



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** September 18, 2024  
**PREPARED BY:** Yalondra M. Valderrama Santana, Manager  
**DEPARTMENT:** Heritage & Tourism

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the ordinance amending Manor Code of Ordinances Appendix A Fee Schedule by repealing existing sections A5.002 and A5.003 relating to parks and special event rental fees; adopting new section A5.002 relating to parks and amenities rental fees; adopting new section A5.003 relating to special event rental fees; amending section A5.004 relating to film projects using city property fees; adopting new section A5.007 relating to facilities and property rental permit fees; adopting new section A5.008 relating to equipment rental and fees for staff services; providing for an effective date, savings, severability, and open meetings clauses; and providing for related matters.

**BACKGROUND/SUMMARY:**

The changes proposed to the Fee Schedule update the extent to which activities provided within the city either utilizing city parks and amenities or special events utilizing city property, structures, equipment and personnel are occurring. The changes revise existing fees or add fees for processing applications to use city property and/or conduct special events and also revise and add fees to recover the City’s costs of supporting such activities to protect property and ensure the public safety.

**LEGAL REVIEW:** Yes,  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 762

**STAFF RECOMMENDATION:**

The city staff recommends that the City Council approve Ordinance No. 762 as set forth in the caption above.