control Officer shall notify the dog's owner that the dog has been determined to be a dangerous dog or the dog is to be destroyed. The owner shall have five (5) days after receipt of the notice to appeal the decision of the Animal Control Officer to the judge of the municipal court.

(4) The Animal Control Officer shall notify the owner of the dangerous dog in writing and deliver such writing either in person or through certified mail. If the certified mail is returned "refused" or "unclaimed", the notice shall be valid and deemed delivered.

Sec. 8-17.- Determination of Dangerous Dog.

(1) In determining whether or not a dog is dangerous, the Director shall be guided by the following:

(a) Whether or not the dog has bitten any person at any time other than the occasion which is currently being investigated;

(b) The circumstances surrounding the occasion indicating the temper or ferocity of the dog;

(c) The reputation of the dog in the community with regard to its temper or ferocity; and

(d) Its general menace to the public;

(e) An evaluation of the animal through a certified Animal Behavioral Specialist.

(2) This section shall be operative even though the dog in question has been vaccinated as required by this chapter.

(3) This section shall not apply to a dog guarding property against trespassers.

Sec. 8-18.- Animal Bite or Scratch; Report Confinement, Observation, and Destruction of Animal.

(1) A person who knows of an animal bite or scratch to an individual, or who knows of an animal that the person suspects is rabid, shall report the incident or animal to the Animal Control Officer if the City of Manvel is the location in which the person lives, in which the animal is located, or in which the bite or scratch occurred.

(2) The report must include:

(a) The name and address of the victim and of the animal's owner, if known; and

(b) Any other information that may help in locating the victim or animal.

(3) The Animal Control Officer shall investigate a report filed under this section.

(4) Should any person be bitten or scratched by any animal and a report is made under this section, the Animal Control Officer shall have the authority to immediately retrieve the animal or require the owner to place it with a licensed veterinarian or an affiliate organization for confinement and observation for at least ten (10) days. Any and all fees, including transport fees and expenses shall be billable to and be paid by the owner of, or person responsible for, the animal.

(a) Should the Animal Control Officer decide that it is not necessary to retrieve the animal and place it under confinement and observation with a licensed veterinarian, the person responsible for such animal shall be notified to keep such animal confined and under observation by a licensed veterinarian for not less than ten (10) days after the person was bitten or scratched. The veterinarian shall not release the animal until the local rabies control authority approves the release. Any animal over four (4) months of age that did not have a current rabies vaccination at the time of the bite or scratch shall not be eligible for a home quarantine.

(b) Upon the failure of the person responsible for such animal to comply with such notice, the Animal Control Officer shall cause such animal to be confined and placed under observation with a veterinarian duly licensed to practice in the state or an affiliate organization. The owner or owners of such animal shall be responsible for any actual expenses incurred for treatment, veterinary fee and lodging fees.

(5) If any animal dies while under observation, the head will be sent to the Texas Department of Health Rabies Lab.

(6) If, after the ten-day observation period, the animal does not show signs of rabies, the veterinarian or the Animal Control Officer shall release the animal if the owner has an unexpired rabies vaccination certificate for the animal or if the animal is vaccinated against rabies at the owner's expense.

Sec.8-19.- Destruction of Rabid Animals.

The Director of Public Safety, the Chief of Police, any Animal Control Officer, or any police officer of this city shall have the right to destroy any animal suspected of being rabid within the city limits.

Sec. 8-20.- Registration Fee.

The owner of a dog or cat older than four months of age should have the animal registered through the City of Manvel Department of Public Safety, and renew said registration annually. The cost of registration for each animal shall be in the amount set by the most recent fee schedule resolution adopted by city council. The owner shall show the following in order to register an animal:

(1) A current certificate of rabies vaccine;
(2) The address, name of owner and telephone number of the owner; and
(3) A description of the animal.

Sec. 8-21.- Restrictions on Unsterilized Dogs and Cats.

(1) An owner of a dog or cat commits an offense if the animal is not spayed or neutered.

(2) It is a defense to prosecution under Subsection (a) that:

(a) the animal is under six (6) months of age;

(b) a licensed veterinarian certifies that the dog or cat should not be spayed or neutered for health reasons or is permanently non-fertile:

(c) the animal is being held for sale by a retail pet store, individual breeder with a valid Animal Seller Permit, or for adoption by animal services or an animal welfare organization;

(d) the animal is a competition cat or competition dog; or

Sec. 8-22.- Enforcement.

Any police officer, animal control officer, or code enforcement officer of the city may enforce this chapter.

Sec. 8-23.- Penalty.

Any person who intentionally, knowingly, recklessly, or with criminal negligence violates this chapter shall be punished by a fine of not more than $500.00 plus any cost; provided however that for any violation governing public health and sanitation, the fine may not exceed $2,000.00. Each day or any part thereof that said violation occurs or continues shall constitute a separate offense.

Sec. 8-24.- Animal shelter advisory committee.

(1) There is hereby established an animal shelter advisory committee.

(2) The committee shall consist of four members and be composed of at least one licensed veterinarian, one county or municipal official, one person whose duties include the daily operation of an animal shelter (operator), and one representative from an animal welfare organization.

(3) The members shall be appointed by the city council and shall serve two-year terms.

(4) Three members shall constitute a quorum. The affirmative vote of three members (the majority of the committee) is required for any action of the committee.

(5) The committee shall meet at least three times a year.

(6) Appointments to fill vacancies shall be made by the city council and in every case shall be for the unexpired term only of the member whose position has been vacated.

(7) The committee shall act in an advisory capacity to the city council, city manager, and relevant departments and entities of the City of Manvel in animal shelter matters. Specifically, the committee shall be empowered to do any or all of the following:

(a) Act in an advisory capacity in all matters pertaining to animal shelters within the city and assist animal shelters located in the city to comply with V.T.C.A., Texas Health and Safety Code Chapter 823;

(b) Make recommendations to the city council and city manager on animal shelter standards and operations within the city;

(c) With proper authorization from the city council, seek grants and sponsorships for animal shelter operations and activities from public and private sources and donors;

(d) Review the safety records of animal shelter operations based on safety inspections and reports;

(e) Perform any other duties or tasks as may be assigned by the city council.

Sec. 8-25.- Chaining and tethering prohibitions.

Staking, tying or tethering:

(1) An owner may not leave a dog outside and unattended by use of a restraint unless the owner provides the dog access to:

(a) Adequate shelter;

(b) An area that allows the dog to avoid standing water;

(c) Shade from direct sunlight; and

(d) Potable water.

(2) An owner may not restrain a dog outside and unattended by use of a restraint that;

(a) Is a chain;

(b) Has weights attached;

(c) Is shorter in length than the greater of:

i. Five times the length of the dog, as measured from the tip of the dog's nose to the base of the dog's tail, or;

ii. Ten feet;

(d) Is not attached to a properly fitted collar or harness; or

(e) Causes pain or injury to the dog.

(3) A person commits an offense if the person knowingly violates this section. The restraint of each dog that is in violation is a separate offense.

Sec. 8-26.- Exceptions.

(1) It is an exception to the application to this section that:

(a) The owner uses a restraint on the dog in a public camping or recreational area in compliance with the requirements of the public camping or recreational area as defined by a federal, state, or local authority or jurisdiction;

(b) The owner uses a restraint on the dog while the owner and dog engage in, or actively train for an activity conducted under a valid license issued by the state provided the activity is associated with the use or presence of a dog;

(c) The owner uses a restraint on the dog while the owner and dog engage in conduct directly related to the business of shepherding or herding cattle or livestock;

(d) The owner uses a restraint on the dog while the owner and dog engage in conduct directly related to the business of cultivating agricultural products;

(e) The owner leaves the dog unattended in an open-air truck bed only for the time necessary for the owner to complete a temporary task that requires the dog to be left unattended in the truck bed.

(f) The owner uses a restraint on the dog while the owner and dog are engaged in, or actively training for, hunting or field trialing.

(2) Section 8-25 does not apply to a restraint attached to a trolley system that allows a dog to move along a running line for a distance equal to or greater that the lengths specified under that subdivision.

(3) This subchapter does not prohibit a person from walking a dog with a handheld leash.

Sec. 8-27.- Running at Large Prohibited.

(1) An owner of an animal shall ensure that such animal does not run at large in violation of this chapter.

(2) It shall be unlawful for any person owning, keeping or having any animal in their possession or control to allow it to run at large.

(3) The provisions of this section shall not apply if:

(a) The animal is under physical restraint by the owner;

(b) The animal is participating in obedience training or competition, dog shows, field trails or performing acts such as herding under the control and supervision of an owner.

(c) The animal has an electronic training collar affixed to the body. Electronic training collars are an acceptable means of meeting the aforementioned Code requirement in city parks and designated dog parks, if the animal is at all times responsive to the owner's command; however, such training collars are unacceptable in city parks when organized activities or sporting events are underway.

(4) Each time an animal runs at large in violation of this section shall be a violation. Each violation shall be considered a separate punishable offense.

Secs. 8-28 thru 8-39 Reserved

ARTICLE II. - ANIMAL SELLER PERMIT

Sec. 8-40.- Permit Required.

(1) Any person engaged in the sale of a domesticated animal(s), shall first obtain a seller permit from the city Animal Control Department and shall meet all requirements for such permit.

(a) Applicant must provide proof of rabies inoculation as required by this chapter.

(b) No more than one prior permit granted to household in prior twelve (12) months.

(2) The fee for a seller permit shall be as stated in the City of Manvel fee schedule resolution.

(3) Seller permit does not apply to kennel/cattery and is limited to one (1) animal or litter.

(4) Prohibition on Roadside Animal Sales:

(a) The sale, solicitation, or offer for sale of any domesticated animal(s) along any public roadway, highway, right-of-way, or other similar location within the municipal boundaries of the City of Manvel is hereby expressly prohibited.

(b) Any individual or entity found to be in violation of this provision shall be subject to immediate revocation of the applicable seller permit. Furthermore, violators may be liable for fines, penalties, and other enforcement actions as prescribed by the ordinances of the City of Manvel and applicable law.

Sec. 8-41.- Animal Rescue Permitting and Licensing.

(1) Any individual registered as a foster for or operating as a 501(c)(3) recognized animal rescue affiliate organization within the city of Manvel who rescues or owns a combination of seven (7) or more dogs and cats at any one time on less than one (1) acre of land and within fifty (50) feet of another residence or business, must apply for and obtain an Animal Rescue Permit.

(2) In order to obtain an Animal Rescue Permit, any dogs owned by the party seeking the permit must be registered with the city.

(3) Any individual or organization applying for an Animal Rescue Permit must ensure that all animals owned, rescued, or fostered on their property comply with the guidelines outlined in Section 8-5. Proper Care of Animals.

(4) Accurate and complete records of all animals shall be maintained by the animal rescuer on forms which will be made available to the city's animal control for inspection upon request.

(5) Administration of the animal rescue program shall be the responsibility of the animal control official, who shall have the authority to issue and revoke animal rescue permits.

The purpose of this Section is to regulate and mitigate the hoarding of animals within the jurisdictional boundaries of the City of Manvel, with the intent to safeguard the health, safety, and general welfare of the animals and the public. This Section establishes clear and enforceable standards for individuals and entities involved in animal rescue and fostering activities, aimed at preventing overcrowding, neglect, and the unsanitary conditions typically associated with animal hoarding. The provisions herein ensure that animals are afforded appropriate care, adequate space, and requisite veterinary attention, necessary oversight to be proactive in preventing or addressing violations caused by the inability of custodians that are unable to properly care for (as defined in Sec. 8-5 Proper Care of Animals.) while granting animal control authorities the necessary oversight to manage the number of animals maintained on any given property.

(a) Any individual or entity registered as a foster caregiver or operating as a 501(c)(3) tax-exempt animal rescue affiliate organization within the City of Manvel, who harbors, rescues, or maintains seven (7) or more dogs, cats, or any combination thereof at any time on a parcel of land comprising less than one (1) acre and situated within fifty (50) feet of any neighboring residence or business, shall be required to apply for and obtain an Animal Rescue Permit from the City of Manvel Animal Control Department. Additionally, any person engaged in the rescue of animals without formal affiliation with a recognized animal rescue organization shall likewise be required to obtain such a permit and fulfill all criteria for a qualified adopter as defined by the ordinance.

(b) As a condition precedent to the issuance of an Animal Rescue Permit, any dogs owned by the applicant must be duly registered with the City of Manvel. Moreover, any personal dogs or cats, not intended for adoption, fostering, or sale, shall be current on all vaccinations required by applicable state law, including, but not limited to, rabies, DAPP (Distemper/Adenovirus/Parvo/Parainfluenza), Bordetella for dogs, FVRCCP for cats, and FIV/FeLV/HW vaccines for felines, in accordance with the requirements set forth in this ordinance.

(c) All personal dogs and rescued cats that are four (4) months of age or older shall be spayed or neutered unless a licensed veterinarian provides a written certification attesting to a medical condition that contraindicates such procedure. In any event, any rescued animal must be spayed or neutered within thirty (30) days of its transfer to the qualified adopter as defined by law.

(d) The applicant for an Animal Rescue Permit shall ensure that all animals residing on the premises, whether owned, rescued, or fostered, comply with the provisions set forth in Section 8 of this ordinance, governing the proper care of animals.

(e) The permit holder shall maintain accurate and complete records of all animals housed on the premises, including, but not limited to, documentation of ownership, adoption, rescue status, and veterinary care. These records shall be maintained on forms prescribed by the Manvel Animal Control and shall be made available for inspection by the Manvel Animal Control upon request.

(f) The administration and enforcement of the animal rescue program shall fall under the purview of the City of Manvel, Department of Public Safety, by way of the Manvel Animal Control, whose designated officials shall have the authority to issue, deny, suspend, or revoke Animal Rescue Permits as they deem necessary and appropriate in accordance with the provisions of this ordinance.

Secs. 8-42—8-59. Reserved.

ARTICLE III. - PETTING ZOO REQUIREMENTS.

Sec. 8-60.- Notification.

Any animal exhibitor who will be operating a petting zoo at any event within the city must notify, in writing, the Animal Control Division of the City of Manvel Department of Public Safety no less than five (5) days before the event. This written notification must consist of the date, time and location of the petting zoo, the number and species of animals that will be present, proof of insurance and proof of a USDA license where applicable. The notice must be submitted in duplicate (two (2) copies), with one (1) copy to be kept on file with the animal control department and one (1) copy to be forwarded to the city health official for review.

Sec. 8-61.- General Requirements.

The petting zoo must comply with the following requirements:

(1) A minimum of two (2) hand washing stations must be visible, easily accessible and operating at all times that the petting zoo is open to the public.

(2) A fence barrier must be constructed so as to prevent the public's direct contact with the animals outside the barrier. This barrier must be sanitized three (3) times daily (prior to opening, midway through the event and upon closing). The operator may be required to sanitize the fence barrier more often when determined to be necessary by the health official.

(3) The operator of the petting zoo must have appropriate informational and educational materials available to the public. Such materials shall inform the participants of the petting zoo of the dangers associated with lack of hand washing after contact with animals. This information should consist of, at a minimum, signs and brochures.

(4) Animal containment areas must be covered with straw or an approved, equally absorbent material. The area must be completely raked and sanitized nightly. The operator may be required to rake and sanitize the containment area more often when determined to be necessary by the health official.

(5) A commercial dumpster must be obtained and emptied at least every forty-eight (48) hours to reduce the amount of odor or the attraction of flies and other nuisances.

(6) No animal which is sick, injured, in heat or pregnant shall be allowed in the zoo.

(7) No food or drinks will be allowed within the fenced-in barrier. A sign with a minimum of one-inch lettering must be posted at every entrance gate, stating "No Food or Drinks Allowed Beyond this Point."

(8) No exotic cats, primates or any other animal that is recognized by the city animal control official as possibly posing an unacceptable level of risk to the public will be allowed.

Sec. 8-62.- Permit Process.

A permit to operate the petting zoo will be issued upon the following:

(1) Submission of the completed paperwork to the animal control department.

(2) Inspection and approval of the petting zoo facilities and animals by the city animal control department and city health official, certifying that the petting zoo meets the

minimum requirements as set forth in this chapter, the state, the USDA, and any other applicable laws.

(3) Inspection and approval of the petting zoo facilities by the city building official or Code Enforcement and Fire Marshal, certifying that the facility is not in violation of any applicable fire or building ordinances. It is the responsibility of the operator of the petting zoo to schedule the appropriate inspections and post the inspection report forms in a place where they are available for inspection by the city health official and animal control official. All inspections are to be scheduled by the operator at least forty-eight (48) hours prior to the event.

(4) Payment of all applicable fees to the city.

Sec. 8-63.- Fees.

The required permit fee is set out in the City of Manvel fee schedule. The permit fee is due payable to the city after approval of the permit application by all applicable city departments. The city is not responsible for cancellation of any events by the event coordinator, weather, or any other causes. All permit fees are non-refundable.

Sec. 8-64.- Permit.

Upon completion of all requirements set forth in this article, a permit will be issued in the name of the business and must be posted in a place that is visible to the general public.

Sec. 8-65.- Violations.

If a petting zoo holding a valid permit issued by the city is found upon inspection by the city animal control official or health official to be out of compliance with any provision set forth in this chapter, then the permit can be revoked and the operation of the business must cease immediately. Upon revocation, a hearing with the chief of police, or designee, may be requested by the business owner within ten (10) calendar days of the revocation to review the revocation of the permit. No petting zoo may operate within the city limits without a valid permit.

Sec 8-66.- Trap, Neuter, Return (TNR) Authority.

Participation in TNR, as allowed by State Law, is available to any resident, organization, or colony caretaker found to be the custodian of a feral or community cat or a feral or community cat colony, that is registered with the Manvel Animal Control in order to document and manage a feral or community cat or a feral or community cat colony.

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

Section 4. **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.

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; provided however that for any violation governing public health and sanitation, the fine may not exceed $2,000.00. Each day of violation shall constitute a separate offense.

PASSED AND APPROVED on first reading this _____ day of ________________, 2024.

PASSED, APPROVED, AND ADOPTED on second and final reading this _____ day of _________________, 2024.

____
Dan Davis, Mayor

Attest:

____
Tammy Bell, City Secretary

APPROVED AS TO FORM:

____
Robert Gervais, City Attorney

Sec. 8-41. Animal Fostering Permitting and Licensing.

(1) Nothing in this section precludes an individual, or 501(c)3 organization, from rescuing or fostering animals they take in within the City of Manvel. This section pertains specifically to animals that Manvel Animal Control has taken in, and has taken responsibility of the animal, in which an individual or organization wishes to now foster.

(2) Any individual wishing to operate as a foster independently from a 501(c)(3) recognized animal rescue affiliate organization within the city of Manvel, and desires to foster any animal that Manvel Animal Control has taken in, must apply for and obtain an Animal Foster Permit.

(3) Any individual who operates under the covering of a 501(c)3 recognized animal rescue affiliate organization does not need to apply for, and obtain, an Animal Foster Permit. An individual must, upon requesting to foster an animal that Manvel Animal Control has taken in, show proof of being affiliated and covered under a 501(c)3 recognized animal rescue affiliate organization.

(4) a 501(c)(3) recognized animal rescue affiliate organization, as a part of their agreement with the City of Manvel, is already covered to foster animals that Manvel Animal Control has taken in and does not need to obtain an Animal Rescue Permit. If an organization does not have an agreement with the city, that organization must apply for an Animal Foster Permit.

(5) In order to obtain an Animal Foster Permit, any dogs owned by the party seeking the permit must be registered with the city.

(6) Any individual or organization applying for an Animal Foster Permit must ensure that all animals owned, rescued, or fostered on their property comply with the guidelines outlined in Section 8-5. Proper Care of Animals.

(7) Accurate and complete records of all animals shall be maintained by the animal foster on forms which will be made available to the city's animal control for inspection upon request.

(8) Administration of the City of Manvel run animal foster program shall be the responsibility of the designated animal control official, who shall have the authority to issue and revoke animal rescue permits. In the scenario the designated officer rejects, or revokes a permit, the individual or organization may appeal the decision directly to the Director of Public Safety for a final decision.