


## MEMORANDUM

**DATE:** May 30, 2019

**TO:** Mayor White & City Council

**VIA:** Mercy Rushing, City Manager

**FROM:** Cindy Karch, City Secretary 

**SUBJECT:** Ordinance updating Building Permit Fees.  
**Council Special Meeting Agenda Item for May 31, 2019**

### **Background Information:**

On Thursday, May 23<sup>rd</sup>, a fellow City Secretary shared with the Texas Municipal Clerk Group (which I am a member of) House Bill 852, which now forbids cities from using valuations to determine permit fees for residential properties and began a poll of cities on their permit fee structures. Upon reading, I forwarded it to David Madsen and Curt Myers to let them know we needed to start looking at our permit fees as we currently base them on valuations. Even though I noticed that there was no grace period, this was not something that was going to happen quickly. I started to pull permit fees from cities in our area that based them on square footage. Also, many of the cities in the group were sharing theirs as well. By Friday, we were thinking we would just research these fees, come up with an acceptable schedule, and hold a special call meeting on the 17<sup>th</sup>, before our already scheduled workshop. Monday was a holiday. By Tuesday, many of the cities had ceased issuing permits altogether. So, I reached out to Blake who advised us that we really should not wait until the 17<sup>th</sup>, that we should call a meeting as soon as possible to amend the fees, which the earliest would have been Friday. After briefing the mayor and Mercy, Mayor White asked me to see if everyone could meet on Friday. At that point, we scheduled the meeting and began digging into the fees in-depth.

David and Curt spent all day Wednesday in the conference room reviewing permit fee schedules from cities in our area. They looked at Lindale, Winnsboro, Van, Gladewater, Canton, Big Sandy, Wills Point and others to come up with a schedule that was competitive within our area. This fee schedule will likely reduce the revenue we will collect in permit fees, but it is competitive with these other cities.

Our current fee schedule was complicated and extensive and in need of an updated anyway. We hope this will simplify the permit issuance process and make us competitive with our neighbors.

### **Recommendation:**

It is the recommendation of city staff that the council approve the ordinance.

### **Final Disposition:**

## Cindy Karch

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**From:** Blake Armstrong <blake@birdsonglaw.com>  
**Sent:** Wednesday, May 29, 2019 9:49 AM  
**To:** Cindy Karch  
**Cc:** Meagan Matlock  
**Subject:** RE: Ordinance Building Permits

Cindy – The ordinance looks good. Green light from me. Thank you. Blake  
Sincerely,

Blake E. Armstrong, Esq.

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**From:** Cindy Karch [mailto:ckarch@mineola.com]  
**Sent:** Wednesday, May 29, 2019 9:05 AM  
**To:** Blake Armstrong  
**Cc:** Meagan Matlock  
**Subject:** Ordinance Building Permits

Blake,

Would you have a moment to review the ordinance I typed up to update the building permit fees? We intend to scrap all of the old fees and replace with an entire new schedule, which Curt and David are working on now. I'll have that later. But for now I want to make sure the ordinance I've typed up will accomplish that. Thank you for your time!

Thank you,

Cindy Karch

City of Mineola  
Finance Director/City Secretary  
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