



Civic Permit Policy Review and Update



Civic Permit Process and Policy

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



- Kaizen Event – Process Improvement & Streamlining
- Partnered with University of California Davis School of Education
- Benchmarking 0 0 0 1 160.22 244.61 TmTJET EMC
– Folsom-Cordova, Oakland, Twin Rivers, Washington, Natomas, Elk Grove and San Juan
- True Cost Analysis using a School Facilities Cost Calculator Tool
– 21



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 or Porta-Potty needed
- Disqualification Language
- Eliminate “Block” Reservations
- Residency requirements
- Energy Surcharge
- Annual Scheduling Event
- Scheduling Software
 - Allows public to view authorized permits at our sites
- Weather cancelations
- Required ratios for adult to minors
- Post Emergency Contact Information at entry to facility
- Require deposits



- April 20th – Scheduling Meeting with Youth Sports groups for Middle and High Schools
- May 1st – Community Stakeholder Meeting



Sacramento City Unified School District

2015-2016





What We Learned

- Changes Made
 - Fully implement software
 - Maintenance periods for fields
 - Created new classifications
 - 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
 - Current Class II rates should have been applied to ALL youth sports groups. Youth Football and others have historically paid facility and custodial fees. Many youth soccer groups have benefited from classification errors resulting in not being assessed facility or custodial fees. Under the proposed Class B Youth Football will actually realize a reduction in facility fees.
 - Clearer classification designations for all civic use to ensure equitable use of facilities
 - Implemented a Restroom Matrix
 - Prohibit the block scheduling of district facilities
 - Develop weather cancelation process



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, District sponsored and organized after school programs, Associated Student Bodies (ASB), Parent Teacher



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.



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

**Facility fee is a base rate. Additional charges are assessed for various items. Piano (without tuning) \$200 per day, chairs \$1 each per day; podium \$10 per day, projection screen \$20 per day, standard theatrical lighting \$60 per day, mirror ball and strobe \$15 per day, wired microphone \$10 each per day, wireless microphone \$50 each per day.



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					



Sacramento City Unified School District

2012-2013

Group	Current Class	Use	Current	Option 1 FY 12/13
Youth Non-Profit Soccer @ Elementary School 15 Week Season	Class I	Weekday Practice Game 4hr 4PM to 8PM Weekend Game 8hr 8AM to 4PM	\$5 App Fee Total \$5	\$25 App Fee \$10 Field Use x 75 = \$750 \$20 Field Use x 15 = \$300 Total \$1,075 + Porta-Potty Fees
Youth Non-Profit Football @ HS Field (without lights) 5 Saturday Games				
ighProfik				
			\$5 App Fee	



Option #2

Group	Current Class	Use	Current	Option 2 FY 12/13
Youth Non-Profit Soccer @ Elementary School 15 Week Season	Class I	Weekday Practice Game 4hr 4PM to 8PM Weekend Game 8hr 8AM to 4PM	\$5 App Fee Total \$5	\$25 App Fee \$0 Field Use x 75 = \$0 \$0 Field Use x 15 = \$0 Total \$25 + Porta-Potty Fees
Youth Non-Profit Football @ HS Field (Without Lights) 5 Saturday Games	Class II	Weekend Game 8hr 8AM to 4PM	\$5 App Fee \$4,240.00 Field Use \$1,198.80 Custodial Total \$5,443.80	\$25 App Fee \$0 Field Use \$1,557.45 Custodial Total \$1,582.45
Adult Non-Profit Softball @ MS Field 8 Games	Class II	Weekday Game 3hr 5PM to 8PM	\$5 App Fee \$408 Field Use Total \$413	\$25 App Fee \$312 Field Use \$830.64 Custodial Total \$1,167.64
Religious Organization @ Elementary Multipurpose 52 Sundays	Class II	Sunday Service 4hr 8AM to 12PM	\$5 App Fee \$5,824 Room Use \$6,926.40 Custodial Total \$12,755.54	\$25 App Fee \$8,112 Room Use \$8,998.60 Custodial Total \$17,135.60



Option #3

Group	Current Class	Use	Current	Option 3 FY 12/13
Youth Non-Profit Soccer @ Elementary School 15 Week Season	Class I	Weekday Practice Game 4hr 4PM to 8PM Weekend Game 8hr 8AM to 4PM	\$5 App Fee Total \$5	\$25 App Fee \$6 Field Use x 75 = \$450 \$12 Field Use x 15 = \$180 Total \$655 + Porta-Potty Fees
Youth Non-Profit Football @ HS Field (Without Lights) 5 Saturday Games	Class II	Weekend Game 8hr 8AM to 4PM	\$5 App Fee \$4,240.00 Field Use \$1,198.80 Custodial Total \$5,443.80	\$25 App Fee \$600 Field Use \$1,557.45 Custodial Total \$2,182.45
Adult Non-Profit Softball @ MS Field 8 Games	Class II	Weekday Game 3hr 5PM to 8PM	\$5 App Fee \$408 Field Use Total \$413	\$25 App Fee \$312 Field Use \$830.64 Custodial Total \$1,167.64
Religious Organization @ Elementary Multipurpose 52 Sundays	Class II	Sunday Service 4hr 8AM to 12PM	\$5 App Fee \$5,824 Room Use \$6,926.40 Custodial Total \$12,755.54	\$25 App Fee \$8,112 Room Use \$8,998.60 Custodial Total \$17,135.60



Option #4

Group	Current Class	Use	Current	Option 4 FY 12/13
Youth Non-Profit Soccer @ Elementary School 15 Week Season	Class I	Weekday Practice Game 4hr 4PM to 8PM Weekend Game 8hr 8AM to 4PM	\$5 App Fee Total \$5	\$25 App Fee \$6 Field Use x 75 = \$450 \$12 Field Use x 15 = \$180 Total \$655 + Porta-Potty Fees
Youth Non-Profit Football @ HS Field (Without Lights) 5 Saturday Games	Class II	Weekend Game 8hr 8AM to 4PM	\$5 App Fee \$4,240.00 Field Use \$1,198.80 Custodial Total \$5,443.80	\$25 App Fee \$600 Field Use \$1,557.45 Custodial Total \$2,182.45
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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 or one of the phase in plans in the previously mentioned options
- Permits that have already been submitted, approved and scheduled will be calculated at the lowest rates
- Pending permits and those submitted after Board action will be charge the correct new rate