



**PARKS AND
RECREATION**
**ENGINEERING
SERVICES**

To: Mayor and Town Council

From: Dan Baker, Director of Parks and Recreation
Dan Heischman, P.E., Assistant Director of Engineering Services

Through: Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager
Hulon T. Webb, Jr., P.E., Director of Engineering Services

**Re: Ordinance Amending Parks & Recreation Department and Engineering
Services Department Fees**

Town Council Meeting – January 27, 2026

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon an Ordinance amending Appendix A, “Fee Schedule,” of the Town’s Code of Ordinances.

Description of Agenda Item:

As part of the FY 2025 – 2026 Budget Process, staff from multiple departments evaluated and recommended updates to their fees and fines in relation to our comparable cities. At the September 16, 2025, Town Council meeting, the Town Council approved the recommended updates and requested that the Parks and Recreation Department and the Engineering Services Department re-evaluate some of their fees.

The Parks and Recreation Department worked with the Parks and Recreation Board, and the recommended changes from the January 8, 2026, Parks and Recreation Board meeting are attached. The Engineering Services Department used data from multiple recent development projects to more accurately estimate the recommended fees related to engineering plan review and construction inspection services.

Budget Impact:

The additional revenue generated from the fee increases will be effective as of the date of the passage of the ordinance, except that the sections for the “Park land dedication fees” and “Park improvements fees”, which shall become effective after the February 24, 2026, to coincide with the adoption of the Unified Development Code. The fees for those two items are currently a part of the Subdivision Ordinance that is being updated as part of the Unified Development Code next month. This ordinance relocates them into Appendix A, “Fee Schedule.”

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

Attached Documents:

1. Ordinance
2. Parks and Recreation Department Fee Worksheet
3. Engineering Fee Schedule – Redline

Town Staff Recommendation:

Town staff recommends that the Town Council approve an Ordinance amending Appendix A, “Fee Schedule,” of the Town’s Code of Ordinances.

Proposed Motion:

I move to approve an Ordinance amending Appendix A, “Fee Schedule,” of the Town’s Code of Ordinances.