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

TO: Mayor and City Council

FROM: Rebecca Waldman, Director, Department of Asset Management

THROUGH: Terry M. Brechtel, City Manager

COPIES: Erik J. Walsh; Peter Zanon; Shawn Eddy; Natalie Jackson; Veronica Davalos-Albrecht

SUBJECT: Proposed fee increase and policy change at the International Center

DATE: September 9, 2004

SUMMARY AND RECOMMENDATIONS

This Ordinance will amend Ordinance No. 88870, approved November 19, 1998, and authorize the increase of the hourly rate to use the International Center Conference Center from \$100 to \$125, increase the minimum fee from \$200 to \$250, and increase the maximum fee from \$800 to \$1,000; increase the hourly rate to use the International Center Conference Room from \$10 to \$20, increase the minimum fee from \$20 to \$40, and increase the maximum fee from \$50 to \$100; and authorize the Director of Asset Management, as designee of the City Manager, to administratively approve the waiver of catering fees associated with catered events held at the International Center Conference or Meeting Room, when utilized exclusively by City Departments for internal, official City of San Antonio business and to revise the City of San Antonio International Center - Rental of International Center Meeting Rooms, Terraces, and Other Spaces Usage Policy and associated documents to effect this change and other non-substantive changes as deemed necessary by the Director of Asset Management.

Staff recommends approval of this Ordinance.

BACKGROUND INFORMATION

The International Center, located at 203 S. St. Mary's St., is the City of San Antonio's focal point for International business inquiries, management of the Trade Offices program, the Sister City programs, information on protocol and diplomatic guidance, hosting of official international visitors and the location of the North American Development Bank. The mission of the International Center is to further San Antonio's position as a focal point for international business and trade opportunities, as well as support the North American Development Bank. The primary purpose of the meeting rooms in the International Center is to provide a facility for group business presentations and meetings related to San Antonio and its on-going promotion as a center for international trade and development.

On November 19, 1998, City Council approved the policies for the rental of the International Center meeting rooms, terraces, and other spaces in the building, as well as the usage and catering fees for the facility. The policies outlined the primary purposes of the meeting rooms, established usage priorities, and outlined specific requirements related to the use of the facilities, scheduling procedures, room used procedures, user responsibilities, additional staffing costs, and catering guidelines.

Rental fees for the two meeting rooms on the 3rd floor of the International Center have not been increased since they were initially adopted. The proposed fee increases are supported by a survey of various other comparable meeting rooms. In addition, it has been recommended that the existing policy be revised to allow for the waiver of catering fees associated with catered events held at the International Center Conference or Meeting Room, when utilized exclusively by City Departments for internal, official City of San Antonio business.

POLICY ANALYSIS

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

FISCAL IMPACT


This fee increase is projected to increase revenues within the International Center Special Revenue Fund by \$7,500 in Fiscal Year 2004-05.

COORDINATION

This action has been coordinated with the Office of Management and Budget during the Fiscal Year 2004-2005 Budget Process.

SUPPLEMENTARY COMMENTS

No Discretionary Disclosure Form is required.



Rebecca Waldman
Director of Asset Management



Erik J. Walsh
Assistant to the City Manager

Approved:



Terry M. Brechtel
City Manager