



CITY COUNCIL MEMORANDUM FOR ORDINANCE

Prepared By: Karen Evans

Approval: Yost Zakhary

Master Fee Schedule

DESCRIPTION:

Consider an Ordinance amending the Master Fee Schedule attached as Exhibit "A" for the City of Bellmead Code of Ordinance, Appendix B; Repealing all ordinances or parts of ordinances in conflict herewith, providing for severability, providing for inclusion in the code; and providing for an effective date. **THIRD AND FINAL READING.**

BACKGROUND:

The Water and Sewer Fund is operated as a self-sustaining enterprise fund. In accordance with the City Council's adopted Financial Governance Policies, all rates and fees related to enterprise operations must fully support operating costs, capital improvements, and debt obligations, while maintaining adequate working capital. User charges must reflect the true cost of service across customer classes.

As part of the FY 2026 budget process, a comprehensive review of the City's Master Fee Schedule was conducted. Fee adjustments were made to ensure consistency with current service costs, support long-term financial sustainability, and improve alignment with surrounding cities. Notable updates include:

- **Water and Sewer Rates:** Increases were made to meet current system demands and maintain operational stability.
- **Commercial Garbage Rates:** Rates were increased to better reflect actual service delivery costs and remain comparable to surrounding service providers.
- **Animal Control:** A \$250 animal surrender fee was introduced to discourage unauthorized drop-offs and reduce the strain on Animal Control services.
- **Utility Tampering & Repair Fees:** New fees were established, including a \$1,250 tampering fee for unauthorized use of fire hydrants, and charges for damaged meter repairs, meter box replacement (\$50), and meter lid replacement (\$25).
- **Planning & Zoning Fees:** Adjusted to improve comparability with other cities and better recover the cost of service.
- **Permit Fees:** Revised to simplify calculations for contractors and improve transparency in cost estimation.
- **Parks Rentals:** Adjusted the rental fee for Lions Park practice fields with lights due to increased utility expenses associated with nighttime use.
- **Memorial Bench Program:** Increased the fee for park memorial benches to reflect higher procurement costs.

All changes are reflected in the redlined Master Fee Schedule attached as Exhibit “A.” These updates ensure the City’s fee structure remains fair, competitive, and fiscally sound.

FISCAL IMPACT or FUNDING SOURCE:

This ordinance supports the revenue assumptions included in the FY 2026 Budget and helps ensure the financial viability of City services and enterprise funds.

RECOMMENDED MOTIONS:

Staff recommends amending the Master Fee Schedule attached as Exhibit “A” for the City of Bellmead Code of Ordinance, Appendix B; Repealing all ordinances or parts of ordinances in conflict herewith, providing for severability, providing for inclusion in the code; and providing for an effective date.

ATTACHMENT(S):

Ordinance

**CITY OF BELLMEAD
ORDINANCE NO. 2025-008**

AN ORDINANCE OF THE CITY OF BELLMEAD, TEXAS AMENDING THE MASTER FEE SCHEDULE ATTACHED AS EXHIBIT “A”, FOR THE CITY OF BELLMEAD CODE OF ORDINANCES, APPENDIX B; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council desires to have the Master Fee Schedule amended annually during the budget process to amend or remove existing fees and does so by this Ordinance; and,

WHEREAS, in the event there is a conflict between a fee listed in the Master Fee Schedule, this ordinance is not intended to abolish or change any fee hereto established that is not listed in the Master Fee Schedule.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BELLMEAD, TEXAS:

SECTION 1: That from and after the effective date of this Ordinance, the fees and charges set out in the Master Fee Schedule attached hereto Exhibit “A” shall be collected on behalf of the City. Other sections, fees or charges not referenced in Exhibit “A” shall remain unaffected by this Ordinance.

SECTION 2: That in the event of a conflict between a fee set out in the Master Fee Schedule and the provision of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; however, this Ordinance shall not amend, abolish, or change any fee heretofore all purposes until amended by ordinance or resolution or transferred to the Master Fee Schedule.

SECTION 3: That all ordinances or resolutions or parts of ordinances or resolutions in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION 4: That should any section or part of any section, paragraph or clause of this ordinance be declared invalid or unconstitutional for any reason, it shall not invalidate or impair the validity, force, or effect of any other section or sections or part of a section or paragraph of this ordinance.

SECTION 5: That the Code of Ordinances of the City of Bellmead, Texas, as amended, shall remain in full force and effect, save and except as amended by this ordinance.

THE ABOVE RATES SHALL BECOME EFFECTIVE ON THE 1ST DAY OF OCTOBER 2025.

PASSED ON FIRST READING ON THE 12TH DAY OF AUGUST 2025.

PASSED ON SECOND READING ON THE 12TH DAY OF AUGUST 2025.

PASSED ON THIRD READING ON THE 9TH DAY OF SEPTEMBER, 2025.

CITY OF BELLMEAD, TEXAS


Bryan Winget
Mayor

ATTEST:


Shannon Garcia
City Secretary



APPROVED AS TO FORM & LEGALITY:


City Attorney

Master Fee Schedule

General

Category	Description	Fee
Payment-Related Fees	Returned Checks, Bank Drafts, and Credit Card Fees	\$35 per occurrence
Municipal Court Fees	Municipal Court Credit Card Processing Fee	5% of charge
Bound Publications	Budget	\$35
	Annual Comprehensive Financial Report (ACFR)	\$35
	City Charter	\$15
	Comprehensive Plan	\$25
Notary Services	Notary (Non-City Business Related)	\$5
Publication Information Fees	Fees per Government Code, Chapter 552	As applicable

Public Safety

Category	Description	Fee
Fire Department	Fire Report	\$6.00 per copy
Police Department Records	Accident Reports	\$6.00 per copy
	Solicitor's Permit	\$100 per person
	Replacement Permit	\$20 per person
Animal Control	Registration for Potbellied Pigs	\$5.00 per pet
	Microchip Fee	\$15.00 per pet
	Kennel Fee (<i>SUP required in R-1, R-1A, R-2 Zoning</i>)	\$150 per breeding pet, per year (up to 3 breeding pets per residence)
	Animal Reclaim Fee (Impounded at Outside Shelter)	\$100 per claim
	Animal Reclaim Fee (Impounded with Bellmead)	1+ hrs. \$50; \$25 charge per additional day per claim
	Surrender Fee	\$250 per animal

Emergency Response Rates

Category	Description	Fee
Emergency Response Vehicles	Engine	\$250 per hour <i>(1-hour minimum)</i>
	Command Vehicle	\$100 per hour <i>(1-hour minimum)</i>
	Police Vehicle	\$100 per hour <i>(1-hour minimum)</i>
	Other (Public Works, barricades, etc.)	\$100 per hour <i>(1-hour minimum)</i>
	Additional Personnel	\$50 per hour <i>(1-hour minimum)</i>
City Supplied Water	<i>(Calculated by pumping time & rate)</i>	\$8.85 per 1,000 gallons
Heavy Equipment (Includes Operator)	Bulldozer	\$100 per hour <i>(2-hour minimum)</i>
	Backhoe	\$100 per hour <i>(2-hour minimum)</i>
	Dump Truck	\$100 per hour <i>(2-hour minimum)</i>
Materials & Disposal	Sand <i>(Per cubic yard, minimum 3 yards)</i>	\$25 per yard
	Other Approved Absorbent <i>(As needed/required)</i>	Actual cost + 10%
	Other Items Necessary to Control/Contain Incident	Actual cost + 10%
	Disposal of Debris	Actual cost + 10%
Equipment Damage	Damaged Fire Hose <i>(Per 100' section + shipping & handling)</i>	\$800

Code Enforcement

Category	Description	Fee
Nuisance Abatement (By City)	Grass Mowing / Lot Cleanup <i>(Includes personnel)</i>	\$100 per hour <i>(2-hour minimum)</i>
	Debris Removal / Haul Costs <i>(Includes operator)</i>	\$100 per hour per piece of City equipment + disposal cost + 20% of disposal cost
	Additional Personnel	\$50 per hour
Nuisance Abatement (By Vendor)	Grass Mowing / Lot Cleanup / Debris Removal	Actual cost + 20%
Other Fees	Shopping Cart Retrieval Fee	\$75 per cart

Utilities

Utility Deposits

Type	Residential	Non-Residential	Outside City Limits
30-Day Temporary Account	\$100.00	\$350	175%
Non-Owner	\$250	\$350	175%
Homeowner	\$200	\$350	175%
¾" Meter		\$350	175%
1" Meter		\$425	175%
1 ½" Meter		\$650	175%
2" Meter		\$900	175%
4" Meter		\$1100	175%
6" Meter		\$1300	175%
Fire Hydrant Meter		\$1300	175%
Dumpster/Compactor		Monthly Haul Charge	

Utility Service Charges

Service		Fee
Initial Connection Fee		\$50
Disconnect & Reconnect Fees		\$50
After Hours Service Fee	Additional Fee After 3:00 PM	\$25
Transfer Fee		\$50
Service Fee		\$50
Re-read Fee	Performed by Field Technician	\$50
Meter Testing Fee	Per Statute	\$25
Late Penalty	Per Statute	10%
Tampering - Meter Fee		\$500
Tampering – Fire Hydrant		\$1,250
Damaged Meter Repair Fee		Actual Cost + 20%
Damage Fire Hydrant Fee		Actual Cost + 20%
Meter Box Replacement Fee		\$50
Meter Lid Replacement Fee		\$25

Water Rates (Based on Monthly Billings)

Water Consumption	Residential	Sprinkler	Non-Residential	Outside City Limits
0 - 2,000	\$23.29	Based on meter size	Based on meter size	175%
2,001 - 5,000	\$4.24/1,000	\$7.51/1,000	\$5.70/1,000	175%
5,001 - 15,000	\$5.18/1,000	\$7.51/1,000	\$5.70/1,000	175%
15,001 - 25,000	\$6.14/1,000	\$8.88/1,000	\$6.75/1,000	175%
>25,000	\$7.07/1,000	\$10.21/1,000	\$7.79/1,000	175%
Meter Size	Demand Charge		Demand Charge	
3/4" or less		\$25.00	\$38.47	
1"		\$40.29	\$59.54	
1.5"		\$78.47	\$116.76	
2"		\$124.29	\$185.54	
3"		\$231.21	\$345.87	
4"		\$383.95	\$574.77	
6"		\$729.32	\$1,092.70	
8"		\$1,165.71	\$1,747.00	
10"		\$1,674.83	\$2,510.40	
12"		\$3,129.47	\$4,691.40	

Wastewater Rates (Based on Monthly Billings)

Water Consumption	Residential	Non-Residential	Outside City Limits
0-1,000	\$22.00	\$27.81	175%
1,001-7,500	\$4.29/1,000	\$5.16/1,000	175%
7,501-10000	\$4.93/1,000	\$5.93/1,000	175%
>10,000	\$0.00/1,000	\$5.93/1,000	175%

Garbage Rates (Based on Monthly Billings)

Carts	Residential	Non-Residential
1	\$20.27	\$41.74
2-3	6.25/Cart	\$15.00/Cart
Replacement	\$79.00/Cart	\$79.00/Cart

Dumpster Rates (Based on Monthly Billings)

Size	1x Week	2x Week	3x Week	4x Week	5x Week	6x Week	Extra
2 yard	\$95.39	\$145.48	\$201.95	\$257.55	\$311.20	\$419.70	\$46.82
3 yard	\$102.55	\$147.86	\$214.62	\$269.48	\$349.36	\$432.83	\$51.78
4 yard	\$109.70	\$187.19	\$224.16	\$288.55	\$357.71	\$494.83	\$55.58
6 yard	\$175.28	\$311.20	\$444.74	\$555.64	\$647.45	\$832.27	\$89.37
8 yard	\$217.01	\$333.86	\$476.94	\$608.97	\$733.30	\$994.42	\$110.39
Dumpster Swap Out					\$60.65 per Container		
Lock/Enclosure Service					\$17.64 monthly		
Wheels/Casters					\$28.94 monthly		
Caster/Lock Installation Fee					\$86.82 per Container		

Compactor Rates (Based on Monthly Billings)

Size	1x Week	2x Week	3x Week	4x Week	5x Week	6x Week	Extra
6 yard	\$258.15	\$516.29	\$774.44	\$1,032.58	\$1,290.72	\$1,548.86	\$154.89
8 yard	\$309.77	\$619.55	\$929.32	\$1,239.09	\$1,548.86	\$1,858.65	\$154.89

Drainage Rates (Based on Monthly Billings)

ERU	Residential	Non-Residential
2,600 SF	\$4.61	\$4.61 per ERU

Tapping Fees

Tap Size	Water Tap Fee	Sewer Tap Fee
¾"	\$2,000	
1"	\$2,250	
1 ½"	\$2,750	
2"	\$3,150	
4"	Actual Cost-plus 20%	\$2,000
6"	Actual Cost-plus 20%	\$3,000
8"	Actual Cost-plus 20%	Actual Cost-plus 20%
Manhole Set		Actual Cost-plus 20%

Planning & Development

Category	Description	Fee
Subdivision Fees	Minor Plats (<i>Per Plat</i>)	\$400
	Preliminary Plat Fee	\$400 per plat + \$5 per lot
	Final Plat (<i>Per Plat</i>)	\$400
	Plat Amendment (<i>Per Plat</i>)	\$200
	Replat (<i>Per Replat, if no Preliminary Plat</i>)	\$500
Traffic Control Devices & Street Name Signs	Placement or Replacement (<i>Due to accidents or vandalism</i>)	\$300 per sign assembly (<i>Includes pole, stop/yield sign, and street name sign</i>)
Third-Party Review	Review by external party	Actual cost + 10%
Zoning Fees	Zoning Change Application	\$500
	Variance Application	\$500
	Specific Use Permit	\$500
	Zoning Verification Letter	\$75
	Intent to Serve Letter	\$75
Planned Unit Development (PUD) Fees	PUD Concept Plan (<i>Zoning</i>)	\$500
	PUD Preliminary & Final Plan (<i>Subdivision</i>)	\$500
Additional Charges	<i>City may add actual engineering and attorney charges to the customer.</i>	Actual cost + 10%
New Wireless Tower Construction		\$200
Wireless Tower Modification		\$75

License Fees (Annual Fees)

Business Licenses

Business Type	Annual Fee
Manufactured Home Park	\$20 per space (<i>Minimum charge: \$300</i>)
Recreational Vehicle Park	\$20 per space (<i>Minimum charge: \$300</i>)
Hospital	\$250
Nursing Home	\$250
Overnight Rehabilitation Facility	\$250
Retirement Center	\$250
Sexually Oriented Business	\$750
Short-Term Rental	\$300
Indoor Amusement Facility	\$100
Certificate of Occupancy	\$150
Temporary Certificate of Occupancy (<i>Valid for 30 days</i>)	\$150

Restaurant Licenses

Seating Capacity	Annual Fee
0 - 10	\$75
11 - 30	\$100
31 - 50	\$150
51 - 100	\$250
101+	\$350
Late Payment Fee	\$10 per month
License Reinstatement Fee	\$50

Alcoholic Beverage Licenses

- **Alcohol License and Permit Fees** – One-half (½) of the **state license and permit fees** for each permit issued for premises within the **City of Bellmead**.

Coin Operated (Amusement) Machines (Annual Fee) - [Chapter 10 Article V Division 3](#)

Category	Description	Annual Fee
Coin-Operated Machine	Legal video games or electronic amusement machines	¼ of the state occupation tax per Texas Tax Code § 2153.451(b)
Individual Machine License	Required for each coin-operated amusement machine	\$15 per machine

Permit Fees

Mobile Food Unit (MFU) Permits

TYPE	Fee
Bond for permits requiring payment before service (<i>Individual Permit or Master Permit</i>)	\$1,000 or \$5,000 per permit
Mobile Food Vendor Permit (Food Truck)	\$265 per unit
Central Preparation Facility/Commissary	\$165
Re-Inspection Fee	\$125 per re-inspection

Temporary Food Establishment Permits

Event Duration	Fee
Single Event (1-3 days)	
Submitted 5 business days prior to the event	\$75
Submitted within 5 business days of the event	\$150
Late Payment Fee	Double the original amount

Garage Sale Permits

Description	Fee
Garage Sale (Valid for 3 days)	\$10 per permit
Garage Sale Sign Violation	\$50 per violation per day

Special Event Permits

Description	Fee
Application Fee	\$100
Damage & Cleaning Deposit	\$500
Bellmead Fire Department	\$250 per hour per fire company
Bellmead Police Department	\$50 per hour per officer (<i>Minimum 4 hours</i>)
Public Works Traffic Control	\$50 per hour per worker (<i>Minimum 4 hours</i>)
Enclosed Tent/Bounce House (<i>Flame retardant certificate required</i>)	\$75
Sales Vendor	\$75
Alcohol Sales (<i>Temp TABC License required for location</i>)	\$150

Parade Permits

Description	Fee
Application Fee	\$100
Damage & Cleaning Deposit	\$500
Bellmead Fire Department	\$250 per hour per fire company
Bellmead Police Department	\$50 per hour per officer (<i>Minimum 4 hours</i>)
Public Works Traffic Control	\$50 per hour per worker (<i>Minimum 4 hours</i>)

Building Permits

New Construction & Additions

Description	Residential	Commercial
Construction Permit	\$200 for first 1,000 sq. ft. + \$0.25 per sq. ft.	\$250 for first 1,000 sq. ft. + \$0.25 per sq. ft.
Electrical Permit	\$0.25 per square foot (<i>Minimum \$200</i>)	\$200 base fee + \$0.25 per SF
Plumbing Permit	\$0.25 per square foot (<i>Minimum \$200</i>)	\$200 base fee + \$0.25 per SF
Mechanical Permit	\$0.25 per square foot (<i>Minimum \$200</i>)	\$200 base fee + \$0.25 per SF
Plan Review	\$50	\$250
Plan Review (Subdivisions & Developments)	\$250	\$250
Third-Party Review	Actual Cost + 10%	Actual Cost + 10%

Repairs/Remodel

Description	Residential	Commercial
Building Permit	\$125 for first 1,000 sq. ft. + \$0.25 per sq. ft.	\$125 for first 1,000 sq. ft. + \$0.25 per sq. ft.
Electrical	\$150 for first 1,000 sq. ft. + \$0.25 per sq. ft.	\$90 base fee + \$12 up to 400 amps; \$26.50 up to 401-1,000 amps; \$40 over 1,000 amps
Mechanical	\$150 for first 1,000 sq. ft. + \$0.25 per sq. ft.	\$90 base fee + \$20 per unit up to 5 tons; \$5 per air handler unit up to 10,000 CFM; \$8 per air handler unit over 10,000 CFM; \$20 per heating unit up to 250,000 BTU; \$45 per heating unit over 250,000 BTU; \$10 per PTAC/VTAC unit
Plumbing	\$150 for first 1,000 sq. ft. + \$0.25 per sq. ft.	\$90 base fee + \$5 per drain, trap, fixture; \$35 water line/sewer

General Permits

Description	Residential	Commercial
Carport Permit	\$100	
Concrete Flatwork	\$75	\$150 for first 1,000 sq. ft + \$0.05 per additional sq. ft.
Deck/Patio Enclosure	\$150	
Demolition	\$100	\$200
Fence Permit	\$50	\$50
Gas Test	\$50	\$50
Grading/Clearing/Filling	\$200	\$200
Irrigation System w/ Backflow	\$50 per permit	\$50
Irrigation Heads		\$1 per head
Moving a Building/Structure	\$250	\$250
Non-Permit Inspection	\$35 per inspection	\$35
Re-Inspection	\$55 per re-inspection	\$55
Roof Permit	\$100	\$100 for the 1 st 1,250 sq. ft. + \$0.10 per additional sq. ft.
Storage Building	\$75	
Accessory Building		\$75 + \$9 per \$1,000 valuation
Solar Photovoltaic System	\$200	\$250
Swimming Pool/Spa	\$100	\$150
Temporary Pole (T-Pole)	\$50	\$50
Backflow Device – Annual Permit		\$30
Backflow Device - Installation		\$50 base fee + \$10 for each device

Fire Protection Permits

Description	Fee
Fire Sprinkler System	\$75 + \$0.50 per head
Fire Underground Main	\$65 + \$10 per fire main backflow device
Fire Pump	\$75
Standpipe System	\$75 + \$5 per outlet
Fire Alarm System	\$75 + \$1.50 per device
Hood & Duct System	\$50 + \$3 per nozzle
Paint Spray Booth	\$75 + \$2.50 per head
Other Fire Suppression System	\$50 + \$2.50 per head
Fireworks Storage	\$300 with a Specific Use Permit
Burn Permit	\$500 + \$500/hour standby

Sign Permits

Size	Fee
Signs up to 50 sq. ft.	\$50
Signs 51-100 sq. ft.	\$75
Signs over 100 sq. ft.	\$100
Sign Demolition	\$150
Sign Electrical Permit	\$150
Commercial/Billboard Sign	\$150

Storage Tank Permits

Description	Fee
First Tank - Installation	\$80
Additional Tanks (at same location)	\$25 each
• <i>Each Dispensing Nozzle</i>	\$2
First Tank - Removal	\$75
Additional Tanks (at same location)	\$50 each
• <i>Each Dispensing Nozzle</i>	\$2
Re-Inspection (Flat Fee for Any Permit Issued)	\$165 per inspection
After Hours/Partial Inspection	\$200

Public ROW Permits

Description	Fee
Driveway, Sidewalk, Curb or Street Construction	\$50
Excavation/Boring/Trenching in ROW	\$75 per dig
Utility Installation (Non-Excavation Work)	\$50 per location
Traffic Control Plan Review	\$50 per plan
ROW Re-Inspection Fee	\$55

Small Cell Node Permits

Description	Fee
Permit Application Fee	\$500 for up to 5 Network Nodes, and \$250 for each additional Network Node, and \$1,000 for each support pole
Small Cell Network Nodes	\$250/network node site/year
Small Cell Node Support Poles	\$250/pole/year
Small Cell Transport Facility	\$28/transport facility/month
Collocation on Service Poles	\$20 per service pole/year

Civic Center

Rental Rates

Room	Max Capacity	Mon-Thur	Fri-Sun & City Holidays	Deposit Amount	Rental Length
Lions Room	100	\$205	\$290	\$200	4 Hours
Senior Room	100	\$225	\$380	\$200	4 Hours
Auditorium	300	\$385	\$770	\$250	8 Hours
Lions Room	100	\$275	\$385	\$200	8 Hours
Senior Room	100	\$300	\$495	\$200	8 Hours
Auditorium	300	\$525	\$1,050	\$300	16 Hours
Lions Room	100	\$375	\$525	\$250	16 Hours
Senior Room	100	\$425	\$675	\$250	16 Hours
Bridal Room		\$50	\$50		
Extra Hours		\$100 Per Hour	\$100 Per Hour		
Reset Fee		\$100	\$100		
Alcohol (Security Required)				\$300	

Non-Profit Rental Rates

Room	Max Capacity	Mon-Thur (No Holidays)	Deposit Amount	Rental Length
Auditorium	300	\$50	\$100	Hourly
Lions Room	100	\$25	\$100	Hourly
Senior Room	100	\$25	\$100	Hourly
Reset Fee		\$100		

Security Rates

Room	Minimum Officers	Minimum Hours	Hourly Fee/Officer
Auditorium	2	4	\$50
Lions Room	1	4	\$50
Senior Room	1	4	\$50

Parks

Rental Rates

Pavilion/Field	Park	Rental Fee	Deposit Amount	Rental Length
A	Brame	\$25	\$100	Hourly
B	Brame	\$25	\$100	Hourly
C	Brame	\$15	\$100	Hourly
D	Brame	\$25	\$100	Hourly
E	Brame	\$15	\$100	Hourly
Full Park	Brame	\$600	\$300	All Day
F	Lions	\$15	\$100	Hourly
G	Devorsky	\$25	\$100	Hourly
H	Devorsky	\$25	\$100	Hourly
Practice Field – Without Lights	Lions	\$40	\$150	Hourly
Practice Field – W/Lights	Lions	\$100	\$150	Hourly
Concession Stand	Lions	\$100	\$150	Hourly

Parks Memorial Program

Item	Includes	Price
Rosebush	Stake marker	\$50
10 ft. Tree	Stake marker	\$300
10 ft. Tree	Marker	\$450
6 ft. Bench	Marker	\$1,500
Memorial Brick		\$100