



Staff Report

Agenda Item #: {{section.number}}{{item.number}}

Yountville Town Council Staff Report

DATE: June 3, 2025

TO: Mayor and Town Council

FROM: Samantha Holland, Parks & Recreation Director

PREPARED BY: Samantha Holland, Parks & Recreation Director

RECOMMENDATION

Adopt Resolution Number 25-4364 adopting fees and charges for the commercial rental use of the Community Center kitchen, rental of Schmitt Hall at the Yountville Commons, updating fees for Yountville Park Picnic Site 3, removing fees for Yountville Park Picnic Site 4 and authorizing Town Staff to update the Master Fee Schedule regarding these fees and charges.

DISCUSSION/BACKGROUND

Staff propose amending the Master Fee Schedule to include the following new fees that are not currently included.

Commercial Use of Community Center Kitchen:

Rental space in the Community Center kitchen is currently offered at a flat rate and in addition to rental of another space in the Community Center. Staff is proposing a new hourly commercial use fee for the Community Center kitchen that would allow for the commercial preparation of food as it is available around programming and other rentals.

Staff have conducted a regional survey for the per hour cost of kitchen use for these purposes and has proposed a fee of \$30 per hour with a two-hour minimum reservation.

Policies will be added to the administrative rules and regulations overseeing this type of use and will include a cleaning and security deposit requirement already found in the Master Fee Schedule. Use will be limited to only when staff are already on site for other tasks. The fee will cover the staff expense of processing the use contracts, utility cost and cost of use of the existing appliances and equipment.

Schmitt Hall at the Yountville Commons:

The Town now has the Don & Sally Schmitt Hall as a facility that can be offered for rent for private and community events. Schmitt Hall is 3,300 square feet and offers a preparation kitchen with a refrigerator, access to shared restrooms, tables, chairs and access to audio visual components.

The fees proposed for Schmitt Hall model the existing fee scale reflected in the current Master Fee Schedule for the Community Center facilities. The proposed fees for Schmitt Hall are \$30 less per hour than the fees for the Heritage Room. Schmitt Hall and the Heritage Room are similar in size, but the Heritage Room offers more updated amenities, so it makes sense for Schmitt Hall to be less per hour. The proposed fees include one Building Attendant staff person, utilities, upkeep, and maintenance costs for the facility. The fees as proposed

are not meant to recover the cumulative costs of operating the facility but to recover the estimated cost of the hourly use. These fees would be subject to annual evaluation and CPI increase as part of the Town's Master Fee Schedule.

Schmitt Hall

A. Yountville Non-Profit Discount Rate (Weekend)	\$129 Per Hour
B. Yountville Non-Profit Discount Rate (Weekday)	\$ 97 Per Hour
C. Yountville Resident Discount Rate (Weekend)	\$142 Per Hour
D. Yountville Resident Discount Rate (Weekday)	\$106 Per Hour
E. Non- Profit & Government Rate (Weekday)	\$127 Per Hour
F. Non-Profit & Government Rate Weekend	
(High Season April - September)	\$174 Per Hour
(Low Season October – March)	\$154 Per Hour
G. Market Rate Non-Resident (Weekday)	\$165 Per Hour
H. Market Rate Non-Resident Weekend	
(High Season April – September)	\$243 Per Hour
(Low Season October – March)	\$214 Per Hour
I. Commercial For-Profit Rate	\$298 Per Hour

Staff are also proposing changes to the Master Fee Schedule as outlined below.

Yountville Community Park Picnic Site #3:

With the installation of the shade structures at Yountville Community Park in early 2025, it made sense to relocate the picnic tables and picnic area to under the shade structure. This resulted in combining sites 3 and 4 into one site with a larger capacity. The site now has a capacity of 75 instead of 50. The proposal is to raise the fee for Picnic Site #3 to be equal to Picnic Site #5 as they have the same capacity and amenities.

The fees are proposed as \$77 for residents and \$242 for non-residents per reservation. These fees were originally approved in 2015 and have increased annually by CPI as approved by the Town Council in the Master Fee Schedule review. The fees were originally assessed to provide recovery for staff time including regular and ongoing maintenance of the picnic sites and time for administration of the reservations. Residents receive a subsidized rate.

Yountville Community Park Picnic Site #4

As per the information above, staff are requesting the deletion of Yountville Community Park Picnic Site #4 from the Master Fee Schedule.

ENVIRONMENTAL REVIEW

CEQA Cat Ex Class 1, Existing Facilities.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it Currently Budgeted? No
Where is it Budgeted? N/A
Is it Mandatory or Discretionary? Discretionary
Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? No
If yes, Identify Strategic Goal and Objective. N/A
Briefly Explain Relationship to Strategic Plan Goal and Objective. N/A

ATTACHMENTS

1. Resolution No 25-4364