



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: Community Services
Department No.: 057
For Agenda Of: April 3, 2012
Placement: Departmental
Estimated Tme: 30 minutes
Continued Item: No
If Yes, date from: - -
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Herman Parker, Community Services Director (805) 568-2467
Director
Contact Info: Brian Roney, Deputy Director (805) 568-2461
SUBJECT: Proposed Fee Adjustments for Santa Barbara County Courthouse Grounds Special Use

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Recommended Actions:

That the Board of Supervisors set a hearing for April 3, 2012 to:

- a) Adopt a resolution establishing special use fees at the Santa Barbara County Courthouse grounds and authorize the Community Services Director to include additional staffing fees for facility use at the current hourly billable rate and charge a security deposit up to \$1,500; and
- b) Upon adoption, approve a Notice of Exemption pursuant to the California Environmental Quality Act (CEQA) guidelines, Section 15273a (1), (2), (3), (4), finding that the Resolution is statutorily exempt from CEQA because (a) CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency finds are for the purpose of: (1) Meeting operating expenses, including employee wage rates and fringe benefits, (2) Purchasing or leasing supplies, equipment, or materials, (3) Meeting financial reserve needs and requirements, (4) Obtaining funds for capital projects, necessary to maintain service within existing service areas.

Summary Text:

Staff recently reviewed special event fees for use of public outdoor facilities to determine if the County's fees for the use of the Santa Barbara County Courthouse grounds were appropriate, covered costs and were marketable. In conducting this research, staff contacted the City of Santa Barbara, Elings Park (Private Facility in Santa Barbara), City of San Jose, and the County of San Luis Obispo (See Attachment 1). It is recommended that the Board of Supervisors approve the proposed adjustments of the rental fees at the Santa Barbara County Courthouse, both to provide consistency with fees charged by similar jurisdictions in the market area for similar facilities and services and to provide clarity on fees by removing fee ranges. The current fee schedule provides a range of fees for the Courthouse grounds, which leads to vague interpretations of the current fee structure. The proposed fee structure provides a specific cost for use of the facility, or parts there of, which covers departmental cost associated with administration, operations, utilities and maintenance.

Staff anticipates no net fiscal changes as a result of the proposed fees. The proposed fees will provide clarity for the public as they consider locations for their events. If approved by the Board of Supervisors, the fee adjustments would take effect on May 3, 2012.

Background:

The Courthouse fees were last adjusted by the Board of Supervisors on March 15, 2011. The current fee structure for the Santa Barbara County Courthouse leaves too much ambiguity in the fee structure as event fees range from \$1,000 - \$15,000. Also, the current fee structure does not provide a definition for minor/major events or public/private. Staff reviewed benchmarks established by similar agencies. Staff also considered costs involved with maintaining the facility and are proposing a new fee structure, which is more aligned with cost recovery and the marketplace. The Santa Barbara County Courthouse is a unique facility within the County and attracts thousands of users and visitors annually as a national historic landmark. Of the outdoor park facilities staff researched, the Santa Barbara County Courthouse is the only registered national historic landmark.

The Courthouse grounds is broken up into six designated special use areas; each with its own fee and capacity. The fees for five of the six areas are not recommended to change. The Bird of Paradise area is proposed to decrease from \$425 to \$300.

New additions to the fee structure will include an all day facility use fee for the entire site for events and a set-up and break-down day discount, which is proposed at 35% of the day use fee. The Director of Community Services will also have the authority to charge a security deposit of up to \$1,500, and include additional staffing fees for facility use at the current hourly billable rate. Private rentals of specific areas of the Courthouse grounds are reserved for a minimum of three hours. Additional hours for private events will be \$80 per hour. Public events, such as, festivals, community affairs, or activities open to the general public, will not have a three hour minimum, and will be charged the proposed fee for the day. Staff proposes re-instituting a non-profit discount for site fees at the Courthouse grounds of 10% for established 501(C)(3) organization.

<u>COURTHOUSE GROUNDS SPECIAL USE</u>		
<u>FEE DESCRIPTION</u>	<u>FEE AMOUNT</u>	
<u>Courthouse</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
Reservation Fee (non-refundable)	\$100.00	\$100.00
Bird of Paradise*	\$425.00	\$300.00
Fiesta Stage*	\$500.00	\$500.00
Palm Terrace*	\$625.00	\$625.00
Redwood*	\$550.00	\$550.00
Rotunda*	\$175.00	\$175.00
Sunken Gardens*	\$700.00	\$700.00
All areas daily rental	\$1,000-\$15,000	\$2,500.00
Set-up & break-down days	N/A	Charged at 35% of the daily reservation fee per day or any part of one day.
Security Deposit	Up to \$1,500	Up to \$1,500
Staffing Fees	N/A	Current Hourly Billable Rate
501(C)(3) Non-Profit Organization Discount	N/A	10%
Private Event exceeding 3 hour	N/A	\$80 for each additional hour
*3 hour rental for private events		

Fiscal and Facilities Impacts:

The proposed new fees will clarify the charge for use of specific areas on the Courthouse grounds.

Fiscal Analysis:

The new proposed fee structure will off set the cost of operations, maintenance and administration services for use of the Courthouse grounds.

Special Instructions:

After the April 3, 2012 Hearing direct the Clerk of the Board to:

1. Clerk of the Board to date stamp and post Notice of Exemption (with attachments) and forward copy to the Community Services Department/Administrative Office, Attn.: Jessica Rauch.
2. Clerk of the Board to return a fully-executed copy of the adopted Resolutions and Minute Order to the Community Services Department/Administrative Office, Attn.: Jessica Rauch

Attachments:

Attachment 1 – Special Park Use Fee Comparison

Attachment 2 - Courthouse Fees Resolution

Attachment 3 – Notice of Exemption

Attachment 4 – Map of the Courthouse Grounds

Authored by:

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cc: Renee Bahl, Assistant CEO
Mike Ledbetter, Deputy County Counsel