



# STAFF REPORT

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<b>MEETING DATE:</b>	April 6, 2026
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey
<b>AGENDA CAPTION:</b>	AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING APPENDIX A TITLED "FEE SCHEDULE"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

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## **Background Information**

On April 21, 2025, the City Council adopted Ordinance No. 2025-04-1207 establishing a special events ordinance and modifying the fee schedule. Per Council request, the fee for hourly security provided by Hutchins Police Officers was re-evaluated and increased to \$65 per hour, and the presence of on-site paramedics or firefighters was increased to \$50 per hour. The hourly fee for vehicle traffic control was reduced to \$21.91 per hour. This change was made based on the FEMA Schedule of Equipment Rates.

The deposit for the pavilion was reduced to \$100 to increase marketability. This will have no negative affect because renters will still be charged for any damages incurred, and damage charges would likely exceed \$200 as is.

## **Budget Implications**

These fees will better allow staff time to be compensated for the extra hours put into facilitating rentals and cleaning the premises, as well as ongoing maintenance required for increased usage.

## **Operational Impact**

The fee changes will allow for smoother rental procedures.

## **Legal Review**

The ordinance was approved by the City Attorney.

## **Staff Recommendation**

Staff recommends that the City Council adopts the ordinance amendments.

## **Supporting Documentation and Attachments**

## 1. Ordinance