



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	August 17, 2026
ITEM TITLE:	Consider and take appropriate action on recommended changes to Master Fee Schedule.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

As we prepare for the new fiscal year, several departments have proposed updates to their master fee schedules. These proposals include adjustments to existing fees as well as the addition of new fees to reflect evolving departmental needs, expanded services, and increased costs for supplies and materials. Below is a summary of each proposed fee change by department along with the rationale supporting the recommendation:

- **Miscellaneous Permits:** Due to the City's transition away from SafeBuilt inspection services, the existing "Table C" previously used to calculate permit fees is no longer appropriate. Permit fees for Accessory Buildings and In-Ground Pools will instead be based on comparable amounts to the City of Lubbock's permit fees. Additionally, with the adoption of the Special Events Ordinance, a corresponding fee schedule for special event permits will be established.
- **Commercial and Multi-Family Building Permits:** The current fee structure relies on the same "Table C" used for other building permits and incorporates inspection values established by SafeBuilt. As the City transitions to providing these services in-house beginning October 1, a new fee structure will replace the SafeBuilt-based rates. The proposed fees were developed using the current cost of plan review and establishing a per-square-foot fee so that the overall cost of a permit is comparable to that of the City of Lubbock.
- **Fire Marshal Plan Review and Inspections:** The City of Wolfforth will allow applicants to submit fire protection plans through approved third-party reviewers selected from a preferred provider list. After the third-party review and recommendation are submitted, the City's Fire Marshal will conduct a final review and issue approval. With the establishment of in-house Fire Marshal services, a new fee schedule for fire plan reviews, inspections, and related permits has been developed.
- **Animal Control:** To help offset the increasing costs associated with operating and maintaining the City's animal kennel, as well as the growing number of loose animals requiring care and housing, an adjustment to animal control fees is proposed.
- **Library:** The proposed Library Fee Schedule does not establish new fees or increase existing fees. Rather, it consolidates fees that have previously been adopted through Library policies and procedures into a single, comprehensive fee schedule for inclusion in the City's official Master Fee Schedule. This update is intended to improve transparency, provide greater clarity for patrons and staff, and ensure that the City's Master Fee Schedule accurately reflects the Library's existing policies. The schedule includes existing fees for meeting room rentals, replacement library cards, copy and fax services, credit card processing, and charges associated

with lost or damaged materials. No substantive changes to current Library fees are being proposed.

EXHIBITS:

1. Proposed Master Fee Schedule- all changes are in red

COUNCIL ACTION/STAFF RECOMMENDATION:

Discuss new fee schedule