



## UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

**Meeting Date:**  
9/16/2025

**Item Type:**  
Action Item

**Subject:** CONSIDER AND ACT: on an ordinance adopting Fee Schedule changes for FY2026

**Prepared By:** Thomas W. Tvardzik, Director of Finance

---

### **Background:**

During the budget process, various fees and charges were modified to offset increased costs. In addition, the City Council provided feedback at the August 5, 2025 City Council meeting on recommended fee changes. These fee changes were reviewed by the Finance Advisory Committee meeting at its August 14, 2025 meeting. The adopted budget includes these changes, which were presented at the September 2, 2025 Budget Hearing.

Attached to this memo is an ordinance amending the City's Master Fee Schedule.

### **Fee Increases**

Fee increases are proposed in the following areas:

- Water service: 4% increase
- Wastewater service: 4% increase
- Sanitation: 9% increase
- Stormwater (Drainage) fees: 50% increase
- Fire Departmental operational permits: increase from \$50 to \$150
- Ambulance transport fee: increase each category by \$400
- Fire code re-inspections: increase from \$50/\$100 to \$250
- Annual instructor fee for racquet sports: increase from \$250 to \$500
- Building inspection fees for new construction and residential additions/remodels: residential new construction from \$1.15 to \$1.86/sq ft under roof, non-residential new construction from 0.75% to 1.1% valuation and residential addition/remodel from \$0.80 to \$1.21 /sq ft floor area under roof affected
- 32-gallon recycling containers: increase from \$40 to \$50 for containers and from \$13 to \$15 for lids
- Utility taps and excavation fee: 35% increase
- Animal control fees: Increase the processing fee for impoundment from \$25 to \$30 per animal. In addition, add an after hours fee of \$35 per animal (when applicable)

The first two increases reflect across-the-board adjustments based on customer usage and represent pass-through costs from wholesale providers (Dallas County/Park Cities Municipal Utility District and Dallas Water Utilities).

The increase in Sanitation fees is driven by rising operational costs and preparations for the transition to market-based landfill tipping fees.

The increase in Stormwater fees is part of a multi-step strategy to ensure adequate funding for ongoing activities while responsibly managing debt retirement.

The increase in Fire Department operational permits allows for cost recovery for staff time related to specialized permits such as those required for flammable and combustible liquids, motor fueling stations, etc.

The increase in the ambulance transport fee helps recover the costs of EMS response, including personnel, equipment, medical supplies and operating expenses.

The increase in fire code re-inspection fees is to recover staff time for projects that require multiple fire code inspections. The first inspection will be at no charge.

The increase in the annual instructor fee for racquet sports reflects the use of public courts for private lessons by instructors, consistent with a recent US Tennis Association assessment.

The increase in building permit fees for new construction is to recover the time and expense related to permits and inspections for new construction and to allow the City to remain aligned with neighboring communities, such as the Town of Highland Park.

The increase in the cost of a 32-gallon recycling container is to cover the cost of the container and associated lid.

The increase in utility tap fees is to cover the City's actual expenses for an individual property to connect to the City's water or sewer mains.

The increase in the animal impoundment fees is to pass through contractual expenses for animal services.

### **New Fees:**

The following new fees are proposed:

- Residential false fire alarms, after third false alarm: \$100
- Commercial/multifamily false fire alarms: \$200 - \$750
- Special event racquet sport facility rentals: \$200/2 hours for tennis courts, \$600/2 hours for pickleball courts
- Block parties: \$50
- Water flow tests: \$175

For residential false fire alarms, the first two false alarms will be at no charge.

For commercial/multifamily false fire alarms, the fee for the first false alarm will be \$200, the fee for the second false alarm will be \$400 and the fee for the third false alarm will be \$750.

To recover costs related to non-profit and charity organizations renting racquet sport courts for special events, those organizations must reserve the entire facility, with fees set at \$200/2 hours for tennis courts and \$600/2 hours for pickleball courts.

For residents that have an approved neighborhood block party application, a fee of \$50 will be charged to cover staff expenses.

For properties requesting a water flow test, a fee of \$175 will be charged to recover staff time and water usage related to the flow test.

**Obsolete Fees:**

The following fees are deemed to be obsolete and are recommended for removal from the City's Master Fee Schedule.

- License or permit fee for alcoholic beverage sales – removal of permit fee only
- Right of way inspection fee
- Bike share operator fee
- Private guard commission fee
- Hose cabinet fee
- Library study room rental fee

During the 2025 Texas Legislative Session, SB1008 was approved, prohibiting cities from collecting an alcohol permit fee if restaurants, grocery stores, or similar establishments already pay the City for a health permit. This legislation took effect September 1, 2025.

Several fees were determined to be no longer needed or are now adequately covered by other existing fees. This includes the right of way inspection fee, bike share operator fee, private guard commission fee and hose cabinet fee.

The Library study room rental fee is no longer needed following Council's adoption of a revised library meeting room policy in Spring 2025.

**Fiscal Impact:**

- ☐ Not Applicable
- ☐ Budget Amendment Required
- ☒ Proposed Revenue
- ☐ Proposed Expenditure

**Master Plan Goal:**

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input type="checkbox"/>	Affirming Sense of Place	

<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input checked="" type="checkbox"/>	Preparing for the Future	Create Resiliency in City Revenues
<input type="checkbox"/>	Not Applicable	

**Recommendation:**

Staff recommends the City Council adopt the attached ordinance amending the Master Fee Schedule

**Attachments:**

- Fee Schedule Amendment Ordinance