



CITY COUNCIL MEETING SPECIAL SESSION

Wednesday, December 11, 2024 at 4:00 PM

City Hall, 102 W. Ashley Wilson Rd, Sweeny, Texas

AGENDA

BE IT KNOWN that the City Council of the City of Sweeny will meet in **Special Session** on **Wednesday, December 11, 2024 at 4:00 PM.** at City Hall, 102 W. Ashley Wilson Rd, Sweeny, Texas with the following agenda. Council is conducted under modified Roberts Rules of Order as approved by Resolution 102-16; July 19, 2016. In accordance with Chapter §551 of the Texas Government Code, if required, the Council may conduct an executive session on any of the agenda items provided the City Attorney is present.

CALL TO ORDER/ROLL CALL

PLEDGES & INVOCATION

CITIZENS WISHING TO ADDRESS CITY COUNCIL

This item is available for those citizens wishing to address City Council on an issue not on the agenda. Any item discussed cannot be voted on but could be considered for placement on the agenda of the next regularly scheduled meeting. Limited to three (3) minutes.

EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE SECTION 551.071, 551.072 AND 551.074

The City Council will now convene into executive session pursuant to the provision of Chapter 551 Texas Government Code, in accordance with the authority contained therein:

1. Deliberation of Personnel Matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, pursuant to Section 551.074 of the Texas Government Code; Water & Wastewater Operator
2. Deliberation of Personnel Matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, pursuant to Section 551.074 of the Texas Government Code; Interim City Manager
3. Deliberation of Personnel Matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, pursuant to Section 551.074 of the Texas Government Code; Director of Public Works

OPEN SESSION

The City Council will now adjourn Executive Session, reconvene into Open Session pursuant to the Provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

4. Action, if any, on item discussed during Closed Executive Session pursuant to Section 551.074 of the Texas Government Code; Deliberations Regarding Personnel Matters; Water & Wastewater Operator
5. Action, if any, on item discussed during Closed Executive Session pursuant to Section 551.074 of the Texas Government Code; Deliberations Regarding Personnel Matters; Interim City Manager
6. Action, if any, on Item discussed during Closed Executive Session pursuant to Section 551.074 of the Texas Government Code; Deliberations Regarding Personnel Matters; Director of Public Works

REGULAR AGENDA

7. Discussion and possible action to budgetary needs pursuant to any possible action from Executive Session items and/or generalized staffing or contractual changes.
8. Discussion and possible action on an after-hours answering service.
9. Discussion and possible action on proposed amendments to the adopted fee schedule and correlating procedural changes pursuant to proposed amendments.

ITEMS OF COMMUNITY INTEREST

ADJOURN REGULAR SESSION

I certify that the notice and agenda of items to be considered by the Sweeny City Council on **December 11, 2024** was posted on the City Hall bulletin board on _____, 2024, at approximately _____ AM/PM.

Kaydi Smith, City Secretary

I hereby certify that this Public Notice was removed from the City Hall bulletin board on _____, 2024 at approximately _____ AM/PM.

Kaydi Smith, City Secretary



AGENDA MEMO

Business of the City Council City of Sweeny, Texas

Meeting Date	12.11.2024	Agenda Items	
Approved by City Manager		Presenter(s)	Administration
Reviewed by City Attorney		Department	Administration; Public Works
Subject	Discussion and possible action on an after-hours answering service.		
Council Strategic Goals	Government Sustainability & Sense of Community		
Attachments / Supporting documents			
Financial Information	Expenditure Required:	Approx. \$1500.00 + Outbound calls	
	Amount Budgeted:	\$0.00	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

Due to recent issues pertaining to after hours and/or weekend dispatching, the City is looking at ways to remedy the situation and provide better service to our residents. The City has found an after-hours answering service that would help to mitigate future issues.

Answering Innovations, an answering service company, charges a setup fee of \$50.00 plus a basic monthly fee of \$129.99. There is an outbound call charge of \$0.35 upon contacting the City's On-call Employee.

This would not replace 911 or police and fire emergencies calls.

The proposed is to help response to water, sewer, and/or gas issues, after hours or on weekends when City Hall is closed and unable to transfer or produce work order for complaints. The service would decrease response times. The information from the original call received would be directly transferred to the City's on call employee (PW) versus thru another department first.

This is an unbudgeted amount, in which, a budget adjustment would be required if approved.

Recommended Action

To allow the City Manager to move forward with developing an agreement with Answering Innovations as the City's after hours answering service.



AGENDA MEMO

Business of the City Council

City of Sweeny, Texas

Meeting Date	12/11/2024	Agenda Items	
Approved by City Manager		Presenter(s)	Administration
Reviewed by City Attorney		Department	Administration
Subject	Discussion and possible action on proposed amendments to the adopted fee schedule and correlating procedural changes pursuant to proposed amendments.		
Council Strategic Goals	Government Sustainability		
Attachments / Supporting documents	Proposed Updated Fee Schedule		
Financial Information	Expenditure Required:	\$400 + for American Legal Codification purposes	
	Amount Budgeted:		
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

Attached is a markup of the adopted fee schedule with proposed changes notated. Staff has several questions/ options that may alter the procedures in which staff operates dependent on Council decisions. The main changes are shown below separated by department, including requests for Council’s direction. Final changes will need to be adopted by Ordinance.

Zoning: Replats and variance requests have been added

Animal Control Fees: Do we want to continue to allow surrenders? Do we want to discuss charging an animal registration fee? The City owns a chip scanner to allow with the assistance of ownership.

Parks: Pavilion rentals have been removed pursuant to last meetings discussions. The Gazebo Park is still showing, as it has already been adopted. If you wish to remove, we will need approval to do so.

Building Rentals: Do we want to establish an annual usage fee for groups using the Seniors building (Actions would not be subject to the fee). This would help the City from subsidizing janitorial and utility costs. We pay approximately \$7,200.00 in janitorial fees annually for the Seniors building. The City also pays for the electric and phone services. Recently the City has paid for extra costs incurred for extermination services due to an insect issue.

Permits- Fees have been increased according to other city comparisons and currently charged inspection rates of our contracted provider of inspection services. Notes have been made and highlighted as to what is code driven. There are permits that are being completed that are not required by code- highlighted-. If Council determine to stop issuing permits for these items, we would need to repeal the Ordinances within Chapter 112.

*Depending on approved updates, ordinance amendments may be required in which will be charged by our Codification company for publishing and updating online.

Recommended Action

To approve the proposed amendments to the City’s adopted fee schedule, with recommended changes, for draft of ordinance, to be adopted at the following meeting.



Comprehensive Fee Schedule

ADMINISTRATIVE FEES	
Open Records / Public Information Request Fees	Texas Attorney General Public Information Cost Estimate Model
Returned Check Fee	\$30.00
Lien Filing Fees (City Use Only)	Per Current Brazoria County Clerks Fees
Lien Release Fees (City Use Only)	Per Current Brazoria County Clerks Fees
Lien Filing Fee + Perdue Brandon Collections (City Use Only)	Per Current Brazoria County Clerks Fees + Applicable Collections Fees

ZONING FEES, REPLATS, VARIANCE REQUEST FEES	
Zoning Change	Current advertising rates with city adopted official newspaper plus \$15.00 \$20.00 administrative fee
Administrative Fees	\$15.00 \$20.00 /hour
Replats	\$50.00 + Filing Fee as per the Brazoria County Clerks Office if the City Completes the Filing
Variance Requests- Variance requests are not a guaranteed approval	\$50.00 each

ANIMAL CONTROL FEES	
Surrender Fee Should we be accepting surrenders?	\$40.00 per animal
Adoption Fee	\$20.00 \$50.00 per animal
Impoundment	\$20.00 \$35.00 First day + \$5.00 \$20.00 each day thereafter
Animal Registration Fee	\$

PARKS	
Backyard Park Site Rentals	
Water & Electric 30 amp Only	\$20.00 per night
Dump Station Only/ No Sewer Connection	Maximum stay is 7 days
Gazebo Park	
Gazebo Pavilion Rental Fee	\$25.00 per day + \$25.00 refundable deposit

BUILDING RENTALS	
Community Center- Rental Rates & Required Deposit	
Non Profit (501 C3)	\$215.00 First Day, \$125.00 for each consecutive rental thereafter \$100.00 Damage Deposit - Required
Regular Rental	\$290.00 First Day, \$200.00 for each consecutive rental thereafter \$150.00 Damage Deposit - Required



CITY OF SWEENY

Adopted (03/16) Item 9.
 Updated 02/29/2024

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

Seniors Building	
Annual Usage Fee for Non Profit Groups (meeting only)	\$50.00-\$100.00 Annual Fee

(We are paying janitorial fees at \$150 weekly & exterminations fees.)

TRASH BAGS	
30 Gallon- Lawn & Garden Trash Bags	\$10.16 + applicable taxes
13 Gallon- Kitchen size Trash Bags	\$6.47 + applicable taxes

PERMITS	
Contractors Registration – All Contractors Must Register Annual Registration ** Would require Ordinance Amendment	\$25.00 one time charge; \$50.00 Annual Fee starting Jan 01 each calendar year Electricians, Mechanical Contractors & Plumbers fees are waived per the State of Texas
Work done without a permit	2x the permit fee
Right of Way (ROW) Permits	
Franchised Utility Work	\$200.00 Per Application
Non-Franchised Utility Work	\$1000.00 Minimum Per Application
Commercial Construction	
Plan Reviewal Fee	\$.20 sq. ft.; (1/2 the permit fee)
Commercial Construction Fees	\$.30 \$.40 sq. ft.
Civil Site Work/ Grading; Includes Rebar & Pre-pour Inspection	\$50.00 Permit Fee + Valuation Fees; \$16.50 for the 1 st \$1,000.00 of valuation plus \$5.50 for each \$1,000.00 of valuation or fraction thereof thereafter.
RV Park Permit Application	\$25.00 \$250.00 + plan reviewal fees
Commercial Engineering Consultant Fees	Engineers Cost + 2 %
COO for Existing Building ** Fire Inspection Separate	\$200.00 (includes final building, electrical, mechanical, & plumbing)
Demolition Permit NOT REQUIRED BY CODE but should be reported to BCAD.	\$200.00
Roof Permit NOT REQUIRED BY CODE unless structure repaired; windstorm is only required.	\$50.00 Per Structure
Residential Construction	
Residential Construction Fees, Manufactured Home Permit Fees	\$.20 \$.30 sq. ft. or \$25.00 minimum
Residential Engineering Consultant Fees if needed	Engineers Cost + 2 %
Residential Plan Reviewal Fees	\$.20 sq. ft. of construction
Civil Site Work/Grading/ Concrete Work; Includes Rebar & Pre-pour Inspection	\$50.00 Permit Fee + Valuation Fees; \$16.50 for the 1 st \$1,000.00 of valuation plus \$5.50 for each \$1,000.00 of valuation or fraction thereof thereafter.
Generator Permits; Includes Plan Review for plumbing, electrical, and civil issuance- required. Permits are issued and charged separately. Meter upgrades are separate.	\$350.00 Plan review required to verify gas supply requirements.
Solar Panel Permit (requires electrical permit to accompany)	\$.20 sq. ft. of installation/ panels + \$100.00 plan reviewal fee
Building Move Permit	\$100.00
Demolition Permit Not Required by Code; should be reporting to BCAD	\$100.00



CITY OF SWEENY

Adopted (03/16) Item 9.
 Updated 02/29/2024

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

Roof Not Required by Code unless structure repair; Windstorm Required.	\$25.00 -\$50.00
Inground Swimming Pool ** (requires Fence and/or permit)	\$25.00 \$350.00 Pool Includes Plan Reviewal Fees
Above Ground Swimming Pool ** (requires Fence and/or permit)	\$25.00
Tree Not Required by Code	\$25.00 all contractors; homeowners no charge
Illuminated Sign- ** (must have accompanying electrical permit)	\$50.00 \$150.00
Non – Illuminated Sign	\$25.00 \$50.00
Small cell permits up to 5	\$500.00
Small cell permits per additional beyond 5	\$250.00
Peddler/Solicitor Permit-Annual Permit	\$50.00 -\$100.00
Roadside Vendor/ Pushcart Vendors	\$50.00 \$100.00
Pushcart/Roadside Food/Temperature Related Vendors	\$50.00 Annually
Temporary Food Unit/Vendor (Day Use 24-hour max.) Must include Fire Marshal Inspection Annually	\$75.00 \$100.00
Permanent Food Unit (Trucks and/or Trailers Only) Must include Fire Marshal Inspection Annually	\$150.00 Annually
Other Permitting	
Golf Cart Permits (previously not added to FS)	\$50.00
Beer, & Wine, & Mixed Beverages Permits	\$30.00 Annual (State determines the amount)
Film Friendly Permitting Costs:	
Total or disruptive use (regular operating hours) of a public building, park, right of way, or public area	\$500.00 per calendar day
Partial, Non-disruptive use of a public building, park, right of way, or public area	\$250.00 per calendar day
Total closure or obstruction of public street or right of way, including parking lots and on-street parking	\$50.00 per calendar day
Partial closure or obstruction of public street or right of way, including parking lots and on street parking	\$25.00 per calendar day
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 calendar day

TRADE PERMITS: Commercial & Residential	
Electrical- CODE DRIVEN	
Permit & Inspection Fee (required)	\$20.00 \$50.00
Services (all services, meter loops, temporary poles)	\$7.50 \$10.00
Outlets (first 4 included in service or meter loop), Lighting Fixtures, Motors <1/2 hp	\$.50 each
Solar Panel Fixtures	\$1.00 per fixture
Solar Panel TCI Inspection – Requiring Shutdown	\$50.00
Domestic Electrical Appliances	\$1.00 each
Motors ½- <10 hp	\$2.00
Motors 10-<50 hp	\$4.00
Motors 50-<100 hp	\$6.00
Motors 100- <150 hp	\$8.00
Motors 150 & over	\$10.00



CITY OF SWEENY

Adopted (03/16) Item 9.
 Updated 02/29/2024

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

Remodels and/or new construction requiring additional inspections to include rough in, cover up, insulation, and final inspection ** not exhausted listing—dependent on the scope of work performed for said project	\$50.00 per additional inspection required
Electrical Re Connect	\$25.00 + Electrical Permit& Inspection Fee
Swimming Pools; Including all Inspections	\$200.00
Reinspection	\$25.00 \$50.00
Afterhours	\$50.00 \$100.00
Plumbing – CODE DRIVEN	
Permit & Inspection Fee (required)	\$50.00 \$60.00
Water Piping, Sewer Line, Gas Piping (1-4 outlets included)	\$5.00 each
Water Closets, Tubs/showers, Disposals, Dishwashers, Drinking Fountains, Sinks, Washing Machines, Water Heaters, Floor Drains, A/C Drains, Ice Makers, Vented Wall Furnaces, Vacuum Breakers (1-5), Backflow Devices (1-5), Any Additional Miscellaneous Plumbing ** Gas Water Heater Require Additional Fee for Pressure Test	\$2.50 each
Grease Traps	\$10.00 each
Vacuum Breakers, Backflow Devices (5 +)	\$1.50 each
Additional Gas Outlets (1-4 included with gas piping), Additional Vented Wall Furnaces after 1	\$1.00 each
Conversion Burners, Floor Furnaces, Incinerators, Boilers, Central Heating, Central A/C -original units	\$5.00
Additional units of Conversion Burners, Floor Furnaces, Incinerators, Boilers, Central Heating, Central A/C	\$1.00 per additional unit
Pressure Test (required for all gas permits)	\$15.00
Upsized Gas Meters	Dependent on Suppliers Charge + Shipping and Labor Charges
Labor Charges for Meter Installations	\$100.00 per hour/ 1 hour minimum
Swimming Pool; Includes all inspections	\$300.00
Remodels and/or new construction requiring additional inspections to include rough in, cover up, insulation, and final inspection ** not exhausted listing—dependent on the scope of work performed for said project	\$50.00 per additional inspection required
Reinspection Fee	\$25.00 \$50.00
After-Hours Inspection	\$50.00 \$100.00
Mechanical- Code Driven	
Residential- Install/replace HVAC system (outside unit only)	\$35.00 \$50.00 per structure
Residential Duct Work; Inspection Required- One fee is completed at same time as Install/Replace of System	\$50.00
Commercial- Install/replace HVAC system	\$100.00 per unit
Remodels and/or new construction requiring additional inspections to include rough in, cover up, insulation, and final inspection ** not exhausted listing—dependent on the scope of work performed for said project	\$50.00 per additional inspection required
Fire Permits- Code Driven	
Permit & Inspection Fee (required)	\$100.00
Hydro Testing Fee	\$50.00 each



CITY OF SWEENEY

Adopted (03/16) Item 9.
 Updated 02/29/2017

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

Aboveground Storage Tank Installation, Underground Fire Lines (plus additional required hydro testing fee for fire lines)	\$100.00 each
Aboveground and/or Underground Tank Repair/Removal	\$50.00 each
Underground Storage Tank Installation	\$200.00 each
New Sprinkler System	\$30.00 Per Riser + \$1.00 per Head
Changes to Existing Sprinkler System	\$75.00 up to 10 heads + \$1.00 per additional beyond 10
Fire Pump, Jockey Pump	\$5.00 each
Water Tank Storages, Generators	\$25.00 each
Fire Alarm System	\$25.00 per FACP + \$1.00 per device
HoodSuppressions, Paint Booth Suppressions	\$25.00 per system + \$1.00 per device
New Commercial Business Fire Inspections, Annual Fire Inspections for Daycares, Schools, Foster Homes	\$50.00 Annually
Mobile or Permanent Food Unit/Vendor Fire Inspections	\$80.00 Annually

CULVERT INSTALLATIONS	
Culverts- Installation Charge	\$5.00 \$10.00 per foot
Caliche	\$125.00 \$150.00 per bucket per 2-yards (bucket)

POLICE DEPARTMENT	
Open Records / Public Information Request Fees	Texas Attorney General Public Information Cost Estimate Model
Fingerprints (1 st set)	\$20.00
Fingerprints (additional sets)	\$5.00 / each

UTILITIES	
Utility Connection and Service Fee	\$30.00 \$40.00
Late Fee	10% of bill amount
Water Deposit	\$75.00 \$100.00
Gas Deposit	\$100.00
Water & Gas Deposit	\$175.00 \$200.00
1 st Meter re-read in a billing period	Free
Any meter re-reads in the same billing period thereafter	\$35.00 \$40.00 each
Calibration Testing	Current third-party calibration services rate(s)
Upsized Water and/or Gas Meter	Dependent on Suppliers Charge + Shipping and Labor Charges
Labor Charges of Installation	\$100.00 per hour/ 1 hour minimum
Water Taps- Includes normal ¾" meter installation	To begin at \$400.00 \$500.00 with the exception of additional fees for lines deeper than five (5) feet and are contingent of results of exploratory work. To begin at \$1,000.00 if road bore required.
Sewer Taps Includes installation of a 4" tap with clean out within the City Right of Way (ROW)	To begin at \$400.00 \$500.00 with the exception of additional fees for lines deeper than five (5)



CITY OF SWEENEY

Adopted (03/16) Item 9.
 Updated 02/29/2024

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321 • F: (979) 548-7745

	feet and are contingent of results of exploratory work. To begin at \$1,000.00 if road bore required.
Gas Taps Includes normal 1" meter; upsizing will require additional charges, upsized meter, and labor charges.	To begin at \$400.00 \$500.00 with the exception of additional fees for lines deeper than five (5) feet and are contingent of results of exploratory work. To begin at \$1,000.00 if road bore required.

WATER RATES	
Inside City Limits	
Base Rate: 0-1,500 Gallons of Water Consumption	\$15.67
1,500-6,500 Gallons of Water Consumption	Base Rate + \$7.35
6,501-11,500 Gallons of Water Consumption	Base Rate + \$8.19
11,501- 16,500 Gallons of Water Consumption	Base Rate + \$8.26
16,501-26,500 Gallons of Water Consumption	Base Rate + \$8.40
Over 26,500 Gallons of Water Consumption	Base Rate + \$8.60
Outside City Limits	
Base Rate: 0-1,500 Gallons of Water Consumption	\$17.73
1,500-6,500 Gallons of Water Consumption	Base Rate + \$8.40
6,501-11,500 Gallons of Water Consumption	Base Rate + \$9.30
11,501- 16,500 Gallons of Water Consumption	Base Rate + \$9.45
16,501-26,500 Gallons of Water Consumption	Base Rate + \$9.60
Over 26,500 Gallons of Water Consumption	Base Rate + \$9.83
Bulk Water	
Loading Charge	\$30.00 each load
0-2000 Gallons of Water Purchased	\$20.00 each load
Each additional 1000 Gallons of Water Purchased Beyond 2000	\$10.00 each load
SEWER RATES	
Base Rate: 0-1,500 Gallons of Water Consumption	\$15.67
1,500-6,500 Gallons of Water Consumption	Base Rate + \$5.91
6,501-11,500 Gallons of Water Consumption	Base Rate + \$6.56
11,501- 16,500 Gallons of Water Consumption	Base Rate + \$6.69
16,501-26,500 Gallons of Water Consumption	Base Rate + \$6.76
Over 26,500 Gallons of Water Consumption	Base Rate + \$6.89
GAS RATES	
	Fee Determined by Purchase Rate from Kinder Morgan ** Fee is subjected to fluctuation
TRASH RATES- reflective on monthly utility bill	
Residential Cart Service	95 gal Cart \$21.57 / monthly
Commercial Cart Service	95 gal Cart \$45.01/ monthly
CPI Adjustment	As determined by contractual provider