

# DEPARTMENT of PUBLIC WORKS

County of Lassen



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December 12, 2017

TO: Board of Supervisors  
FROM: Department of Public Works  
SUBJECT: Use of Susanville Veterans Memorial Building by Lassen Family Services for Fundraising Event

RECOMMENDATION: That the Board:

- 1) Retroactively consider a special reduced use fee of \$374 for use of the Susanville Veterans Memorial Building by Lassen Family Services for a fundraising special event.
- 2) Retroactively refund \$646 to Lassen Family Services.

DISCUSSION:

Lassen Family Services is a local non-profit organization that is committed to ending abuse and provides a spectrum of community services for the prevention, education and support for victims of violence.

On October 19, 20 and 21 of this year Lassen Family Services held a fundraising event at the Susanville Veterans Memorial Building. The proceeds of the event will directly support program services. Lassen Family Services was interested in requesting a reduced fee, but timing of the request could not be considered by the Susanville Veterans Memorial Building Task Force and Board of Supervisors prior to the event occurring. To keep the event on schedule Lassen Family Services paid the regular use fee in the amount of \$1020. Lassen Family Services is retroactively requesting a reduced fee for the event.

On November 1, 2017 the Susanville Veterans Memorial Building Task Force met and retroactively considered a proposed reduced fee rate (see attached fee calculation) for the Lassen Family Services event held in October. The Task Force developed the following recommendation for the Board to consider.

- 1) That the proposed reduced fee of \$374 is appropriate.
- 2) Refund the difference between the regular fee and reduced fee in the amount of \$646.

ALTERNATIVE: Not approve or approve with conditions.

FINANCIAL IMPACT: Reduced use fee covers building's basic operational costs.

OTHER AGENCY INVOLVEMENT: None.

DEPARTMENT APPROVAL:

A handwritten signature in blue ink that reads "Peter C. Henline".

REVIEWED FOR AGENDA: