



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: General Services
Department No.: 063
For Agenda Of: October 21, 2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Matthew P. Pontes, Director (805) 560-1011
Contact Info: Greg Chanis, Assistant Director (805) 568-3096
SUBJECT: Uniform Policies and Procedures for Management of the Santa Barbara Veterans Memorial Building; Second District

County Counsel Concurrence

As to form Yes

Auditor-Controller Concurrence

As to form Yes

Other Concurrence:

As to form

Recommended Actions:

That the Board of Supervisors:

- a) Adopt and authorize the Chair to execute the attached Resolution Establishing Uniform Policies and Procedures (Resolution) for management of the Santa Barbara Veterans Memorial Building (SBVMB), located at 112 West Cabrillo Boulevard, in Santa Barbara (Second District);
- b) Approve the attached Schedule of Rental Fees to be applied to the areas of the SBVMB which are available for rent, as required by the Resolution, to be attached to the Uniform Policies and Procedures; and
- c) Determine that the proposed administrative action is not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15378, and direct staff to file and post the attached Notice of Exemption.

Summary Text:

On May 6, 2014, the Board voted unanimously to adopt a Consolidated Management Plan directing the General Services Department to assume management responsibilities of the SBVMB, combined with the existing management of the Lompoc Veterans Memorial Building (LVMB), and the interior rental venues in the Santa Barbara County Courthouse (SBCC), effective July 1, 2014. Previously, the Board adopted Resolution 13-126 on May 14, 2013 to establish policies and procedures for the LVMB. The attached Resolution will establish similar policies and procedures for the SBVMB.

Background:

The Military & Veterans Code Section 1262 enables the County to “*provide, maintain, or provide and maintain buildings, memorial halls, meeting places, memorial parks or recreation centers for the use or benefit of one or more veterans’ associations.*” Pursuant to this code, the County established the SBVMB at its present location in 1935. In January 1998, the County entered into a Management Agreement (Agreement) with the Veterans Coordinating Council (VCC) for management of the SBVMB. The Agreement was revised and extended in 2004, again in 2009, and subsequently expired on June 30, 2014. On July 1, 2014, the General Services Department assumed management of the SBVMB, and as required by the approved Consolidated Management Plan, is working to combine management of the SBVMB with current management responsibilities at the LVMB and the SBCC.

On May 14, 2013, your Board adopted Resolution 13-126 providing similar operational policies and procedures for the LVMB. General Services is requesting the Board adopt this Resolution establishing Uniform Policies and Procedures for management of the SBVMB, as well as the proposed Schedule of Rental Fees included herein as Attachment 2 of the Uniform Policies and Procedures.

With approval of the proposed Resolution, the General Services Department, under the direction of the Board, will administer and enforce the Resolution’s Uniform Policies and Procedures by authorizing the use of assigned space and common areas, setting the hours of operation, providing insurance requirements, and establishing the County’s reservation process. In an effort to protect all users of the facility from the harmful effects of tobacco and second hand smoke, the proposed policies and procedures prohibit smoking on the entire SBVMB property. General Services will work with the County’s Tobacco Prevention Settlement Program to provide smoking prevention and cessation educational materials and programming at the SBVMB.

Pursuant to the Military & Veterans Code, certain office space and/or storage areas of the SBVMB have been dedicated to the use of Veteran Organizations who are responsible for providing appropriate veterans services to their members. In addition, General Services will continue to work with the Veterans Services Division of the County’s Treasurer-Tax Collector Department as well as the Veterans Services Advisory Committee to provide additional veterans services at the SBVMB.

The SBVMB is a designated City of Santa Barbara Historic Landmark and is located within a designated City Historic Landmark District. In addition, a nomination is pending to list the site/building on the National Registry of Historic Places. As such, the SBVMB requires a high level of stewardship in ongoing maintenance and potential future capital improvements. Establishment of Uniform Policies and Procedures for the SBVMB will aid in management of the building and preserving its status as a historical landmark.

Fiscal and Facilities Impacts:

The Board’s adoption of the attached Resolution establishing uniform policies and procedures for the SBVMB will have no direct fiscal or facilities impacts.

Special Instructions:

After Board action, please distribute as follows:

1. Resolution
2. Copy of Resolution and Minute Order
3. Copy of Resolution and Minute Order

Clerk of the Board Files
Real Property Office, Attn: A. Kinsella
Auditor-Controller Financial Reporting Div.
Attn: Betsy Shaffer

Attachments:

1. Resolution
 - a. Exhibit A: Uniform Policies and Procedures
 - i. Attachment 1: Assigned Space to Veteran Organizations
 - ii. Attachment 2: Schedule of Rental Fees
2. CEQA Notice of Exemption