

MEMORANDUM

To: City of Seguin Mayor and Council Members
Steve Parker, City Manager

From: Pamela Centeno, Director of Planning & Codes

Through: Rick Cortes, Deputy City Manager

Subject: Amendments to the Code of Ordinances, Chapter 22, Article II- Food Service Establishments

Date: May 27, 2024

City staff is proposing amendments to Section 22, Article II of the Code of Ordinances which regulates food service establishments that operate within the Seguin city limits. The City of Seguin requires permits for permanent and temporary food establishments. The fees for permanent food establishments are based on the number of employees at the business. However, many retail shops in Seguin, large and small, sell prepackaged foods and do not prepare food at their establishments. Staff is recommending a new category for retail shops that only sell prepackaged foods. Currently, a retail shop pays an annual permit fee of \$250. Staff is proposing to change the annual fee to \$100, which is more consistent with the type of inspections necessary for these establishments.

Staff is also recommending a new category for temporary food establishments that operate for an extended period of time at multiple local festivals and markets. The permits would be issued for up to 180 days, with monthly inspections. Currently, multiple permits would be necessary to accommodate the 180-day period, which would amount to \$300 over the 6-month period. The fee proposed for the multi-event permit is \$150.

Attached please find a copy of the Ordinance amendments being proposed. Staff recommends approval of these amendments.