

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 1 General Provisions, Article 1.09 Parks and Recreation, Section 1.09.034 Prohibited Activities and Uses to Add a Subsection (i) Special Events and (j) Violations Punishable by Fine, and Appendix A Fee Schedule, Section A2.003 Park Municipal Park Administrative Fees, (g) Special Event Permits and Renumbering (g) Swimming Pool Fees to (h), to Add a Permit Fee for Special Events

SPONSOR(S): City Manager Caldera, Ph.D.

PURPOSE & BACKGROUND

The purpose of this item is to propose amendments to the Leon Valley Code of Ordinances regarding the regulation of special events in city parks. The amendments will add provisions for a permit and an associated fee for special events.

Currently, the code prohibits renting the entire park to a single group. Attendance at one recent event was so large that attendees parked outside the park's designated areas, obstructing driveways along Cherryleaf Street. The Leon Valley Police Department had to deploy all available resources for security. The group had been previously informed that events of this nature would require a variance recommendation from the Park Commission and final City Council approval of such a variance, but they failed to do so.

To better manage such events and their fiscal impact, the following code amendments are proposed:

Proposed Amendments

Section 1.09.034 – Prohibited Activities and Uses – adding:

“(i) Special Events - any group or organization, with or without vendors, renting one or more park facilities (e.g., pavilions, athletic fields, tennis/basketball courts) that significantly impact park resources, as determined by the Leon Valley Police and Fire Departments, during a single day or weekend.

The following process is required for special events:

- 1) Submit a completed “Special Event” application to the Public Works Director, including the fee prescribed in Appendix A Fee Schedule.
- 2) The application will be reviewed by the Police and Fire Departments for recommendations.
- 3) Arrangements for security must be coordinated with the Leon Valley Police Department. Event logistics require approval from both the Police and Fire Departments.
- 4) Security and traffic control costs will be the responsibility of the event organizer.
- 5) Special events must obtain a variance as recommended by the Park Commission and approved by the City Council.

(j) Violations Punishable by Fine

Violations of this section constitute a misdemeanor punishable by a fine not exceeding \$500.00. Additionally, violators will bear all costs incurred by the city for managing the special event. Each violation is considered a separate offense.”

Appendix A Fee Schedule, Section A2.003 Municipal Park Administrative Fees – adding:

“(g) Special Event Permit Fee: \$500.00 per event, in addition to rental fees of each park amenity, cleanup fees, private security, and traffic control activities, as required by the Leon Valley Police Department.”

Appendix A Fee Schedule, Section A2.003 Municipal Park Administrative Fees – Revising alpha/numeric order:

“(g) Swimming Pool Fees”

FISCAL IMPACT

The proposed Special Event Permit fee is \$500.00. This fee is intended to recover staff costs associated with reviewing applications and obtaining Park Commission and City Council approval. All additional city expenses related to security and monitoring will be paid by the event organizer.

RECOMMENDATION

Staff recommends amending the Leon Valley Code of Ordinances to:

1. Require a permit and variance for special events, as outlined above, and
2. Impose a \$500.00 Special Event Permit fee and a fine for noncompliance.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary