



MEMORANDUM
PUBLIC WORKS AND FACILITIES
BUILDING MAINTENANCE DIVISION
County of Placer

TO: Board of Supervisors **DATE:** November 8, 2016
FROM: Ken Grehm, Director of Public Works and Facilities
By: Dennis Hughes, Assistant Building Maintenance Superintendent
SUBJECT: Building Maintenance / Lincoln Veteran's Memorial Hall / Approval of Updated Rate Schedule

ACTION REQUESTED

Approve the recommendations from the Lincoln Hall Board of Trustees of the rate schedule for rental of the Lincoln Veterans Memorial Hall, effective January 1, 2017.

BACKGROUND

The Department of Public Works and Facilities, Building Maintenance Division, operates and maintains the Placer County Veteran Memorial Halls with guidance from their connected Board of Trustees. These Halls are a service to the community and are not expected to support the budget.

The Lincoln Veterans Memorial Hall Board of Trustees approved these recommended changes to the rate schedule at their meeting on September 19, 2016. The new rates are to be effective on January 1, 2017 for all new reservations and regular user groups.

As reflected on the attachment, the changes delete the option for: Kitchen (only) for \$50 and Meeting with Kitchen Privileges for \$60. The changes also invoke increased rates for the Entire Hall from \$300 to \$400.

The Hall Board of Trustees recommended these changes with the following reasoning:

- It is unknown when the rental rates were last adjusted.
- In comparison to other local venues, these prices remain lower cost options for the community.
- The increase in revenue will further help to offset the operational and maintenance expenses of the Hall.

ENVIRONMENTAL IMPACT

This project is exempt from the California Environmental Quality Act pursuant to Section 15301 – that provides for operation, repair, maintenance or minor alteration of existing structures of facilities not expanding existing uses.

FISCAL IMPACT

Approval of the Rental Rate Schedule will increase the Loomis Veterans Memorial Hall revenue. The Hall received \$12,290.00 in revenue in FY 2015-16 and expenses of \$93,700.00 including maintenance, custodial, and utilities. The shortfall was funded by the General Fund.

ATTACHMENTS

Recommended Rental Rate Schedule Changes

Lincoln Veterans Memorial Hall Board of Trustees' Recommendation to the Board of Supervisors Rental Rate Schedule changes

CURRENT Rental Rates:

- Entire Hall - \$300.00
- Meeting with kitchen privileges - \$60.00
- Dining Room for small meeting lasting only a few hours - \$50.00
- Kitchen - \$50.00
- Security and cleaning deposit - Double the amount of the rental fee

To be effective on January 1, 2017 for all new reservations and regular-user groups.

PROPOSED Rental Rates:

- Entire Hall (Dance Hall, Dining Room, and Kitchen) - \$400.00
- Dining Room (only) for a small meeting lasting only a few hours - \$100.00
- Security and cleaning deposit – Double the rental fee amount

REASONS:

- Eliminating the Kitchen only and Meeting with Kitchen privileges options support the below policies and make the rental fee schedule more clear.
 - Policy - if there is food and/or drinks present at an event the Kitchen must be rented.
 - Policy - if a Kitchen rental is required, the "Entire Hall" (Dance Hall, Meeting Room, and Kitchen) must be rented.
- It is unknown when the rental rate schedule was last adjusted.
- In comparison to other venues, these prices are still the lowest cost options available.
- The increased income will further help to offset the operational and maintenance expenses of the Hall.