



# Civic Permit Policy Review and Update

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## Civic Permit Process

- Why the process needs to be improved
  - Scheduling conflicts
  - Identify actual costs of permits
  - New scheduling software
  - Abuse of facilities and services
  - Equity for all groups



# Current Board Policy

- BP 1330 – Use of School Facilities
  - Board recognizes that district facilities and grounds are a community resource
  - Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities
  - Envision strong and vibrant neighborhoods making use of and bringing physical, financial and human resources to our community's schools
  - Envision schools as safe, clean, and welcoming full-service neighborhoods service centers addressing community concerns



# Current Administrative Regulation

Classification	Rate	Description
Class I	Free	School Sponsored programs. Student body activities/meetings, PTA, parent booster clubs, advisory council, school employee organizations, youth groups such as Camp Fire, Scout Troops.
Class II	Non-Profit Groups	Civic and services groups, groups organized for cultural activities, general character building or welfare purposes. Activities where fees are donated to the School/District. Any group that sponsors a program of public interest (organized recreation activities)
Class III	Commercial Use	For-profit activities, commercial activities or activities where proceeds do not go to benefit the school/district



## Current Per Hour Fee Structure

	Application Fee	Classroom	Fields	Gym	Swimming Pool
Class I	\$5	N/A	N/A	N/A	N/A
Class II	\$5	\$18	\$17	\$54	\$56
Class III	\$5	\$40	\$33	\$119	\$124



## Current Per Hour Fee Structure

	Custodial – Regular Hours	Custodial – Overtime	Custodial – Holiday	Food Service
Class I	N/A	\$26.64	\$53.26	\$53.26
Class II	\$17.76	\$26.64	\$53.26	\$53.26
Class III	\$17.76	\$26.64	\$53.26	\$53.26



## Review Process

- Kaizen Event – Process Improvement & Streamlining
- Partnered with University of California Davis School of Education
- Benchmarking Other Districts
  - Folsom-Cordova, Oakland, Twin Rivers, Washington, Natomas, Elk Grove and San Juan
- True Cost Analysis using a School Facilities Cost Calculator Tool
  - 21<sup>st</sup> Century School Fund
  - University of California Berkley – Center for Cities and Schools



## Findings / Best Practices

- Fully burdened custodial rates
  - Amended to eliminate Health and Welfare Benefits
- Custodial and Security Ratios
- Field maintenance periods
- Restroom access with field use
- Disqualification Language
- Eliminate “Block” Reservations
- Residency requirements
- Energy Surcharge
- Annual Scheduling Event
- Scheduling Software
- Weather cancelations
- Required ratios for adult to minors





## Community Input

- April 20<sup>th</sup> – Scheduling Meeting with Youth Sports groups for Middle and High Schools
- May 1<sup>st</sup> – Community Stakeholders Input Meeting
- May 3<sup>rd</sup> – Meeting with Athletic Directors
- May 5<sup>th</sup> – Information provided to DAC; DLAC; Indian Ed; CAC and Sacramento Council PTA
- May 7<sup>th</sup> – Community & District Stakeholders Input Meeting
- May 8<sup>th</sup> – Presentation to District Advisory Committee and the Student Advisory Committee
- May 15<sup>th</sup> – Community Stakeholders Input Meeting



## What We Learned

- Input Received
  - Impact of custodial reduction on Civic Permits
  - Support for new software
  - Concern of overuse of fields
  - Discount for resident youth sports programs
  - Concerns over increased custodial fee
- Changes Made
  - Explore additional options for custodial coverage
  - Fully implement software
  - Maintenance periods for fields
  - Created new class for resident youth sports programs
  - Implement License Agreements with non-profit youth programs that support students at sites being utilized
  - Removed cost of Health & Welfare benefits from the staff hourly rates



## What We Learned

- Other Issues
  - Use of portable toilets
  - Block Scheduling
  - Weather Cancellations



## Proposed Policy

<b>Current</b>	<b>Proposed</b>
Class I	Class "A"
	Class "B"
Class II	Class "C"
Class III	Class "D"



## Proposed Policy

Class	Rate	Description
Class A	Subsidized	Activities of District sponsored non-profit organizations, clubs, associations or other groups whose primary focus is the promotion of youth and school activities, including (but not limited to): curricular and extra-curricular student activities, Associated Student Bodies (ASB), Parent Teacher Associations (PTA), Staff unions/groups, scouting groups and 4-H.
Class B	Discounted	Activities of non-profit organization residing in the District whose primary focus is the promotion of youth sports groups having a residency requirement, local senior citizen groups and local homeowners associations. The net receipts of admission fees, membership fees or donations collected by these groups must be expended for the welfare of the pupils of the District or for charitable purposes.



## Proposed Policy (cont.)

Class	Rate	Description
Class C	Direct Cost	Activities of local non-profit organization whose primary focus is serving the general public including (but not limited to) civic and service groups (Kiwanis, rotary, elks, moose, lion, etc.), chambers of commerce and religious services.
Class D	Market Rate	Organizations or individuals requesting to use school facilities for conducting any type of commercial business or function. Considered commercial if the publicity and/or advertising would benefit a particular person or concern in a commercial way. This includes: Organizations/groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the district or for charitable purposes, a charge shall be made for the use of school facilities or grounds, in accordance with the fees schedule.



## Proposed Per Hour Fee Structure

	Application Fee	Classroom	ES Fields	HS Gym	ES MP Room
Class A	\$25	N/A	N/A	N/A	N/A
Class B	\$25	\$8	\$6	\$54	\$20
Class C	\$25	\$16	\$13	\$109	\$39
Class D	\$25	\$20	\$16	\$136	\$49



## Proposed Per Hour Fee Structure (cont.)

	Custodial – Regular Hours	Custodial – Overtime	Custodial – Holiday	Nutrition Services	Trade Services
Class A	N/A	\$34.61	\$46.15	\$17.08 to \$34.17	\$34.17 to \$75.46
Class B	\$23.08	\$34.61	\$46.15	\$17.08 to \$34.17	\$34.17 to \$75.46
Class C	\$23.08	\$34.61	\$46.15	\$17.08 to \$34.17	\$34.17 to \$75.46
Class D	\$23.08	\$34.61	\$46.15	\$17.08 to \$34.17	\$34.17 to \$75.46





# Per Hour Fee Structure Comparison

	Application Fee	Classroom	Fields	Gym	Custodial
SCUSD	\$25	\$8 - \$20	\$6 - \$20	\$13 - \$136	\$23 - \$46
Folsom-Cordova	\$28 - \$165	\$6 - \$28	\$15 - \$30	\$50 - \$125	\$33 - \$66
Elk Grove	\$10 - \$20	\$1.50 - \$9	\$0.50 - \$3	\$10 - \$60	\$16 - \$44
Natomas	\$50 - \$95	\$10 - \$45	\$15 - \$75	\$45 - \$215	\$29 - \$96



## Per Hour Fee Structure Comparison (cont.)

	Application Fee	Classroom	Fields	Gym	Custodial
SCUSD	\$25	\$8 - \$20	\$6 - \$20	\$13 - \$136	\$23 - \$46
Oakland	\$10 - \$20	\$18 - \$65	\$20 - \$110	\$35 - \$110	\$27 - \$38
San Juan	\$10	\$16 - \$35	\$15 - \$29	\$29 - \$106	\$41.50
Twin Rivers	\$15	\$16 - \$35	\$15 - \$29	\$30 - \$100	\$28 - \$38
Washington	\$50 - \$95	\$10 - \$40	\$15 - \$75	\$45 - \$190	\$27 - \$43



## Implementation

- Board action June 14, 2012
- Communication with user groups
  - Emails
  - Letters
  - Phone Calls
  - Stakeholder's Meeting
  - eConnection
- Update Website
- Rollout changes as of July 1, 2012