

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 USD Rates Charged 2019 | San Gabriel USD | Temple City USD | Pasadena USD | Alhambra USD | South Pasadena USD | Average |
|-----------------------------------|--|----------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|----------------|
| 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 |
| HMS | Grass Field | | \$ 14.00 | SMCAA, AYSO, Little League |
| 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 | | |