



SUMMARY REPORT

Agenda Date: 12/14/2021

To: Sonoma County Board of Supervisors
Department or Agency Name(s): General Services
Staff Name and Phone Number: Tammy Curtis 707-565-3025
Vote Requirement: Majority
Supervisorial District(s): First

Title:

Sonoma Veterans Memorial Building “Free Days” Agreement

Recommended Action:

- A) Authorize the General Services Director to execute the agreement with the City of Sonoma to allow the City, subject to certain conditions, up to fifteen “Free Days” per fiscal year for use of the Sonoma Veterans Memorial Building by non-profit community organizations designated by the City. ☐
- B) Find that the “Free Days” agreement is in the public interest and that the use of the Sonoma Veterans Memorial Building under the Agreement will not substantially conflict or interfere with County use.

(First District)

Executive Summary:

The County of Sonoma owns and operates the Veterans Memorial Building located in the City of Sonoma. In addition to serving as a meeting location for the Veterans groups located in and around Sonoma, the building also serves as a rental facility for individuals, organizations, and non-profit organizations to use. As a benefit to the community, the City has requested an agreement with the County for use of the building for up to 15 days per Fiscal Year, for three years starting from July 1, 2021. Under this agreement, the City would be able to grant a “Free Day” to organizations designated by the City. In return for each “Free Day” usage, the City will provide the County \$1,000, in part to offset the County’s costs as to the usage. A prior agreement between the City and County for “Free Day” use has expired, so a new agreement is needed if the “Free Use” arrangement is to continue.

Discussion:

The “Free Days” would be limited to no more than 12 hours per day, and no “Free days” will occur on any observed holidays. In general since most Veterans group usage of the facility take precedence, “Free Days” cannot be used if the use conflicts with pre-scheduled Veterans meetings or events. Additionally, the organizations receiving the “Free Day” from the City would still be subject to all standard facility rental requirements, and certain other requirements. Whereas the standard building usage fee would not be paid by the “Free Day” organizations, other use and equipment charges would apply. For example, janitorial, event management support set-up and take-down, and other staff expenses as well as supplies use would still be charged following the established use charges. (See attachment).

A prior agreement between the City and County for “Free Day” use expired on June 30, 2020. Since 2014, the County’s allowance of “Free Days” with the City has supported many community and non-profit fundraiser uses of the Sonoma Veterans Memorial building including:

- Sonoma Valley School Booster Club - Annual Crab Feed, benefits fund raiser for the High School Boosters Club
- Valley of the Moon Lions Club - Annual Crab Feed Fund Raiser
- Native Sons of the Golden West - Surf and Turf benefit fund raiser
- Sonoma Valley Film Society - Film Festival fundraiser
- Sonoma Community Center - Trashion Fashion fundraiser
- Valley of the Moon Amateur Radio Club - Hamfest fundraiser
- La Luz Center - Fundraiser for La Luz
- Sonoma Volunteer Firefighter’s Association - Parade Staging.

There is a broad public benefit for continuing the city’s use of the facility. The new agreement ensures that the County recovers a portion of the expenses associated with use, even though no building use fees would be charged.

If in the public interest and if the use will not interfere with County’s use of the subject property, Government Code section 25526.6 allows County real property to be leased, licensed or used by any public agency, on terms and conditions as determined by the County. Here, the “Free Day” arrangement will only allow for use on days and times when the Veterans Building space is otherwise available and not needed for County purposes. Also, the “Free Days” can only be used by non-profit groups, and the City of Sonoma has a proven track record of making the “Free Days” available to community-interest groups and events for beneficial causes.

Strategic Plan:

Civic Services and Engagement

Prior Board Actions:

June 23, 2015 - Approved Sonoma Veterans Memorial Building Use Agreement

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	\$15,000		
Additional Appropriation Requested			
Total Expenditures	\$15,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$15,000		
Use of Fund Balance			

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Contingencies			
Total Sources	\$15,000		

Narrative Explanation of Fiscal Impacts:

This agreement will result in revenue of \$1,000 for each “Free Day” granted by the City, is included in the budget for General Services, and will offset the operating costs of the facility. The funding described above was included in the General Services Veterans Buildings Fiscal Year 2021-22 Adopted Budget.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Sonoma County Veterans Building Use Fees and Charges

Related Items “On File” with the Clerk of the Board:

Agreement