

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch A. Dreizler, General Manager  
**DATE:** July 19, 2023  
**SUBJECT:** Consider Increasing Rates for Boardroom Rental

**Recommendation / Proposed Motion:**

Staff recommends discussing a rate increase for public agencies and nonprofits wanting to rent the boardroom.

Proposed Motion: I move to amend the current rate structure included in Resolution 13-05 to renting the boardroom for \$75 per meeting for public agencies and local nonprofits for up to 8 hours during business or non-business hours. Additionally, starting January 1, 2024, boardroom rates to increase annually using the same calculation method as other annual District rate increases.

**Policy Implications:**

In 2013 The Board passed Resolution 13 - 05 that provided District policy to make the Board Room available to (i) other public agencies and (ii) nonprofit organizations which serve persons residing or businesses located within the boundaries of the District - "*Permitted Users*." The District's General Manager shall have the authority to implement this policy and to decide on a case-by-case basis whether or not to allow the Board Room to be used by a *Permitted User* based on the availability of the Board Room, the nature of the proposed use, and other factors.

**Fiscal Implications:**

Increasing rates will more closely align with the District's expenses to operate and maintain the boardroom (see page 2).

**Alternatives Considered:**

1. Do not raise boardroom rates, or
2. Change the per-meeting amount if making a motion.

**Discussion**

Boardroom rates have been the same amount since 2013. Staff considered additional operations, maintenance, and replacement costs of equipment, furniture, and other materials listed on page 2.

**Current Rates / Kitchen** (from 2013)

0-3 hours	\$ 30/40	(\$30 has been the only rate used in recent years)
3-6 hours	\$ 40/50	
6+ hours	\$ 60/70	

See the following items staff considered to determine boardroom rental rates.

1. Staff Time
2. Presentation Equipment
  - Screen
  - Television
  - Projector
3. Kitchen
  - Equipment
  - Utensils
  - Other Supplies
  - Bottled Water
4. Bathrooms
  - Toilet Paper
  - Paper Towels
5. Security System
  - Alarms System
  - Gates
6. Operations and Maintenance
  - Electrical
  - Carpeting
  - Paint
  - Chairs
  - Tables
  - Window Coverings
  - Landscaping
  - Heating & Air Conditioning
  - Parking Lot
7. Building Insurance
8. Increased Liability
9. Monthly Janitorial Service
10. Replacement and repair of all equipment and other items listed above