

City of Windcrest



AGENDA

SPECIAL SESSION CITY COUNCIL MEETING FISCAL YEAR 2020/2021 BUDGET WORKSESSION JULY 17, 2020

CITY COUNCIL CHAMBERS @ 8601 MIDCROWN

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST SPECIAL COUNCIL MEETING FY 20/21 BUDGET WORKSESSION WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 17TH DAY OF JULY 2020, STARTING AT 6 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE DAY OF JULY 17, 2020, AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, JULY 20, 2020, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance and Invocation**
- IV. Citizens to be Heard**

- a) Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
- b) Citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes.
- c) Only a maximum of four (4) members of the public will be permitted in the City Council Chambers at a time. All attendees will be required to be screened for present signs of COVID-19 prior to entering City Hall.
- d) Four (4) hours prior to the meeting, an email to the city secretary at citysecretary@windcrest-tx.gov is required to be added to the attendee list to ensure proper physical distance seating inside and outside City Council Chambers.
- e) An email statement may be sent to the City Secretary @ citysecretary@windcrest-tx.gov to be read into the meeting to City Council. Statements will be provided to Council and available to the public not in attendance after the meeting.
- f) A City Official may make a statement of specific factual information in response to an

inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

V. FY 2020/2021 Budget Worksession

- a) City Council will review, discuss and may take action on the following City of Windcrest Fiscal Year (FY) 2020 – 2021 Proposed Budgets:
- i. General Fund
 - ii. Garbage Fund
 - iii. Debt Service Fund
 - iv. Asset Seizure Fund (Federal)
 - v. Asset Seizure Fund (State)
 - vi. County Fire Contribution Fund
 - vii. School Crossing Guard Fund
 - viii. Police Donations Fund
 - ix. Police Education Training Fund
 - x. Roosevelt Scholarship Fund
 - xi. Court Technology Fund
 - xii. Court Building Security Fund
 - xiii. Hotel Occupancy Tax Fund
 - xiv. Economic Development Corporation (EDC)
 - xv. Windcrest Crime Control Prevention District (WCCPD)
 - xvi. Street Fund – Capital Improvement Projects (CIP)
 - xvii. Public, Education, and Government
 - xviii. 2019 Series A Bond
 - xix. 2019 Series B Bond

VI. Discussion & Action

- a) City Council will review, discuss, and may take action on an ordinance setting fees for various city services and consolidating those fees for convenience; amending various city ordinances; and containing severability clause and an effective date. [Don Hakala, Municipal Finance Officer]
- b) City Council will review, discuss, and may take action on an ordinance adopting an organizational chart and departmental classifications. [Rafael Castillo, Jr., City Manager]
- c) City Council will review, discuss, and may take action on setting dates for the Proposed FY 2020 – 2021 Budget Public Hearings. [Rafael Castillo, Jr., City Manager]
- d) City Council will review, discuss, and may take action on the Proposed FY 2020 – 2021 Budget Calendar. [Rafael Castillo, Jr., City Manager]
- e) City Council will review, discuss, and may take action on an ordinance approving and adopting a budget for operating the municipal government of the City of Windcrest for fiscal year beginning October 1, 2020 and ending on September 30, 2021; appropriating money for the various funds and purposes of such budget including appropriations of money to pay interest and principal sinking fund requirements on all indebtedness; providing a savings and severability clause; repealing all ordinances and appropriations in conflict with the provisions of this ordinance; and establishing an effective date. [Don Hakala, Municipal Finance Officer]

- f) City Council will review, discuss, and may take action on an ordinance adopting the tax rate and levying a tax upon all property subject to taxation within the City of Windcrest, Texas, for the 2021 tax year for the use and support of the municipal government of the City of Windcrest for the fiscal year beginning October 1, 2020, and ending on September 30, 2021; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement bonded debt of the city; and establishing an effective date. [Don Hakala, Municipal Finance Officer]

VII. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

Adjournment

DECORUM REQUIRED: *Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.*

ACTION BY COUNCIL AUTHORIZED: *The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); §551.087 (Economic Development); and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.*

EXECUTIVE SESSIONS APPROVED BY CITY ATTORNEY: *This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.*

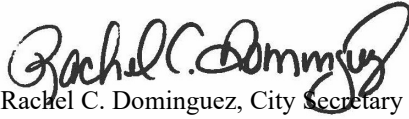
ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS:

It is anticipated that members of the City Council, or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may 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 board, commission or committee subject to the Texas Open Meetings Act.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two (72) hours prior to the meeting on July 17, 2020.

BY:


Rachel C. Dominguez, City Secretary

CITY OF WINDCREST
PROPOSED BUDGET
AS OF: SEPTEMBER 30TH, 2020

13 -ECONOMIC DEVELOPMENT CORP
REVENUES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2020-2021 REQUESTED BUDGET	(----- PROPOSED BUDGET
BEGINNING FUND BALANCE	411,751	218,774	568,048	990,311	990,311	990,311	1,350,410	1,350,410
FUND BALANCE ACTIVITY	(27,771)	0	0	0	0	0		
4105 INCOME - OTHER	0	2,500	20	0	0	0	0	_____
4110 INCOME - OTHER (HOT)	0	0	0	0	0	0	0	_____
4111 INCOME - OTHER (GEN.FUND)	(4,958)	0	0	0	0	0	0	_____
4112 INCOME-WALZEM RD GRANT	0	0	0	0	0	0	0	_____
4113 INCOME-CORPORATE DONATIONS	0	0	0	0	0	0	0	_____
4115 SALES TAX (.25)	522,082	571,339	659,662	554,000	372,944	660,000	580,000	_____
4301 INTEREST	1,121	4,901	13,760	2,000	6,090	6,200	2,000	_____
4900 PROCEEDS FROM CAPITAL LEASE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>_____</u>
TOTAL REVENUES	<u>518,246</u>	<u>578,740</u>	<u>673,442</u>	<u>556,000</u>	<u>379,034</u>	<u>666,200</u>	<u>582,000</u>	<u>_____</u>

13 -ECONOMIC DEVELOPMENT CORP
00-GENERAL EXPENDITURES
DEPARTMENT EXPENSES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2020-2021 REQUESTED BUDGET	(----- PROPOSED BUDGET
<u>SALARIES & BENEFITS</u>								
500-009 SALARIES - EDC	74,476	35,891	24,964	42,000	28,927	42,000	43,200	
500-010 ADMINISTRATIVE EXPENSES	0	0	0	1,000	0	0	1,000	
500-011 EDC LONGEVITY	0	0	0	0	0	0	0	
500-013 STIPEND	650	1,483	0	0	0	0	0	
500-018 EDC EDUCATION PAY	0	0	0	0	0	0	0	
500-020 EDC OVERTIME	0	0	0	2,000	0	0	1,000	
500-030 SOCIAL SECURITY-EDC	2,967	2,893	1,827	4,000	2,407	4,000	4,000	
500-040 HEALTH INSURANCE-EDC	0	8,319	8,465	9,064	5,820	8,445	9,000	
500-050 RETIREMENT-EDC	1,110	2,948	1,877	4,400	2,368	4,400	4,000	
500-060 WORKERS COMPENSATION-EDC	500	500	1,000	1,100	1,100	1,100	1,100	
500-070 UNEMPLOYMENT COMPENSATION	1,690	187	136	500	124	500	500	
500-080 CONTRACT LABOR	0	51,790	73,520	157,000	74,100	93,600	169,000	
500-095 TERMINATION PAYOUT	0	0	0	0	0	0	0	
TOTAL SALARIES & BENEFITS	81,394	104,011	111,789	221,064	114,845	154,045	232,800	
<u>OTHER EXPENSES</u>								
500-100 PUBLIC RELATION FEES-GENERAL	0	0	50	15,000	3,993	7,000	15,000	
500-115 MOBILE TELEPHONE	31	0	374	600	1,692	2,000	1,000	
500-120 DUES & SUBSCRIPTIONS	1,636	2,444	192	500	145	500	500	
500-130 TRAINING	4,360	4,265	1,808	7,000	540	4,000	7,000	
500-132 TRAVEL	7,438	6,745	35	10,000	0	5,000	10,000	
500-135 MEALS & ENTERTAINMENT	4,965	1,459	627	5,000	466	3,000	5,000	
500-150 EMP MED COST ASSIST	0	0	0	0	256	256	0	
500-200 COMPUTER MAINTENANCE	731	20	43	4,000	0	1,000	4,000	
500-201 WEBSITE MAINTENANCE	172	1,170	6,532	2,000	1,759	2,000	2,000	
500-205 REPAIRS & MAINT OF BUILDING	0	0	93	1,000	0	0	1,000	
500-250 LEGAL EXPENSES	46,606	76,534	43,306	50,000	19,998	35,000	50,000	
500-290 AUDIT	3,093	7,000	4,300	6,000	4,430	6,000	6,000	
500-325 SALES TAX COLLECTION SERVICES	0	1,526	0	1,800	0	1,800	2,000	
500-430 SUPPLIES	2,692	6,386	2,657	4,000	1,924	3,000	4,000	
500-440 ELECTION EXPENSES	0	0	0	0	0	0	0	
500-510 VEHICLE EXPENSE-EDC	72	263	109	1,000	167	500	1,000	
500-515 HEALTH EXPENSE ALLOW-DIRECTOR	(585)	0	0	0	0	0	0	
500-520 MOVING EXPENSE-DIRECTOR	0	0	0	0	0	0	0	
500-540 VEHICLE FUEL	226	469	57	1,000	41	500	1,000	
500-590 POSTAGE	0	52	110	500	445	500	500	
500-630 LEGAL ADVERTISING	0	792	0	0	0	0	0	
500-640 COPIER USAGE	0	0	0	1,200	0	0	1,200	
500-650 WALZEM RD GRANT EXPENSES	0	0	0	0	0	0	0	
500-700 CONTINGENCIES	1,310	2,380	267	2,500	216	1,000	3,000	
500-750 EDC PROJECTS	0	0	4,571	111,000	10,292	30,000	165,000	
500-751 PROMOTING WINDCREST	0	0	14,260	71,000	2,896	9,000	30,000	
500-752 SERVICES AGREEMENT GEN. FUND	0	0	60,000	0	0	0	40,000	
TOTAL OTHER EXPENSES	72,746	111,505	139,391	295,100	49,260	112,056	349,200	

500-201 WEBSITE MAINTENANCE PERMANENT NOTES:
AT&T DATA CHARGE

DEPARTMENT EXPENSES		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(-----) (-----) (-----) CURRENT Y-T-D BUDGET ACTUAL	2019-2020 PROJECTED YEAR END	2020-2021 REQUESTED BUDGET	2021-2022 PROPOSED BUDGET
<u>CAPITAL EXPENSES</u>								
500-800	EDC PROJECTS	27,164	0	0	0	0	0	
500-801	PROMOTING WINDCREST	18,998	13,950	0	0	0	0	
500-810	CAPITAL EXPENSE	0	0	0	0	0	0	
500-890	TLF LOAN PAYMENTS	444,415	0	0	0	0	0	
500-891	RACKER ROAD PROJECT	0	0	0	0	0	0	
500-892	TLF INTEREST	<u>15,735</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL EXPENSES		506,311	13,950	0	0	0	0	
500-800	EDC PROJECTS	PERMANENT NOTES: STORE FRONT IMPROVEMENT PROJECTS						
<u>OTHER INCOME/EXPENSES</u>								
500-900	PRIOR PERIOD ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	
TOTAL 00-GENERAL EXPENDITURES		660,452	229,466	251,180	516,164	164,105	266,101	582,000

CITY OF WINDCREST
PROPOSED BUDGET
AS OF: SEPTEMBER 30TH, 2020

13 -ECONOMIC DEVELOPMENT CORP
00-GENERAL EXPENDITURES
DEPARTMENT EXPENSES

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	(----- CURRENT BUDGET	2019-2020 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2020-2021 REQUESTED BUDGET	(----- PROPOSED BUDGET
<u>TRANSFERS</u>								
900-500 TRANSFER TO GEN. FUND	<u>23,000</u>	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>185,000</u>	<u>40,000</u>	<u>0</u>	<u></u>
TOTAL TRANSFERS	23,000	0	0	40,000	185,000	40,000	0	
TOTAL EXPENDITURES	683,452	229,466	251,180	556,164	349,105	306,101	582,000	
REVENUE OVER/ (UNDER) EXPENDITURES	(165,206)	349,274	422,262	(164)	29,928	360,099	0	
PROJECTED ENDING FUND BALANCE	218,774	568,048	990,311	990,147	1,020,239	1,350,410	1,350,410	

*** END OF REPORT ***

Personnel Summary

Dept. #	Positions (General Fund)	Service Grade	FY19-20 Count	FY20-21 Count
01-525	City Manager	77	1	1
01-504	Public Affairs / Marketing Event Specialist	17	1	1
	Total City Manager		2	2
01-508	Court Administrator	30	1	1
01-508	Warrant Clerk	9	1	1
01-508	Court Clerk	8	1	1
	Total Court		3	3
01-501	City Secretary	43	1	1
01-501	Asst. City Secretary	29	1	1
01-527	Postal Clerk	9	1	1
01-501	Administrative Receptionist	8	1	1
01-501	Permit Clerk	8	1	1
	Total City Secretary		5	5
01-502	Police Chief	63	1	1
01-502	Captain	53	1	1
01-502	Lieutenant 1	43	1	1
01-502	Lieutenant 2	43	1	1
01-502	Sergeant	36	1	1
01-502	Corporal 1	31	1	1
01-502	Corporal 2	31	1	1
01-502	Corporal 3	31	1	1
01-502	Corporal 4	31	1	1
01-502	Corporal 5	31	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-502	Patrol Officer	26	1	1
01-519	Patrol Officer/Code Enforcement	26	1	1
01-508	Patrol Officer/Warrant	26	1	1
01-508	Patrol Officer/Warrant	26	1	1
01-502	Property and Evidence Technician	22	1	1
01-502	Dispatcher	17	1	1
01-502	Dispatcher	17	1	1
01-502	Dispatcher	17	1	1
01-502	Administrative Assistant	14	1	1
01-502	Records clerk	13	1	1
01-517	Animal Control Officer	11	1	1
01-517	Animal Control Officer	11	1	1
	Total Police Chief		33	33
01-503	Fire Chief	55	1	1
01-503	Assistant Chief	21	1	1
01-503	Fire Administrative Asst.	8	1	1
01-503	Firefighter	6	1	1
01-503	Firefighter	6	1	1
01-503	Firefighter	6	1	1
01-503	Firefighter	6	1	1
01-503	Firefighter	6	1	1
01-503	Firefighter	6	1	1
	Total Fire Chief		9	9
01-516	Public Works Director	44	1	1
01-516	Public Works Crew Chief	30	1	1
01-507	Fleet Mechanic	22	1	1
01-516	Public Works Tech IV	16	1	1
01-516	Public Works Tech III	13	1	1
01-516	Public Works Tech II	12	1	1
01-511	Public Works Tech I	7	1	1
01-511	Public Works Tech I	7	1	1
01-511	Public Works Tech I	7	1	1
01-516	Public Works Tech I	7	1	1
01-516	Public Works Tech I	7	1	1
01-516	Public Works Tech I	7	1	1
01-516	Public Works Tech I	7	1	1
	Total Public Works Director		13	13

01-520	Municipal Finance Officer	53	1	1
01-520	Assistant Municipal Finance Officer	39	1	1
01-520	Accountant I	25	1	1
01-520	Accountant I	25	1	1
	Total Municipal Finance Officer		4	4
	Total General Fund:		69	69

Dept. #	Positions (WCCPD Fund)	Service Grade	FY19-20 Count	FY19-20 Count
18-500	Police Communication Supervisor	31	1	1
18-500	Detective / CID	29	1	1
18-500	Patrol Officer 16/ K9	26	1	1
18-500	Communications officer 3/Dispatcher 7	17	1	1
18-500	Communications officer 1/Dispatcher 5	17	1	1
18-500	Communications officer 2/Dispatcher 6	17	1	1
18-500	Records Lead	17	1	1
	Total WCCPD:		7	7

Dept. #	Positions (Garbage Fund)	Service Grade	FY19-20 Count	FY19-20 Count
02-500	Utility Clerk	18	1	1
	Total Garbage Fund		1	1

	Total Position Count (GF, WCCPD, Garbage Fund):		77	77
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Dept. #	Contract employees/Seasonal	FY19-20 Count	FY19-20 Count
01-514	City Attorney	0.5	0.5
01-514	IT Support	0.5	0.5
01-501	Fire Inspector	0.5	0.5
01-501	Building Inspector	0.5	0.5
01-514	Food Inspector	0.5	0.5
01-508	Judge	0.5	0.5
01-508	Prosecutor	0.5	0.5
01-527	Postal Clerk Seasonal	0.5	0.5
01-526	POOL MANAGER / LIFEGUARD (SEASONAL)	1	1
01-526	POOL SUPERVISOR / LIFEGUARD (SEASONAL)	2	2
01-526	LIFE GUARDS (SEASONAL)	16	16
	Total Contract employees/Seasonal	23	23

	Total Employees for the City of Windcrest (Less Contract/Seasonal/EDC)		77	77
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Historical Changes:

- * Difference between FY 14-15 and FY 15-16 converted the part time Animal Control Officer to a Full Time Position
- * A Police Officer position was added due to the deployment of one of our current police officers. Deployment continues through the FY 16-18.
- * A Fire Station Tech part-time was converted to a full time position starting FY 17-18
- * Ord. 2018-764(O) approving 2 communications officer and 1 record clerk funded by WCCPD
- * 0.5 FTE Permit Clerk was approved FY19-20 making 1 FTE Permit Clerk
- * 0.5 FTE Fire Dept. Administrative Asst. was approved in FY 18-19 making 1 FTE Fire Dept. Administrative Asst.
- * 1 FTE Garbage Fund, Utility Clerk was approved in FY 19-20
- * 6 FTE General Fund, Firefighter was approved in FY 19-20
- * Upgrade Station Tech. to Asst. Fire Chief approved in FY 19-20
- *Lead Dispatcher was reclassified to Property and evidence Tech. in March 2020
- *Sergeant was reclassified to Captain in 2020

City of Windcrest
Proposed Master Fee Schedule FY 20/21
Ordinance 2020-*~~(O)~~**

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ANIMAL CONTROL

<u>Deposits</u>	
Rabies Vaccination	\$50.00
Sterilization:	
Male Cat	\$75.00
Female Cat	\$90.00
Male Dog	\$75.00
Female Dog	\$90.00
<u>Pet Tags</u>	
Sterilized and Microchipped	Free
Sterilized	\$5.00
Not Sterilized	\$25.00
Duplicate Pet Tag	\$2.00
<u>Reclamation</u>	
1st time dog is reclaimed instance per resident, one dog	\$0.00
2nd time dog is reclaimed instance per resident, per dog	\$0.00
3rd time dog is reclaimed instance per resident, per dog	\$75.00
4th time & subsequent times dog is reclaimed instance per resident, per dog	\$200.00
<u>Citations and Fines</u>	
Animal Cruelty	Citation
Dog Off Leash	Citation
Improper Animal Transport	Citation
Inadequate Care and Shelter	Citation
Each instance per residence per cat outside not sterilized	\$50.00
Rabies immunization for reclaimed animals without current proof of vaccination	\$10.00
Fine for animals in violation of Windcrest Code of Ordinances, Sec. 6-59(b), requiring identification tags or microchip	\$25.00

Violation of Windcrest Code of Ordinances, Sec. 6-62, requiring leashing or containment of dogs when under owner's control but outside of owner's fenced premises (The owner will also pay all boarding fees)	\$100.00
Dogs captured who have not been registered with the City, an additional (No proof of vaccination cost will be paid by owner)	\$100.00

BUILDING AND BUILDING CODE

A. RESIDENTIAL PERMIT FEES

Building and Building Code	
New Construction	
Single-Family Residential	\$950.00 plus \$0.52 per square foot of living space
Curb Cuts/Driveways	\$50.00
Certificate of Occupancy (non-refundable)	\$100.00
Variance Request	\$150.00
Moving Permit	\$100.00
Demolition Permit	\$200.00
Dumpster Permit	\$100.00
Plan Review Fee	\$475.00
Revised Plan Review Fee	\$100.00
Non-Compliance Fee (work started or performed without a permit)	\$100.00 plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00 - Citation
Residential Remodels/Maintenance	
Foundation	\$5.00 \$55.00
Driveways	\$5.00 \$55.00
Sidewalks	\$5.00 \$55.00
Re-roofs	\$5.00 \$55.00
Fences	\$5.00 \$55.00
Windows Installation/Replacement (Frame)	\$50.00
Accessory Buildings	\$5.00

<u>(Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1 zoned district)</u>	<u>Tier 1: 144 sq. ft – 200 sq. ft.: \$50.00</u> <u>Tier 2: 201 sq. ft. – 250 sq. ft.: \$75.00</u> <u>Tier 3: > 250 sq. ft.: \$100.00</u>
Variance Request	\$35.00
Demolition Permit	\$100.00
Dumpster Permit	\$50.00
Plan Review Fee	\$55.00
Revised Plan Review Fee	\$55.00 <u>\$50.00</u>
Non-Compliance Fee (work started or performed without a permit)	\$100.00 <u>\$50.00</u> plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
<u>Inspector Consultation Fee</u>	<u>\$50.00</u>
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00 <u>Citation</u>
Plumbing Permits	
New Construction	\$250.00
Remodel	\$200.00
Issue Permit (Base Fee)	\$50 +
Water Softener	\$5.00
House Sewer	\$5.00
Water Heater	\$5.00
Water Piping	\$5.00
Water Line	\$5.00
Gas Test	\$5.00
Bath/Shower	<u>\$5.00</u>
Lavatory/Sink	<u>\$5.00</u>
Lawn Irrigation/Sprinklers	\$100.00
HVAC/Mechanical Permits	
Issue Permit (Base Fee)	<u>\$50.00</u>
New Construction	\$200.00
Replace Unit	\$100.00
A/C Air Duct Replacement	\$150.00

Electrical Permits	
Issue Permit (Base Fee)	\$50.00
New Construction	\$200.00
Remodels	\$150.00
Temporary Meter Loop	\$50.00 <u>\$100.00</u>
Fire Related Permits	
Fire Sprinkler System	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
<u>Revised Plan Review Fee</u>	<u>\$60.00</u>
Fire Alarm System	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
<u>Revised Plan Review Fee</u>	<u>\$60.00</u>
False Alarm Fees	
3 or less False Alarms within preceding 12 months	\$0.00 <u>Citation</u>
4 or 5 False Alarms within preceding 12 months	\$50.00 <u>Citation</u>
6 or 7 False Alarms within preceding 12 months	\$75.00 <u>Citation</u>
8 or more False Alarms within preceding 12 months	\$100.00 <u>Citation</u>
Miscellaneous Residential Permits	
<u>Tree Permit</u>	<u>\$5.00</u>
Swimming Pool/Hot Tub/Spa	\$160.00, includes 3 feet wide deck. Electrical permit also required <u>and pulled by the contractor.</u>
Decks, Gazebos, Pergolas, Pool Decks	\$100.00

B. COMMERCIAL PERMIT FEE SCHEDULE

Permit Fees Related to Construction, Remodel, Installation, and Replacement, and Demo	
\$500 or less of total value	\$75.00

\$501 to \$2,000 of total value	\$75.00 + \$3.05 for each hundred or fraction thereof over \$500.00
\$2,001 to \$25,000 of total value	\$75.00 + \$14.00 for each thousand or fraction thereof over \$2,000.00
\$25,001 to \$50,000 of total value	\$391.75 + \$10.10 for each thousand or fraction thereof over \$25,000.00
\$50,001 to \$100,000 of total value	\$643.75 + \$7.00 for each thousand or fraction thereof over \$50,000.00
\$100,001 to \$500,000 of total value	\$993.75 + \$5.60 for each thousand or fraction thereof over \$100,000.00
\$500,001 to \$1,000,000 of total value	\$3,233.75 + \$4.75 for each thousand or fraction thereof over \$500,000.00
\$1,000,000 and higher of total value	\$5,608.75 + \$3.65 for each thousand or fraction thereof over \$1,000,000.00
Fence Permit	\$50.00
Dumpster Permit	\$100.00
Plan Review Fee	\$475.00
Revised Plan Review Fee	\$100.00
Variance Request	\$150.00
Non-Compliance Fee (work started or performed without a permit)	\$100.00 plus 2x the permit cost. Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00
Plumbing Permit	\$500.00
Repair/Replacement/Remodel	\$50.00
HVAC/Mechanical Permit	\$400.00
Repair/Replacement/Remodel	\$50.00
Electrical Permit	\$400.00
Repair/Replacement/Remodel	\$50.00
Temporary Meter Loop	\$50.00 \$100.00

Fire Related Permits	Refer to Fire Fee Schedule
Fire Alarm System	Refer to Fire Fee Schedule
False Alarm Fees	
3 or less False Alarms within preceding 12 months	\$0.00 Citation
4 or 5 False Alarms within preceding 12 months	\$50.00 Citation
6 or 7 False Alarms within preceding 12 months	\$75.00 Citation
8 or more False Alarms within preceding 12 months	\$100.00 Citation
Miscellaneous Commercial Permits	
Tree Permit Fee	\$5.00
Contractor Registration Fee	\$20.00
Business Registration Fee	\$0 \$10.00
Certificate of Occupation (CoO) Fee (Building Inspector & Fire Marshall inspections)	\$100.00 \$110.00
Health Inspector Certification of Occupancy (CoO) Fee	\$95.00
CoO Reinspection Fee (Building Inspector & Fire Marshal inspections)	\$110.00
Health Inspector CoO Reinspection Fee	\$95.00
Building Inspector Consultation/Site Visit Fee	\$50.00
Health Inspector Consultation/Site Visit Fee	\$95.00
Fire Marshall Consultation/Site Visit Fee	Refer to Fire Fee Schedule

CHARGES FOR PUBLIC INFORMATION REQUESTS

Materials onto Which Information is Copied	
Standard paper copy	\$0.10
Nonstandard copy	
Diskette	\$1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Tape cartridge	Actual cost
Rewritable CD	\$1.00

Non-rewritable CD	\$1.00
Digital Video Disc (DVD)	\$1.00
JAZ drive	Actual cost
Other electronic media	Actual cost
VHS video cassette	\$2.50
Audio cassette	\$1.00
____ Oversize paper copy (e.g., 11x17, greenbar, etc .)	\$0.50

CIVIC CENTER FEES

<u>Resident</u>	
Deposit	\$100.00 Refundable after event
Rental	\$50.00 per hour minimum 4 hours rental
Cleaning	\$100.00
Sound system	\$100.00
*Security	\$35.00 per hour
Optional set up fee by Civic Center Tech	\$25.00 per hour (this can be deducted from deposit)
<u>Non-Resident</u>	
Deposit	\$300.00 Refundable after event
Facility use, kitchen use, audio system use, and clean-up – 4 hours minimum	\$1,500.00
Additional hours	\$250.00 per hour
*Security	\$35.00 per hour
<u>Schools and Churches</u>	
Resident rate	
<u>Civic Clubs</u>	
Usage fee (per meeting)	\$25.00 per meeting
Usage fee (per banquet/fundraising event)	\$50.00 for banquet/fundraiser event
No cleaning fee	
*Security	\$35.00

*Security fee is paid only when an event will be serving alcohol.

GARAGE AND ESTATE SALES

Garage Sale Permit	\$10.00
Estate Sale Permit	\$25.00

NOTARY FEES

<u>Acknowledgements</u>	
Taking the acknowledgement or proof of any deed or other instrument in writing, for registration, including certificate and seal:	\$0.00
(1) for the first signature	\$0.00
(2) for each additional signature	\$0.00
Administering an oath or affirmation with certificate and seal	\$0.00
All certificates under seal not otherwise provided for	\$0.00
Copies of all records and papers in the Notary Public's Office, per page	\$0.00
Taking the depositions of witnesses, per each 100 words	\$0.00
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$0.00
<u>Protests</u>	
Protesting a bill or for non-acceptance or non-payment, register & seal	\$0.00
Each notice of protest	\$0.00
Certificate and seal to a protest	\$0.00
Protesting in all other cases	\$0.00
<u>Miscellaneous</u>	
All other notarial acts not provided for	\$0.00

SWIMMING POOL FEES

<u>Daily Fee</u>	\$3.00
<u>Pool Passes</u>	
Resident	
Single	\$60.00

Couple	\$90.00
Family	\$120.00
Swim lessons, 2x/week, 1-hour daily sessions	\$40.00
Non-Resident	
Single	\$125.00
Couple	\$145.00
Family	\$170.00
Swim lessons, 2x/week, 1-hour daily sessions	\$50.00
Swim Team	
1 participant in family	\$86.00
Each additional member of the family	\$76.00
Pool Parties	
Party time length: minimum of 3 hours	
10-25 guests	\$100.00
Additional hours (per hour)	\$30.00
26-50 guests	\$125.00
Additional hours (per hour)	\$30.00
51-75 guests	\$197.50
Additional hours (per hour)	\$37.50
76-100 guests	\$245.00
Additional hours (per hour)	\$45.00
Camps, Daycares, Other Organizations	
Per person	TBD

VEHICLE STORAGE FEES

Deposit	\$50.00
Small (size 8'x15')	\$240.00
Medium (size 10'x20')	\$360.00
Large (size 12'x33')	\$480.00
Large (size 12'x33') with electricity	\$600.00
X-Large (size 12'x40')	\$624.00
X-Large (size 12'x40') with electricity	\$744.00

Proposed Fire Fee Schedule

- Commercial FY 20/21

Inspection Type	Description	Price	Approximate Quantity	Estimated Amount
Semi-Annual Inspections				
Tier 1 Semi-Annual:	0 - 10,000	\$ 75.00		\$ -
Tier 2 Semi-Annual:	10,000 - 49,999	\$ 200.00		\$ -
Tier 3 Semi-Annual:	50,000+	\$ 300.00		\$ -
Reinspection Fee:		\$ 90.00		\$ -
Fire Alarm Systems New Installation Tests				
Fire Alarm Systems Tier 1:	1 - 20	\$ 180.00		\$ -
Fire Alarm Systems Tier 2:	21 - 200	\$ 240.00		\$ -
Fire Alarm Systems Tier 3:	201+	\$ 360.00		\$ -
Fire Alarm Remodel Tests				
Fire Alarm Remodel Tier 1:	Less than 10	\$ 60.00		\$ -
Fire Alarm Remodel Tier 2:	11 - 20	\$ 90.00		\$ -
Fire Alarm Remodel Tier 3:	26 - 100	\$ 180.00		\$ -
Fire Alarm Remodel Tier 4:	101 - 200	\$ 240.00		\$ -
Fire Alarm Remodel Tier 5:	201+	\$ 480.00		\$ -
Fire Alarm Panel Replacement				
Fire Alarm Panel Replacement	1 - 9	\$ 120.00		\$ -
Sprinkler System Inspections				
Sprinkler System Modification Tier 1:	0 Heads	\$ 60.00		\$ -
Sprinkler System Modification Tier 2:	1 - 10 Heads	\$ 90.00		\$ -
Sprinkler System Modification Tier 3:	11 - 200 Heads	\$ 120.00		\$ -
Sprinkler System Modification Tier 4:	201+ Heads	\$ 150.00		\$ -

Proposed Fire Fee Schedule**FY 20/21**

Fire Protection Plan Review				
Fire Protection Plan Review		\$ 100.00		\$ -
Revised Fire Protection Plan Review		\$ 60.00		
Underground Fire Line				
Underground Fire Line		\$ 240.00		\$ -
Fixed Pipe Systems				
Fixed Pipe Systems		\$ 180.00		\$ -
Fixed Pipe for UL 300 Compliance	No Major Pipework	\$ 90.00		\$ -
Gaseous Suppression Systems				
Gaseous Suppression Systems		\$ 300.00		\$ -
Standpipes				
Standpipe Tier I	1-2 Standpipes	\$ 240.00		\$ -
Standpipe Tier 2	3+ Standpipes	\$ 400.00		
Above Ground Storage Tank				
Above Ground Storage Tank	Commercial	\$ 180.00		\$ -
Above Ground Storage Tank	Residential	\$ 90.00		\$ -
Underground Storage Tank				
Underground Storage Tank	Commercial	\$ 270.00		\$ -
Underground Storage Tank	Residential	\$ 90.00		\$ -
Spray Paint Booths				
Spray Paint Booths		\$ 300.00		\$ -
Access Control Systems				
Access Control Systems		\$ 60.00		\$ -
Limited Access Security Gates and Perimeter Fencing				
Limited Access Security Gates and Perimeter Fencing	Per system	\$ 120.00		\$ -
Annual State Requires Inspection of Daycare				

Proposed Fire Fee Schedule

FY 20/21

Annual State Requires Inspection of Daycare	Includes Foster Care and Group Care	\$ -		\$ -
Permit for Work Government by NFPA 58				
Permit for Work Government by NFPA 58		\$ 75.00		\$ -
Fire Watch				
Fire Watch	Per person, minimum 2 hours	\$ 75.00		\$ -
Tents and Membranes				
Tents and Membranes		\$ 75.00		\$ -
Hydrant Flow Test				
Hydrant Flow Test		\$ 125.00		\$ -
Totals				
Totals:		\$ 6,105.00	0	\$ -