



Fee Schedule Updates FY 2026-27

PRESENTED TO THE FINANCE COMMITTEE JULY 15, 2026

Fee Schedule Evaluations

During the budget review, departments assess their current fees.

The City Manager's Office requested all departments diligently evaluate this portion of the budget process to provide options for consideration.

Comparison Cities

Research was performed to benchmark rates to ten comparable cities in proximity to Burleson. For peer cities without readily available rate information published for the respective fees, the designation of 'NA' has been noted.

Cities
Midlothian
The Colony
Grapevine
Hurst
Mansfield
Cleburne
Fort Worth
Arlington
Coppell
Grand Prairie

Overview

- Code Enforcement
- Parks – Golf, BRiCk, Russell Farm
- Utility Customer Service
- Solid Waste

Environmental Health – Code Enforcement

Eliminate Plan Review, Child Care Facility, Commissary, Farmers Market (Seasonal) and Food Court Health Permit Fees

- **Senate Bill 1008:** Cities may not charge fees exceeding those assessed by the Texas Department of State Health Services (DSHS). This impacts fees for plan reviews, childcare facilities, commissaries, farmers markets, and food courts.
- **House Bill 2844:** Creates statewide mobile food vendor licensing via DSHS; City will stop collecting local mobile food unit permit fees.

Eliminated Fees

Fee	Current Rate	Proposed Rate	Estimated Annual Increase/(Decrease)
Plan Review >500 ≤ 3,000 sq. ft	\$50	\$0	(\$250)
Plan Review >3,000 sq. ft	\$100	\$0	(\$100)
Child Care	\$150	\$0	(\$1,200)
Commissary- No food prep	\$100	\$0	(\$200)
Commissary- With food prep	\$200	\$0	(\$200)
Food Courts	\$200	\$0	\$0
Mobile Food Vendors- Prepackaged food only	\$100	\$0	\$0
Mobile Food Vendors- Open and/or food prep	\$200	\$0	(\$8,200)
Mobile Food Vendors- Pushcart	\$200	\$0	(\$200)
Catering Operation	\$250	\$0	(\$500)
Seasonal Permit- Farmers Market and Snow Cone Stand	\$100	\$0	(\$2,100)
Total Financial Impact			(\$12,950)

Multiple Day Temporary Food Service

Current Rate

\$100

Proposed Rate

\$200

The City proposes an increase to the multiple day temporary food service fee to align with the current market environment.

City	Fee
Burleson (Current)	\$100
Burleson (Proposed)	\$200
Midlothian	\$200 Annual
The Colony	\$52.00 per event / per vendor (14 days or less)
Grapevine	NA
Hurst	NA
Mansfield	\$150
Cleburne	NA
Fort Worth	\$52.00 per event / per vendor (14 days or less)
Arlington	\$140 first day, \$5 each additional day (max 14 days), annual maximum \$600
Coppell	NA
Grand Prairie	\$250

Change Grocery and Food Service Health Permit Fees

- Burleson health permit fees have not been updated for approximately a decade.
- Adjusting fees brings the City in line with regional standards while remaining reasonable and competitive for businesses. This proposal represents a fee realignment to peers.

Grocery and Food Service Health Permit Fees

Fee	Current Rate	Proposed Rate	Current Revenue	Proposed Revenue	Estimated Annual Increase/ (Decrease)
Grocery ≤ 5,000 sq. ft.	\$275	\$375	\$5,225	\$7,125	\$1,900
Grocery > 5,000 sq. ft	\$400	\$525	\$5,600	\$7,350	\$1,750
Food 500 sq. ft.	\$150	\$200	\$3,450	\$4,600	\$1,150
Food 1,500 sq. ft.	\$200	\$275	\$6,800	\$9,350	\$2,550
Food 3,000 sq. ft.	\$275	\$375	\$16,400	\$30,750	\$14,350
Food 6,000 sq. ft.	\$350	\$475	\$10,850	\$14,725	\$3,875
Food 6,000 sq. ft. +	\$400	\$550	\$7,200	\$9,900	\$2,700
Total Financial Impact			\$55,525	\$83,800	\$28,275

Grocery and Food Service Health Permit Fees Comparison

Fee	Burleson (Current)	Burleson (Proposed)	Midlothian	The Colony	Grapevine	Hurst	Mansfield	Cleburne	Fort Worth	Arlington	Coppell	Grand Prairie
Grocery ≤ 5,000 sq. ft.	\$275	\$375	NA	\$550	\$200	\$200	\$425 (Food Store ≤ 5,000 sq. ft.)	\$150 (less than 25% grocery area)	\$285 + \$5 / employee	NA	\$150 per Department	\$300 (convenience store)
Grocery > 5,000 sq. ft	\$400	\$525	NA	\$550	\$300	\$300	\$550 (Food Store > 5,000 sq. ft.)	\$200 (25% - 100% grocery area)	\$285 + \$5 / employee	NA	\$150 per Department	\$300 (convenience store)
Food 500 sq. ft.	\$150	\$200	\$225	\$350	\$100	\$100	\$225	NA	\$285 + \$5 / employee	\$500	\$250-\$400	\$500 (full service)
Food 1,500 sq. ft.	\$200	\$275	\$225	\$350	\$150	\$150	\$300	NA	\$285 + \$5 / employee	\$500	\$250-\$400	\$500 (full service)
Food 3,000 sq. ft.	\$275	\$375	\$225	\$750	\$200	\$200	\$450	NA	\$285 + \$5 / employee	\$500	\$250-\$400	\$500 (full service)
Food 6,000 sq. ft.	\$350	\$475	\$225	\$750	\$250	\$250	\$550	NA	\$285 + \$5 / employee	\$500	\$250-\$400	\$500 (full service)
Food 6,000 sq. ft. +	\$400	\$550	\$225	\$750	\$300	\$300	\$650	NA	\$285 + \$5 / employee	\$500	\$250-\$400	\$500 (full service)

Establishing New Code Enforcement Fees

A 60-day advance email notice to stakeholders is required prior to implementing any fee, permit, or inspection changes. New code fees are expected to be effective January 1, 2027, to allow for notice period. A review of surrounding jurisdictions shows that current fees are below or not aligned with comparable cities, leading to proposal of the below listed fees.

A school food establishment is operated on a for-profit basis by a private contractor.

Current Rate

N/A

Proposed Rate

\$250

The City proposes a fee for for-profit school food service operations operated by private contractors, in line with the Texas Department of State Health Services (DSHS) which charges the max \$258.

For-Profit School Food Service Operated by Private Contractors

Fee	Annual Average	Current Rate	Proposed Rate	Estimated Annual Increase/ (Decrease)
For-profit school food service operations operated by private contractors.	None expected in first year	\$0	\$250	\$0

We propose adding this fee because the State includes it in its fee schedule. By aligning our fee categories with the State's, the City will have the authority to assess this fee if a for-profit school locates in the City in the future. There is no anticipated revenue in the first year.

Re-Inspection

Current Rate

N/A

Proposed Rate

\$175

The City proposes a fee for failed inspections. This fee applies to health inspections for restaurant or pools.

City	Fee
Burleson (Current)	\$0
Burleson (Proposed)	\$175
Midlothian	\$225
The Colony	\$150
Grapevine	NA
Hurst	NA
Mansfield	NA
Cleburne	NA
Fort Worth	\$200
Arlington	\$200
Coppell	50% of the annual permit fee
Grand Prairie	NA

Re-inspection (Failed Inspection)

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Annual Increase/ (Decrease)
Re-inspection	3 / year	\$0	\$525	\$525

After-Hours Inspection

Current Rate

N/A

Proposed Rate

\$150

The City proposes a fee for health inspections required after-hours.

Examples include but are not limited to complaint investigations, foodborne illness outbreak investigations, or emergency inspections following a fire.

City	Fee
Burleson (Current)	\$0
Burleson (Proposed)	\$150
Midlothian	NA
The Colony	\$150
Grapevine	NA
Hurst	NA
Mansfield	NA
Cleburne	NA
Fort Worth	NA
Arlington	\$300 (“Emergency Inspection”)
Coppell	NA
Grand Prairie	NA

After-Hours Inspection

Fee	Annual Average	Current Revenue	Proposed Revenue	Estimated Annual Increase/ (Decrease)
After-Hours Inspection	2 / year	\$0	\$300	\$300

Parks & Recreation – Hidden Creek Golf Course

Golf Green Fees

* Indicates cart fees included or no walking rates available or quoted

Fee	Current Rate	Proposed Rate	Est. Annual Increase/ (Decrease)	Mansfield National	Southern Oaks	Pecan Valley	Meadow Brook	Cleburne Links
Weekend GF (18 WE)	\$44	\$51	\$59,696	\$85*	\$72*	\$38	\$50	\$49*
Weekday GF (18 WD)	\$34	\$39	\$38,318	\$53*	\$54*	\$28-\$31	\$40-\$45	\$42*
Senior GF	\$26	\$29	\$12,856	\$43*	\$43*	\$18	\$25	\$33.60*
Senior Card GF	\$25	\$30	\$19,734	N/A	N/A	N/A	N/A	N/A
Players Club after 2:00 GF	\$20	\$25	\$7,501	\$30	\$25	N/A	N/A	N/A
Gold Players Club before 2:00 WE	\$30	\$40	\$2,126	\$69*	N/A	N/A	N/A	N/A
Gold Players Club before 2:00 WD	\$25	\$30	\$813	\$39	N/A	N/A	N/A	N/A
Weekend Twilight/9 Hole GF	\$22	\$30	\$17,680	\$53*	\$40*	\$30	\$42	\$36.75*
Weekday Twilight/ 9 Hole GF	\$20	\$25	\$9,584	\$40*	\$30*	\$20	\$32	\$31.50
Super Twilight	\$15	\$20	\$1,950	\$40*	\$30*	\$18	\$20	\$31.50
9-hole replay	\$9	\$19	\$1,300	Unknown	Unknown	Unknown	Unknown	Unknown
18-hole replay	\$18	\$28	\$650	Unknown	Unknown	Unknown	Unknown	Unknown
Silver Players Club	\$32.99	\$39.99	\$19,110	\$65	\$50	N/A	N/A	N/A
Gold Players Club	\$69.99	\$74.99	\$1,950	\$99	N/A	N/A	N/A	N/A
			\$193,268					

Proposed rates are maximum rates. Estimated increase is dependent on utilization and other factors.

Parks & Recreation – BRiCK

Rental Deposit Fees

Fee	Current Rate	Proposed Rate	Estimated Annual Increase/ (Decrease)
Outdoor Pool Rental Deposit	\$50	\$75	\$275
Indoor Pool Rental Deposit	\$50	\$75	\$475
Pool Party Room Deposit	\$50	\$75	\$950
Gymnasium Rental	\$50	\$75	\$175
Meeting Room Rental Deposit	\$50	\$75	\$1,275
Splash Pad Pavilion Rental Deposit	\$50	\$75	\$175
Group Fitness Room Rental Deposit	\$50	\$75	\$75
Splash Pad Private Rental Deposit	\$50	\$75	\$200
Total Financial Impact			\$3,600

Purpose: The proposed adjustment is intended to further encourage clients to adhere to terms of the rental agreement.

Rental Late Fees

Fee	Current Rate*	Proposed Rate
BRiCk Rental Late Fee: Meeting Room (resident/one room)	\$1.67	\$3.00
BRiCk Rental Late Fee: Meeting Room (non-resident/one room)	\$2.23	\$3.00
BRiCk Rental Late Fee: Meeting Room (resident/two rooms)	\$2.93	\$3.00
BRiCk Rental Late Fee: Meeting Room (non-resident/two rooms)	\$3.97	\$3.00
BRiCk Rental Late Fee: Pool Party Room (resident/one room)	\$1.83	\$3.00
BRiCk Rental Late Fee: Pool Party Room (non-resident/one room)	\$2.97	\$3.00
BRiCk Rental Late Fee: Pool Party Room (resident/two rooms)	\$3.50	\$3.00
BRiCk Rental Late Fee: Pool Party Room (non-resident/two rooms)	\$5.20	\$3.00
BRiCk Rental Late Fee: Sundeck (resident)	\$2.57	\$3.00
BRiCk Rental Late Fee: Sundeck (non-resident)	\$3.97	\$3.00
BRiCk Rental Late Fee: Outdoor Pool Private Party (resident/0-49 guests)	\$2.40	\$3.00
BRiCk Rental Late Fee: Outdoor Pool Private Party (non-resident/0-49 guests)	\$2.77	\$3.00
BRiCk Rental Late Fee: Splash Pad Pavilion	\$0.00	\$3.00

Purpose: Streamline Rental Late Fees for consistency and to ease communication of rates to the renter.

*This proposed update memorializes an existing administrative fee by including it in the City's official fee schedule.

Rental Late Fees Continued

Fee	Current Rate*	Proposed Rate
BRiCk Rental Late Fee: Outdoor Pool Private Party (resident/50-149 guests)	\$2.77	\$4.00
BRiCk Rental Late Fee: Outdoor Pool Private Party (non-resident/50-149 guests)	\$3.13	\$4.00
BRiCk Rental Late Fee: Birthday Party Package	\$4.13	\$4.00
BRiCk Rental Late Fee: Indoor Pool Private Party (resident/without slide)	\$8.70	\$6.00
BRiCk Rental Late Fee: Indoor Pool Private Party (non-resident/without slide)	\$9.63	\$6.00
BRiCk Rental Late Fee: Indoor Pool Private Party (resident/with slide)	\$9.63	\$6.00
BRiCk Rental Late Fee: Indoor Pool Private Party (non-resident/with slide)	\$10.53	\$6.00

Purpose: Streamline Rental Late Fees for consistency and to ease communication of rates to the renter.

*This proposed update memorializes an existing administrative fee by including it in the City's official fee schedule.

Camp BTX

Fee	Current Rate	Proposed Rate	Estimated Annual Increase/ (Decrease)
Camp BTX - Member (individual)	\$142	\$155	\$10,353
Camp BTX - Member (additional family member)	\$127	\$140	\$365
Camp BTX - Non-Member (individual)	\$160	\$173	\$7,076
Camp BTX - Non-Member (additional family member)	\$143	\$156	\$1,046
Total Financial Impact			\$18,840

Purpose: This request supports enhancements to Camp BTX programming, safety, and overall camper experience.

Credit Card Processing Fee — Cost Shift to Clients

Expected Amilia Fee for Client	Current Rate*	Expected Rate*
Credit Card fee Visa MasterCard, Discover	2.5% + \$0.30	2.5% + \$0.30
Credit Card fee Amex	2.5% + \$0.30	3.5% + \$0.30
E-check fee	0.5% + \$0.25	0.5% + \$0.30

The proposed change is consistent with how credit card fees are assessed by Utility Customer Services, Municipal Court, and Development Services.

The City currently absorbs credit card processing fees charged by Amilia (Parks & Recreation point-of-sale platform), at a cost of approximately \$70,000-\$75,000 annually. Clients have not been charged these processing fees to date.

This proposal is to authorize a fee schedule change that passes credit card and e-check processing fees directly to clients at the point of transaction.

Amilia fee structures are subject to change.

Parks & Recreation – Russell Farm

Rental Fees & Rental Late Fees

Fee	Current Rate	Proposed Rate	Estimated Annual Increase/ (Decrease)
Chesapeake Rental (Operational Hours)	\$55	\$65	\$1,516
Chesapeake Rental (Non-Operational Hours)	\$78	\$88	\$603
Baker Building Rental (Operational Hours)	\$42	\$52	\$57
Baker Building Rental (Non-Operational Hours)	\$65	\$75	\$10
Hay Barn Rental (Operational Hours)	\$34	\$44	\$234
Hay Barn Rental (Non-Operational Hours)	\$58	\$68	\$256
Gazebo/Outdoor Space (Operational Hours)	\$0	\$20	\$240
Gazebo/Outdoor Space (Non-Operational Hours)	\$0	\$0	\$0
Rental Late Fee: Baker Building, Chesapeake Building, Hay Barn (operational hours)	\$0	\$3	\$12
Rental Late Fee: Baker Building, Chesapeake Building, Hay Barn (after hours)	\$0	\$4	\$4
Total Financial Impact			\$2,932

Utility Customer Service (UCS)

UCS Fees

Fee	Current Rate	Proposed Rate	Estimated Annual Increase/ (Decrease)
Initiation Fee	\$10	\$0	(\$19,000)
Transfer Fee	\$15	\$0	(\$500)
Application Fee (New)	\$0	\$15	\$28,500
Same Day Turn-On Fee	\$0	\$25	\$2,500
Temporary Service Fee	\$30	\$50	\$400

The purpose of the application fee is to simplify the initiation and transfer fee billing by revising into one fee type. The Same Day Turn-On and Temporary Service fee changes are proposed to help offset the increased cost of water.

Replace Initiation & Transfer Fees with an Application Fee

Current Rate

\$10 and \$15

Proposed Rate

\$15

City	Fee
Burleson (Current)	\$10 Initiation and \$15 Transfer
Burleson (Proposed)	\$15 Application Fee
Midlothian	\$25
The Colony	\$20 application, \$25 transfer
Grapevine	NA
Hurst	NA
Mansfield	\$60
Cleburne	\$10 application, \$10 transfer
Fort Worth	\$20 activation, \$20 transfer
Arlington	\$48
Coppell	NA
Grand Prairie	\$25

Same Day Turn-On

Current Rate

N/A

Proposed Rate

\$25

City	Fee
Burleson (Current)	\$0
Burleson (Proposed)	\$25
Midlothian	NA
The Colony	\$20
Grapevine	NA
Hurst	NA
Mansfield	NA
Cleburne	\$50 if between 3 p.m. – 5 p.m.
Fort Worth	\$25
Arlington	NA
Coppell	NA
Grand Prairie	\$50 same day service call

Temporary Service

Current Rate

\$30

Proposed Rate

\$50

This service give owners access to water service for 48 hours for inspections or for make ready. It is a flat fee that includes 2,000 gallons of usage. Currently, the City charges \$30 plus a \$10 initiation fee for a total of \$40. The proposal is to increase the temporary service fee to \$50 to include the initiation fee and to cover the increased cost of water.

City	Fee
Burleson (Current)	\$30
Burleson (Proposed)	\$50
Midlothian	\$30
The Colony	\$75
Grapevine	NA
Hurst	NA
Mansfield	NA
Cleburne	NA
Fort Worth	NA
Arlington	NA
Coppell	NA
Grand Prairie	NA

Administrative Services – Solid Waste

Solid Waste Fees

Fee	Current Rate	Proposed Rate
Solid Waste Admin & Overhead	\$2.10	\$2.50

- This fee was last increased in 2025 from \$1.10 to \$2.10.
- This fee serves two primary purposes including:
 - Administrative overhead costs associated with billing and
 - Pass through of cost for litter abatement services.

Solid Waste Admin & Overhead

	Current Rate	Approximate Cost Increase Anticipated	Proposed Rate
Overhead	\$ 1.10	~3%	\$ 1.13
Litter	\$ 1.00	~37%	\$ 1.37
Total	\$ 2.10		\$ 2.50

- Administrative overhead cost is expected to increase due to annual merit.
- Litter abatement services budgeted cost is expected to increase with bid results anticipated August 2026.

City	Fee
Burleson (Current)	\$2.10
Burleson (Proposed)	\$2.50
Midlothian	NA
The Colony	\$20 Administration fees – “credit references, research on their accounts”
Grapevine	NA
Hurst	NA
Mansfield	NA
Cleburne	NA
Fort Worth	NA
Arlington	NA
Coppell	NA
Grand Prairie	NA

Council Guidance Request

Staff is seeking the Finance Committee's recommendation on which of the identified fee changes should be incorporated into the FY 2027 fee schedule for City Council review.

The final proposed fee schedule will be presented during the August 10, 2026, council meeting.

Questions / Comments

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