

Tuolumne County
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BOARD OF SUPERVISORS COUNTY OF TUOLUMNE

David Goldemberg, *First District*
Kathleen Haff, *Fourth District*

Ryan Campbell, *Second District*

Anaiah Kirk, *Third District*
Jaron Brandon, *Fifth District*

MINUTES

Finance Committee

Thursday, May 5, 2022 @ 3 p.m.

Board of Supervisors Chambers

(moved from the County Administrators Conference Room due to more seating required)
2 South Green Street, 4th Floor, Sonora, CA 95370

1. Supervisor David Goldemberg called the meeting to order at 3:03 p.m. Supervisor Goldemberg explained that the Finance Committee meets as needed, there is no regularly scheduled meeting, and thanked all for attending. Everyone introduced themselves.
2. Public Forum: There was no public comment.
3. Supervisor Ryan Campbell made a motion to approve the minutes of November 5, 2021, and Supervisor David Goldemberg seconded. Minutes were approved unanimously.
4. Consideration of approving Hall Rental Fees to include the Tuolumne and Groveland Community Resiliency Centers.

Eric Aitken, Library and Recreation Manager provided a handout and a presentation regarding the process followed, market comparison, and calculation utilized for the recommended rental fees.

Discussion and comments continued regarding insurance required, who will be charged for use and who will not, and deposits. Deborah Bautista, Auditor-Controller requested that staff consider a waiver for groups that have membership of individuals that provide volunteer hours to County Departments. There was further discussion and ideas presented on how this waiver might be instituted. Eric Aitken noted that the policies will follow.

Public Comment:

A member of the public spoke from her perspective as a volunteer. A member of the public thanked the Board Members for their waiver consideration. A member of the public spoke about rental fees at the Senior Center and the library parking lot reservation.

It was moved by Supervisor Campbell and seconded by Supervisor Goldemberg to approve staff recommendation for the hall rental fees with the added waiver of fees option for County Department volunteers back to the full Board of Supervisors for adoption.

5. Supervisor Goldemberg adjournment the meeting at 4:11 p.m.



Recreation Department

Eric Aitken
Manager

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May 5, 2022

TO: Finance Committee

FROM: Eric Aitken, Recreation Manager
Liz Peterson, Senior Administrative Analyst
Maureen Frank, Capital Project Director

SUBJECT: Tuolumne County Hall Rental Fees and Policies

One of the topics discussed as part of the Fiscal Year 2022-2023 budget is fees related to the rental of County community halls, meeting rooms, and outdoor spaces. Today's item is to provide the Finance Committee with information and to receive direction on the following hall rental items: 1) Costs and fees related to renting the community halls; and 2) Determining which types of organizations will pay and how much.

Facilities to Rent

The County rents out a variety of community halls and rooms to the public, but not until now will citizens have one website to visit or one place to call to reserve a County meeting space. This process will simplify room rentals. Tuolumne County Recreation uses software that allows citizens to view hall rental availability on-line and to then make and pay for a reservation. Here is a list of County buildings, halls, or spaces the County will make available to rent:

- Jamestown Community Hall
- Groveland Community Hall
- Groveland Resiliency Center
- Tuolumne County Museum Courtyard
- Sonora Library Meeting Room
- Sonora Youth Center
- Pinecrest Community Hall
- Tuolumne Resiliency Center
- Courthouse Park. It is proposed that Courthouse Park remain an open park to be used on a first come, first served basis. However, if some organization wishes to reserve a significant portion of the park as well as use the utilities that serve the park, it can be reserved. A fee could be charged for events requiring utilities.
- Tuolumne Memorial Hall is operated and scheduled by the Tuolumne City Parks and Recreation Department. They establish their own fees.

Fees:

The Board can take two options in adopting new fees: recouping 100 percent of the cost to operate these facilities or some lesser amount. The fees for each facility are based on the following:

- Facility cleaning
- Facility maintenance
- Overhead/Supervision
- Capital costs such as roof, flooring, and appliances (where applicable). The capital costs are amortized based on their expected lifespan such as a roof that costs \$150,000 being amortized over 30 years or a refrigerator with a 10-year lifespan.

The County's facilities are broken down into three categories:

- 1) Community Halls with Commercial Kitchens,
- 2) Meeting Rooms, and
- 3) Outdoor Meeting Spaces

Community Halls with Kitchens

Facility	Avg. Hourly Cost with Capital Costs*	Proposed Hourly Fee
Jamestown Community Hall	\$27.00	\$25
Groveland Community Hall		
Tuolumne CRC	No historical numbers	\$25 per zone**
Groveland CRC		

****See Attachment 1 for floor plan outlining zone areas.**

Meeting Rooms

Facility	Avg. Hourly Cost with Capital Costs*	Proposed Hourly Fee
Sonora Library Meeting Room	\$34.00	\$25
Sonora Youth Center		
Pinecrest Community Hall		

Outdoor Meeting Spaces

Facility	Avg. Hourly Cost with Capital Costs*	Proposed Hourly Fee
County Museum Courtyard	\$12.20	\$10
Courthouse Park		

***Hourly costs are based on historical rental usage**

The current fees to rent County Halls are found in Attachment 2.

Market Comparisons

Sonora High School	Cafeteria \$50/hr; Classroom \$25/hr
City of Sonora	Opera Hall \$250-\$350/day
Sonora Elementary	Classroom \$10/hr
Columbia Elementary	Cafeteria \$20 (w/kitchen), \$15 (w/out)
Jamestown Elementary	Multi-Purpose \$25 (w/kitchen), \$20 (w/out)
City of Atwater	\$30-\$95/hr
City of Merced	\$25-\$75/hr
City of Ripon	\$250-\$500/day
City of Oakdale	\$25-\$80/hr
City of Turlock	\$30-\$50/hr
San Andreas Recreation and Park District	\$350-\$500/day
City of Tracy	\$17-\$29/hr
City of Gustine	\$145-\$195/day

Who Pays the Full Rate?

Currently, the County does not charge non-profit organizations for renting County facilities. Comparing this to other cities and counties, non-profits all pay some rent: some receive a discount and others charge non-profits the same rent as a private individual.

Staff Recommendations

- It is proposed to allow governmental entities to use County facilities without charge.
- It is proposed for the County to charge the same rate to all other renters, including non-profits.
- Staff recognizes the challenge of lumping all non-profits into one category, because some take in significant money and pay salaries while others are run by unpaid volunteers who donate their proceeds to some worthy cause such as a school or food bank.

By charging all entities the same rental rate, those who use the facilities will all contribute equally to helping maintain these wonderful spaces. Not all communities are fortunate to have community halls at affordable rates.

Policies

There are a significant number of policy decisions regarding the rental of community halls for items such as insurance and rental rules. The policies will be brought to the Board at a future meeting.

Recommendation:

Approve staff recommendations for hall rental fees to be brought to the full Board of Supervisors for adoption.

ATTACHMENT 1

Floor Plan Outlining CRC Zones

CRC Floor Layout Rental Zones

Zone 1- Large Conference Room-Side A

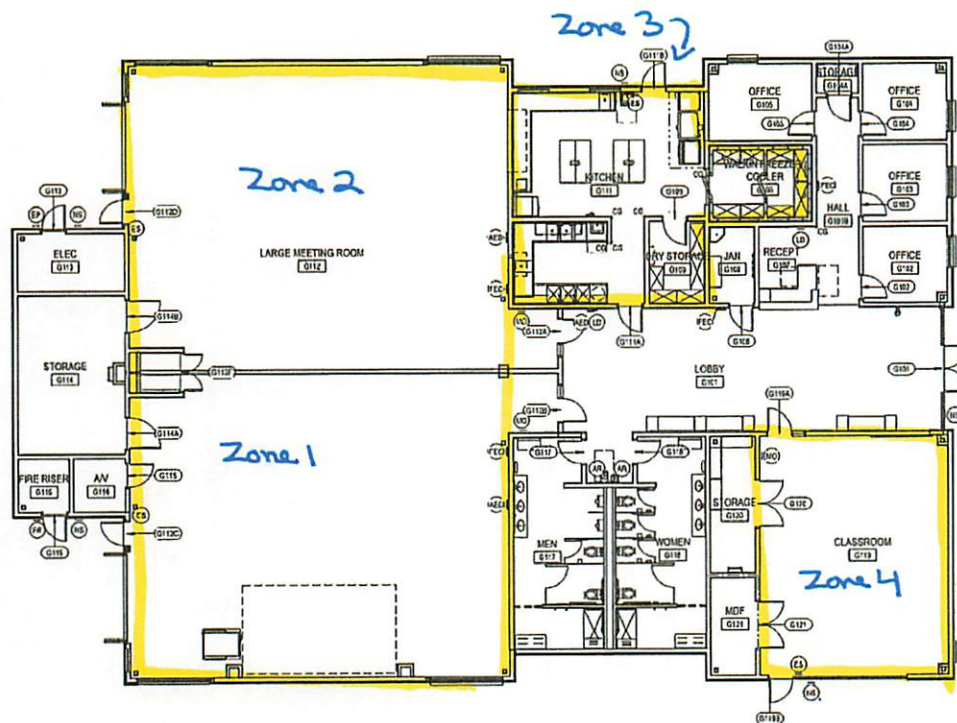
Zone 2- Large Conference Room-Side B

Zone 3- Kitchen

Zone 4- Classroom

Zone 5- Amphitheater-Groveland

Zone 6- Parking Lot-Tuolumne



ATTACHMENT 2

Current Facility Policies with Rental Rates

Policies and Procedures for the use Of County Community Facilities

Meeting room and other County Community spaces shall be made available for general public use under the following conditions:

1. Non-profit organizations may use the County facilities at no cost. A refundable deposit of \$50 paid in advance for each time the facility is used will be charged to assure that it is left clean after use. Such refunds will be made 30 days after the use.

If, in the judgement of the County, cleaning is required, all or a portion of the deposit shall be retained by the County.

The user may wish to leave the deposit in place for future use of the facilities.

- a. An organization's non-profit status must be on file and current to qualify as a non-profit user. Proof of non-profit status must be submitted no later than thirty (30) calendar days prior to the reservation date. Proof must be submitted as either the State of California Business "Entity Number" or an IRS "Employer Identification Number (EIN)". An organization must demonstrate its non-profit status by:

- Being registered and verified as a non-profit business or corporation with the State of California or an acknowledged IRS 501(c) organization, **and**
- Maintain good standing (business entity status "Active") with the State of California Secretary of State's office (<http://businesssearch.sos.ca.gov>).

2. Private individuals and organizations may use the facilities with advance payment at a cost of \$25 per event-day, plus \$3 per hour of facility use for facilities without kitchens and \$8 per hour of facility use for facilities with kitchens. A refundable deposit of \$50 paid in advance for each time the facility is used will be charged to assure that it is left clean after use. Such refunds will be made 30 days after the use.

If, in the judgement of the County, cleaning is required, all or a portion of the deposit shall be retained by the County.

The user may wish to leave the deposit in place for future use of the facilities.

3. Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate, and the endorsement page:
- The certificate of insurance must be submitted no later than thirty (30) calendar days prior to the reservation date.
 - Insured's name is the same as listed on the Facility Use Application.
 - Date, time and location of the event
- a. All non-profits, organizations, public or private individuals ("Renter") shall provide insurance at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the County as may be required by the Risk Manager of the County. The Renter's insurance policy(ies) shall be placed with insurer(s) with acceptable Best's rating of A:VII or with approval of the Risk Manager. The Renter shall provide notice hand delivered to the Recreation Department of the County or by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated insurance policies:
- General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of one million dollars (\$1,000,000) for bodily injury and one million dollars (\$1,000,000) for property damage. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.
- b. Policy Endorsements: Each general liability insurance policy shall be endorsed with the following specific provisions:
- The County, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds ("County additional insureds").
 - This policy shall be considered, and include a provision it is, primary as respects the County additional insureds, and shall not include any special limitations to coverage provided to the County additional insureds. Any insurance maintained by the County, including any self-insured retention the County may have, shall be considered excess insurance only and shall not contribute with it.
 - This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

- The insurer waives all rights of subrogation against the County additional insureds.
 - Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County additional insureds.
- c. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. At the County's option, Renter shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- d. Unsatisfactory Policies: If at any time any of the policies or endorsements be unsatisfactory as to form or substance, or if an issuing company shall be unsatisfactory, to the Risk Manager, a new policy or endorsement shall be promptly obtained and evidence submitted to the Recreation Department for approval.
- e. Failure to Comply: Upon failure to comply with any of these insurance requirements, this Agreement may be forthwith declared suspended or terminated. Failure to obtain and/or maintain any required insurance shall not relieve any liability under this Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the indemnification obligations.
4. Facility Use Applications must be submitted no later than thirty (30) calendar days prior to the reservation date. Applications for reservations that do not require further review may be submitted within the 30-day window if all documents are submitted and approved prior to the reservation date.
5. The Renter shall secure the key for the facility from the person designated by the County. Renter shall as be responsible for locking and unlocking the facility. The Renter shall be responsible for returning the key to the location designated by the County no later than one (1) business day after the use.
6. The Renter shall be responsible for cleaning the facility prior to the next scheduled event. All set-up and clean-up time must be included in the Facility Use Application request. The facility must be thoroughly cleaned, and all trash hauled off by the Renter and not left on site. Failure to clean the facility after use could result in loss of future rental privileges.
7. No alcoholic beverages of any kind shall be consumed inside the facility or on any part of the property on which the facility is located unless the proper application to serve or sell alcohol has been submitted and approved by the County prior to the reservation date.

8. No smoking shall be permitted inside the facility or on any part of the property on which the facility is located.
9. No illegal activity of any kind shall be conducted inside the facility or on any part of the property on which the facility is located.
10. No advertising shall be exhibited, and no solicitations or sales shall be allowed inside the facility or on any part of the property on which the facility is located, if such advertising, solicitation or sales are made on behalf of a profit-making organization/group or person.
11. Verifiable abuses of any of these policies and procedures will result in the loss of privileges.
12. These policies shall become effective December 2, 2019.

CONTACT INFORMATION:

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