



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer A. Maguire

SUBJECT: 2009-2010 PROPOSED FEES AND
CHARGES – MEXICAN
HERITAGE PLAZA FEES

DATE: May 12, 2009

Approved *Christine J. Shippy* Date *5/12/09*

RECOMMENDATION

Incorporate the following fees for the Mexican Heritage Plaza as part of City Council's approval of the 2009-2010 Operating Budget and corresponding resolution establishing the Schedule of Fees and Charges for Fiscal Year 2009-2010.

BACKGROUND

The following fees and charges related to Mexican Heritage Plaza were inadvertently omitted from the 2009-2010 Proposed Fees and Charges report. The fees, as detailed in Attachment A, are currently collected for the Mexican Heritage Plaza and no changes are proposed for next year. These fees, if approved, will be reflected in the 2009-2010 Adopted Fees and Charges Report.

Jennifer A. Maguire
JENNIFER A. MAGUIRE
Budget Director

Attachment

Attachment A - Mexican Heritage Plaza Fees

General Services Department-Fee	Date of Last Revision	2008-2009 Adopted Fees	2009-2010 Proposed Fees
Mexican Heritage Plaza Fees (Non-profit & Government)			
Overtime Fees: Use of the facilities outside of the contracted times.	N/A	N/A	2 times the hourly rate
Application fee for special events	N/A	N/A	\$100
Application fee for Resident Arts Partners	N/A	N/A	0
Application fee for Resident Arts Partners Co-produced events	N/A	N/A	\$100
Administrative fee for drafting contract	N/A	N/A	\$100
Cancellation 7 business day or more prior to the event - 80% of all estimated fees	N/A	N/A	80%
Cancellation within 7 business days of the event - 100% of all fees	N/A	N/A	100%
Additional administrative, services and/or equipment as needed	N/A	N/A	Market value
Catering Fee	N/A	N/A	100 per event
Catering List Fee	N/A	N/A	500 per year
Mexican Heritage Plaza Fees (Other Users)			
Overtime Fees: Use of the facilities outside of the contracted times.	N/A	N/A	2 times the hourly rate
Application fee for special events	N/A	N/A	\$100
Application fee for Resident Arts Partners	N/A	N/A	0
Application fee for Resident Arts Partners Co-produced events	N/A	N/A	\$100
Administrative fee for drafting contract	N/A	N/A	\$100
Cancellation 7 business day or more prior to the event - 80% of all estimated fees	N/A	N/A	80%
Cancellation within 7 business days of the event - 100% of all fees	N/A	N/A	100%
Additional administrative, services and/or equipment as needed	N/A	N/A	Market value
Catering Fee	N/A	N/A	100 per event
Catering List Fee	N/A	N/A	500 per year
Other Fees and Charges			
MHP Equipment Late order fee (within 14 days of event)	N/A	N/A	additional 10%