

**ORDINANCE NO. 2026-O-XXX**

**AN ORDINANCE OF THE CITY OF LAREDO AUTHORIZING THE ESTABLISHMENT OF FEES, TERMS, AND CONDITIONS FOR THE LEASE AND USE OF THE CITY OF LAREDO'S PARK & RIDE FACILITY, OWNED AND OPERATED BY THE LAREDO INTERNATIONAL AIRPORT, LOCATED AT 1819 HILLSIDE RD, LAREDO TX 78041; PROVIDING FOR AUTHORITY, ADMINISTRATION, INSURANCE REQUIREMENTS, OPERATIONAL CONDITIONS, AND COST RECOVERY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Laredo International Airport owns and operates the El Metro Park & Ride facility, located at; and

**WHEREAS**, the Park & Ride has been used for decades to host both private and public events through short term leases with the Laredo International Airport; and

**WHEREAS**, the Laredo International Airport desires to allow the limited leasing and use of the Park & Ride facility in a manner that protects public assets, ensures safety, and allows for cost recovery; and

**WHEREAS**, the Airport Director recommends to the Mayor and City Council that it is imperative to establish and adopt standardized fees, terms, and conditions for the leasing of the Park & Ride in order to promote transparency, fairness, and efficient administration; and

**WHEREAS**, the Mayor and City Council of the City of Laredo having heard the recommendations of the Airport Director agrees with same.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:**

**Section 1. Purpose**

The purpose of this ordinance is to establish uniform fees, terms, and conditions governing the lease and use of the City-owned Park & Ride facility to ensure:

- i. Protection of City property
- ii. Public safety and accessibility
- iii. Compliance with City policies and ordinances
- iv. Recovery of City costs associated with use

## **Section 2. Authority**

The City Manager has designated the Laredo International Airport Director and/or their designee to:

- a) Administer and enforce this ordinance.
- b) Approve Park & Ride lease applications consistent with this ordinance.
- c) Execute lease or license agreements for use of the facility.
- d) Establish administrative procedures consistent with this ordinance.

## **Section 3. Definitions**

### **3.1 Non-Profit / Not-for Profit Event**

An event or use conducted by an organization that:

- a) Is recognized as tax-exempt under Section 501(c) of the Internal Revenue Code; or
- b) Is a governmental entity, educational institution, or civic organization; and
- c) Does **not** generate private profit from the event, except for incidental cost recovery or fundraising directly related to the organization's mission.

### **3.2 For-Profit / Commercial Event**

An event or use that:

- a) Is conducted by a private business or individual for commercial gain; or
- b) Involves ticket sales, vendor fees, sponsorships, or advertising intended to generate profit; or
- c) Benefits a private entity regardless of whether a non-profit partner is involved.

## **Section 4. Permitted Uses**

The Park & Ride facility may be leased for the following uses, subject to approval:

- a) Transportation-related operations
- b) Special events, community activities, or public gatherings
- c) Temporary staging or parking uses
- d) Other uses determined to be compatible with the facility's intended purpose

**Uses that interfere with City operations, transit functions, or public safety are prohibited.**

## **Section 5. Fee Structure**

- a) Rental Fees

Rental fees shall be established by resolution or fee schedule approved by City Council and may include:

- Hourly, daily, or event-based rates
- Differential pricing for commercial vs. non-profit uses

Rental Fees shall be evaluated annually and are subject to adjustment through City Council approval. Deviation from rental fees shall not be allowed in order to remain

complaint with federal grant assurances.

**(b) Additional Charges**

The City may assess additional fees for:

- a) Security or law enforcement services
- b) Utilities, lighting, or power usage
- c) Traffic control or barricades
- d) Cleaning or sanitation services
- e) Staff time required to support the event

**(c) Deposits**

A non-refundable deposit for use of the facility shall be required prior to use.

**5.1 Rental Rates**

**(A) Non-Profit / Not-for-Profit Events**

Non-profit events may be eligible for reduced rental rates, subject to the following:

- Proof of non-profit status is required at the time of application
- Fee reductions apply only to base rental fees
- The City shall recover all direct costs, including but not limited to:
  - Security or law enforcement
  - Utilities and lighting
  - Traffic control
  - Cleaning and sanitation
  - Staff time required to support the event

Fee waivers are not automatic and must be approved in writing.

**(B) For-Profit / Commercial Events**

For-profit events shall be subject to:

- Full market-based rental fees
- Full cost recovery for all City services
- No eligibility for rental fee waivers

**(C) Fee Schedule**

<b>Non-Profit Event</b>	<b>Price</b>	<b>Deposit</b>
<b>Half a Day</b>	\$ 500.00	\$ 500.00
<b>Full Day</b>	\$ 1,000.00	\$ 1,000.00
<b>For-Profit Event / Private Interest</b>		
<b>Half a Day</b>	\$ 3,000.00	\$ 1,000.00
<b>Full Day</b>	\$ 5,000.00	\$ 1,000.00
<b>Multiple Day Event</b>		
<b>Non-Profit</b>	\$ 3,000.00	\$ 1,000.00
<b>For Profit</b>	\$ 10,000.00	\$ 1,000.00
<b>Add On</b>		
<b>Empty Lot for Parking</b>	\$ 5,000.00	

**Section 6. Application Requirements**

All applicants shall:

- a) Submit a completed Park & Ride Facility Use Application.
- b) Provide a detailed description of the proposed use.
- c) Identify dates, times, attendance, and operational needs.
- d) Obtain all required insurances, permits, and approvals laid out in the lease.

Approval is not guaranteed and is subject to availability and compliance. Failure to comply with the standards required from lessors shall automatically terminate the agreement.

**Section 7. Insurance and Indemnification**

All lessees shall:

- a) Provide a Certificate of Insurance meeting City requirements.
- b) Name the City of Laredo as an Additional Insured.
- c) Maintain coverage for the duration of the lease.
- d) Indemnify and hold harmless the City from all claims arising from use.

**Section 8. Operational Conditions**

Lessee shall:

- a) Comply with all City ordinances, state laws, and federal regulations

- b) Maintain fire lanes and emergency access at all times
- c) Ensure ADA-accessible routes and accommodations
- d) Prevent damage to City property and infrastructure
- e) Adhere to approved setup and teardown times
- f) Control noise, lighting, and activities to minimize impacts
- g) Obtain and provide proof of necessary permits for events when applicable (i.e. License to sell alcohol, temporary street closure approvals, etc.)

### **Section 9. Prohibited Activities**

Need to figure out what is not allowed. Maybe flea markets? Not sure

### **Section 10. Damage and Restoration**

The lessee is responsible for:

- Any damage to City property
- Restoration of the facility to its original condition
- Costs exceeding the security deposit, if applicable

### **Section 11. Revocation**

The City may revoke approval or terminate the lease if:

- Terms of the agreement are violated
- Public safety is compromised
- False or misleading information was provided

No refund shall be guaranteed upon revocation.

### **Section 12. Severability**

If any section of this ordinance is found invalid, such invalidity shall not affect the remaining provisions.

### **Section 13. Effective Date**

This Ordinance shall become effective upon passage hereof.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON  
THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
DR. VICTOR D. TREVINO  
MAYOR

ATTEST:

BY: \_\_\_\_\_  
MARIO I. MALDONADO, JR  
CITY SECRETARY

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
DOANH "ZONE" T. NGUYEN  
CITY ATTORNEY