

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 By Robert E. Byrd  
 Russell Dominiski  
 5/5/10

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

760



**SUBMITTAL DATE:**  
 May 4, 2010

**FROM:** Clerk of the Board

**SUBJECT:** Establishment and Approval of Rates for Use of Board Room

**RECOMMENDED MOTION:** That the Board approve the newly established rates for use of the Board Room by entities other than the Board of Supervisors and Board Appointed Committees and Commissions.

**BACKGROUND**

Board Policy H-23 allows for the use of the Board Room by entities other than the Board of Supervisors, and their Appointed Committees and Commissions on a cost recovery basis.

Despite the provisions of policy H-23, many departments and other entities have for many years been granted permission to use the room without cost. The demand has grown to such proportions that the room is in use nearly every day of the work week and the department often receives requests for the technicians to work overtime.

(Continued on page 2)

Kimberly Rector

Kimberly Rector, Assistant Clerk of the Board for  
 Kecia Harper-Ihem, Clerk of the Board

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ n/a	In Current Year Budget:	\$ n/a
	Current F.Y. Net County Cost:	\$ n/a	Budget Adjustment:	\$ n/a
	Annual Net County Cost:	\$ n/a	For Fiscal Year:	\$ n/a

<b>SOURCE OF FUNDS:</b>	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY: Christopher M. Hans

County Executive Office Signature Christopher M. Hans

☒ Policy

☐ Consent

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

Prev. Agn. Ref.:

District: All

Agenda Number:

**3.11**

**BACKGROUND, CONT.**

Entities that use the Board Room require the services of the Clerk of the Board Information Technology staff as well as the specialized equipment in the Board Room. Many meetings last until the evening hours, or are scheduled for the evening and often require overtime or a revised schedule for the IT staff members involved. Because of the cost of maintaining the room, the equipment and compensation for staff time, the Clerk of the Board deems it necessary to establish the rates based on the provisions set forth in Board Policy H-23.

It is important to note that the increased use by other departments has shortened the anticipated life span of the audio-visual equipment used in the Board Room. The majority of revenue collected will be used to maintain the audio-visual system.

The Clerk of the Board has established rates based on the minimum cost to provide the room and the services of the systems technicians. These rates will be reviewed and updated annually per Board Policy H-23.

Attached is a list of revised and updated fees for the Board's consideration (Attachment A)

**Clerk of the Board of Supervisors  
Board Room Fee Schedule**

**Proposed Fees**

Basic Board Room Service Fee: (Use of room, microphone set up, no other IT support)	\$20.47 Per hour
IT Support:	\$78.73 Per hour
Total Hourly Rate for Full Service:	\$99.20 Per hour
IT Support and Room - before 8 a.m. or after 5 p.m.:	\$148.80 Per hour
Late Cancellation (less than 24 hours notice):	\$50.00