

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

113



FROM: Department of Facilities Management

SUBMITTAL DATE:
June 13, 2008

SUBJECT: Policy for Use of the Conference Center Facilities Located within the Monroe Conference Center and Proposal of Facility Rental Rates – Board Policy H-28

RECOMMENDED MOTION: That the Board of Supervisors:

1. Introduce both Board Policy H-28 and the proposed facility rental rates for the Monroe Conference Center and set for public hearing on Sept. 2, 2008, (Clerk to advertise); and
2. At the close of the public hearing, approve and adopt the proposed facility rental rates as specified in Attachment "A" and adopt the Monroe Conference Center Use Policy (Board Policy H-28).

BACKGROUND: Board Policy H-28 establishes County policy for the use of the Monroe Conference Center facility located at 44199 Monroe Street in Indio, CA. Also proposed are facility rental rates to recover operating costs associated with the conference center, as outlined in Attachment "A." It is anticipated that both private and public sector organizations will utilize the Monroe Conference Center facility in support of various conferences and public gatherings held in the Riverside County desert region. The Monroe Conference Center offers approximately 6,700 SQ.FT. of available meeting space. The Auditor-Controller has reviewed the proposed rates. At the close of the public hearing, it is recommended that the Board of Supervisors adopt Board Policy H-28 and approve the rental rates, which will go into effect 60 days following Board approval.

(Continued on page 2)

2002-02-330

Robert Field
Robert Field, Director
Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2008/09

SOURCE OF FUNDS: Intra-Internal Charges, Rental Rates

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended and is set for public hearing Tuesday, September 2, 2008 at 9:30 a.m.

Ayes: Buster, Tavaglione, Stone and Wilson
Nays: None
Absent: Ashley
Date: July 29, 2008
xc: Facil. Mgmt., CIP, Auditor, COB

Nancy Romero
Clerk of the Board
By: *Nancy Romero*
Deputy

Prev. Agn. Ref

District: 4

Agenda Number:

9.8

Reviewed by CIP TEAM
 Christopher Hans
 Departmental Concurrence
 FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY: *Michael G. Alexander*
 MICHAEL G. ALEXANDER

Consent
 Policy
 Consent
 Policy

Dep't Recomm.:
 Per Exec. Ofc.:

Board of Supervisors**Form 11: Policy for Use of the Conference Center Facilities Located within the Monroe Conference Center and Proposal of Facility Rental Rates – Policy H-28**

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ATTACHMENT A
Proposed Monroe Conference Center Rental Rates

<u>Rental Rates</u>	<u>Current</u>	<u>Proposed</u>
Rental Rates for Use of Individual Conference Rooms		
Hourly Rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$0.00	\$ 53.00
Hourly After Hours Usage Rate – Per Hour (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$0.00	\$ 82.00
Rate for 1/2-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$0.00	\$ 190.00
Rate for Full-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$0.00	\$ 380.00
Rental Rates for Combined Use of Conference Rooms 402 and 402A		
Hourly Rate for Combined Use of Conference Rooms 402 and 402A	\$0.00	\$ 100.00
Rate for 1/2-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):	\$0.00	\$ 361.00
Rate for Full-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):	\$0.00	\$ 721.00
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402 and 402A	\$0.00	\$ 155.00
Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B		
Hourly Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$0.00	\$ 148.00
Rate for 1/2-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$0.00	\$ 532.00
Rate for Full-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$0.00	\$1,063.00
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$0.00	\$ 229.00
Security Deposit		
Security Deposit (Applicable for non Riverside County agencies and organizations only [applied per conference room 402, 402A, 402B, 423, 424, 427, and 429])	\$0.00	\$ 500.00 (refundable)

Notes:

All rental rates are applied on a per conference room basis for conference rooms 402, 402A, 402B, 423, 424, 427, and 429. Conference rooms 402, 402A, and 402B are deemed to be separate and distinct conference rooms and are charged for accordingly, unless rented as a combined unit.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject:	Policy	
MONROE CONFERENCE CENTER	<u>Number</u>	<u>Page</u>
OF THE DESERT COUNTY ADMINISTRATIVE CENTER	H-28	1 of 8
FACILITY USE POLICY		

Policy: The purpose of this Use Policy is to provide guidelines for the use of the Monroe Conference Center area of the Desert County Administrative Center.

The Monroe Conference Center offers approximately 6,739 SQ.FT. of available meeting space and is primarily to be used by public agencies and private entities in need of conference center facilities located in the Desert Region of Riverside County on a cost recovery basis.

Conditions of Use:

1. Use of the facility is on a space available basis. Official County business has priority.
2. Reservations for use of the Monroe Conference Center can be made by contacting the Riverside County Department of Facilities Management.
3. Usage of the conference center facility after public hours (8:00 a.m. to 5:00 p.m.) should be coordinated with the Riverside County Department of Facilities Management.
4. Non-County entities will be required to complete an "Application Form For Use of County Owned Facilities" at least two weeks prior to the use of the conference center facility and pay all corresponding fees, including any fees associated with security provided by the current contracted security firm for after hours use. Additionally, the requestor will be required to provide a certificate of insurance evidencing insurance coverage in accordance with Board Policy H-20.
5. Displays of art and the distribution of information or other media must be reviewed and approved by the County's Public Information Officer prior to final approval of the event.
6. County-owned voice amplification systems, support computer systems, VCRs, audio/visual, and video conferencing equipment are primarily available for official County business. The equipment may be used by non-County, public agencies provided that an official County systems technician is available to operate the equipment (during normal business hours of 8:00 a.m. to 5:00 p.m.). No one but an official County systems technician is permitted to operate the equipment. In general, this audio-visual support equipment, and its technician are not available for use, other than for public agencies. Limited exceptions may be considered by the Director of Facilities Management. Agencies approved for use of the

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**MONROE CONFERENCE CENTER
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- audio/visual equipment, and its technician after normal business hours will be required to pay personnel costs for the County systems technician.
7. Users of the conference center facility shall provide their own meeting supplies such as flip charts, markers, pens, and papers. Copying services are not available to users.
 8. All display materials shall be of the freestanding sort. No materials, in the conference center facility shall be affixed to the walls or other permanent fixtures.
 9. The serving of food, beverages, or refreshments in the conference center facility maybe permitted upon approval of the Director of Facilities Management. The serving or consumption of alcoholic beverages within the confines of the conference center facility is prohibited.
 10. The conference center facility is to be left clean and returned to its original setup following the close of each engagement. Damage to furniture, equipment, or the facility and/or failure to clean the area used may result in charges for repair and cleaning services, and will preclude that group/entity from any future use of any portion of the conference center facility. A refundable security deposit shall be collected from all non-County entities renting conference center space.
 11. All County buildings are non-smoking in their entirety.
 12. All weapons and contraband are prohibited.
 13. Permanent displays, such as artwork, plaques and monuments, must follow conformance standards and procedures as outlined in Board Policy H-16, Building Plaques and/or Monuments.

Attachments to follow:

1. "Attachment A" Map of the Monroe Conference Center Facility.
2. Rent Schedule.
3. Application Form for Use of County Owned Facilities.

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

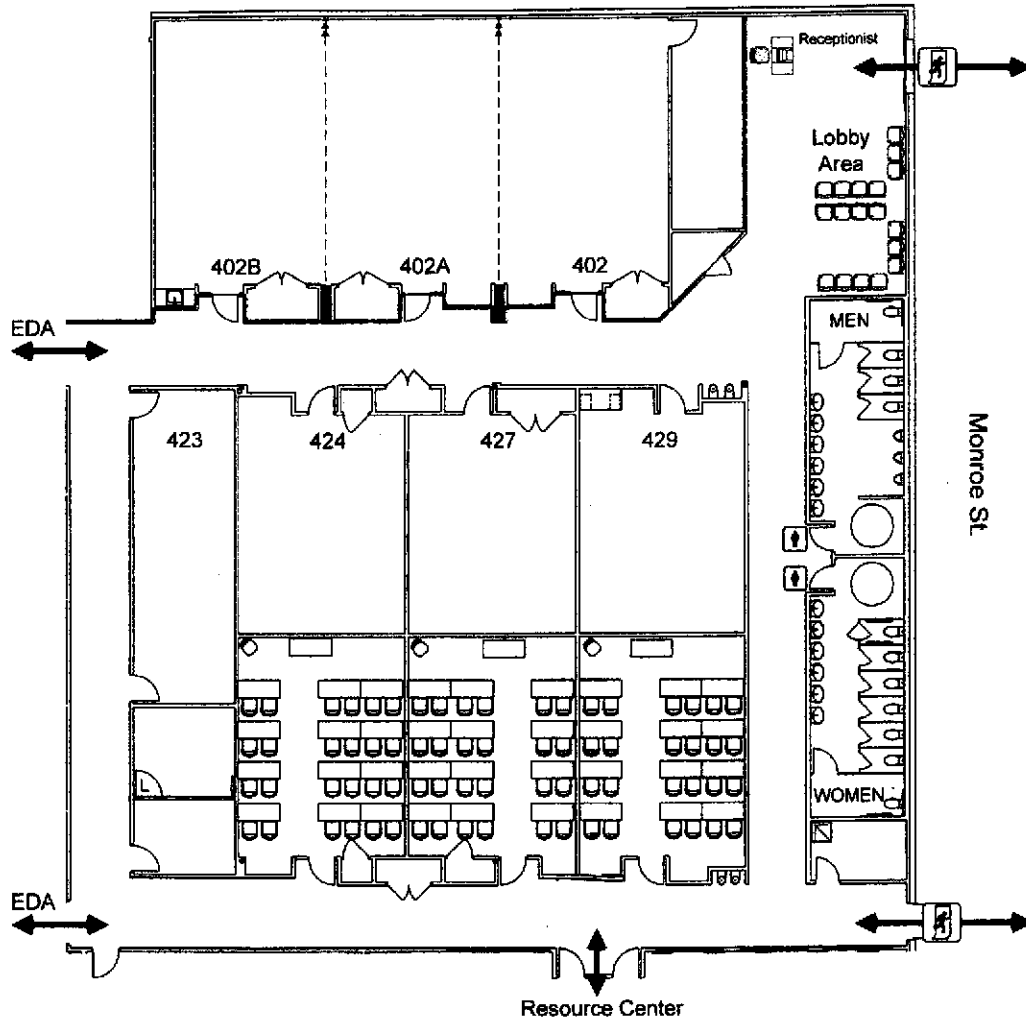
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ATTACHMENT A

**Riverside County
Monroe Conference Center**



Legend

Men's Bathroom	Electrical outlet	Wall Divider
Women's Bathroom	Projector	
Entrance & Exit	Sink/Coffee	

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**RENT SCHEDULE
MONROE CONFERENCE CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
44199 Monroe Street, Indio, CA**

<u>Rental Options</u>	<u>Rental Rates</u>
Rental Rates for Use of Individual Conference Rooms	
Hourly Rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$ 53.00
Hourly After Hours Usage Rate – Per Hour (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$ 82.00
Rate for 1/2-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$ 190.00
Rate for Full-Day Events (available for events scheduled during normal operating hours) – Reflects a 10% discount off of hourly rental rate (applied per conference room 402B, 402A, 402, 423, 424, 427, and 429)	\$ 380.00
Rental Rates for Combined Use of Conference Rooms 402 and 402A	
Hourly Rate for Combined Use of Conference Rooms 402 and 402A	\$ 100.00
Rate for 1/2-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):	\$ 361.00
Rate for Full-Day Events for Combined Use of Conference Rooms 402 and 402A (available for scheduled normal business day events):	\$ 721.00
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402 and 402A	\$ 155.00
Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B	
Hourly Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$ 148.00
Rate for 1/2-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$ 532.00

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**RENT SCHEDULE (Continued)
MONROE CONFERENCE CENTER
COUNTY OF RIVERSIDE, CALIFORNIA
44199 Monroe Street, Indio, CA**

<u>Rental Options</u>	<u>Rental Rates</u>
Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B (Continued)	
Rate for Full-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$1,063.00
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$ 229.00
Security Deposit	
Security Deposit (Applicable for non Riverside County agencies and organizations only [applied per conference room 402, 402A, 402B, 423, 424, 427, and 429])	\$ 500.00 (refundable)

Notes:

1. All rental rates are applied on a per conference room basis for conference rooms 402, 402A, 402B, 423, 424, 427, and 429. Conference rooms 402, 402A, and 402B are deemed to be separate and distinct conference rooms and are charged for accordingly, unless rented as a combined unit.
2. The applicant is responsible for janitorial services (clean-up). In the event the facility is left in a disorderly fashion or damaged, Facilities Management will deduct appropriate cleaning and repair fees from the security deposit. The security deposit only applies to non-Riverside County entities.

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APPLICATION FORM FOR USE OF COUNTY OWNED FACILITIES

DATE: _____

REQUESTOR: _____
(Name & Address) _____

CONTACT PERSON: _____
PHONE NUMBER: () _____
FAX NUMBER: () _____

SIGNATORY: _____
(Name & Title) _____

DATE OF FUNCTION: _____ **ESTIMATED ATTENDANCE:** _____

EVENT TIME: **From** _____ **To** _____
SET-UP TIME: **From** _____ **To** _____
CLEAN-UP TIME: **From** _____ **To** _____

ROOM & AREA REQUIRED: _____
ADDRESS: _____

PURPOSE OF FUNCTION: _____

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FOOD & BEVERAGES: YES _____ NO _____

If YES, please indicate (Alcohol, Hors D'oeuvres, Lunch, Dinner, etc. [Note: Alcoholic beverages are prohibited in the Monroe Conference Center Facility]) _____

**OTHER REQUIREMENTS: # of Tables at the event _____
of Chairs at the event _____**

Other equipment: _____

Security Requirement (Applicable to Court Facilities Only):

The Riverside County Sheriff's Department is responsible for security for all court facilities. A Sheriff's Department representative will review this application and contact the applicant regarding any associated security costs. A "Use Permit" will not be issued until the Sheriff's Department has contacted the applicant and appropriate security fees (if any) have been paid.

Permittee acknowledges that use of the requested facility is subject to approval and issuance of a Use Permit (Information Copy attached) by the County of Riverside, Department of Facilities Management, and payment of the security deposit, rental fee, and security fee, if applicable. Security fees will be made payable to the Riverside County Sheriff's Department, while the security deposit and rental fees will be made payable to the Riverside County Department of Facilities Management.

APPLICANT SIGNATURE: _____ DATE: _____

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To be completed by an authorized Sheriff's Representative

The above applicant has complied with all security requirements.

Print Name	Phone
Print Title	Security Fee to be Collected

To be completed by an authorized Facilities Management Representative

The above applicant has provided the necessary certificate of insurance evidencing the required insurance coverage.

Print Name	Phone
Print Title	Rental Fee to be Collected

Use Permit Issued On: _____
Date

Monroe Cost Distribution Analysis and Rental Rates Calculation

Non County Tenants	SQ. FT. Breakdown	% of SQ. FT. Breakdown	FM Conf Ctr Common Core SQ.FT.	FM Conf Ctr Common Core % of SQ.FT.
Facilities Management Conference Center	6,739	6.3%		
Vacant	1,000	0.9%		
Common Core	19,166	18.0%	1,213	1.4%
College of the Desert	10,470	9.8%		
Include Me	615	0.6%		
Sheltering Palms	855	0.8%		
Rehab	190	0.2%		
EDA	20,116	18.9%		
DPSS	46,122	43.3%		
GAIN	155	0.1%		
HR	1,041	1.0%		
Total Occupied Space	106,469	100.0%		

Monroe Park Annual Operating Costs

	Total Annual Operating Facility Costs	Total Annual Operating Costs Attributable to Conference Center	Note References
Maintenance	\$ 396,065	30,572.60	4
Custodial	\$ 567,710	43,822.06	5
Interfund Expense-Rent-CORAL	\$ 531,546	41,030.52	
RCIT Improvements	\$ 50,000	3,859.55	
Fixed Asset Depreciation	\$ 6,611	6,611.00	
Utilities	\$ 219,326	16,929.99	6
Security Services	\$ 48,000	3,705.16	
Landscaping	\$ 43,200	3,334.65	
Capital Renewal	\$ 75,000	5,789.32	
	\$ 1,937,458	155,654.85	

Rental Rates for Use of Individual Conference Rooms	
Hourly Usage Rate:	\$ 53
Hourly After Hours Usage Rate:	\$ 82
Rental Rate for 1/2-Day Events (only available for scheduled normal business day events):	\$ 190
Rental Rate for Full-Day Events (only available for scheduled normal business day events):	\$ 380
Rental Rates for Combined Use of Conference Rooms 402 and 402A	
Hourly Rental Rate for Combined Use of Conference Rooms 402 and 402A	\$ 100
Rental Rate for 1/2-Day Events for Combined Use of Conference Rooms 402 and 402A (only available for scheduled normal business day events):	\$ 361
Rental Rate for Full-Day Events for Combined Use of Conference Rooms 402 and 402A (only available for scheduled normal business day events):	\$ 721
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402 and 402A	\$ 155
Rental Rates for Combined Use of Conference Rooms 402, 402A, and 402B	
Hourly Rental Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$ 148
Rental Rate for 1/2-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$ 532
Rental Rate for Full-Day Events for Combined Use of Conference Rooms 402, 402A, and 402B (only available for scheduled normal business day events):	\$ 1,063
Hourly After Hours Usage Rate for Combined Use of Conference Rooms 402, 402A, and 402B	\$ 229
Security Deposit	
Per Event Security Deposit for Extraordinary Cleaning or Facility Repairs Resulting from Customer Caused Damage (Refundable):	\$ 500

Notes:

- Hourly rate is based on 590 annual productive hours per conference room and 2,952 annual productive hours for the total conference center facility.
- Refundable security deposit is only charged to Non-County agencies and organizations.
- All rental rates are applied on a per conference room basis for conference rooms 402B, 402A, 402, 423, 424, 427, and 429. Conference rooms 402, 402A, and 402B are deemed to be separate and distinct conference rooms and are charged accordingly, unless rented as a combined unit.
- Maintenance costs are prorated based on 106,469 SQ.FT. @ \$0.31 per SQ.FT per month.
- Custodial costs are based on 8 direct charged staff at \$42.09 per hour for 1688 annual productive hours.
- Utilities based on 106,469 SQ.FT @ \$2.06 per SQ.FT annually.

Annual Productive Hours Computation	
Total Annual Hours	2,080
(Less Non Productive Hours)	-112
Total Productive Hours	2,952