

# DEPARTMENT of PUBLIC WORKS

County of Lassen



**LARRY MILLAR**, Director  
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County Engineer

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PWK/BGC15  
2020/12

January 21, 2020

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 \$600 for use of the Susanville Veterans Memorial Building by Lassen Family Services for a fundraising special event.
- 2) Retroactively refund \$710 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 16, 17, 18 and 19 of 2019 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 \$1,310. Lassen Family Services is retroactively requesting a reduced fee for the event.

On November 6, 2019 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 recommendations for the Board to consider.

- 1) That the proposed reduced fee of \$600 is appropriate.
- 2) Refund the difference between the regular fee and reduced fee in the amount of \$710.

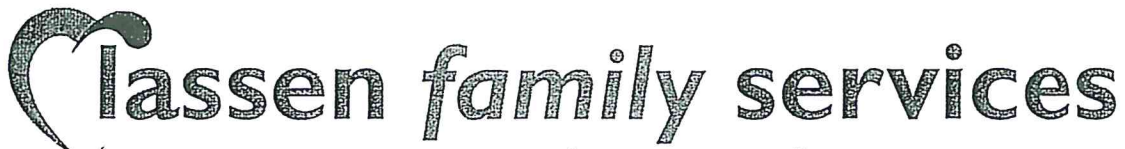
ALTERNATIVE: Not approve or approve with conditions.

FINANCIAL IMPACT: Reduced use fee covers building's basic operational costs. Revenue of \$600.00 to Fund 100-0221.

OTHER AGENCY INVOLVEMENT: None.

DEPARTMENT APPROVAL: 

REVIEWED FOR AGENDA:



P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

October 29, 2019

County of Lassen  
Department of Public Works  
707 Nevada Street  
Susanville, CA 96130

RE: Request for Fee Waiver for Lassen Family Services Use of Veterans Memorial Hall, Dancing for a Brand New Me 2019-2020

To Whom it May Concern:

Lassen Family Services hosted their 6<sup>th</sup> Annual "Dancing for a Brand New Me" event at the Veterans Memorial Hall during the dates of October 16<sup>th</sup>-October 19<sup>th</sup>, 2019. October is Domestic Violence Awareness Month and the outreach event is centered on bringing awareness to and preventing domestic violence in our community. The event's proceeds offset the expenses of putting on the event and to help cover some of the services offered to victims of crime.

The event partners local community members with local dance studio professionals dancing three musical genres, similar to ABC's television program "Dancing with the Stars." The event also includes an impact speaker to share their story of the effects of domestic violence and their journey to empowerment.

Due to our 501(c)(3) status as a non-profit organization, Lassen Family Services is requesting a waiver of fees incurred for the use of the Veterans Memorial Hall for Dancing for a Brand New Me. The total fees are \$1360. We would also like to waive next year's 7<sup>th</sup> annual "Dancing for a Brand New Me" event. We have already reserved the Veterans Memorial Hall for October 14<sup>th</sup>-17<sup>th</sup>, 2020. We have paid the \$200 deposit, and we anticipate the total cost to be approximately \$1360.

Thank you for your consideration. We appreciate your continued support of our organization in bringing services to crime victims.

Sincerely,

A handwritten signature in black ink, appearing to read "Brooke Mansfield". The signature is fluid and cursive, with the first name "Brooke" and last name "Mansfield" clearly distinguishable.

Brooke Mansfield  
Executive Director

Lassen Family Services - Fundraising Event  
at  
Susanville Veterans Memorial Building  
October 16, 17, 18, 19, 2019

Reduced use rate calculation

October	Hrs/Day	Rate
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	24	\$ 150
17	24	\$ 150
18	24	\$ 150
19	24	\$ 150
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Total Hrs	96	
Total Cost		<b>\$600</b>

All days include use of main floor and basement

Regular use fee all ready paid by Lassen Family Services was \$1310.

If reduced use fee approved, Lassen Family Services would receive retroactive refund of \$710.