



## CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		9/26/11		
Department:		Parks and Recreation		
Department Head		Amy Fortenberry		
Agenda Coordinator (include phone #): <b>Susan Berger (7255)</b>				
<b>CAPTION</b>				
A Resolution pursuant to Chapter 11, License and Business Regulations, Article VIII, Special Events, of Section 11-359 Fees/Costs, of the City Code of Ordinances of the City Council of the City of Plano, Texas authorizing the establishment of non-refundable special event permit application processing fees, including a late fee, and providing an effective date.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input checked="" type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	<b>2011-12</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>
		<b>TOTALS</b>		
Budget	0	0	0	<b>0</b>
Encumbered/Expended Amount	0	0	0	<b>0</b>
This Item	0	0	10,000	<b>10,000</b>
BALANCE	0	0	10,000	<b>10,000</b>
<b>FUND(S):    GENERAL FUND</b>				
<b>COMMENTS:</b> This new fee will be charged to those applying for a special event permit starting in FY 2011-12 and remain in effect into the future, producing an estimated increase in revenue of \$10,000 annually. <b>STRATEGIC PLAN GOAL:</b> Instituting and setting fees to support defined services and service levels relates to the City's Goal of Financially Strong City with Service Excellence.				
<b>SUMMARY OF ITEM</b>				
This item establishes special event permit application fees to offset the costs associated with staff time needed to process the application. The fee would differentiate between events attracting less than 2,500 spectators/participants and more than 2,500 spectators/participants. The processing fees will be collected at the time of application and are non-refundable.				
Instigation of the new procedure will improve customer service to each event by encouraging timely submittal of application documents (30-days prior to the event date), aligning Plano with neighboring municipalities offering similar services, and dispersing smaller events throughout the region. The fees will generate approximately \$10,000 of additional revenue annually. Proposed implementation date is October 1, 2011.				



## CITY OF PLANO COUNCIL AGENDA ITEM

### Non-refundable Special Event Permit Application Fee

\$100 fee for events 2,500 or fewer attendees

\$250 for events 2,501 or more attendees

Late Fee amount equal to application fee

List of Supporting Documents:  
Resolution

Other Departments, Boards, Commissions or Agencies

**A Resolution pursuant to Chapter 11, License and Business Regulations, Article VIII, Special Events, of Section 11-359 Fees/Costs, of the City Code of Ordinances of the City Council of the City of Plano, Texas authorizing the establishment of non-refundable special event permit application processing fees, including a late fee, and providing an effective date.**

**WHEREAS**, the City Council recognizes the importance of providing effective and efficient Parks and Recreation services; and

**WHEREAS**, the City Council recognizes an important interest in establishing non-refundable special event permit application processing fees including a late fee in response to demand on city services and to increase revenue to cover the expenses and costs associated with processing permits; and

**WHEREAS**, after review and consideration of the proposed non-refundable special event permit application processing fees including a late fee, the City Council finds that its adoption is necessary to preserve the current level of services offered by the Parks and Recreation Department, while increasing revenues and decreasing the tax subsidy for operation;

**NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF PLANO, TEXAS RESOLVES THAT:**

**Section I.** The City Council, finding the proposed non-refundable special event permit application processing fees in the amount of \$100 for events with less than 2,500 participants, and in the amount of \$250 for events with 2,501 or more participants and a late fee in an amount equal to the the processing fee acceptable and in the best interest of the City of Plano and its citizens, hereby approves the special event permit application processing fees and late fee.

**Section II.** The City Council further repeals all prior Resolutions in conflict with the provisions of this Resolution.

**Section III.** This Resolution becomes effective October 1, 2011.

**DULY PASSED AND APPROVED** this 26<sup>th</sup> day of September, 2011.

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Phil Dyer, MAYOR

ATTEST:

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Diane Zucco, CITY SECRETARY

APPROVED AS TO FORM:

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Diane C. Wetherbee, CITY ATTORNEY