

**It's real.**

**MEMORANDUM**

To: Douglas G. Faseler and City Council  
From: Kyle Kramm, Main Street and CVB Director  
Through: Rick Cortes, Assistant City Manager  
Subject: Kids Day in the Park Fee Waiver  
Date: August 28, 2018

Connections Individual and Family Services has submitted a letter requesting the fees for rental of Central Park be waived for their 10<sup>th</sup> annual Kids Day in the Park event. The event is scheduled to be held in Central Park, October 20, 2018, 10:00 am – 2:00 pm. The event is free and open to the public with the expected attendance as in past years at approximately 2,500 with it being geared towards Seguin's youngest citizens. The one-day event includes a rock climbing wall, inflatable rides, entertainment, arts and crafts, touch-a-truck, face painting, food vendors, and over 40 information and activity booths.

Connections provides youth, families and the community opportunities for a brighter future. They envision communities where every individual is safe, valued and has the opportunity to lead a meaningful life. Their purpose is prevention of child abuse, substance abuse and juvenile crime. They offer counseling services, residential services, life-skill training and referral services all while strengthening family relationships and prepare the youth for successful futures all at no cost.

As requested, the following fees would need to be waived by City Council:

Rental of Central Park	\$75
Street closure/barricade Fee	\$150
Trash can fee	\$100
Trash can deposit	\$50
Amusement Permit	\$20
Event Damage Deposit	\$100

The total fees waived would be \$495.00, \$150.00 of which is refundable deposits.

Please note that providing City services for special events have associated costs; these costs include staff time, equipment for delivery, barricade set up and removal, trashcans, staff time to prepare checklists and coordinate the necessary City services.

## MAIN STREET & CVB

Estimated costs for the City to service Kids Day in the Park are:

- Public Works Delivery, Set Up and Pick Up of Barricades
  - 9 man hours at \$15/hour.....\$135.00
  - 5 hours for Truck at \$6.87/hour.....\$34.35
- Parks Crews Prepare, Delivery, Pick up of Trash Cans and Disposal of Trash
  - 4 man hours at \$15/hour.....\$60.00
  - 2 hours for Truck at \$6.87/hour.....\$13.74
- Main Street Staff Time for Preparing Checklist, Coordinating Delivery of City Services
  - 3 hours at \$20/hour.....\$60.00
- Use of Electric in Bandstand and Period Light Poles
  - Varies with # of vendors, est.....\$100.00

Estimated costs of City services for Kids Day in the Park are \$403.09. This does not include the cost of providing replacement trash cans and barricades that are needed from time to time as the equipment ages.

Staff recommends not approving the waiver for Connections Individual and Family Services' Kids Day in the Park to ensure the City is recouping its costs associated with the event.