



AGENDA
WATAUGA CITY COUNCIL
WORKSHOP MEETING
MONDAY, NOVEMBER 10, 2025
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
5:30 PM

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **City Council Workshop Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" Shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

PRESENTATIONS

1. Presentation on Chapter 12 Fee Schedule Proposed Changes
Sandra Gibson, City Manager
2. Presentation on Automatic Meter Infrastructure (AMI) project
Jennifer Calvert, Finance Director

ADJOURNMENT

Meeting Notices and Reservation of Rights

The City Council may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on November 4, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: October 19, 2025
TO: Honorable City Council Members
FROM: Jennifer Calvert, Director of Finance
THROUGH: Sandra Gibson, City Manager
SUBJECT: Chapter 12 Fee Schedule Changes

BACKGROUND/INFORMATION:

Staff will present proposed changes to the Chapter 12 Fee Schedule.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

This item does not require a recommendation as it is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Proposed Fee Schedule Changes November 8th 2025

REVIEWED BY:

Jennifer Calvert, Director of Finance

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 4/3/2024

Approved - 4/4/2024

Final Approval - 4/5/2024

EXHIBIT A
CITY OF WATAUGA ORDINANCE NO. 2025-__

Sec. 12-2. Chapter 2, Administration and miscellaneous fees.

- (a) *Returned check fee.* \$30.00 per check.
- (b) *Books and maps.*
 - (1) Zoning and thoroughfare plan\$5.00
 - (2) Sign ordinance book\$10.00
 - (3) Subdivision regulation book\$12.00
 - (4) Street and storm drain details/plans\$18.00
 - (5) Zoning ordinance book\$30.00
 - (6) Street and storm drain specs\$30.00
 - (7) Standard details book\$30.00
 - (8) Water and sewer book\$30.00
- (c) *Fingerprinting service fees.* \$10.00.
- (d) *Accident reports.*
 - (1) Accident report. As provided by V.T.C.A., Transportation Code § 550.065, as amended.
 - (2) Certification of accident report. As provided by V.T.C.A., Transportation Code § 550.065, as amended.
 - (3) Certification of no accident on file. As provided by V.T.C.A., Transportation Code § 550.065, as amended.
- (e) *Convenience fees.* ~~\$2.25~~ not to exceed 5% per transaction.
- (f) *Fee refunds.*
 - (1) The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.
 - (2) The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this Code.
 - (3) The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.
 - (4) The building official shall not authorize refunding of any fee paid except on written request filed by the original permittee not later than 180 days after the date of fee payment.
- (g) *Nonresident library card.* \$25.00 annual fee.
- (h) *Reservation fee—Meeting room.* \$50.00.
- (i) *Rental fee—Meeting room.* \$30.00/hr.
- (j) *Replacement library card.* \$1.00.
- (k) *Damage cost—*Replacement cost plus \$5.00 processing fee.
- (l) *Lost items—*Replacement cost plus \$5.00 processing fee.

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- (m) *Certified records fee (in state).* \$75.00.
 - (n) *Certified records fee (out of state).* \$100.00.
 - (o) *Deposition of records fee.* \$75.00.
 - (p) *Library self-serve kiosk.*
 - (1) Black and white copies and print\$0.15/ea page
 - (2) Color copies and print\$0.35/ea page
 - (3) Tabloid color copies and print\$0.50/ea page
 - (4) Tabloid black and white copies and print\$0.30/ea page
 - (5) Scan No cost
 - (6) Fax\$1.00/ea page (not including cover)
 - (q) *Appeal to board of appeals.* As provided in subsection 12-103 of this Code.

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~~Sec. 12-4. Chapter 4, Alcoholic beverages.~~

~~*Permit for sale of alcohol.* A fee of \$30.00 is imposed upon each application for a city permit to sell beer or wine. This fee shall be collected when the application is submitted and upon permit renewal each year. For mixed beverages and all other alcohol permits, the fee is the maximum local fee allowed by the Texas Alcoholic Beverage Commission. Applications will be accepted through the city secretary's office during regular business hours. All permit applications must be presented to the city secretary's office to ensure compliance with all city ordinances.~~

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Sec. 12-14. Fire Department Mitigation Rates.

The mitigation rates set forth in this section shall be charged on a per hour basis unless specified otherwise. When a claim is submitted, it will be itemized and based on the actual services provided. These rates apply to incidents within the corporate limits of the City of Watauga, Texas. Claims shall be filed with the responsible party's insurance carrier. The City does not bill individual residents or business owners directly unless no valid insurance exists, or the incident involves hazardous materials, negligence, ordinance violation, or illegal activity. Minimum billing: Each apparatus or unit responding to an incident is billed for a minimum of one (1) hour per occurrence. Standby or pre-arranged coverage assignments are billed for a minimum of three (3) hours per unit. Rates reflect usual, customary, and reasonable costs for services rendered. The Fire Chief shall review these rates annually and may recommend adjustments to the City Council as necessary.

- (1) *Motor vehicle accidents.*
 - a. Level 1 \$487.00
 - b. Level 2 \$554.00
 - c. Level 3 \$677.00
 - d. Add-on services.
 - 1. Extrication \$1,461.00

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2. Creating a landing zone \$448.00
 3. Blocking unit \$500.00 per hour (1-hour minimum). Apparatus assigned exclusively for traffic control, lane blocking, or scene shielding for firefighter and civilian safety.
 - e. Additional time on-scene.
 1. Engine or Truck \$448 \$500
 - ~~2. —Truck \$560.00~~
 - ~~32.~~ Miscellaneous equipment \$336.00
- (2) Hazmat services.
- a. Level 1 \$784.00
 - b. Level 2 \$2,800.00
 - c. Level 3 \$6,608.00
 1. Level 3 services include three hours of on-scene time. Each additional hour shall cost \$336.00 per HAZMAT team.
 - d. Additional time on-scene for all service levels.
 1. Engine or Truck \$448 \$500 per hour
 - ~~2. —Truck \$560.00~~
 - ~~32.~~ Miscellaneous equipment \$336.00 per hour
 - e. When fire department personnel perform product control, containment, cleanup, decontamination, or disposal, the actual costs of materials and labor may be billed to the responsible party and/or insurer.
- (3) EMS Standby. First responder (no transport) ~~\$350.00 per incident~~ \$130.00 per hour (3-hr minimum)
- (4) Engine Standby - \$500.00 per hour (3-hr minimum)
- (5) Fire investigation team \$308.00 per hour.
- (6) Structure Fires.
- ~~a. —\$448.00 per hour, per engine.~~
 - ~~b. —\$560.00 per hour, per truck.~~
 - a. Apparatus rates (uniform): Engine or truck – \$500.00 per hour; chief officer – \$300.00 per hour; specialized equipment (foam unit, air light, etc.) – \$200.00 per hour.
 - b. Applicability: Cost recovery applies to commercial, industrial, multi-tenant, and non-owner-occupied properties, and to incidents arising from negligence, ordinance violation, or illegal activity. Owner-occupied residential structure fires are not billed for standard suppression services. Claims may be filed directly with insurers where eligible.
 - c. Equipment damage and consumables: Actual replacement or repair costs for city-owned equipment damaged or contaminated during firefighting or rescue operations (hose, nozzles, turnout gear, SCBA, meters, tools, etc.) and consumables (foam, absorbents, tarps, salvage covers) may be billed in addition to hourly apparatus charges.
 - d. Securing and boarding-up operations:
 1. Engine company materials and labor – billed at the engine/truck hourly rate plus the cost of materials (lumber, fasteners, tarps, etc.).
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2. Rescue squad or technical personnel – billed at the applicable hourly rate; materials at actual cost.
These operations mitigate immediate hazards until the property owner or contractor assumes responsibility for long-term repairs.
- e. Extended operations: Incidents exceeding two (2) hours continue at the same hourly rates. For large or complex incidents, the Fire Chief or designee may authorize itemized billing for additional labor, mutual-aid apparatus, or extraordinary equipment.
- (7) *Illegal fires.*
- a. ~~\$448.00 per hour, per engine.~~ Billed at the structure fire rates in this section.
- b. ~~\$560.00 per hour, per truck.~~
- (8) *Water incidents.*
- a. Level 1 - \$448.00 plus \$56.00 per hour, per rescue person.
- b. Level 2 - \$896.00 plus \$56.00 per hour, per rescue person.
- c. Level 3 - \$2,240.00 plus \$56.00 per hour, per rescue person, plus \$112.00 per hour per HAZMAT team member.
- d. Level 4 - each level 4 incident shall be billed as an independent event with the mitigation rates determined by the itemized rates set forth in this section.
- (9) *Back country or special rescue.*
- a. Response vehicle \$448.00
- b. Rescue person \$56.00 per hour, per rescue person
- (10) *Chief Response.* \$280.00
- (11) *Miscellaneous time on-scene.*
- a. Engine ~~or Truck \$448~~ \$500 per hour
- b. ~~Truck \$560.00~~ Miscellaneous equipment \$336

Sec. 12-15. Fire Marshal Inspection and Permitting Fees.

- (a) *Fire marshal inspections.*
- (1) Certificate of occupancy ~~\$60.00~~ \$75.00
- (2) Temporary certificate of occupancy ~~\$60.00~~ \$75.00
- (3) After hours inspections (after 5:00 p.m. or on weekend)
- a. ~~\$150.00~~ \$99.00 per hour ~~for first two hours~~
- b. ~~\$50.00 per hour for each additional hour beyond the first two hours.~~
- (b) *Fire protection systems.*
- (1) 1—10 devices \$75.00
- (2) 11—25 devices \$100.00
- (3) 26—100 devices \$200.00
- (4) 101—200 devices \$275.00

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- (5) 201—500 devices \$500.00
 - (6) Per device for each device over 500 \$1.00
 - (c) *Fire sprinkler systems.*
 - (1) Underground \$150.00
 - (2) Aboveground, 1—19 heads \$75.00
 - (3) Aboveground 20—100 heads \$100.00
 - (4) Aboveground, 101—300 heads \$200.00
 - (5) Aboveground 301—1,000 heads \$400.00
 - (6) Per head for each over 1,000 heads \$1.00
 - (7) Fire pump, additional \$150.00
 - (d) *Access control.*
 - (1) 1—10 doors \$75.00
 - (2) 11—25 doors \$100.00
 - (3) 26—100 doors \$200.00
 - (4) 101—200 doors \$275.00
 - (5) 201—500 doors \$500.00
 - (6) Per device for each device over 500 \$1.00
 - (e) *Fire alarm system permits.*
 - (1) Residential permit fee \$50.00 annually
 - a. This residential fee shall be waived if a burglar alarm permit fee has already been paid.
 - (2) Non-residential permit fee \$100.00 annually
 - (f) *False alarm billing fee (residential).*
 - (1) The first three false alarm calls within a 12-month period are free of charge.
 - (2) The fee for the fourth and fifth false alarm calls within a 12-month period is \$75.00 per call.
 - (3) The fee for the sixth and seventh false alarm calls within a 12-month period is \$250.00 per call.
 - (4) The fee for the eighth false alarm call and any false alarm call beyond the eighth within a 12-month period is \$500.00 per call.
 - (g) *False alarm fee (non-residential).*
 - (1) The first three false alarm calls within a 12-month period are free of charge.
 - (2) The fee for the fourth and fifth false alarm calls within a 12-month period is \$150.00 per call.
 - (3) The fee for the sixth and seventh false alarm calls within a 12-month period is \$500.00 per call.
 - (4) The fee for the eighth false alarm call and any false alarm call beyond the eighth within a 12-month period is \$1,000.00 per call.
 - (h) Annual Fire ~~marshal~~ annual inspection permit fee.
 - Permits renew each calendar year between January 1–31. Renewal invoices are issued in December of the preceding year.
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- Fee includes one initial inspection and one reinspection.
 - Semiannual occupancies (e.g., hood suppression systems) shall be billed for the second inspection at \$75.00, targeting only previously identified items.
 - Failure to pass inspection or pay fees may result in revocation of the fire code permit and certificate of occupancy.
 - New businesses: first-year fire code permit fee is covered under the certificate of occupancy inspection fee.
 - (1) 1—1,500 sq. ft. ~~\$50.00~~ \$75.00 annually
 - (2) 1,501—3,000 sq. ft. ~~\$50.00~~ \$85.00 annually
 - (3) 3,001—5,000 sq. ft. ~~\$60.00~~ \$95.00 annually
 - (4) 5,001—10,000 sq. ft. ~~\$65.00~~ \$105.00 annually
 - (5) 10,001—25,000 sq. ft. ~~\$70.00~~ \$120.00 annually
 - (6) 25,001—50,000 sq. ft. ~~\$75.00~~ \$135.00 annually
 - (7) 50,001—75,000 sq. ft. ~~\$80.00~~ \$150.00 annually
 - (8) 75,001—100,000 sq. ft. ~~\$100.00~~ \$165.00 annually
 - (9) 100,001—200,000 sq. ft. ~~\$120.00~~ \$185.00 annually
 - (10) 200,001 sq. ft. and greater \$280.00 annually
- (i) *Hazardous materials annual permit (includes flammable /combustible liquids).*
- (1) *Powders and solids. \$25.00 - \$137.50 (by quantity)*
 - a. ~~1,000 lbs. and less~~ 25.00
 - b. ~~1,001—2,000 lbs.~~ 37.50
 - c. ~~2,001—5,000 lbs.~~ 70.00
 - d. ~~5,001 lbs. and over~~ 137.50
 - (2) *Liquids and gels. \$25.00 - \$137.50 by quantity*
 - a. ~~25 gallons or less~~ 25.00
 - b. ~~26—100 gallons~~ 37.50
 - c. ~~101—1,000 gallons~~ 70.00
 - d. ~~1,001 gallons or more~~ 137.50
- (j) *Plan review fees.*
- (1) Plan review \$60.00
 - (2) Fire alarm system \$70.00
 - (3) Fire sprinkler system \$150.00
 - (4) Emergency lighting \$37.50
 - (5) Special lighting \$30.00
 - (6) Liquid storage tanks, hazardous materials \$70.00
- (k) *Reinspection fee. \$60.00 \$75.00*
- (l) *Special permits.*
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- (1) Blasting operation \$65.00 per day
 - (2) Pyrotechnic display \$65.00 per day
 - (3) Tent permit.
 - a. ~~130~~ 30 days \$30.00
 - b. Each additional 30 days or portion thereof \$30.00
 - (m) *Underground storage tanks installation.* The fees set forth in this subsection are applicable to both temporary and permanent underground storage tanks.
 - (1) 0—1,000 gallons \$50.00
 - (2) More than 1,000 gallons \$100.00
 - (n) *LPG tank installation or removal* \$50.00
 - (o) *Special event fees.*
 - (1) Fire marshal permit.
 - a. \$125.00 for first day.
 - b. \$75.00 per each additional day thereafter.
 - (2) Fire marshal on premises ~~\$65.00~~ \$75.00 per hour
 - (3) Standby fire personnel, no apparatus ~~\$65.00~~ \$99.00 per hour (each, three hour minimum)
 - (4) Standby ambulance, with personnel \$130.00 per hour (three hour minimum)
 - (5) Standby engine or truck, with personnel ~~\$195.00~~ \$360.00 per hour (three hour minimum; 4-person crew)
 - (p) *State mandated inspections.*
 - (1) Hospitals \$100.00
 - (2) Nursing and long-term care homes \$75.00
 - (3) Daycare/mother's day out \$50.00
 - (4) Foster home or adoptive home \$10.00
 - (5) Home inspection (insurance) \$50.00
 - (6) Group/boarding home \$75.00
 - (7) Short term rental \$75.00
 - (8) Food truck \$75.00
 - (q) Annual fire code permit

Required annually for all occupancies; includes one initial inspection and one reinspection; additional inspections billed per fee schedule. Failure to renew or pass inspection may result in revocation of the fire code permit and certificate of occupancy. New businesses receiving a certificate of occupancy inspection shall have the first-year permit fee covered under that inspection fee.
 - (r) Late payment and convenience fees.
 - A late fee of \$25.00 shall be added to any Fire Marshal inspection, permit, or false-alarm invoice not paid within 30 days of the invoice date.
 - A late fee of \$50.00 shall be added to any such invoice not paid within 60 days of the invoice date.
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- A late fee of \$75.00 shall be added to any such invoice not paid within 90 days of the invoice date and each additional 30-day period thereafter until paid.
 - The Authority Having Jurisdiction (AHJ) may, upon written finding of good-faith effort or financial hardship, waive or reduce late fees once per invoice.
 - A credit-card convenience fee may be assessed in accordance with City policy, not to exceed five percent (5%) of the total transaction amount.

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Sec. 12-22. Chapter 22, Licenses, permits and business regulations.

- (a) *Fee for release of sealed coin-operated machine.* A fee of \$15.00 is hereby levied for the release of any machine or table sealed as provided in chapter 22, article VIII for the nonpayment of tax.
- (b) *Occasional, estate and garage sales.*
- (1) *Permit.* The occasional sale permit fee shall be \$5.00 per application.
 - (2) *Permit.* The estate sale permit fee shall be \$20.00 per application.
- (c) *Permit for home child care facility.*
- (1) Each permit granted pursuant to chapter 22, article III shall expire on December 31 of the year in which the permit is issued. A permit fee of \$75.00 shall be charged for each full year or a prorated fee shall be charged if less than a full year is applicable when the permit is first issued. An additional charge will be payable to cover costs of notification of property owners.
 - (2) An existing permit may be renewed by payment of the \$50.00 annual fee on or before January 15 of each succeeding year unless the permit has been otherwise cancelled by city council. Failure to pay the annual renewal fee on or before January 15 shall act as an automatic cancellation of the permit and the permit holder shall immediately cease its operation.
- (d) *Permit for child care facility in commercial zone.* Said business shall be required to pay a permit fee of \$100.00 for each calendar year ending December 31 of each year or a proration thereof. Said sum is due and payable by January 15 of each year.
- (e) *Itinerant vendor permit.* \$100.00 itinerant vendor's filing fee for the company or individual making the request and an additional \$15.00 per employee licensed under the company name. Valid for a period of 90 days.
- (f) *Door-to-door solicitor permit.* For itinerant vendors limiting their operations to door-to-door solicitation of sales or orders of merchandise and services: \$100.00 filing fee for the company or individual making the request and an additional \$15.00 per solicitor licensed under the company name. Valid for a period of 30 days.
- (g) *Junk dealer, secondhand dealer license.* \$100.00 per application.
- (h) *Flea market license.* The annual license fee for license under chapter 22, article V shall be \$100.00 paid in advance.
- (i) *Massage establishment license and health certificate.*
- (1) The annual license fee shall be \$125.00 for each such establishment. If said license is obtained between January 1 and June 30 of any year, the full amount of said fee shall be paid. If said license is obtained between July 1 and December 31 of any year, the fee shall be one-half of the said amount. No refund shall ever be made of any such license fee. It is further stipulated that said license fee is for a period of 12 months from January 1 to December 31, and it shall be necessary to renew said license each year at the fee established of \$125.00 per year.

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- (2) Every person who operates a massage establishment and who is required to have a certificate of health, when issued by the city health officer, shall pay the sum of \$2.00 for the issuance of such certificate of health.
- (j) *Sexually oriented business license.* Each initial application for a license or a license renewal shall be accompanied by a cashier's check or money order, payable to the city, in the amount of \$2,000.00, which shall be commensurate with the cost associated with the administration and processing of the permit application. Renewal application fees are set at \$150.00. Such fees shall be nonrefundable.
- (k) *Taxicab street rental fee.* As compensation or a rental or license fee for the privilege of operating upon and using the public streets and thoroughfares of the city, and conducting and carrying on the business of transporting passengers for compensation on and over the streets and thoroughfares in taxicabs, each holder of a franchise granted under the terms of chapter 22, article XII shall pay to the city at the office of the city secretary an amount equivalent to two percent of the gross revenues derived from the operation of the taxicabs operated by him. Such amount shall be paid monthly for each calendar month on or before the 15th of each succeeding calendar month. Such compensation shall be in lieu of all other fees to be paid by taxicab operators imposed by any other ordinance now in force, but shall not be construed to be in lieu of any validity assessed ad valorem taxes.
- (l) *Taxicab driver permit.* If the chief of police of the city deems it advisable, he shall make such additional investigations of the applicant as he deems necessary to ascertain whether or not he is a fit and proper person to drive a taxicab in the city. If, after examining such applicant and obtaining such information as he deems advisable, the chief of police is satisfied that the applicant is a fit and proper person to drive a taxicab in the city, then, upon the payment of a fee of \$5.00 by the applicant, the chief of police of the city shall cause to be issued to such applicant a permit to drive taxicabs in the city. Each permit issued shall expire on December 31 following the date of issuance.
- (m) *Single-family dwelling rental units.*
- (1) *Reinspection fees.* If a reinspection is necessary and the reinspection reveals that violations have not been corrected, subsequent inspection shall result in a reinspection fee of \$50.00 for the initial reinspection, \$75.00 for the next reinspection, if so needed, and \$100.00 for each reinspection thereafter.
- (2) *Annual permit fee.* Applications for permit shall include an annual permit fee of \$150.00.
- (3) *Early move-in fee.* A fee of \$150.00 will be due from the owner of the single-family dwelling rental unit if a tenant moves in to the dwelling before inspection or application for permit has been made.
- (n) *Boarding Homes.*
- (1) *Annual registration fee \$25.00*
- (2) *Annual permit fee. Applications for permit shall include an annual permit fee of \$300.00.*
- (3) *Permit inspection fee. Pre-operational Inspection, Building and Code Inspection (indoors/outdoors) fee of \$1,000.00.*
- (4) *Annual Permit Renewal Inspection Fee. Subsequent years include Building and Code inspections indoors/outdoors) fee of \$750.00.*
- (5) *Reinstatement Fee. Annual renewal fee not paid by due date fee of \$250.00*
- (6) *Fire inspections will be conducted and associated fees will be billed separately.*
- (o) *Mobile food vendor unit certificate of occupancy permits.* The fees for certificates of occupancy permits for mobile food vendor units shall be:
- (1) *Annual permit.* The fee for an annual permit shall be \$300.00 for the initial issuance of the permit. The fee for a renewal of an annual permit shall be \$150.00. If an annual permit is not renewed within six months of the expiration of the previous annual permit issued for a mobile food vending unit, the applicant must pay the initial issuance fee of \$300.00 to apply for a new annual permit.
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- (2) *Seasonal permit.* The fee for a seasonal permit shall be \$200.00 for the initial issuance of the permit. The fee for a renewal of a seasonal permit shall be \$100.00. If a seasonal permit is not renewed within six months of the expiration of the previous seasonal permit issued for a mobile food vending unit, the applicant must pay the initial issuance fee of \$200.00 to apply for a new seasonal permit.
 - (3) *Temporary permit.* The fee for a temporary permit shall be \$75.00 for each permit, but may be waived if the permit is issued in connection with a city sponsored event.
 - (4) *Amended permit.* The fee to change authorized operating locations or add additional authorized operating locations to a mobile food vendor unit certificate of occupancy permit shall be \$25.00 for each amendment of the permit.
- (p) *Business registration program.*
- (1) Initial registration \$15.00
 - (2) Annual renewal 10.00



AGENDA MEMORANDUM

DATE: October 27, 2025
TO: Honorable City Council Members
FROM: Jennifer Calvert, Finance Director
THROUGH: Sandra Gibson, City Manager
SUBJECT: Presentation on Automatic Meter Infrastructure (AMI) project

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

This is a presentation, therefore no recommendation is necessary.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

New -