



## AGENDA ITEM COMMENTARY

---

<b>MEETING NAME:</b>	City Council Meeting
<b>MEETING DATE:</b>	December 16, 2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on update to Master Fee Schedule.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services Terri Robinette, City Secretary

---

### BACKGROUND:

In recent months, the Development Department has been tasked with processing documents that were never previously necessary. In response, the City of WolfForth is proposing a new fee to cover any legal or administrative costs the city may incur during this process. The proposed fee of \$200.00 for "Easement Abandonment/Release" will be added to the Master Fee Schedule under the Planning and Zoning Department. This fee pertains to the release of temporary easements on filed plats that are being abandoned, enabling property owners to remove unnecessary easements that run through or along their property lines.

In addition to this, the Development Department, in coordination with our SafeBuilt inspector, is recommending the implementation of a roofing permit starting January 1, 2025. This permit will apply to both new roofs and re-roofing projects for repairs or replacements. The inspection associated with this permit will ensure that all ventilation is properly installed as part of the repairs or replacements. The requirement of a roofing permit helps ensure the safety, quality, and compliance of roofing work, protecting both citizens and the city. By requiring a permit, the city can ensure that roofing projects meet local building codes and regulations, which are designed to guarantee structural integrity and weather resilience. This prevents substandard or unauthorized work that could lead to roof failures, leaks, or other hazards. The permit process also allows for inspections after the project, helping to identify potential problems early on. Additionally, the requirement ensures that licensed and insured professionals are performing the work, safeguarding homeowners from being taken advantage of by unqualified contractors. By enforcing these standards, the city protects public safety and ensures that residents are not burdened with expensive repairs or dangerous living conditions due to improper roofing practices. Currently, the city of Lubbock, Idalou, Abilene, and many others throughout Texas are requiring these types of permits. The permit fee will be set at \$70.00, in line with other miscellaneous permit fees. More than 40 roofing companies in the area will be informed of the change.

While reviewing the Master Fee Schedule, we also determined that our Animal Control fees are not in line with current needs. Animal Control continues to require more manpower and more training. Currently, there is no fee for impoundment of loose animals. Many times we must pick up the same loose dogs again and again. We are proposing adding an impoundment fee that is in line with the City of Lubbock and other cities across the state which would be: 1<sup>st</sup> offense \$30, 2<sup>nd</sup> offense \$50, 3<sup>rd</sup> offense and each subsequent \$100 plus an increase for the kennel fee from the current amount of \$7 to \$10 per day, per animal and adding the language "daily for all or part of any one day"

**EXHIBITS:**

1. Proposed Master Fee Schedule
2. Letter to Roofing Companies

**COUNCIL ACTION/STAFF RECOMMENDATION:**

The City Staff recommends approval of updated Master Fee Schedule.