

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Prepared on: April 25, 2003
Department: General Services
Budget Unit:
Agenda Date: May 20, 2003
Placement: Departmental
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Ronald S. Cortez, Director
General Services Department

STAFF CONTACT: Douglas Martin, Assistant Director
568-2628

SUBJECT: Establish hourly billing rate for various General Services Sections
All Supervisorial Districts

Recommendations:

That the Board of Supervisors:

- A) Adopt a Resolution establishing fees to be reimbursed by private non-profit agencies, other governmental agencies, proprietary and special revenue funds, to be collected by the General Services Department for Real Property services in the amount of \$77 per hour, for Capital Projects – Architect services in the amount of \$84 per hour, for Capital Projects – Capital Projects Coordinator services in the amount of \$56 per hour, and for Capital Projects – Engineering Technician services in the amount of \$49 per hour.

- B) Adopt a Resolution establishing fees to be collected by the General Services Department for use of the Mural Room of the County Courthouse by the general public in the amount of \$100 per hour, and establishing fees for use of the Anacapa Gallery of the County Courthouse by the general public in the amount of \$350 per hour, and establishing fees for use of the Lompoc Veteran’s Memorial Building by the general public in the amount of \$870 per event per day.

Alignment with Board Strategic Plan:

The recommendations are primarily aligned with Goal No. 1.: An Efficient Government Able to Respond Effectively to the Needs of the Community and with actions required by law or by routine business necessity.

Subject: Establish hourly billing rate for various General Services Sections

Executive Summary and Discussion:

General Services is responsible for providing services of Real Property and Capital Projects for the County. In addition, General Services is charged with the management of several County-owned properties to include collection of appropriate revenues for use and the expense of maintaining said properties.

Real Property is responsible for any and all real property transactions including acquisitions, leases, franchise agreements and the processing of various deeds. In 1999 your Board approved County Resolution #99-223 setting an hourly rate of \$58.25 an hour for Real Property services. At this time General Services requests the hourly rate be set at \$77 an hour. This rate includes General Services Administrative Overhead as well as countywide overhead that is usually included in charges to Non-General fund departments.

The Capital Projects group in General Services has recently taken on significant increases in workload for the County. With the completion of the County-Wide Space study and the acquisition of COPs money to build additional county-owned facilities, additional staff are required to manage these and other facility projects. The County Architect provides design and build services. The Capital Projects Coordinator facilitates the completion of approved projects and acts as the primary County liaison with the contractor and the client department(s). The Engineering Technician provides construction support to County departments and the vendors that supply services to the County in construction and remodel projects. None of these rates have come before your Board before. Due to the significant amount of construction work going in, your approval of the rates is requested.

The Mural Room in the County Courthouse is a favorite setting for weddings and other public functions. Your Board last approved a rate of \$55 per hour in 1996 when the Parks Department was responsible for managing the space. In 2001, General Services took over management of the Mural Room from Parks as the site is considered an "interior" facility rather than a "park". General Services provides all maintenance and services for the facility. A review initiated in 2002 found that costs in offering the site had increased beyond the \$55 rate set. In addition, a survey of comparable facilities found the Mural Room to be one of the cheapest sites in the Santa Barbara area. General Services recommends that your Board approve a rate of \$100 per hour. This rate is in line with surrounding facilities and will allow for the recovery of the majority of the cost to maintain this site.

The Anacapa Gallery is another setting in the County Courthouse that is used frequently by the public when a larger historic setting is needed. General Services has been assessing a fee of \$350 per hour for the use of the Anacapa Gallery. This is the first time the rate for the Anacapa Gallery has come before your Board. Our analysis of comparable use and costs to maintain the room has affirmed that the current rate is adequate. General Services recommends that your Board approve a rate of \$350 per hour for the use of the Anacapa Gallery.

The Lompoc Veterans Memorial Building is sought after by local residents looking to rent the facility to host a wide range of social functions. The General Services Department administers the rental of the site and collects use fees. The rental income of this facility is designated to cover a portion of the operating costs, repairs and maintenance of the site. Historically three different rates, from \$300 to \$800 per 16-hour day were assessed to users depending on what portion of the building was used. However, our analysis found that it was problematic to control usage of the site. Therefore General Services proposes that your Board approve a single rate of \$870 per event (16 hours day) for use of the Lompoc Veterans Memorial Building.

Mandates and Service Levels:

None

Fiscal and Facilities Impacts:

Fees for Services from the Real Property Agent, Architect, Capital Project Coordinator and Engineering Technician will be recorded as income in their respective programs and used to offset incurred expense. Rents from use of the Mural Room, Anacapa Gallery and the Lompoc Veterans Memorial Building will be designated to offset the operating cost of the facilities.

Special Instructions: After Board action, distribute as follows:

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| 1. Original Documents | Clerk of the Board |
| 2. Copy of Original Documents & Minute Order | General Services Administration
Attn: Douglas Martin |

Concurrence:
Auditor Controller
County Counsel