



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: December 17, 2019

Subject: Hearing to Approve the proposed revisions to rental documents and Adopt the Resolution for use of the Montarabay Community Center, San Pablo area.

**RECOMMENDATION(S):**

1. OPEN the public hearing; RECEIVE and CONSIDER public comments and protests; CLOSE the public hearing.
2. APPROVE the proposed Community Center Rules and Regulations, increase in rental fees, and inclusion of insurance requirements;
3. ADOPT Resolution No. 2019/639 for the use of the Montarabay Community Center.
4. DIRECT the Public Works Director to implement proposed revisions to the Community Center Rules and Regulations, increase in rental fees, and inclusion of insurance requirements for the use of Montarabay Community Center beginning December 18, 2019.

**FISCAL IMPACT:**

100% County Service Area (CSA) M-17 Funds.

☒ APPROVE ☐ OTHER  
☒ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/17/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 17, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Carl Roner -  
(925)313-2213

## BACKGROUND:

Staff analyzed the costs related to the use of Montarabay Community Center facilities and found that expenses for maintenance and operations related to rental use exceed revenue from rental income. Increased maintenance costs, higher energy costs, and equipment replacement costs all contribute to depleting Montarabay Community Center's reserves.

Staff anticipates that improvements for greater accessibility and deferred maintenance expenses will exceed revenues. Accessibility expenses include Americans with Disabilities Act (ADA) improvements to make the parking lot accessible, including the addition of ADA parking stalls, striping and signage. Deferred building maintenance expenses include floor covering, and chair and table replacements to maintain an acceptable appearance for rental of the Center. Roof repairs and exterior painting are also needed.

On March 23, 1999, the Board approved fee increases and revisions to the Rules and Regulations for use of the Montarabay Community Center. There has not been any changes to the Community Center Rules and Regulations, increase in rental fees, and inclusion of insurance requirements during the past 20 years. Staff surveyed other community centers and learned that the Montarabay Community Center fees are below the fees charged by other facilities for similar services. Staff recommends that the Board approve an increase in rental fees (Attachment 2) to enable staff to make the needed improvements discussed above and adequately maintain the facilities.

Staff also recommends that the Board approve changes to the Community Center Rules and Regulations in order to limit the County's liability exposure and to protect the facilities from damage. Rules and regulations changes include; a requirement that renters obtain a food permit from the County Environmental Health Division of the County Health Services Department when selling or serving food to the general public; a requirement that renters obtain a license from the California Department of Alcoholic Beverage Control (ABC) when a renter intends to sell alcohol; all renters obtain insurance with coverage of \$1,000,000; and a specific prohibition against the use of inflatable jumpers.

## CONSEQUENCE OF NEGATIVE ACTION:

Rental revenue at the current rates prevents County Service Area M-17 from generating sufficient revenue to pay for maintenance of the Montarabay Community Center building, grounds and equipment. Increased rental fees will help provide the revenue needed to make necessary improvements, adequately maintain the rental facilities, and support staffing a Facility Coordinator at the site.

## ATTACHMENTS

Resolution No. 2019/639

Attachment 1 - Proposed Rules & Regulations

Attachment 2 - Proposed Rate Increase

Attachment 3 - Proposed Insurance Requirements