



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** September 26, 2024  
**PREPARED BY:** Yalondra M. Valderrama Santana  
**DEPARTMENT:** Heritage & Tourism

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an 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 reflect a structure which better accounts for the costs associated with special activities utilizing city parks, park amenities, other city property, and City personnel time. The changes revise certain existing fees or establish new use categories and assign a fee. The proposal also establishes a fee for processing applications to use city property for certain activities as laid out below.

Current: Sec. A5.002 Park Rental fees	Proposed: Sec. A5.002 Parks & Amenities rental permit fees*	
<b>Applies to all parks</b>  Allows 4 or 8 hour rental, and full day rental (\$75, 100, 125, respectively)  An equal refundable deposit amount applies to each time period.	<b>Use Category &amp; Fee</b>	<b>Park</b>
	Full Park: \$100 – 4 hours \$150 – 6 hours \$200 – All day	Jennie Lane All other parks (except Timmerman 1)
	Full Park: \$150 – 4 hours; \$200 – 6 hours \$250 – All day	Timmerman – Area 1
	Open Space \$50 per 2 hrs.	Timmerman – Area 2
	Parking Lot only – all day \$50	All parks
	Pavilion, \$25 per 2 hrs.	Jennie Lane
	Pavilion + Green Area \$50 per 2 hrs.	Timmerman – Area 1
Debris removal fee \$50 Cancellation fee (less than 48 hour notice-50% of use fee)	Debris removal/maintenance \$75 Administrative cancellation \$25	
	Electricity \$25 Water \$25	

*\*The new section includes, but does not assign a fee for use of "picnic tables," but a fee can be added in a future code change.*

<b>Current: Sec. A5.003 Special event permit fees</b>	<b>Proposed: Sec. A5.003 Special event permit fees</b>
<ul style="list-style-type: none"> <li>Apply to all special events (considers use of parks as a special event)</li> </ul>	<ul style="list-style-type: none"> <li>Application processing-\$50; Block Party application \$10; Street closure application \$10; All non-refundable</li> </ul>
<ul style="list-style-type: none"> <li>Closure/obstruction of public street or ROW \$50 per block</li> </ul>	<ul style="list-style-type: none"> <li><u>Per Day/Per Event:</u> Temporary Gathering \$200; Block Party \$25; Street Closure \$50; Walking/Running Events \$100; Parade \$150</li> </ul>
<ul style="list-style-type: none"> <li>City staff maintenance \$40 per hour (2 hour minimum)</li> </ul>	<ul style="list-style-type: none"> <li><u>Special fees:</u> Electricity \$25; Water \$25; Debris Removal/Maintenance \$75; Administrative Cancellation 50% of total paid fees</li> </ul>
<ul style="list-style-type: none"> <li>City vehicle use \$30 per hour</li> </ul>	<ul style="list-style-type: none"> <li><u>Food and Other Vendors:</u> Food \$50; Food Truck \$75; Arts &amp; Crafts \$25; Commercial/Business \$50; Specialty Vendor \$50; Non-Profit/Community Groups \$0.</li> </ul>
<ul style="list-style-type: none"> <li>Barricades \$125</li> </ul>	

Amended **Sec. A5.004 Film projects using city property** increases the permit application processing fee to \$30 from \$25 and clarifies that the fees for each activity involving use of city-owned real estate during film projects is on a **per day** basis.

New **Sec. A5.007 Facilities and Properties Rental Permit Fees** sets a non-refundable application processing fee of \$25 and sets rental fees for use of: City Hall Parking Lot \$75 full day; East Manor Dev. #1-Bldg 1 \$150 half day, \$350 full day, and deposit \$150; Same daily rates for East Manor Dev. #1, Bldg 2; East Manor Dev. #1 Open Field \$400 full day; and East Manor Dev. #1 Bldg 2 and Open Field \$1,000 full day.

Sec. A5.007 also sets the following fees: Electricity \$25; Water \$25; Debris Removal/Maintenance \$75; Administrative Cancellation 50% of total paid fees

New **Sec. A5.008 Equipment Rental Fees and Staff Fees** sets rentals for the following uses/services: Barricades \$150 per event, per day; City Vehicle \$30 per hour, per vehicle; Outdoor Movie Set-Up \$300 per day, per event and \$150 deposit; Popcorn Machine \$50 per day, per event; Pubic Work staff \$40 per staff member, per hour (2 hours minimum); and Community Development staff \$40 per hour (2 hours minimum).

**LEGAL REVIEW:** Yes, Irene Montelongo, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance 762

**STAFF RECOMMENDATION:**

The City Staff recommends that the City Council approve Ordinance No. 762 amending Manor Code of Ordinances Appendix A, Fee Schedule.

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