

**January 25, 2024**  
**Item No. 6.5.**  
**Visitor Center Fees**

**Sponsor:** Mary Ellen Leonard, Director of Fiscal Services

**Reviewed By CBC:** City Council

**Agenda Caption:** Presentation, discussion, and possible action on amending the Code of Ordinances, Chapter 2 “Administration”, Article V “Finance”, Division 2. “Fees, Rates and Charges”, by adding Section 2-123 “City Facility Use Fees” related to the establishment of fees for public use of the Visitor Center and other City facilities.

**Relationship to Strategic Goals:**

Good Governance  
Financial Sustainability  
Core Services & Infrastructure  
Neighborhood Integrity  
Diverse & Growing Economy  
Improving Mobility  
Sustainable City

**Recommendation(s):** Staff recommends the City Council approval of the amendment to the Code of Ordinances.

**Summary:** On August 28, 2023, the City opened a Visitor Center and event space at 1207 Texas Avenue. The space was built with the intention of public use. To establish the ability to charge an appropriate fee for use, the Code of Ordinances must be amended to establish the section in the Code where the fees will be located.

All fees, rates and charges in the Code of Ordinances are adopted by resolution of the City Council as provided in Sec. 2-117 of the Code. Initial rental fees for FY24 are proposed as follows and are established in the Fee Resolution every year during the annual budget. This ordinance amendment establishes the authority for the fee and the Fee Resolution sets the amount of the fee.

User Fee up to 4 hours	\$2,000
User Fee up to 8 hours	\$3,000
Refundable Security Deposit	50% of applicable User Fee
Event Ticket Sales	10% of gross ticket sales
Use of City Staff for Set-Up, Take Down, Clean-up or Security,	Applicable fully loaded direct costs for personnel utilized for actual time incurred

The fees in this section are

adjusted annually during the budget process based upon the Consumer Price Index published by the U.S. Department of Labor, Bureau of Labor Statistics. Index adjustments cannot fall below zero.

**Budget & Financial Summary:** This change will not impact the budget.

**Attachments:**

1. Ord Amend CH 2 Admin Sec 2-123 City Facility Use Fees



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 2, “ADMINISTRATION,” ARTICLE V, “FINANCE,” DIVISION 2 “FEES, RATES AND CHARGES,” OF THE CODE OF ORDINANCES OF THE CITY OF COLLEGE STATION, TEXAS, BY ADDING SECTION 2-123 “CITY FACILITY USE FEES” RELATING TO CITY FACILITY USE FEES; PROVIDING A SEVERABILITY CLAUSE; DECLARING A PENALTY; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEGE STATION, TEXAS:**

**PART 1:** That Chapter 2, “Administration,” Article V, “Finance,” Division 2 “Fees, Rates and Charges,” of the Code of Ordinances of the City of College Station, Texas, be amended by adding Section 2-123 as set out in **Exhibit “A”** attached hereto and made a part of this Ordinance for all purposes.

**PART 2:** If any provision of this Ordinance or its application to any person or circumstances is held invalid or unconstitutional, the invalidity or unconstitutionality does not affect other provisions or application of this Ordinance or the Code of Ordinances of the City of College Station, Texas, that can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this Ordinance are severable.

**PART 3:** That any person, corporation, organization, government, governmental subdivision or agency, business trust, estate, trust, partnership, association and any other legal entity violating any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punishable by a fine of not less than twenty five dollars (\$25.00) and not more than five hundred dollars (\$500.00) or more than two thousand dollars (\$2,000) for a violation of fire safety, zoning, or public health and sanitation ordinances, other than the dumping of refuse. Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

**PART 4:** This Ordinance is a penal ordinance and becomes effective ten (10) days after its date of passage by the City Council, as provided by City of College Station Charter Section 35.

**PASSED, ADOPTED and APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**City Secretary**

\_\_\_\_\_  
**Mayor**

**APPROVED:**

\_\_\_\_\_  
**City Attorney**