

REVISED

**CITY OF SAN ANTONIO  
DEPARTMENT OF ASSET MANAGEMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

---

**TO:** Mayor and City Council

**FROM:** Rebecca Waldman, Director, Department of Asset Management

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Erik J. Walsh, Assistant to the City Manager; Andrew Martin, City Attorney

**SUBJECT:** Ordinance approving revisions to the Rental of International Center Meeting Rooms, Terraces, and Other Spaces Usage Policy and allows the custodial service fee to increase from \$10 per hour to \$15 per hour.

**DATE:** May 8, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance approves revisions to the Rental of International Center Meeting Rooms, Terraces, and Other Spaces Usage Policy, including modifications to the Catering Agreement and allows the custodial service fee to increase from \$10 per hour to \$15 per hour.

Staff recommends approval.

**BACKGROUND INFORMATION**

The International Center has been the City's focal point for international business and trade since the completion of the renovation of the building in 1998. The International Center contains conference room facilities on the third floor of the building, an atrium gallery space on the first floor of the building, and some exterior spaces that are available for use by the building tenants, City departments, and other organizations. The primary purpose of the meeting spaces is to provide a venue for group business presentations and meetings related to San Antonio and its ongoing use as a center for international trade and development. The secondary purpose of the meeting spaces is to accommodate a wide variety of programs that will bring people into the International Center and encourage them to consider the International Center as a community center and resource for international information.

In an effort to ensure that these facilities are utilized in a manner consistent with the operations of the International Center, staff developed a set of usage policies, including a usage and catering rate structure, for the meeting spaces in the building and authorized the Director of the Department of Asset Management, as Designee of the City Manager, to serve as the Building Representative, to negotiate and execute agreements for the use of the International Center. This policy has been in effect since 1998.

As an additional service to building tenants, City departments, and other users of the space, audiovisual equipment has been purchased and will be installed. The proposed usage policy has been modified to incorporate fees for the rental of this audiovisual equipment, which were approved as part of the budget process. While users can rent individual equipment for use in the space, packages have been created which are representative of the typical requests for equipment and the fees for such are reflected in the attached usage policy. In addition to incorporating the newly acquired audiovisual equipment into the usage policy, various other modifications were made which include:

- an increase in the hourly rate charged for custodians to cover overtime expense
- a change in the number of months in advance that the spaces can be booked from 6 months to 12 months, as many events require a longer lead time
- a change to the cancellation policy. The current usage policy states, "Reservations are not confirmed until payment in full and a signed Contract for Meeting Room Use are received by the Building Representative." The current cancellation policy requires two weeks advance notice for a full refund. The cancellation provision in the proposed use policy states that any cancellations received at least six (6) months prior to the event, will result in a cancellation fee of \$150 for the International Conference Center and \$20 for the small conference room. Cancellations received between six (6) months and two (2) months in advance will result in a cancellation fee of 50% of the entire facility use fee paid and cancellations received less than two (2) months in advance will result in a cancellation fee equal to the total facility use fee paid.
- a modification in the format of the rental agreement, to solicit more information about the event and thereby enhance our event management
- a change in the term of the Catering Agreement from 24 months to 48 months. Caterers can be removed from the list at anytime for noncompliance with any of the International Center's usage policies.

Overall, the addition of policies for the usage of the audiovisual equipment and the changes in the usage policy will enhance the operations of the International Center, increasing revenue and frequency of rentals.

### **POLICY ANALYSIS**

The approval of this action is consistent with the policy of establishing guidelines for the use of City-owned buildings and maximizing revenue potential of city-owned facilities.

**FISCAL IMPACT**


During Fiscal Year 2001/2002, the International Conference Center generated \$107,428 in revenue. As part of the current year's budget, it was estimated that this proposed fee for the rental of audiovisual equipment would generate an additional \$2,100 in revenue for Fiscal Year 2002/2003, based upon the fees paid by non-city tenants and other users of the audiovisual equipment. It is estimated that for Fiscal Year 2003/2004 an additional \$5,000 per year in revenue could be generated through the rental of the audiovisual equipment. This estimate is based upon the number of non-city events and the average rental rate of audiovisual equipment for the spaces.


**COORDINATION**

This item has been coordinated with City Attorney's Office.

**SUPPLEMENTARY COMMENTS**

The Ethics Ordinance Required Disclosure form is not required for this action, however, it will be obtained for every catering agreement executed under the approved policy.

  
Rebecca Waldman, Director  
Department of Asset Management

  
Erik J. Walsh  
Assistant to City Manager