



Civic Permit Policy Review and Update

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Civic Permit Process and Policy

- Why the process and policy needed to be improved
 - Equity for all groups
 - Scheduling conflicts
 - Identify current actual costs of community use of facilities
 - Utilization of sites without proper insurance coverage
 - Damage to facilities



Review Process

- Partnered with University of California Davis School of Education
- Benchmarked Against Other Districts
- True Cost Analysis using a School Facilities Cost Calculator Tool
 - Joint Use Cost Calculator
 - 21st Century School Fund
 - University of California Berkeley – Center for Cities and Schools
 - Used in San Francisco Unified School District



Joint Use Cost Calculator





Proposed Classifications

- **Class A – Activities of District sponsored non-profit organizations, clubs, etc.**
 - Robotics Club
 - Parent Organizations (PTO/PTSO/PTO)
 - District Collective Bargaining Units
- **Class B (*New) – Activities of non-profit youth organizations residing in the District**
 - Youth sports
 - Youth theater
 - Homeowners Associations
 - Local Senior Citizen Groups



Proposed Classifications

- Class C
 - Rotary Club
 - Chambers of Commerce
 - Religious Services
 - Adult Non-Profit Sports Groups
- Class D
 - Fundraising Events for For-Profit Organizations
 - Adult For-Profit Sports Groups



Review Process

- \$25.24 per gross square foot/per year
- This provided us the “at cost” amount, which was then utilized to determine initial classification fee structure
 - Class A – No Charge
 - Class B – 50% of Cost
 - Class C – 100% of Cost/“At-cost”
 - Class D – 125% of Cost/“Fair Market Value”
- Further reductions were necessary



Stakeholder Input

- April 20, 2012 – Scheduling Meeting with Youth Sports groups for Middle and High Schools and gathered input
- May 1, 2012 – Community Stakeholders Input Meeting
- May 3, 2012 – Meeting with Athletic Directors
- May 5, 2012 – Information provided to DAC; DLAC; Indian Ed; CAC and Sacramento Council PTA
- May 7, 2012 – Community & District Stakeholders Input Meeting
- May 8, 2012 – Presentation to District Advisory Committee and the Student Advisory Committee
- May 15, 2012 – Community Stakeholders Input Meeting
- May 17, 2012 – Board Meeting Presentation & Public Comment
- June 13, 2012 – Stakeholder Meeting
- June 14, 2012 – Board Meeting Presentation & Public Comment
- January 15, 2013 – Community Stakeholders Input Meeting
- March 18, 2013 – Community Stakeholders Input Meeting
- Various Dates – Stakeholder Input via Emails and Letters



What We Learned

- Major Concerns
 - Impact of staff on Civic Facility Use
 - No access to bathrooms/no porta-potties
 - Ability of organizations to continue to utilized the facilities with proposed fee increases



Best Practices

- Fully burdened custodial rates
- A progressive discipline system
- Maintenance periods for fields to recover
- Annual scheduling events



Permit Fees Comparison Using 2011/2012 Data

	2011/2012 A b	2011/2012 P p F e
A b F e s	\$ 1,955.00	\$ 9,255.00
A b C b	\$ 13,920.00	\$ 13,920.00
L s	\$ (11,965.00)	\$ (4,665.00)
C b F e s	\$ 134,736.83	\$ 175,065.62
C b C b	\$ 175,065.62	\$ 175,065.62
L s	\$ (40,328.79)	\$ -
F p F e s	\$ 201,089.63 *	\$ 89,903.00
F p C b	\$ 344,520.26	\$ 344,520.26
L s	\$ (143,430.63)	\$ (254,617.26)
Ls 2011/2012 A b C b		\$ (195,724.42)
Ls 2011/2012 P p F e s		\$ (259,282.26)

*F**p** 2011/2012 **Ls** = \$137,223, **pp** = 63,866.63.



Fee Structure Comparison Class B-D

	Application Fee	Classroom	Improved Fields	Gym	Custodial
SCUSD	\$25	\$0 - \$10/hr	\$10/wk - \$98/hr	\$10/day - \$136/day	\$26.64 - \$46.15/hr
Oakland	\$10 - \$20	\$18 - \$65/hr	\$20 - \$110/hr	\$35 - \$110/hr	\$27 - \$38/hr
San Juan	\$10	\$16 - \$35/hr	\$15 - \$29/hr	\$29 - \$106/hr	\$41.50/hr
Twin Rivers	\$15	\$16 - \$35/hr	\$15 - \$29/hr	\$30 - \$100/hr	\$28 - \$38/hr
Washington	\$50 - \$95	\$10 - \$40/hr	\$15 - \$75/hr	\$45 - \$190/hr	\$27 - \$43/hr



Sample Costs

Group	Use	Current	Proposed	Difference
Youth Non-Profit Soccer @ Elementary School 15 Week Season	Weekday Practice Game 4hr 4PM to 8PM Weekend Game 8hr 8AM to 4PM	Total \$5	Total \$110 + Porta-Potty Fees	\$105
Youth Non-Profit Football@ HS Field (without lights) 5 Saturday Games	Weekend Game 8hr 8AM to 4PM	Total \$5,443.80	Total \$2,567.45	(\$2876.35)
Adult Non-Profit Softball @ MS Field 8 Games	Weekday Game 3hr 5PM to 8PM	Total \$413	Total \$255 + Porta-Potty Fees	(\$158)
Religious Organization @ Elementary Multipurpose 52 Sundays	Sunday Service 4hr 8AM to 12PM	\$12,750.40	\$12,138.60	(\$611.80)



Implementation

- Board action June 14, 2013
- Communication with user groups
 - Emails
 - Letters
 - Phone Calls
 - Stakeholder's Meeting
 - eConnection
- Update Website
- Permits that have already been submitted, approved and/or pending will be calculated at the lowest rates
- Full implementation will begin July 1, 2013, including on-line submission of permits



Questions

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