

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: August 19, 2024

#### Topic:

Approve Resolution No. 2024-28, a Resolution of the City of Tomball, Texas, approving the Master Fee Schedule for Fiscal Year 2024-2025.

#### Background:

Each year, the City of Tomball adopts a Master Fee Schedule that incorporates City fees, fines, permits, utility rates and other charges for services. Staff from the City Secretary's Office, Finance, Customer Service, Project Management, Community Development, Police, Fire, and Public Works reviewed their relevant fees and charges and propose updates based on the focus areas.

A redline and clean version of the Master Fee Schedule are attached for City Council review. Below is a high-level summary of the major changes proposed. Please note, due to the timing of the utility billing cycle, the new water/wastewater rates and the new solid waste rates will be effective in the September 2024-October 2024 service cycle and will appear on the utility bills issued to customers in November 2024.

#### Proposed changes to the Master Fee Schedule

- Administrative Fees
  - Updated Credit Card Processing Fee to 4%
  - Updated charges for notary services
  - Updated language for Public Information Charges for Providing Copies
- Development Permits, Inspections & Fees
  - Building Permits
    - Added clarification for when a Roofing Permit/Building Permit is needed
  - Inspections
    - Added clarification for the After-Hours Inspection Fee
  - Tap Fees for Water, Wastewater, and Gas
    - Increased Water Tap Fee based on cost of service
    - Added new 1.5-inch Water Tap
    - Increased Gas Tap Fee based on cost of service
- Fire Department Permits & Inspections
  - Fire Alarm System
    - Added clarification for Fire Alarm Devices
  - Special Services
    - Added clarification for After-Hours Inspection Fees
- Parks & Facility Rentals
  - Added options for rentals for Room D
- Utility Fees, Rates & Charges
  - Adjusted deposit for temporary hydrant meters
  - All water and wastewater rates adjusted based on Utility Rate Plan
  - All solid waste and recycling rates adjusted based on Solid Waste Rate Plan

**Origination:** Finance Department

**Recommendation:**

Staff recommends approval.

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

Jessica Rogers, Assistant City  
Manager

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**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: # \_\_\_\_\_

If no, funds will be transferred from account # \_\_\_\_\_

To account # \_\_\_\_\_

Signed Jessica Rogers 8/19/2024  
Staff Member Date

Approved by \_\_\_\_\_  
City Manager Date