

MEMORANDUM

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

From: Jack Jones, Director of Parks & Recreation

Through: Rick Cortes, Deputy City Manager

Subject: Ordinance on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 74-Parks and Recreation; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances.

Date: August 20, 2024

In conjunction with the 2024/2025 fiscal year budget process, City staff has assessed existing fees and looked at possible new fees to help offset increased operational costs. Based on that review, staff is recommending the following for consideration:

- Summer Day Camp
 - Implement a cancellation fee of \$10. Parents/guardians can enroll campers for up to eight weeks of Summer Day Camp. Weekly camps fill up quickly with a waiting list. Payment is due the week prior to the camp week. Many times, spots are taken as a placeholder until parents/guardians figure out their summer schedule with vacations, family activities, etc. Then cancellations are submitted for the office staff to facilitate. Processing cancellations is very time consuming. In addition, this practice causes camp weeks to be filled prematurely with many children placed on a waiting list. Once the cancellation notice is received, children on the waiting list typically have already found other options for childcare. This leaves the camp with empty slots that cannot be filled a week prior to the camp week.

PARKS & RECREATION

- Wave Pool
 - The Wave Pool private party fee for a 3-hour minimum rental will increase from \$525 to \$600. This is in an effort to generate additional revenue as the City subsidizes the Wave Pool from the General Fund by approximately \$50,000 annually.
- Coliseum
 - For the past several years, the Coliseum has been on a 3-tier facility rental fee system based on attendance. This has caused issues with renters having more attendance than what was expected by staff for setup, etc. In addition, other facilities in the area such as the New Braunfels Convention Center do not have a fee structure based on attendance. As such, staff proposes daily facility rental flat fees as follows:
 - Monday-Thursday \$500
 - Currently \$300 for under 200 attendees, \$450 for under 600 attendees, and \$600 for under 1,000 attendees. Thursday rates are currently \$400 for under 200 attendees, \$600 for under 600 attendees, and \$800 for under 1,000 attendees.
 - Friday \$1,000
 - Currently \$600 for under 200 attendees, \$1,100 for under 600 attendees, and \$1,600 for under 1,000 attendees.
 - Saturday \$1,500
 - Currently \$800 for under 200 attendees, \$1,300 for under 600 attendees, and \$1,800 for under 1,000 attendees.
 - Sunday \$1,000
 - Currently \$500 for under 200 attendees, \$800 for under 600 attendees, and \$1,100 for under 1,000 attendees.
 - Video System Rental \$100
- Rodeo Arena
 - The daily Rodeo Arena fee will increase from \$250 Monday-Thursday and \$400 Friday-Sunday to a daily rental fee of \$500.
- Miscellaneous Minor Fee Ordinance Cleanup
 - There are several items in the Parks and Recreation Fee Ordinance that were cleaned up or no longer applicable.

At their monthly meeting on August 5, 2024, the Parks and Recreation Advisory Board reviewed the fee changes and unanimously recommended approval for City Council consideration the fee changes as presented. Staff recommends approval of an Ordinance on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 74-Parks and Recreation; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances.