

AGENDA REPORT

DATE May 21, 2002

ITEM Resolution 9168, Civic Center Events Use Permit Fees

INITIATED BY Fairgrounds Department, Civic Center Events Division

ACTION REQUESTED Adopt Amended Resolution 9168

PRESENTED BY Patty Gumenberg, Fairgrounds Director

RECOMMENDATION:

Staff and the Civic Center Advisory Board recommend that the City Commission adopt amended Resolution 9168 establishing the Civic Center Use Permit rates to be initiated as of July 1, 2002.

MOTION:

“I move the City Commission adopt amended Resolution 9168.”

SYNOPSIS:

Resolution 9168 pertains to proposed rate changes for use of Civic Center event areas, equipment, and other services provided. At the June 19, 2001 meeting the City Commission postponed the adoption of Resolution 9168. Resolution 9168 has been amended. A schedule of proposed fees is submitted for Commission review and approval (Exhibit A).

The main changes in the proposed rates include establishing the Convention Center rates as a flat rate that includes main room, caterer’s corner (formerly known as the Kitchen/Concessions area), and facility surcharge. The alcohol fee will remain as a separate fee as not all events serve alcohol. The increase to the renter would vary. Those already paying a higher facility surcharge and already renting the caterer’s corner would realize a savings. Most User’s would see an average increase of \$100 with the exception of those who have not rented the caterer’s corner in the past. They would see a larger increase. The proposed change in the Theatre rent is to raise the room rate from \$600 to \$660 and the rehearsal rate from \$25/hour to \$35/hour. (The users of the Theatre pay an additional fee to cover labor costs; users of the Convention Center have labor included in their rental fee.) The proposed rate for the Missouri Room is to make it a flat rate of \$375 to all types of events. This rate also reflects an increase of \$45 from \$330 to \$375. The proposed rate for Gibson Room is \$137.50 and eliminates the non-food & beverage rate of \$66 as almost every event serves at least coffee. The new rates also offer a discounted rate for setup and teardown in the Missouri Room at a 50% discount from the regular rate. It is recommended that weekend events pay a minimum rate of \$150, and holiday events pay a minimum rate of \$350 (rooms such as the ‘dam’ rooms rent for \$30 and do not begin to cover the cost of having a staff person on duty in the building). All other room rentals remain the same. There are some minor changes in support services charges, but they are minimal.

Rate increases are essential to meet the expenses in the next fiscal year. In proposing the fees, staff and the Civic Center Advisory Board have weighed the covering of rising costs against the loss of business. The Civic Center Advisory Board unanimously approved the proposed fees (Exhibit A).