



August 3, 2024

Scott Moore, City Manager
City of Manor
105 E. Eggleston Street
Manor, TX 78653

Dear Mr. Moore,

Under the terms of the Interlocal Agreement between the City of Manor and the City of Austin, for public health services, is set to expire on September 30, 2024. Per Section 2.0, this agreement may be renewed for one (1) additional one-year term upon written approval of the parties.

Please find enclosed two original agreement renewal forms signed by Austin Public Health Director Adrienne Sturup. To finalize the renewal of the agreement, please have the City Manager/Administrator/Secretary as appropriate sign these two forms and return one original copy to the Environmental Health Services Division using the enclosed stamped, self-addressed envelope.

We appreciate the opportunity to work with your city to provide these public health services. Should you have any questions, please do not hesitate to contact Environmental Health Supervisor, Michael Bland at (512) 978-0346 or by e-mail at Michael.Bland@austintexas.gov

Respectfully,

A handwritten signature in blue ink that reads 'Marcel Elizondo'.

Marcel Elizondo, Division Chief
Environmental Health Services Division
Austin Public Health

Enclosures

Renewal of Interlocal Agreement Forms

cc: Adrienne Sturup, Director APH
Todd Mers, PH Program Manager II, APH/EHSD
Joe Castelan, Administrative Manager, APH/EHSD
Michael Bland, Environmental Health Supervisor, APH/EHSD
Denise Estrada, Customer Solutions Coordinator



**FIRST RENEWAL OF INTERLOCAL AGREEMENT
FOR PUBLIC HEALTH SERVICES
BETWEEN THE CITY OF AUSTIN AND THE CITY OF MANOR**

This First Renewal of the Interlocal Agreement for Public Health Services is entered into by and between the City of Austin, a Texas home-rule municipality located in Travis, Hays and Williamson counties (Austin), and City of Manor, a Texas municipal corporation located in Travis County (Manor).

Austin and Manor entered into an interlocal agreement under which Austin provides certain public health services to Manor in exchange for compensation in the form of inspection, permit and other fees.


The initial term of the Agreement became effective on October 1, 2023.

The terms of the initial Agreement permit the parties to renew the Agreement for up to four successive one-year terms. Austin and Manor wish to renew the Agreement for a one-year term effective October 1, 2024, and terminating on September 30, 2025.

NOW, THEREFORE, for good and valuable consideration, the amount and sufficiency of which are acknowledged, Austin and Manor agree to amend the Agreement as follows:

- 1) The Agreement is renewed for an additional one-year term from October 1, 2024, through September 30, 2025 (2025 Term).
- 2) All other terms and conditions of the Agreement shall remain in full force and effect for the 2025 Term.

CITY OF AUSTIN
A Texas Home Rule Municipality

By: 
Title: Director

CITY OF MANOR

By: _____
Title: _____

City of Austin/Inter-Locals

Cash, check, money orders, MasterCard, Visa, American Express, & Discover Card accepted.

Travis County

Cash, check or money orders payments accepted.

FOOD PROTECTION FEES

Food Service, Retail Food, Food Processing Plant or Warehouse		FEEES	Food Enterprise Operating Permit Fees	
Fees marked with **** are not applicable to Charitable Feeding Organizations			Food Service, Retail Food	FEEES
<u>Risk Categories:</u>	<u>Size Categories:</u>		<u>Risk Categories:</u>	<u>Size Categories:</u>
1 (low risk)	A (>50 employees)		1 (low risk)	A (>50 employees)
2 (medium risk)	B (26-50 employees)		2 (medium risk)	B (26-50 employees)
3 (high risk)	C (1-25 employees)		3 (high risk)	C (1-25 employees)
Low Risk/Small - 1C		\$359	Low Risk/Small - 1C	\$250
Low Risk/Medium - 1B		\$378	Low Risk/Medium - 1B	\$275
Low Risk/Large - 1A		\$416	Low Risk/Large - 1A	\$300
Medium Risk/Small - 2C		\$532	Medium Risk/Small - 2C	\$275
Medium Risk/Medium - 2B		\$608	Medium Risk/Medium - 2B	\$300
Medium Risk/Large - 2A		\$684	Medium Risk/Large - 2A	\$300
High Risk/Small - 3C		\$601	High Risk/Small - 3C	\$275
High Risk/Medium - 3B		\$782	High Risk/Medium - 3B	\$300
High Risk/Large - 3A		\$896	High Risk/Large - 3A	\$300
Child Care Facility		\$359	Child Care Facility	\$250
Qualified High Quality Childcare Facility (COA Only)		\$0		
			Food Processing Plant or Warehouse	n/a
Certified Farmers Market Permit Fees				
Class A		\$100	Class A	n/a
Class B		\$100	Class B	n/a
Mobile Food Vendor Fees				
Mobile Vendor Application Fee		\$158	Unrestricted Permit/Unit	\$273
Unrestricted Permit/Unit		\$239	Restricted Permit/Unit	\$198
Restricted Permit/Unit		\$212	Mobile Vendor TC Fire Inspection	\$266
Mobile Vendor Re-Inspection		\$109	Mobile Vendor TC Fire Re-inspection	\$266
Mobile Vendor AFD Fire Inspection*		\$200	First TC re-inspection at no cost.	
Mobile Vendor AFD Fire Re-Inspection*		\$200		
Mobile Food Vendor AFD Cancellation Fee**		\$200		
*Fees are assessed by COA Fire Department.				
First AFD Fire Re-inspection at no cost.				
**Cancellation Fees may be assessed for No Shows				
Temporary Food Permit Fees				
1 booth, 1 calendar day		\$75	1-5 calendar days	\$98/booth
1-5 calendar days		\$280/booth	6-14 calendar days	\$145/booth
6-14 calendar days		\$303/booth	Expedited/Late Permit Application Fee	n/a
Expedited/Late Permit Application Fee		\$227		
Vending Machine Fees				
Vending Machine Application Fee		\$120	Vending Machine Application Fee	n/a
Permit Fee (per machine)		\$25		
Food Enterprise Inspection Fees				
Pre-Opening Inspection		\$178	Pre-Opening Inspection	n/a
Food Re-inspection		\$109	Food Re-inspection	n/a
Central Preparation Facility Registration		\$150		
Food Enterprise Plan Review Fees				
Event Health & Safety Review		\$265	Event Health & Safety Review	n/a
New Construction		\$312	New Construction	\$10
Remodel of Permitted Facility			Remodel of Permitted Facility	
>10,000 sq. ft.		\$312	>10,000 sq. ft.	\$10
2,500-10,000 sq. ft.		\$266	2,500-10,000 sq. ft.	\$10
<2,500 sq. ft.		\$221	<2,500 sq. ft.	\$10

OTHER FEES

Custodial Inspection	\$110	Custodial Inspection	n/a
Qualified High Quality Child Care Facility	\$0		
Junk Yard, Auto Wrecking & Salvage Yard	n/a	Junk Yard, Auto Wrecking & Salvage Yard	\$25
Slop and Swill Permits (per vehicle)	\$128	Slop and Swill Permits (per vehicle)	n/a
Tourist Court Permits	\$150	Tourist Court Permits	n/a
Food/Pool Inspection outside of normal work hours	\$173	Food/Pool Inspection outside of normal work hours	n/a
Permit Late Fee	\$100	Permit Late Fee	n/a
Food/Pool Variance Request/HACCP Review	\$337	Food/Pool Variance Request/HACCP Review	n/a

SWIMMING POOLS

Swimming Pool Permit	\$245	Swimming Pool Permit	\$95
Spa Permit	\$185	Spa Permit	\$95
Additional Spa	\$185	Additional Spa	\$95
Pool/Spa Plan Review (New or Remodel)	\$312	Pool/Spa Plan Review (New or Remodel)	\$50
Certificate of Occupancy Inspection	\$224	Certificate of Occupancy Inspection	n/a
Change of Ownership Inspection	\$224	Change of Ownership Inspection	n/a
Pool/Spa Re-inspection	\$173	Pool/Spa Re-inspection	n/a

Updated April 25th, 2024

Effective May 8th, 2024