

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: November 17, 2025

Topic:

Approve Resolution No. 2026-02, a Resolution of the City of Tomball, Texas approving updates to the Fiscal Year 2025-2026 Master Fee Schedule.

Background:

In August 2025, the City of Tomball adopted the fiscal year 2025-2026 Master Fee Schedule that incorporates City fees, fines, permits, utility rates and other charges for services. Following adoption staff identified the need for clarifications and changes to certain sections. November 3, 2025 City Council adopted changes to the fiscal year Master Fee Schedule.

Following Council discussion related to a Park Reservation Maintenance Fee the fiscal year Master Fee Schedule is being presented for the additional fee for park reservations. A redlined version and clean version of the Master Fee Schedule are attached for City Council review. Below is a high-level summary of the changes proposed.

The Park Reservation Maintenance Fee is being proposed with two options for Council consideration:

Option One:

- **Refundable Park Reservation Maintenance Fee**
 - A refundable Park Reservation Maintenance Fee of **\$100** shall be assessed for all park facility reservations to cover potential cleaning and/or damage resulting from use of the facility.
 - Fee will be refunded by check within 30 days following the reservation providing the facility was clean and absent of any damage.

Option Two:

- **Parks Reservation Maintenance Fee**
 - A Park Reservation Maintenance Fee of **\$40** shall be assessed for all park facility reservations to cover cleaning cost for the park rental.

In accordance with Council's recommendation, the approved maintenance fee will be added to the final Fiscal Year 2025–2026 Master Fee Schedule.

Origination: Project Management

Recommendation:

Staff recommends approving Resolution No. 2026-02, approving updates to the Fiscal Year 2025-2026 Master Fee Schedule.

Party(ies) responsible for placing this item on agenda:

Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: _____ No: _____ If yes, specify Account Number: Various _____

If no, funds will be transferred from account # _____ To account # _____

Signed	Meagan Mageo	Approved by	
	_____		_____
	Staff Member		City Manager
	Date		Date