



**CITY COUNCIL
WORKSHOP SESSION MINUTES
JULY 2, 2025**

PRESENT:

Dr. Christopher Harvey, Mayor

COUNCIL MEMBERS:

Emily Hill, Mayor Pro Tem, Place 1
Anne Weir, Place 2
Maria Amezcua, Place 3 (Arrived at 6:15 p.m.)
Sonia Wallace, Place 4
Aaron Moreno, Place 5 (Arrived at 5:56 p.m.)
Deja Hill, Place 6 (Absent)

CITY STAFF:

Scott Moore, City Manager
Lluvia T. Almaraz, City Secretary
Belen Peña, Finance Director
Scott Jones, Economic Development Director
Matthew Woodard, Public Works Director
Sofi Duran, Court Administrator

WORKSHOP SESSION – 5:30 P.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Harvey at 5:34 p.m. on Wednesday, July 2, 2025, in the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

A. Discussion on Proposed Budget – Session Five

The attached proposed FY25-26 budget for the Economic Development Department, the Court Department, and Department Fees were discussed.

There was no action taken.

ADJOURNMENT

The Manor City Council Workshop Session Adjourned at 6:24 p.m. on Wednesday, July 2, 2025.

The Manor City Council approved these minutes on the 16th day of July 2025.

APPROVED:

Dr. Christopher Harvey
Mayor

ATTEST:

Lluvia T. Almaraz, TRMC
City Secretary

FY2025-2026 Proposed Annual Budget									
ECONOMIC DEV. SVCS		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 ADOPTED	Y-T-D ACTUAL AS OF 03/31/2025	% OF BUDGET	BUDGET BALANCE	FY 2025-2026 PROJECTED
PERSONNEL									
10-5800-50-50010	SALARIES	144,792	120,578	126,207	131,861	66,714	50.59	65,147	138,548
10-5800-50-50075	LONGEVITY PAY	300	-	200	300	300	100.00	-	400
10-5800-50-50200	EMPLOYER PAID TAXES	11,140	9,934	9,727	10,110	5,310	52.52	4,800	11,050
10-5800-50-50255	WORKERS' COMPENSATION	82	100	131	542	161	29.62	381	570
10-5800-50-50325	HEALTH INSURANCE	4,303	7,327	566	8,347	1,074	12.86	7,274	9,346
10-5800-50-50410	EMPLOYER RETIREMENT CO	12,354	10,812	10,356	10,285	5,464	53.12	4,822	11,224
10-5800-50-50520	EMPLOYEE EDUCATION	1,235	1,831	374	5,000	320	6.40	4,680	5,000
10-5800-50-50650	VEHICLE ALLOWANCE	1,292	4,800	738	4,800	2,400	50.00	2,400	5,500
TOTAL PERSONNEL		175,499	155,381	148,298	171,246	81,742	47.73	89,504	181,637
OPERATING									
10-5800-51-51001	SESQUICENTENIAL EXPENSE	73,215	-	-	-	-	-	-	-
10-5800-51-51010	ADVERTISING	2,180	6,668	33,975	35,000	14,117	40.33	20,883	35,000
10-5800-51-51020	INCENTIVES	-	-	-	47,500	5,751	-	41,749	40,000
10-5800-51-51043	CITY EVENTS	44,531	-	9,730	-	-	-	-	-
10-5800-51-51338	INSURANCE LIABILITY	-	-	27	-	35	-	(35)	100
10-5800-51-51480	MEETING EXPENSES	2,898	2,000	1,094	5,000	319	6.39	4,681	5,000
10-5800-51-51625	POSTAGE/DELIVERY	58	226	113	1,500	-	-	1,500	1,400
10-5800-51-51630	SUBSCRIPTIONS	1,967	8,085	5,435	6,500	2,872	44.18	3,628	6,500
10-5800-51-51635	PROFESSIONAL/MEMBERSHIP	1,774	5,385	10,267	25,000	6,485	25.94	18,515	20,000
10-5800-51-51746	SUPPLIES-OFFICES	2,381	2,086	1,130	3,000	695	23.16	2,305	3,000
10-5800-51-51780	TRAVEL	5,019	2,389	3,716	5,000	3,887	77.73	1,113	17,500
10-5800-51-51800	UNIFORMS & ACCESSORIES	-	10	637	2,000	-	-	2,000	2,000
TOTAL OPERATING		134,022	26,849	66,122	130,500	34,160	26.18	96,340	130,500
CONTRACTED SERVICES									
10-5800-54-51440	LEGAL FEES	-	-	7,735	50,000	16,232	32.46	33,769	50,000
10-5800-54-51501	CONSULTING SERVICES	11,175	28,100	167,475	325,000	33,428	10.29	291,572	325,000
TOTAL		11,175	28,100	175,210	375,000	49,660	13.24	325,340	375,000
TOTAL ECONOMIC DEV SVCS EXPENDITURES		320,696	210,330	389,630	676,746	165,562	24.46	511,184	687,137

FY2025-2026 Proposed Annual Budget									
MUNICIPAL COURT EXPENDITURES		FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 ADOPTED	Y-T-D ACTUAL AS OF 03/31/2025	% OF BUDGET	BUDGET BALANCE	FY 2025-2026 PROJECTED
PERSONNEL									
10-5500-50-50010	SALARIES	144,164	157,225	139,985	212,696	100,137	47.08	112,559	210,911
10-5500-50-50050	OVERTIME	5,670	6,568	10,373	1,501	4,869	324.41	(3,368)	11,451
10-5500-50-50075	LONGEVITY	1,500	1,900	300	600	-	-	600	600
10-5500-50-50150	MUNICIPAL JUDGES SALAR	23,287	28,733	31,338	27,874	13,090	46.96	14,784	28,000
10-5500-50-50200	EMPLOYER PAID TAXES	12,877	14,676	13,215	18,564	7,694	41.45	10,870	17,057
10-5500-50-50255	WORKERS' COMPENSATION	342	389	509	995	778	78.20	217	914
10-5500-50-50325	HEALTH INSURANCE	22,644	25,689	27,602	33,389	19,797	59.29	13,592	37,383
10-5500-50-50410	EMPLOYER RETIREMENT CO	12,828	13,844	12,258	16,717	8,161	48.82	8,555	17,324
10-5500-50-50520	EMPLOYEE EDUCATION	685	1,200	400	5,000	1,649	32.98	3,351	5,000
TOTAL PERSONNEL		223,998	250,224	235,980	317,335	156,175	49.21	161,160	328,640
OPERATING									
10-5500-51-51011	PRE-EMPLOYMENT SCREENING	-	1	154	25	1	4.00	24	25
10-5500-51-51042	COURT TECHNOLOGY EXPEN	28,526	15,028	33,491	40,000	26,382	65.96	13,618	45,000
10-5500-51-51080	CASH SHORT (OVER)	-	-	-	150	-	-	150	150
10-5500-51-51338	INSURANCE LIABILITY	-	-	241	-	318	-	(318)	640
10-5500-51-51485	OTHER EXPENSES	3,560	1,717	5,688	3,000	2,262	75.39	738	3,500
10-5500-51-51603	PERIODICALS & PUBLICAT	-	-	-	100	-	-	100	-
10-5500-51-51625	POSTAGE/DELIVERY	1,535	1,767	2,131	3,600	1,492	41.45	2,108	3,000
10-5500-51-51635	PROFESSIONAL & MEMBERS	165	165	165	400	220	55.00	180	400
10-5500-51-51746	SUPPLIES-OFFICE	3,379	2,282	4,674	5,000	1,189	23.78	3,811	4,000
10-5500-51-51780	TRAVEL	733	1,036	336	5,000	-	-	5,000	5,000
10-5500-51-52100	COURT SECURITY	1,001	401	-	1,900	-	-	1,900	1,000
10-5500-51-52110	OFFICE EQUIPMENT LEASE	2,356	2,346	3,989	3,825	2,121	55.45	1,704	4,400
TOTAL OPERATING		41,256	24,743	50,869	63,000	33,985	53.95	29,015	67,115
CONTRACTED SERVICES									
10-5500-54-51440	LEGAL FEES	31,581	28,438	29,054	37,000	20,385	55.09	16,615	40,000
10-5500-54-51590	DOCUMENT STORAGE	-	-	77	-	405	-	(405)	1,000
10-5500-54-51595	COLLECTION FEES	32,788	38,414	29,264	32,000	18,036	56.36	13,964	35,000
10-5500-54-56010	STATE COURT COST	125,136	130,464	215,534	140,000	127,585	91.13	12,415	280,000
10-5500-54-56425	JURY EXPENSE	-	36	-	500	36	-	464	468
TOTAL CONTRACTED SERVICES		189,505	197,352	273,929	209,500	166,447	79.45	43,053	356,468
CAPITAL OUTLAY < \$5K									
10-5500-57-56105	CAP OUTLAY-COURT SECUR	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY < \$5K		-	-	-	-	-	-	-	-
CAPITAL OUTLAY > \$5K									
10-5500-58-56105	CAP OUTLAY-COURT SECUR	-	7,890	-	-	-	-	-	-
10-5500-58-56108	CAP OUTLAY-COURT TECH	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY > \$5K		-	7,890	-	-	-	-	-	-
TOTAL MUNICIPAL COURT EXPENSES		454,758	480,209	560,778	589,835	356,608	60.46	233,227	752,223

APPENDIX A FEE SCHEDULE¹

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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	\$.75 per sq. ft.	\$75.00 each	\$35.00

¹Ord. No. 725, § 2(Exh. A), adopted Nov. 1, 2013, repealed the former App. A in its entirety and enacted a new fee schedule as set out herein. The former App. A, Fee Schedule, derived from Ord. 105, adopted in 1989; Ord. 152, §§ 4(B), (J), 11, adopted April 19, 2000; Ord. 168, §§ 9, app. A, 63, adopted Nov. 15, 2000; Ord. 185, adopted July 25, 2001; Ord. 189, §§ 2, 4, adopted Sep. 19, 2001; Ord. 168-B, § 7, adopted April 20, 2005; Ord. 295, § 5, adopted April 19, 2006; Ord. 354, § 5, adopted in 2008; Ord. 396, adopted Aug. 17, 2011; Ord. 122-C, § 15, adopted July 11, 2012; Ord. 315-D, §§ 3—5, adopted Aug. 31, 2016; Ord. 447, § 9, adopted Sep. 21, 2016; Ord. 486, § 3, adopted Sep. 20, 2017; Ord. 509, §§ 1—13, adopted Jan. 17, 2018; Ord. No. 538, §§ 2—7, adopted Dec. 19, 2018; Ord. No. 543, § 2, adopted June 19, 2019; Ord. No. 548, § 4, adopted Aug. 21, 2019; Ord. No. 550, § 2, adopted Sep. 4, 2019; and Ord. No. 557, §§ 2, 3, adopted Oct. 2, 2019.

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			
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	
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

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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.			

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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

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(Supp. No. 11)

Service Extension Request	\$500.00		
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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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		

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(Supp. No. 11)

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)	\$50,000.00 per acre		
Residential developments requiring a Site Development Permit	\$700.00 per dwelling unit		
Park Development Fee			
Residential subdivisions	\$600.00 per dwelling unit		
Residential developments requiring a Site Development Permit. Based on number of amenities:			
0	\$600.00 per dwelling unit		
1	\$500.00 per dwelling unit		
2	\$400.00 per dwelling unit		
3	\$300.00 per dwelling unit		
4	\$200.00 per dwelling unit		
5	\$100.00 per dwelling unit		
6+	\$0.00 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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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

(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.

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- (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.
- (Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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:

- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (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) 6th 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.

APPENDIX A - FEE SCHEDULE
ARTICLE A4.000 SPECIAL SERVICES BY LAW ENFORCEMENT STAFF

- (C) Daily evidentiary fee (Manor Police held vehicles, billed by the Manor Police Department to registered owner or responsible party): \$35.00/day.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES

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.
- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A5.003 Special event permit fees.

- (1) The following fees and charges are established and shall be collected for all special events:
 - (A) Park rental fees as provided in section A5.002, excluding maintenance deposit.
 - (B) Closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00 per block.
 - (C) City staff maintenance: \$40.00/hour minimum per staff member (minimum two hours).
 - (D) City vehicle use: \$15.00 per hour.
 - (E) Barricades: \$100.00.
 - (F) Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.
- (2) The following fees and charges are established for vendors in association with a special event:
 - (A) Food vendors (indoor & outdoor): \$50.00 per booth space/day
 - (B) Arts and crafts vendors: \$25.00 per booth space/day
 - (C) Commercial/business: \$25.00 per booth space/day
 - (D) Specialty vendor: \$50.00 per booth space/day
 - (E) Non-profit/community groups: \$0.00

(Ord. No. 725, § 2(Exh. A), 11-1-2023; Ord. No. 734, § 3, 3-4-2024)

Sec. A5.004 Film projects using city property.

- (a) Application fee: \$25.00.
- (b) Use of city-owned real estate:

Activity	Per day fee
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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

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A5.005 Permit for fireworks display.

Application fee: \$40.00.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (5) Riding stable: \$100.00.

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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (Ord. No. 725, § 2(Exh. A), 11-1-2023)

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
¾	Residential	1	\$29.06
¾	Residential (senior)	1	\$24.75
¾	Commercial — Positive displacement	1	\$10.79
¾	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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(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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
¾	Residential	1	\$20.33
¾	Residential (senior citizen)	1	\$13.94

¼	Commercial — Positive displacement	1	\$16.05
¼	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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(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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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(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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).

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A7.007 Miscellaneous fees.

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

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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—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

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(Supp. No. 11)

May 18, 1989—November 16, 1994	\$1,335.00	\$2,375.00
October 9, 1985—May 18, 1989	\$500.00	\$850.00

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

APPENDIX A FEE SCHEDULE¹

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (4) **An application fee of \$100 will be added to each construction project withdrawn, cancelled, voided, or denied.**

Permit	Permit Fee	Insp Rate	Tech Fee
Building contractor registration (excluding plumbing contractors)	\$50.00		
Residential Building Fees			

¹Ord. No. 725, § 2(Exh. A), adopted Nov. 1, 2013, repealed the former App. A in its entirety and enacted a new fee schedule as set out herein. The former App. A, Fee Schedule, derived from Ord. 105, adopted in 1989; Ord. 152, §§ 4(B), (J), 11, adopted April 19, 2000; Ord. 168, §§ 9, app. A, 63, adopted Nov. 15, 2000; Ord. 185, adopted July 25, 2001; Ord. 189, §§ 2, 4, adopted Sep. 19, 2001; Ord. 168-B, § 7, adopted April 20, 2005; Ord. 295, § 5, adopted April 19, 2006; Ord. 354, § 5, adopted in 2008; Ord. 396, adopted Aug. 17, 2011; Ord. 122-C, § 15, adopted July 11, 2012; Ord. 315-D, §§ 3—5, adopted Aug. 31, 2016; Ord. 447, § 9, adopted Sep. 21, 2016; Ord. 486, § 3, adopted Sep. 20, 2017; Ord. 509, §§ 1—13, adopted Jan. 17, 2018; Ord. No. 538, §§ 2—7, adopted Dec. 19, 2018; Ord. No. 543, § 2, adopted June 19, 2019; Ord. No. 548, § 4, adopted Aug. 21, 2019; Ord. No. 550, § 2, adopted Sep. 4, 2019; and Ord. No. 557, §§ 2, 3, adopted Oct. 2, 2019.

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. Nine (9)	\$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 \$50.00	\$75.00 each	\$10.00
Foundation	\$35.00 \$50.00	\$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 structure	\$75.00 each	\$10.00 \$20.00
Certificates of occupancy	\$50.00 per building	\$75.00 each	\$10.00 \$20.00
Plan review and inspections with outside agency	Base rates + actual costs	Base rates + actual costs	
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 \$150.00	

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Building deemed not ready for inspections Not Ready		\$200.00 each \$450.00	
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) Tenant Finish Out	\$.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 \$50.00
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 \$20.00
Plumbing	\$100.00	\$100.00 each	\$10.00 \$20.00
Mechanical	\$100.00	\$100.00 each	\$10.00 \$20.00
Grease trap	\$100.00	\$100.00 each	\$10.00 \$20.00
Vent hood Type 1	\$225.00 (includes M and E permits)	\$100.00 each	\$10.00 \$20.00
Vent hood Type II	\$175.00 (includes M & E permits)	\$100.00 each	\$10.00 \$20.00
Driveway/parking	\$.05 per sq. ft.	\$100.00 each	\$10.00 \$20.00
Foundation	\$50.00	\$100.00 each	\$10.00 \$20.00
Demolition	\$150.00 per building structure	\$100.00 each	\$10.00 \$20.00
Certificates of occupancy	\$80.00 each	\$100.00 each	\$10.00 \$20.00
Re-issue or copy	\$50.00 each		\$10.00
Commercial and Educational Re-inspection Fees			
1st		\$125.00 each \$150.00	
2nd and more		\$150.00 each \$250.00	
Building deemed Not Ready for inspection		\$600.00	
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 \$20.00
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 \$20.00
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 \$25.00
41 sq. ft. to 60 sq. ft.	\$100.00 + trade permit	\$100.00 each	\$10.00 \$25.00
61 sq. ft. or larger + \$1.00 per sq. ft. over 61 sq. ft	\$125.00 + trade permit	\$100.00 each	\$10.00 \$25.00
Monument Sign	Above rates + trade permit	\$100.00 each	\$10.00 \$25.00
Temporary Up to 16 sq. ft. only	\$25.00		\$10.00 \$25.00
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 \$20.00
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 \$20.00
Other demolition residential	\$50.00	\$75.00 each	\$10.00
Other demolition commercial	\$50.00	\$100.00 each	\$10.00 \$20.00
Same Day Inspection Cancellation Fee	\$100.00 Residential \$150.00 Commercial		
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.			

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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

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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)	\$50,000.00 per acre		
Residential developments requiring a Site Development Permit	\$700.00 per dwelling unit		
Park Development Fee			
Residential subdivisions	\$600.00 per dwelling unit		
Residential developments requiring a Site Development Permit. Based on number of amenities:			
0	\$600.00 per dwelling unit		
1	\$500.00 per dwelling unit		
2	\$400.00 per dwelling unit		
3	\$300.00 per dwelling unit		
4	\$200.00 per dwelling unit		
5	\$100.00 per dwelling unit		
6+	\$0.00 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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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		
Amendment	\$2,500.00		
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		

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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

(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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A2.007 Adult oriented businesses.

- (a) Nonrefundable application fee (including renewal or transfer): \$2,500.00.

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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

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- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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:

- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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 (towage 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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (5) Renewal fee: \$25.00.
- (6) Late fee: \$5.00.
- (7) False alarm fees.

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APPENDIX A - FEE SCHEDULE
ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES

- (A) Up to three per year: No fee.
- (B) 4th and 5th per year: \$50.00.
- (C) 6th 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) **Passenger Vehicle** Tow management fee: \$45.00.
 - (B) Commercial Motor Vehicle Tow management fee: \$100**
 - (C) Annual inspection sticker fee: \$50.00.
 - (D) Daily evidentiary fee (Manor Police held vehicles, billed by the Manor Police Department to registered owner or responsible party): \$35.00/day.
- (Ord. No. 725, § 2(Exh. A), 11-1-2023)
- (12) The charge for obtaining a copy of a copy worn camera recording shall be:**
 - (A) \$10.00 per recording responsive to the request for information; and**
 - (B) \$1.00 per full minute of body-worn camera video or audio footage responsive to the request for information, if identical information has not already been obtained by a member of the public in response to a request for information.**

ARTICLE A5.000 ADMINISTRATIVE AND MISCELLANEOUS FEES

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.

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- (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.
 - (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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~~ **Event maintenance \$75**

Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A5.003 Special event permit fees.

- (1) The following fees and charges are established and shall be collected for all special events:
 - (A) Park rental fees as provided in section A5.002, ~~excluding maintenance deposit.~~
 - (B) Closure or obstruction of public street or right-of-way, including parking lots and on-street parking: \$50.00 per block.
 - (C) City staff maintenance: \$40.00/hour minimum per staff member (minimum two hours).
Community Development staff: \$40.00 per hour per staff member (min. 2 hours)
 - (D) City vehicle use: ~~\$15.00 per hour.~~ **\$30 per hour per vehicle**

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- (E) Barricades: ~~\$100.00~~ **\$125.00 (up to 6) \$200.00 more than 6 and up to 10**
- (F) Cancellation fee (less than 48 hours before event): 50 percent of total fee paid non-refundable.
- (2) The following fees and charges are established for vendors in association with a special event:
- (A) Food vendors (indoor & outdoor): \$50.00 per booth space/day
- (B) Arts and crafts vendors: \$25.00 per booth space/day
- (C) Commercial/business: ~~\$25.00~~ per booth space/day **\$50.00**
- (D) Specialty vendor: \$50.00 per booth space/day
- (E) Non-profit/community groups: \$0.00
- (Ord. No. 725, § 2(Exh. A), 11-1-2023; Ord. No. 734, § 3, 3-4-2024)

Sec. A5.004 Film projects using city property.

- (a) Application fee: ~~\$25.00~~ **\$30.00**
- (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

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A5.005 Permit for fireworks display.

Application fee: \$40.00.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.
- (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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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
$\frac{5}{8}$	Residential	1	\$29.06 \$31.09
$\frac{5}{8}$	Residential (senior)	1	\$24.75 \$26.48
$\frac{7}{8}$	Commercial — Positive displacement	1	\$10.79 \$31.09
$\frac{3}{4}$	Commercial — Positive displacement	1.5	\$16.18
1	Residential	1.5	\$48.54 \$51.94
1	Commercial — Positive displacement	2.5	\$26.96 \$51.94
1½	Commercial — Positive displacement	5	\$53.93 \$57.71
2	Commercial — Positive displacement	8	\$86.28 \$115.41
2	Commercial — Compound	8	\$86.28
2	Commercial — Turbine	10	\$107.86
3	Commercial — Compound	16	\$172.57 \$276.97
3	Commercial — Turbine	24	\$258.85
4	Commercial — Compound	25	\$269.64 \$484.71
4	Commercial — Turbine	42	\$453.00
6	Commercial — Compound	50	\$539.28 \$1,061.74
6	Commercial — Turbine	92	\$992.28
8	Commercial — Compound	80	\$862.85 \$1,846.50
8	Commercial — Turbine	160	\$1,725.70
10	Commercial — Compound	115	\$1,240.34 \$2,885.15
10	Commercial — Turbine	250	\$2,696.40
12	Commercial — Turbine	330	\$3,559.25 \$3,808.40

- (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 \$0.60
2,001—5,000 gallons	\$3.02 \$3.23
5,001—10,000 gallons	\$3.78 \$4.04
10,001—15,000 gallons	\$4.72 \$5.05
15,001—25,000 gallons	\$5.90 \$6.31
25,000 + gallons	\$7.37 \$7.89

- (2) *Commercial service.*

Commercial Volume Table

All per 1,000 gallons	\$6.74 \$7.21
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- (3) *Fire hydrants.*

Fire Hydrant Volume Table

All per 1,000 gallons	\$9.00 \$9.63
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- © *Effluent water service.*

Effluent Water Volume Table

All per 1,000 gallons	\$1.95 \$2.09
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(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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
¾	Residential	1	\$20.33 \$21.75
¾	Residential (senior citizen)	1	\$13.94 \$14.92
¾	Commercial — Positive displacement	1	\$16.05 \$17.17
¾	Commercial — Positive displacement	1.5	\$24.08
1	Commercial — Positive displacement	2.5	\$40.13 \$42.94
1½	Commercial — Positive displacement	5	\$80.25 \$85.87
2	Commercial — Positive displacement	8	\$128.40 \$171.74
2	Commercial — Compound	8	\$128.40
2	Commercial — Turbine	10	\$160.50
3	Commercial — Compound	16	\$256.80 412.16
3	Commercial — Turbine	24	\$385.20
4	Commercial — Compound	25	\$401.25 \$721.29
4	Commercial — Turbine	42	\$674.10
6	Commercial — Compound	50	\$802.50 \$1,579.96
6	Commercial — Turbine	92	\$1,476.60
8	Commercial — Compound	80	\$1,284.00 \$2,747.76
8	Commercial — Turbine	160	\$2,568.00
10	Commercial — Compound	115	\$1,845.75 \$4,293.38
10	Commercial — Turbine	250	\$4,012.50
12	Commercial — Turbine	330	\$5,296.50 \$5,667.26

- (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 \$4.01
8,000+ gallons	\$4.40 \$4.71

(2) *Commercial service.*

Per 1,000 gallons	\$6.00 \$6.42
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(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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
Commercial recycle bin — One (1)	No charge

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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).

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

Sec. A7.007 Miscellaneous fees.

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

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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—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

(Ord. No. 725, § 2(Exh. A), 11-1-2023)

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.

APPENDIX A - FEE SCHEDULE
ARTICLE A8.000 MUNICIPAL COURT FEES

(k) Omnibus reimbursement fee: \$10.00.

(Ord. No. 725, § 2(Exh. A), 11-1-2023)