

## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** September 8, 2025

**SUBJECT:** Consider Ordinance No. 3926, amending the Code of Ordinances Appendix A, Fee Schedule to establish fees related to short-term rentals

**PRESENTER:** Cori Reaume, Director of Planning

**SUMMARY:**

The purpose of this item is to amend the fee schedule to adopt an annual permit application fee for short-term rentals.

**GENERAL DESCRIPTION:**

The short-term rental management program involves a number of routine expenditures, including staff monitoring and enforcement, acceptance and processing of permits, inspections of the properties, and software expenses related to the registration, monitoring, and the collection of hotel occupancy tax collection for short-term rentals. To adequately fund this program, it is necessary for each property to pay a reasonable annual permit fee to support its operation.

The proposed fee of \$500 is based on the projected cost of the program's operation and the projected number of short-term rentals that may operate within the community, and is in line with many other communities' annual fees for short-term rentals. A sample of other communities' fees is provided below:

Arlington	\$500		Denton	\$100		Grapevine	\$500
Bedford	\$400		Fort Worth	\$150		Lewisville	\$400
Dallas	\$404		Grand Prairie	\$480		Plano	\$300

In addition to establishing an annual registration fee for short-term rentals, this ordinance amends the City's fee schedule to include a reinspection fee. The reinspection fee applies only in cases where a violation has been identified during inspection and the deficiency remains uncorrected at the time of the first scheduled reinspection. In such instances, any subsequent reinspection conducted by the City will be subject to the newly established fee.

Adoption of these fees should be timed along with Ordinance No. 3925, which adopts the related regulations related to short-term rentals.

**RECOMMENDATION:**

Approve Ordinance 3926.