

ORDINANCE NO. 725

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

THE CITY OF MANOR, TEXAS

Dr. Christopher Harvey, Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary

Exhibit "A"
(APPENDIX A FEE SCHEDULE FOLLOWS)

**APPENDIX A
FEE SCHEDULE**

ARTICLE A1.000 GENERAL PROVISIONS

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

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

ARTICLE A2.000 BUILDING AND DEVELOPMENT RELATED FEES

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

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

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

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

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

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

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

Sec. A2.002 Site plans.

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

(1) *Site plan fees.*

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

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

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

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

Sec. A2.003 Subdivision plats.

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

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

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

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

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

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

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

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

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

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

Appeal of Planning and Zoning Decision	\$400.00		\$10.00
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(2) *Waivers.* Zoning fees are waived for the first rezoning after an annexation.

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

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

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

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

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

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

Sec. A2.007 Adult oriented businesses.

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

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

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

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

ARTICLE A3.000 BUSINESS RELATED FEES

Sec. A3.001 Vendors.

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

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

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

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

Sec. A3.003 Food establishment permit.

The fee schedule for food establishment permits is as follows:

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

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

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

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

Sec. A3.005 Fees charged by wrecker companies.

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

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

ARTICLE A4.000 SPECIAL SERVICES BY LAW ENFORCEMENT STAFF

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

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

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

ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES¹

Sec. A5.001 Administrative fees.

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

Administrative fees — All departments:

- (1) B/W copies — Standard letter size \$0.10 per page of printed material.
 - (2) B/W copies — Legal or larger \$0.50 per page of printed material.
 - (3) Color copies — Standard letter size \$0.25 per page of printed material.
 - (4) Color copies — Legal or larger \$0.50 per page of printed material.
 - (5) Specialty Paper (Mylar, Blueprint etc.): Actual cost.
 - (6) CD \$1.00.
 - (7) DVD \$3.00.
 - (8) USB or hard drive: Actual cost.
 - (9) Labor and overhead charge \$15.00 per hour > 50 copies, or locate information compile, and reproduce requested when records are located in a remote facility.
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- (10) Twenty percent of the labor as overhead per hour > 50 copies
 - (11) Electronic records – Labor + overhead + cost of medium to provide the information (CD, DVD, Flash Drive, etc.) only if required programming or manipulation of data
 - (12) Programming - \$28.50 per hour (“Programming” means the process of producing a sequence of coded instructions that can be executed by a computer)
 - (13) Postal expenses actual cost to transmit information paid prior to release.
 - (14) Certified copies \$2.00.
 - (15) Returned check fee \$35.00.
 - (16) Administrative fee \$20.00.
 - (17) Credit card fee \$3.00

Sec. A5.002 Park rental permit fees.

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

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

Sec. A5.003 Special event permit fees.

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

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

Sec. A5.004 Film projects using city property.

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

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

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

Sec. A5.005 Permit for fireworks display.

Application fee: \$40.00.

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

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

ARTICLE A6.000 ANIMAL CONTROL FEES

Sec. A6.001 Animal registration and microchipping.

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

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

Sec. A6.002 Permits.

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

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

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

Sec. A6.003 Impoundment and animal shelter fees.

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

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

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

ARTICLE A7.000 UTILITY SERVICE CHARGES AND FEES

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

Sec. A7.001 Security deposits.

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

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

Sec. A7.002 Connection and disconnection fees.

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

Sec. A7.003 Water rates.

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

Rate Table — Minimum Monthly Water Fee

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

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

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

(1) *Residential service.*

Residential Volume Table

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

(2) *Commercial service.*

Commercial Volume Table

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

Fire Hydrant Volume Table

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

Effluent Water Volume Table

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

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

Rate Table — Minimum Monthly Wastewater Fee

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

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

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

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

(1) *Residential service.*

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

(2) *Commercial service.*

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

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

Rate Table — Residential Solid Waste

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

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

Rate Table — Commercial Solid Waste

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

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

Sec. A7.007 Miscellaneous fees.

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

Sec. A7.008 Taps.

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

Sec. A7.009 Water and wastewater impact fees.

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

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

ARTICLE A8.000 MUNICIPAL COURT FEES

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