



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: March 4, 2024
PREPARED BY: Yalonda M. Valderrama Santana, Heritage & Tourism Manager
DEPARTMENT: Community Development

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Special Events Permit Fees.

BACKGROUND/SUMMARY:

On February 7, 2024, the City Special Event Vendor Proposal was presented to the City Council which contained a new approval process for vendors, special event vendors rules & regulations, and a special event vendor fees analysis.

CITY SPECIAL EVENT VENDORS PROPOSAL

- Rules & Regulations
- Surrounded/Similar Cities Special Events Vendor Analysis

Cities	Vendor Types & Fees	Booth Space
Elgin	Depends on the event’s type and size	
Bastrop	N/A	N/A
Pflugerville	Depends on the event’s type and size	
Kyle	Food = \$250 Canopy/Non-Food = \$150	Food Truck: 10x20 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
Georgetown	<i>Vendor Application Fee = \$25</i> Food = \$800-\$1,200; <i>depends on location requested & if city supply power</i> Non-Food = \$325/10x10; \$650/10x20	Non-Food Vendors = 10x10 or 10x20

Taylor	Festival = \$100 per 10x10 spaces Farmers Market = \$50 per 10x10 spaces Bazaar = \$50 per 10x10 spaces	All Vendors: 10x10 Charge by space. City charges the vendors for the space their footprint requires
Temple	Depends on the event's type and size Food Rages: \$150-\$250 Non-Food Rages: \$100-\$150	
Belton	Food Truck = \$125 Canopy/Regular = \$100	Food Trucks: 20x10 Regular Vendors: 10x10
Harker Heights	Food Truck = \$100 Food = \$100 Arts & Crafts = \$25 Commercial/Business = \$100	
Killeen	Food Truck = \$50 Food = \$50 Crafts = \$25 Commercial/Business = \$100 Specialty = \$100	Food Trucks: 20x10 Canopy Food Vendors = 10x10 Regular Vendors: 10x10
Coppers Cove	Food Trucks = \$450 Canopy Food = \$300 Craft = \$300 Promotional Booth = \$75	Food Trucks: N/A Canopy Food Vendors = 10x10 Regular Vendors: 10x10

Average Fees:

Food Truck = \$150-\$250

Food Vendor = \$100-\$200

Non-Food Vendor = \$50-100"

- Special Events Vendor Propose Fees

Vendor Type	Description	Fees (per Booth Space/Day)
Food Vendors (Indoor & Outdoor)	Food-based vendor that provides hot and ready-to-eat foods, cottage foods, or temperature-controlled foods inside a facility or out of a mobile food vending area such as a food truck.	\$50 - \$100
Art & Craft Vendors	Arts and crafts vendor whose product is made by the owner or employees associated with the business. No resale items.	\$25-\$50
Commercial/Busine ss Vendors	Commercial or home-based business that wishes to collect payment for memberships, advertise business services, and/or sell products. Examples: Include but are not limited to direct sales business, membership-based business (i.e. Sam's Club, fitness business, etc.), selling of resale items such as light-up toys, etc.	\$25-\$50
Specialty Vendor	Business that charges a fee for services offered at an event. This includes but is not limited to face painting, professional photography, spas, etc.	\$50-\$75

Non-Profit/Community Groups	Local non-profit organization that offers a value-added activity/program to the event. Vendor may advertise information regarding the non-profit but <u>cannot exchange money</u> .	\$0
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LEGAL REVIEW: Yes

FISCAL IMPACT: Yes, it will bring revenue to the city

PRESENTATION: No

ATTACHMENTS: Yes

- Ordinance No. 734 - Sec. A5.003 Special event permit fees
- Special Event Vendor Application
- Special Event Vendor Rules & Regulations

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve Ordinance No. 734 amending Manor Code of Ordinances Appendix A Fee Schedule by Establishing Special Events Permit Fees as presented.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**