

MEMORANDUM

To: City of Seguin Mayor and Council

From: Jack Jones, Director of Parks & Recreation

Through: Steve Parker, City Manager
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: December 15, 2020

With the Parks and Recreation Department launching new software effective January 2021 for online registrations, reservations and payments, existing fees and policies needed to be reviewed prior to uploading into the new software. Based on that review, staff is recommending some fee changes, different fee structures, and new policies as noted in the Ordinance for better customer service and to help offset the increased costs of staffing and maintenance.

The following is a brief summary of the proposed changes:

- The existing block time for park pavilion reservations (4 or 5 hours) was changed to an hourly rental structure. There was a small increase in the hourly rental fee for the small pavilions only.
- Tennis court reservations went from an all-day rental fee structure to an hourly fee structure to align with other cities, with the exception for school tennis tournaments.
- Staff proposes to no longer charge for individual picnic tables that are not under a pavilion as they are only rented during the Easter weekend.
- Removed the term Latchkey from the after-school program.
- Defined who is allowed to have private party rentals at the Wave Pool.

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- Created a new cancelation policy for the Softball 4-Plex, “Smokey” Joe Williams Field, and the Rodeo Arena.
- Increased the dirt preparation fee during rentals of the Rodeo Arena to help offset the cost of staff time and tractor usage.
- Facility rentals of both the volleyball complex and the Softball 4-Plex have increased to help offset the increased costs of staffing and maintenance, but are still less expensive than most other surrounding cities.

At their meeting on November 2, 2020, the Parks and Recreation Advisory Board unanimously approved the fee changes as presented. Staff recommends approval of the proposed Parks and Recreation Department fee schedule changes as presented in the attached Ordinances.