

South Bay Cities Council of Governments

September 23, 2021

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

SUBJECT: Fee for Use of Meeting Rooms at SBCCOG Office

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

As in-person meetings and activities are resuming, the South Bay Cities Council of Governments (SBCCOG) staff has been preparing for more frequent in-person meetings in the office. Staff has been working to help ensure that all in-person meetings are conducted within the COVID-19 guidelines established by Los Angeles County at the time of the event.

Recently, SBCCOG has been contacted by outside agencies requesting to meet at the SBCCOG office – specifically, the Metro Service Council and the South Bay Association of Chambers of Commerce. SBCCOG is anticipating that there will also be future requests.

Use of office spaces by outside organizations does create a small cost to the SBCCOG as the result of wear and tear as well as staff support and supplies. Staff support is defined, for this memo, as coordinating room schedules, setup, and cleanup of space. Staff support does not include attending the meetings, taking notes/minutes, or serving attendees.

FEE RATE

To cover the small cost to the SBCCOG for the room use, staff proposed an hourly rate. This rate is based on square footage of the rooms, minimal staff support (as defined above), use of monitors for presentations, and other related costs such as supplies. (Video conferencing equipment is not included). The recommended fees are:

- \$50.00 per hour for Board Room (approx. 1,100 ft²)
- \$30.00 per hour for Medium Conference Room (approx. 300 ft²)

These rates would be used not only to charge outside agencies, but also to recoup room costs as an expense for future grant applications if allowed.

RECOMMENDATION

The Steering Committee recommends board approval of meeting room fees in the amount of \$50.00 per hour for the Board room and \$30 per hour for the medium conference room with the understanding that they will be re-evaluated in 90 days. Additionally, any organization that reserves a room now should be made aware of the re-evaluation and that the price could change.