



**MEMORANDUM
FACILITIES MANAGEMENT
BUILDING MAINTENANCE DIVISION
County of Placer**

TO: Honorable Board of Supervisors **DATE:** October 12, 2021
FROM: Steve Newsom, Director of Facilities Management
BY: Brad Boulais, Deputy Director
SUBJECT: Building Maintenance Division / Approval of Updated Rate Schedule / Colfax Veterans Memorial Hall

ACTION REQUESTED

Approve the recommendations from the Colfax Hall Board of Trustees for the rate schedule pertaining to the rental of the Colfax Veterans Memorial Hall.

BACKGROUND

The Department of Facilities Management, Building Maintenance Division, operates and maintains the Placer County Veteran Memorial Halls with guidance from their Board of Trustees. These Halls are a service to the community and have traditionally been supported by revenues derived from the Hall rental income as well as the County General Fund.

On September 15, 2021, the Colfax Veterans Memorial Hall Board of Trustees approved changes to the rental fee schedule with a unanimous vote. The new rates are to be effective on January 1, 2022, for all new reservations and regular user groups.

As reflected on the attachment, the Hall Board of Trustees has approved an increase in the Colfax Veterans Memorial Hall rental rates.

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

- In comparison to other local venues, the recommended price structure remains an economic choice for the community.
- The increase in revenue will further help to offset the operational and maintenance expenses of the facility.

The recommended rate structure is as follows:

- Party with kitchen privileges: \$200
- Party without kitchen privileges: \$115
- Meeting with kitchen (25 or less people for no more than 2 hours): \$100
- Meeting (25 or less people for no more than 2 hours): \$45
- Security and Cleaning Deposit: Double the rental fee amount.

ENVIRONMENTAL IMPACT

This is an administrative action and does not constitute a project. Therefore, it is not subject to Environmental Quality Act Guidelines Section 15378(b)(5).

FISCAL IMPACT

Assuming the number of rentals is consistent over prior years, approval of the Rental Rate Schedule will increase the Colfax Veterans Memorial Hall revenue overall. The Hall received \$0

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in revenue in FY 2019/20 and incurred operating expenses totaling \$43,147.85. Any revenues earned by the Memorial Halls will be utilized to help offset their operating expenses.

ATTACHMENTS

Attachment A – Recommended Rental Rate Schedule Changes.

ATTACHMENT A

Colfax Veterans Memorial Hall Board of Trustees Recommendation to the Board of Supervisors Updated Rate Schedule

CURRENT Rental Rates:

- Event with kitchen privileges: \$125
- Party without kitchen privileges: \$75
- Meeting with kitchen privileges: \$60
- Meeting: \$30
- Security and Cleaning Deposit: Double the rental fee amount.

To be effective on January 1, 2022, for all new reservations and regular user groups.

PROPOSED Rental Rates:

- Event with kitchen privileges: \$200
- Party without kitchen privileges: \$115
- Meeting with kitchen privileges (25 or less people for no more than 2 hours): \$100
- Meeting (25 or less people for no more than 2 hours): \$45
- Security and Cleaning Deposit – Double the rental fee amount.

REASONS:

- In comparison to other venues, these prices are still the most economical option available.
- The increased income will further help to offset the operational and maintenance expenses of the Hall.

