

## Memorandum

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

From: Silvia Christy, Library Director

Through: Mark Kennedy, City Attorney

Date: August 19, 2025

Subject: Ordinance on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 66-Library and 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.

**Historical Background**

In conjunction with the 2025/2026 fiscal year budget process, City staff assessed existing fees and looked at possible new fees to help offset increased operational costs. Fees are evaluated annually keeping in mind comparisons with our neighboring communities with similar services and affordability for our residents. This includes rental fees and charges at the Seguin Public Library. In FY 2024/2025, the City of Seguin invested through Capital Projects \$249,997 in new audio/video equipment and other amenities for the Community Meeting Room, Conference Rooms and Tech Lab. The improvements provide users with the ability to have in-room presentations as well as videoconferencing. The proposed fee increase will help cover the costs of the upgrades while remaining accessible to businesses and non-profit organizations.

**Action Requested**

There are several items in the attached Fee Ordinance associated with the library that were cleaned up or no longer applicable in addition to some new fees and fee increases. The highlights of proposed changes are as follows:

| Fee                                                       | Current          | Change             |
|-----------------------------------------------------------|------------------|--------------------|
| Nonresident privilege fee                                 | \$25.00          | \$30.00            |
| Take home mobile hotspot, tablet or laptop overdue fee    |                  | \$3.00 per day     |
| Branded merchandise                                       |                  | Cost of item + 20% |
| Community meeting room rental fee nonprofit organizations | \$15.00 per hour | \$25.00 per hour   |
| Conference room rental fee                                | \$15.00 per hour | \$25.00 per hour   |

|                                                                          |  |                  |
|--------------------------------------------------------------------------|--|------------------|
| commercial organizations and independent consultants                     |  |                  |
| Tech Lab rental fee commercial organizations and independent consultants |  | \$25.00 per hour |
| Tech Lab rental fee nonprofit organizations                              |  | \$15.00 per hour |

#### **Procurement Methodology & Funding Source**

N/A

#### **Staff Recommendation**

Staff recommends approval on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 66-Library and 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 as presented and written herein.

#### **ATTACHMENTS**

- Seguin Code of Ordinances, Appendix C - Fee Schedule, Chapter 66-Seguin Public Library