



**AGENDA MEMORANDUM**  
for the City Council Meeting of July 17, 2012

**DATE:** 7/6/2012

**TO:** Ronald L. Olson, City Manager

**FROM:** Daniel Biles, P.E., Director of Engineering Services  
DanB@cctexas.com  
(361) 826-3729

**PERMIT FEE INCREASES  
FOR TRAFFIC ENGINEERING APPLICATION PROCESS**

**CAPTION:**

Ordinance amending Section 49-16 of the Code of Ordinances to revise and increase fees for temporary street closure permits, classify and add permit fees for parades, walks, marches, and sporting events, and provide authority for the traffic engineer to issue all temporary street closure permits; providing for severance; and providing for publication.

Ordinance amending Section 3-3(2)(c) of the Code of Ordinances to increase the fee for a banner permit from \$ 25.00 to \$ 35.00; providing for severance; providing for publication.

Ordinance amending Section 53-88 of the Code of Ordinances to provide for an administrative fee of \$ 100.00 to initiate a traffic calming study device process; providing for severance; and providing for publication.

**BACKGROUND AND FINDINGS:**

Traffic Engineering request for Council to consider the increase in fees for the following permits:

**Street Closure Neighborhood Events:**

An increase to \$120.00 is proposed for a Neighborhood Event which required one residential neighborhood street between two intersecting streets (one block) for one day only, less than 12 continuous hours, not requiring the closure past 12:00 a.m. This increase should not affect the applicants who are holding the event. Currently we assist approximately 40 applicants on neighborhood events. One hundred percent 100% participation is required by all residents residing along the residential street where the event will be taking place. Neighborhood event permits will require the use of traffic control devices. If available, the city will provide the necessary devices to be picked up by an applicant for a refundable deposit of 100.00. Applicants who fail to return any traffic control devices or materials as scheduled to the city will forfeit the amount deposited.

**Street Closure for Small Events:**

An increase in fees is proposed for small Special Events which requires the closure of one minor street adjacent to churches, schools, or other public institutions between two intersecting streets (one block) for one day only, for a maximum duration of 12 hours. The event hours shall not go past 12 a.m. (midnight) The fee increase is based on the number of participants expected to attend the event.

50 to 100 participants \$120.00  
100 to 200 participants \$200.00  
200 to 300 participants \$300.00

City Traffic Engineering will provide a traffic control plan and direction on the set up of traffic control devices. A fee of \$50.00 dollars will be accessed for three (3) sets of traffic control plan prints. An additional fee of \$50.00 will be charged for any additional changes to the approved traffic control plan. If available, the city will provide the necessary devices, which may be picked up by and applicants for a refundable deposit of \$100.00. Applicants who fail to return any traffic control devices or materials as scheduled to the city shall forfeit the amount deposited.

Events of more than 300 participants will be considered a Large/Special Event.

### **Street Closure for Large/Special Events:**

An increase in fees is proposed for a Large/Special Event which will require one or more major streets, such as arterial or collector streets, or involves extensive detouring. The fee increase is based on the number of participants expected to attend the event.

Fenced perimeter and 300 or less participants	\$ 300.00
Unfenced perimeter and 300 or less participants	\$ 350.00
Fenced perimeter and more than 300 participants	\$ 400.00
Unfenced perimeter and more than 300 participants	\$ 500.00

City Traffic Engineering will provide a traffic control plan. Applicants may chose to obtain a traffic control design by separate contract with a consultant. A fee of \$ 200.00 will be accessed for three (3) sets of traffic control plan prints. An additional fee of \$ 100.00 will be charged for any changes to the approved traffic control plan. A review fee of \$ 100.00 will be charged for the required review of traffic control plans submitted by and applicant's consultant.

For large/special events, applicants will be required to contract with a private barricading company to provide the required traffic control set up.

### **Parades/Walks/Marches/Sporting Events**

There are currently no fees for events such as Parades, Walks, Marches, Fun Runs, and Sporting Events. Traffic Engineering reviews and approves permits affecting the City Right of Way. Currently there are approximately 100 permits issued yearly. Traffic Engineering is proposing to administer a fee for the application process and additional services based on the number of participants.

0 to 50 participants	\$ 45.00
50 to 100 participants	\$ 100.00
100 to 200 participants	\$ 200.00
200 to 300 participants	\$ 300.00
Above 300 participants	\$ 500.00

City Traffic Engineering will provide a traffic control plan when necessary. Event organizer may chose to obtain a traffic control design plan through a consultant.

For events with 300 or less participants:

A fee of 50.00 dollars will be accessed for three (3) sets of traffic control plan prints. An additional fee of 50.00 will be charged for any additional changes to the approved traffic control plan.

For events more than 300 participants

A fee of 200.00 will be accessed for three (3) sets of traffic control plan prints. An additional fee of 100.00 will be charged for any additional changes to the approved traffic control plan.

A review fee of \$ 100.00 will be charged for the required review of traffic control plans submitted by and applicant's consultant.

For parades, walks, marches, and sporting events, applicants will contract with a private barricading company to provide the required traffic control set up when necessary and directed by the Traffic Engineer.

**Banner Permits:**

An increase in fees to a non refundable processing fee of \$35.00 is proposed for the application process for Banner Permits. Traffic Engineering issues permits for nonprofit customers to install banners on the City Right of Way at seven (7) existing locations. Approximately 20 permits are issued annually. Traffic Engineering is responsible for the maintenance of the existing banner poles.

**Residential Traffic Management Program**

Traffic Engineering is proposing to administer a \$ 100.00 fee for beginning the application process for the Residential Traffic Management Program. This would help the department recover basic fees for speed hump request and additional services. Speed humps are on a cost share basis with customers paying from 0% to 100% for the installation of the speed hump only. Currently to study the area for qualification of installing a speed hump is not reimbursed. Approximately 100 request are received resulting in about 75 studies a year.

**ALTERNATIVES:**

Continue with the existing Fees

**OTHER CONSIDERATIONS:**

N/A

**CONFORMITY TO CITY POLICY:**

Section 49-16 Issuance of Permits; classification of events  
Section 3-3 Banners, etc, over public streets.  
Section 53-88 Traffic calming device study process.

**EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Finance Department  
Legal Department

**FINANCIAL IMPACT:** Operating Expense / Revenue

<b>Fiscal Year: 2011-2012</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget				
Encumbered Expended Amount				
Check Reimbursement				
This item				
BALANCE				

Fund(s): General Funds

**Comments:** Increase revenues to the General Fund

**RECOMMENDATION:**

City Staff recommends the approval of the proposed fees for cost recovery to the General Fund.

**LIST OF SUPPORTING DOCUMENTS:**

**Approvals:** Veronica Ocanas, Assistant City Attorney  
Constance P. Sanchez, Director of Financial Services  
Eddie Houlihan, Assistant Director of Management and Budget  
Oscar R. Martinez, Assistant City Manager