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PWK/BGC15
2020/13

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January 21, 2020

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 2020 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) 2020 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 2020 year will be Lassen County Best of Broadway's 21st 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 \$5,753. 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 6, 2019 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 \$5,753 for the B of B year 2020 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.

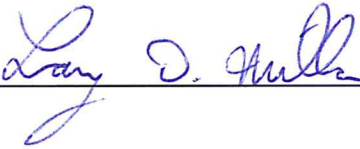
FINANCIAL IMPACT:

Long term use fee covers building's operational costs. Revenue of \$5,753.00 to Fund 100-0221.

OTHER AGENCY INVOLVEMENT:

None.

DEPARTMENT APPROVAL: _____



REVIEWED FOR AGENDA: _____

	Oct	Nov	December	January	February	March	Hrs/Day	Rate
1	1	1	1	1	1	1	24	\$ 150
2	2	2	2	2	2	2	24	\$ 150
3	3	3	3	3	3	3	24	\$ 150
4	4	4	4	4	4	4	24	\$ 150
5	5	5	5	5	5	5	24	\$ 150
6	6	6	6	6	6	6	24	\$ 150
7	7	7	7	7	7	7	24	\$ 150
8	8	8	8	8	8	8	24	\$ 150
9	9	9	9	9	9	9	24	\$ 150
10	10	10	10	10	10	10	24	\$ 150
11	11	11	11	11	11	11	24	\$ 150
12	12	12	12	12	12	12	24	\$ 150
13	13	13	13	13	13	13	24	\$ 150
14	14	14	14	14	14	14	24	\$ 150
15	15	15	15	15	15	15	24	\$ 150
16	16	16	16	16	16	16	24	\$ 150
17	17	17	17	17	17	17	24	\$ 150
18	18	18	18	18	18	18	24	\$ 150
19	19	19	19	19	19	19	24	\$ 150
20	20	20	20	20	20	20	24	\$ 150
21	21	21	21	21	21	21	24	\$ 150
22	22	22	22	22	22	22	24	\$ 150
23	23	23	23	23	23	23	24	\$ 150
24	24	24	24	24	24	24	24	\$ 150
25	25	25	25	25	25	25	24	\$ 150
26	26	26	26	26	26	26	24	\$ 150
27	27	27	27	27	27	27	24	\$ 150
28	28	28	28	28	28	28	24	\$ 150
29	29	29	29	29	29	29	24	\$ 150
30	30	30	30	30	30	30	24	\$ 150
31	31	31	31	31	31	31	24	\$ 150
0	0	0	0	142	286	528		\$3,205

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.