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2018/337

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November 27, 2018

TO: Board of Supervisors

FROM: Department of Public Works

SUBJECT: Use of Susanville Veterans Memorial Building by Lassen County Best of Broadway for the Year 2019 Theatrical Production

RECOMMENDATION:

That the Board:

- 1) Consider a special long term use fee for use of the Susanville Veterans Memorial Building (SVMB) for a special event by the Lassen County Best of Broadway's (B of B) 2019 theatrical production.
- 2) Accept long term use fee upon conclusion of event.
- 3) Utilize currently adopted short term *Application and Use Agreement and User Responsibilities* for special event use.

HISTORICAL

The 2019 year will be Lassen County Best of Broadway's 20th year utilizing the Susanville Veterans Memorial Building for a theatrical production. The B of B is a non profit organization that relies on community support and generosity for its success. The annual event is a community effort with its production being entirely volunteer driven and its financial expenses covered by the support of patrons who purchase tickets for the event and donations.

DISCUSSION:

As has been the case for the past several years, the B of B is requesting an alternative special use fee rate for a long term use. The fee schedule currently in use for the SVMB is applicable to a short term use and includes staff time for administration and janitorial services in addition to other general operating costs.

In the analysis of a proposed long term fee for the B of B event, staff time for administration and janitorial services was backed out of the building's hourly operational costs. The B of B has indicated that they will be responsible for building cleanliness subject to County oversight and administration of use arrangement is being handled by County staff assigned to SVMB task force. A proposed lump sum fee based on B of B's hours of use was calculated to be \$5,385. This fee is based on the use area's hourly operating costs per square foot multiplied by hours of use (see attached spread sheet).

On November 7, 2018 the Susanville Veterans Memorial Building Task Force met and considered the proposed alternative fee rate for the B of B event. The Task Force developed the following recommendation for the Board to consider.

- 1) That a long term use fee of \$5,385 for the B of B year 2019 theatrical production event is an appropriate fee for the use of the Susanville Veterans Memorial Building.

County staff requests that the Board consider the following.

- 1) Utilize currently adopted Application and Use Agreement and User Responsibilities for special event use.

The Best of Broadway requests that the Board consider the following.

- 1) Accept long term use fee upon conclusion of event.

County staff will be responsible for oversight and compliance with B of B's obligations associated with use of SVMB for event. Any deficiencies in B of B's obligations will immediately be made by appropriate County staff verbally and in writing. Any deficiency that requires County staff time to remediate (e.g. deficient janitorial service) will be charged back to B of B at appropriate rate.

ALTERNATIVE:

Not approve or approve with conditions.

FINANCIAL IMPACT:

Long term use fee covers building's operational costs.

OTHER AGENCY INVOLVEMENT:

None.

DEPARTMENT APPROVAL: _____

Long D. Gillman

REVIEWED FOR AGENDA: _____

11/7/18

Best of Broadway 2019
Long Term Use Fee Calculation

Oct	Hrs/Day	Rate	Nov	Hrs/Day	Rate	December	Hrs/Day	Rate	January	Hrs/Day	Rate	February	Hrs/Day	Rate	March	Hrs/Day	Rate
1			1			1			1			1			1		
2			2			2			2			2			2		
3			3			3			3			3			3		
4			4			4			4			4			4		
5			5			5			5			5			5		
6			6			6			6			6			6		
7			7			7			7			7			7		
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28			28			28			28			28			28		
29			29			29			29			29			29		
30			30			30			30			30			30		
31			31			31			31			31			31		
4			4			0			96			351			408		
		\$25			\$25			\$0		\$599			\$2,190			\$2,546	

Daily hours of building use calculated from B of B's use calendar.
Use Formula = \$6.24/hr x hours of use for main floor and basement.
= Exclusive use of main floor and basement by B of B.

863 hrs
\$5,385 Total Use Fee