

San Marino Unified School District
Maintenance and Operations
Memorandum

To: Loren Kleinrock, Superintendent
From: Julie Boucher, Assistant Superintendent, Business Services
Prepared by: Jim Fahey, Director of Maintenance and Operations
Re: Use of Facilities Fees - First Reading
Date: June 11, 2019

The Board of Education will review and discuss the need to examine the District's use of facilities fees in order to cover the District's operational costs. This is a First Reading report, and no action is requested at this time.

Current District Use of Facilities Fees and District Costs

Currently, the District's use of facilities fees are primarily based on the Board-approved document from September, 2011. The document only addresses the use of fields and gyms, and more importantly, the fees do not cover the District's actual costs, nor does it address custodial overtime costs. The District is incurring excess operational costs associated with the use of its school facilities by community user groups, many of which are non-profit organizations.

In accordance with Board Policy 1330, a custodian is required to be on-site during the use of a facilities. When community user groups use the facilities on non-school days the average overtime rate for a custodian is \$45.00 per hour. In addition to the use of facilities fees, and a custodial charge to cover the salary and benefits for the on-site staff will need to be covered.

Development of Proposed Community Use Fee Schedules

In the development of the proposed new Community Use Fee Schedule, hourly usage rates were gathered from several surrounding school districts (see attached). A combined average hourly rate was calculated for each of the school sites' locations and/or facilities. From that average, the proposed fees were rounded to the nearest dollar for the proposed hourly rates. The use of facilities rates are exclusive of custodial overtime, which would be an additional charge for those times when a custodian is not on-site.

Proposed Community Use Fees

The District's community user groups would be charged the community use fee rates, which would be discounted rates covering basically the District's costs associated with use of its facilities. over the past year, the District has communicated with the community user groups that it is not covering its actual costs, and furthermore, that it is costing the District to allow their use of school facilities.

The concept of adjusting the District's use of facilities fees was discussed with the Facilities Advisory Committee on May 9, 2019. A meeting with community user groups was held on June 5, 2019 to discuss the costs associated with operating the various school facilities and ways in which the community user groups could support the District in covering the cost of operating facilities for their programs.

Use of Facilities Fees Comparisons 2018-19

Class 2 - Community Groups	San Marino	San Gabriel	Temple City	Pasadena	Alhambra	South Pasadena	Average
	USD Rates Charged 2019						
Auditorium MS (427)	0	\$14.40	N/A	\$128.00	\$30.00	\$60.00	\$58.10
Auditorium Neher (1094)	0	\$14.40	N/A	\$223.00	\$50.00	\$80.00	\$91.85
Auditorium Neher Performance	0	N/A	N/A	N/A	N/A	\$135.00	\$135.00
Board Room	0	N/A	\$11.93	\$68.00	N/A	\$95.00	\$58.31
Boy's Field House	0	N/A	N/A	\$65.00	N/A	\$40.00	\$52.50
Cafeteria HMS	0	N/A	\$29.56	\$45.00	\$25.00	\$70.00	\$42.39
Cafeteria HS	0	N/A	\$29.56	\$68.00	\$30.00	\$70.00	\$49.39
Classroom Elementary	\$23.00	\$1.92	\$5.97	\$25.00	\$5.00	\$53.00	\$18.18
Classroom MS/HS	\$23.00	\$2.16	\$5.97	\$25.00	\$10.00	\$53.00	\$19.23
Computer Lab	0	\$7.86	N/A	N/A	N/A	\$53.00	\$30.43
Concession Stand	0	\$50.00	N/A	N/A	N/A	N/A	\$50.00
Conference Room	0	\$3.42	\$30.58	\$25.00	\$5.00	\$53.00	\$23.40
Del Mar Field	0	\$9.88	\$25.34	\$25.00	\$35.00	\$40.00	\$27.00
Titan Field with Lights	0	\$50.00	N/A	N/A	N/A	\$30.00	\$40.00
Girl's Field House	0	N/A	N/A	\$65.00	N/A	\$40.00	\$52.50
Cafeteria	0	\$4.00	\$33.92	\$68.00	N/A	\$82.00	\$46.98
Large Gym	\$20.00	\$43.09	\$33.92	\$128.00	\$50.00	\$53.00	\$61.60
Library	0	\$9.60	\$48.67	\$68.00	N/A	\$53.00	\$44.81
Locker Room	0	N/A	N/A	\$65.00	N/A	\$40.00	\$52.50
McNamee Baseball Field	0	\$10.71	\$25.34	\$35.00	\$50.00	\$44.00	\$33.01
Multi Purpose Room	0	\$5.51	N/A	\$68.00	\$30.00	\$38.00	\$35.37
Outdoor Court	0	\$1.98	\$0.68	\$7.00	\$5.00	N/A	\$3.66
Parking Lot	0	N/A	\$10.77	N/A	\$12.28	\$18.00	\$13.68
Playground	0	N/A	N/A	N/A	\$10.00	N/A	\$10.00
Restroom	0	N/A	\$4.01	N/A	\$2.00	\$40.00	\$15.33
Small Gym	\$20.00	\$18.31	\$65.15	\$51.00	\$35.00	\$50.00	\$43.89
Swimming Pool	\$20.00	N/A	\$99.44	\$128.00	N/A	\$58.00	\$95.14
Tennis Court	0	1.98	\$2.23	\$7.00	\$5.00	\$40.00	\$11.24
Tennis Courts with Lights	0	N/A	N/A	N/A	N/A	\$30.00	\$30.00
Titan Field	0	25.92	\$89.32	N/A	N/A	\$85.00	\$66.74
Titan Track/Field	0	N/A	N/A	\$150.00	\$50.00	\$44.00	\$81.33
Upper Softball Field HS	0	\$10.39	\$25.34	\$25.00	\$35.00	\$40.00	\$27.15
Webb Theater (241)	0	\$14.40	N/A	\$65.00	\$25.00	\$51.00	\$38.85

San Marino USD - Proposed Use of Facilities Fees

School Site/Site	Facility	Current Charges	Proposed Community Use Fee	Community Groups Using Facilities
All	Classroom	\$ 23.00	\$ 23.00	Chinese School
All	Conference Room		\$ 25.00	
All	Library		\$ 45.00	
All	Multi-Purpose Room		\$ 35.00	
All	Outdoor Courts		\$ 5.00	
All	Parking Lot		\$ 15.00	
All	Playground		\$ 10.00	
All	Restrooms		\$ 15.00	
Carver	Scrim Auditorium (299)		\$ 40.00	Boy Scouts
Carver	Grass Field		\$ 14.00	AYSO
Car/HMS/HS	Tennis Courts without Lights		\$ 15.00	
District Office	Board Room		\$ 30.00	PCC
HMS	Cafeteria HMS (319)		\$ 50.00	
HMS	Baseball Field		\$ 20.00	Little League SMCAA, AYSO, Little League
HMS	Grass Field		\$ 14.00	
HMS	Gym		\$ 65.00	SMCAA
HMS/HS	Tennis Courts with Lights		\$ 30.00	
SMHS	Small Gym		\$ 45.00	SMCAA
HMS	White Auditorium (427)		\$ 60.00	Boy Scouts
SMHS	Neher Auditorium (1,094)		\$ 100.00	VAPA
SMHS	Boys' Field House		\$ 55.00	
SMHS	Cafeteria HS (180)		\$ 50.00	
SMHS	Circle Drive		\$ 5.00	
SMHS	Concession Stand		\$ 25.00	
SMHS	Del Mar Field		\$ 30.00	Crown City/Little League
SMHS	Field Lights		\$ 40.00	Crown City
SMHS	Girls' Field House		\$ 55.00	
SMHS	Large Gym (645)		\$ 65.00	SMCAA
SMHS	McNamee Baseball Field		\$ 35.00	Little League
SMHS	Swimming Pool (230)	\$ 20.00	\$ 95.00	Mid-Valley Water Polo
SMHS	Titan Field		\$ 70.00	Crown City - agreement
SMHS	Titan Track/Field		\$ 85.00	SM Rec. Department
SMHS	Upper Softball Field		\$ 30.00	Crown City - agreement
SMHS	Webb Theatre (241)		\$ 40.00	VAPA
SMHS/HMS	Locker Rooms		\$ 55.00	SM Rec. Department
Valentine	Little Theater (179)		\$ 40.00	
Valentine	Baseball Field		\$ 20.00	Little League
Valentine	Grass Field		\$ 14.00	Little League/AYSO
	Custodian Fees		\$45 per hour	
	Technical Staff Fees - HMS		Actual Costs	
	SMCAA	paying \$20 per hour		
	Recreation Department	paying \$22.52 per hour		