

AGENDA
ROSSMOOR COMMUNITY SERVICES DISTRICT
PARKS AND FACILITIES COMMITTEE MEETING

RUSH PARK
Administration Building
3001 Blume Drive
Rossmoor, California

Wednesday June 11, 2014
4:00 p.m.

A. ORGANIZATION

1. CALL TO ORDER: 4:00 p.m.
2. ROLL CALL: Directors Maynard, Kahlert
3. PLEDGE OF ALLEGIANCE

B. PUBLIC FORUM

Any person may address the members of the Parks And Facilities Committee at this time upon any subject within the jurisdiction of the Budget Committee of the Rossmoor Community Services District.

C. REGULAR CALENDAR

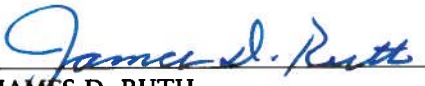
1. DISCUSSION WITH GENERAL MANAGER RE: PROPOSED FEE STUDY.

D. ADJOURNMENT

CERTIFICATION OF POSTING

I hereby certify that the attached Agenda for the Wednesday, June 11, 2014, 4:00 p.m. Parks and Facilities Committee Meeting of the Rossmoor Community Services District was posted at least 24 hours prior to the time of the meeting.

ATTEST:



JAMES D. RUTH
General Manger

Date 6-10-14

ROSSMOOR COMMUNITY SERVICES DISTRICT

AGENDA ITEM C-1

Date: June 11, 2014
To: Parks and Facilities Committee
From: General Manager
Subject: PROPOSED FEE STUDY

RECOMMENDATION:

It is recommended that the Committee review and comment on the District's proposed Fee Study requested by the Board and make recommendations to Board.

BACKGROUND:

At the Committee's May meeting, there was a discussion regarding the updating of the District's current Fee schedule. The General Manager was directed to complete that update for inclusion in the FY 2014-2015 Final Budget in July. The proposed fee study undertaken by HTGroup is now complete and is attached. With the Committee's direction, the proposed study will be submitted to the Board at its July Board meeting for inclusion as a part of the FY 2014-2015 Final Budget.

ATTACHMENTS:

1. Draft RCSD Fee Schedule Study- FY 2014-2015.

DRAFT RCSD FEE SCHEDULE STUDY

FY 2014-2015

INTRODUCTION

A fee study was authorized by the District's Board at their February meeting. HTGroup was requested to update the District's fees for facilities and fields with a target date of completion to coincide with the Board's consideration of an FY 2014-2015 Final Budget.

As a point of reference, a comparison of fees was undertaken commencing with the 2007 Fee Study. That study was the first professional evaluation of the Districts fees and charges which was conducted by the Public Management Group (PMG). That study's methodology was used by staff to conduct an internal review of fees and charges. The results were adopted by the Board in 2011.

A comparison of fees and charges commencing in FY 2008-2009 indicate steady, though modest, increases through FY 2010-2011. However, fees and charges have remained static through 2012-2014. Exhibit A is attached as a reference. Although the District has bifurcated its rate structure for each of those years between resident and non-resident, the non-resident rates have had little or no effect on fee revenue. Almost always, a member of a group renting a district facility includes a Rossmoor resident who is the applicant for a User Permit. Therefore, any conclusions reached by this study will be based primarily on the resident rate.

As in the case of the 2011 study, this review also relies on the methodology employed by PMG in 2007. In addition, an update of the District's cost allocation model is updated to reflect the activity level of each staff member by Department categories in the District's budget. This data serves as a tool for properly allocating fiscal and staff resources.

FEE REVENUE

Fees and charges for the rental of facilities is one of the few remaining discretionary revenue sources available to local government. Even this category of revenue is limited to the cost of providing the service. Moreover, the market place acts as a leveler among competing jurisdictions for similar services. The goal is to provide the highest level of service while recovering sufficient revenue to maintain that service level. Attempting to cover any amount close to 100% of cost would price that service out the market which is neither feasible nor desirable in a public setting. Exhibit B is an accounting of fee revenue by fiscal revenue as a percentage of total

revenue. This revenue category has historically tracked between 9% and 12% of total revenue and is thus a sizeable component of the District's service delivery program.

COST OF SERVICE

The cost of service for the rental of facilities is approximately 50% of the District's total expense budget. This is mostly attributable to the cost of employee compensation and benefits and to a lesser degree for the maintenance of those facilities. Employee costs were first allocated by Department within the fiscal budget (Exhibit C) and then by Service Area (Exhibit D). Ultimately, these costs were integrated into fees per facility which result in a Fee Schedule model for purposes of adjusting future fees.

MARKET STUDY

A Market Study is an important component of any fee study. The market place for any jurisdiction is generally comprised of neighboring agencies who offer comparable facilities. It is a complex process since no two jurisdictions have the same array of buildings, courts, and fields nor do they charge like amounts. Most fees are based on historical precedents for each agency and also the willingness of their elected bodies to adopt rate increases.

The amount or percentage of District fee increases have most generally fallen within the ranges of a Market Study. This usually assures that the District's fees will not decrease the elasticity factor; basically not over pricing the District's facilities; driving users to other providers in the market place. Some anomalies in the market place, such as the almost radical fee increases imposed by the City of Los Alamitos tend to skew the ranges within the Market Study and need to be discounted. The true test of user fees is to recover a sufficient ratio of cost to revenue to provide the level of service, but to stay within the parameters of the market place. Exhibit E depicts the District's current Fee Schedule. Exhibit F depicts staff's draft Fee Study Recommendation and Market Study Comparisons 2014.

RECOVERY RATES

Recovery rates for cost of service have also gradually increased over time. Following are the most recent rates:

FY 2009-2010	23.0%	FY 2010-2011	24.8%	FY 2011-2012	24.6%
FY 2012-2013	24.7%	FY 2013-2014	28.0%		

Although fees have not been increased for FY 2012-2013 and FY 2013-2014, fee revenue as a percentage of total revenue for those years has increased slightly. It must be assumed that recovery rates have also increased accordingly. Proposed fee increases reflect current cost recovery for FY 2014-2015 based on current Los Angeles Region Consumer Price Index (CPI). It should be kept in mind that recovery rates per facility will differ according to the usage of those facilities.

For example, in FY 2012-2013 percentage of recovery for facilities ranged from as high as 41.40% for Rush Park facilities Fees to a low of 6.55% for Rossmoor Park facilities. Similar recovery rates are projected for FY 2014-2015. Demand for various facilities will vary based on factors such as cost, amenities, parking, capacity and availability.

As a result of demand, recovery rates are affected accordingly. Following is a breakdown of fee revenue for 2013 by service category. (Exhibit G).

SERVICE CATEGORY	2013 REVENUE	PERCENT OF REVENUE
FIELD USAGE/ SPORTS GROUPS	27, 413	18.2%
FACILITY RENTALS	102,312	68.1%
PICNIC AREA RENTALS	7,500	5.0%
TENNIS RESERVATIONS	<u>13,082</u>	<u>8.7%</u>
TOTAL FEE REVENUE	\$150,225	100.0%

This breakdown clearly indicates that a vast majority of the District's fee revenue comes from the rental of buildings. It should also be stated that the total revenue figure used above is based on calendar year 2013 revenue. On a fiscal year basis, fee revenue for 2013-2014 is \$150,500, but the calendar year revenue is close enough for the purpose of identifying service category revenue.

Another comparison can be made based on User Permits issued for each fee schedule category. Attached is a table labeled 2013 Facility/Recreational Activity Use. (Exhibit H). The table is instructive on the usage and corresponding revenue by venue. 88.3% of User Permits were issued to residents. It should be kept in mind, however, that any applicant may make use of the resident rate by having a resident make the application on behalf of a group.

It is also evident that Rush Park is the generator of the greatest usage by permits issued (59.1%), and is also on par with Rossmoor Park for the use of courts and fields. Tennis usage is not included in this analysis because no User Permit is issued for a court reservation. Total tennis revenue for 2013 was \$13,082. Moreover, tennis does not generate a high impact on facilities.

OTHER FACTORS AFFECTING COST RECOVERY

The recovery rate for facilities is sometimes influenced by long-term users which also account for a sizeable percentage of revenue. Therefore, it cannot be assumed that individual recovery rates need be uniform, only that the average recovery rate be compared to total cost of service.

Four long-term users account for \$62,898 of total facility (building rentals) or 68.1% of total facility rentals of \$102,312. This also amounts to 68.1% of total fee revenue. On the other hand, the largest three long-term field renters only account for \$18,628 or 12.4% of total facility rentals. Clearly, a major revenue source for the District is long-term use of buildings.

Moreover, the District has a practice of not charging other governmental agencies for the use of facilities and does not charge the RHA for the use of its office space which could be rented for a fee. Further, the District often participates in joint or co-sponsored activities such as the May Festival and the use of the Rossmoor Park Community Center for youth programming. No criticism of these practices is intended; it is simply a statement of practices which should be evaluated on their merits as a component of the District's service delivery model.

FEE INCREASE CRITERIA

A distinction is being made for this study regarding long-term use. This term does not take into account the difference between a non-profit user and one that uses District facilities for a profit making venture. For example, the District contracts for the service of a tennis professional who provides tennis instruction for a fee. The District utilizes a professional services agreement which specifies a percentage of revenue to the District. Additionally, the long-term rate discount can currently be used by for-profit organizations. It is recommended that the District amend the current long-term rate to decrease for-profit groups from utilizing the District's long-term use fee discount. The following amendments are recommended:

1. Field/Court Use Requests: The current long-term classification be changed into a non-profit classification. Any non-profit users would qualify for the District's discounted rate for field and/or court use.
2. Facility Requests: The current long-term rate be amended so that the long-term discount only be applicable to non-profit groups. This would not affect the District's current revenue stream by any means since current long-term facility users such as Lil' Cottonwood, Calvary and GOND Churches are all non-profit.
3. Any for-profit requests would fall into the resident or non-resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification.
4. It is also strongly recommended that fees be adjusted annually by that year's CPI. That would reduce a need for a future study so long as staff and maintenance costs remain stable or the market place is not radically altered.

As previously stated, the Board's options for Recovery Rates are a function of Percentage of Recovery of Costs. The base rate is the current percentage of recovery. The proposed rate is based on the increase in cost of service as depicted in the proposed FY 2014-2015 Preliminary Budget. Once again, this rate is a comparison of Total Fees as a percentage of Total revenue and can be compared to past years ratios in Exhibit B.

Also, since fees have not been adjusted since FY 2011-2012 a minimum fee increase for CPI has been factored in to bring fees current with CPI. The CPI amounts for 2012 was 2% and for 2013 it was 3.3% for a total of 5.3%. In addition, the current CPI for 2014 is 1.4%. That amount is factored into the proposed FY 2014-15 Fee Schedule recommendations for a total CPI adjustment of 6.7%. (Exhibit I) This fee increase, along with current market factors of approximately 29% makes up the total fee schedule recommendations for this study. (Exhibit J).

**Exhibit A
Fee Schedules by Fiscal Year**

	2008-2009		2009-2010		2010-2011		2011-2012		2012-2013		2013-2014	
	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	Res
Rossmoor Park												
Community Room/per hour	\$36.00	\$27.00	\$39.00	\$29.00	\$39.00	\$29.00	\$41.00	\$30.00	\$41.00	\$30.00	\$41.00	\$30.00
Kitchen/per hour	\$20.00	\$15.00	\$23.00	\$16.00	\$23.00	\$16.00	\$24.00	\$16.50	\$24.00	\$16.50	\$24.00	\$16.50
Montecito												
Montecito Center/per hour	\$31.00	\$23.50	\$34.00	\$25.00	\$34.00	\$25.00	\$35.00	\$26.00	\$35.00	\$26.00	\$35.00	\$26.00
Rush Park												
Auditorium/per hour	\$65.00	\$48.00	\$70.00	\$50.00	\$70.00	\$50.00	\$75.00	\$55.00	\$75.00	\$55.00	\$75.00	\$55.00
East Room/per hour	\$16.00	\$12.00	\$18.00	\$13.00	\$18.00	\$13.00	\$19.00	\$14.00	\$19.00	\$14.00	\$19.00	\$14.00
West Room/per hour	\$12.00	\$10.00	\$14.00	\$10.00	\$14.50	\$10.00	\$14.50	\$10.50	\$14.50	\$10.50	\$14.50	\$10.50
Kitchen/per hour	\$50.00	\$37.50	\$55.00	\$40.00	\$55.00	\$40.00	\$56.00	\$41.00	\$56.00	\$41.00	\$56.00	\$41.00
Ball Fields												
All/per hour	\$15.00	\$10.00	\$17.00	\$11.00	\$17.00	\$11.00	\$17.00	\$11.00	\$17.50	\$11.00	\$17.00	\$11.00
Tennis Courts												
Courts/per hour and 1/2	\$8.00	\$6.00	\$10.00	\$7.00	\$10.00	\$7.00	\$12.00	\$9.00	\$12.00	\$9.00	\$12.00	\$9.00
Reservation Fee												
All/per hour	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

Exhibit B
Fee Revenue % of Total Revenue

Fiscal Year	Total Rev	Fee Rev	Percentage
2007 - 2008	\$1,107,487	\$122,882	11.10%
2008 - 2009	\$1,089,506	\$109,255	10.03%
2009 - 2010	\$1,242,819	\$123,669	9.95%
2010 - 2011	\$1,126,953	\$123,013	10.92%
2011 - 2012	\$1,144,216	\$129,206	11.29%
2012 - 2013	\$1,336,365	\$132,761	9.93%
2013 - 2014	\$1,240,440	\$150,500	12.13%
*2014 - 2015	\$1,257,806	\$157,612	12.53%

* Proposed with addition of recommended study increases.

Exhibit C
FY 2013-2014
Cost Allocation Model
Employee Costs By Department

Department	10 Administration	20 Recreation	30 Rossmoor Park	40 Montecito Center	50 Rush Park	80 Trees	90 Mini Parks	Total
Position:								
General Manager	76.0%	6.0%	6.0%	6.0%	6.0%	0.0%	0.0%	100.0%
Administrative Asst	81.0%	7.0%	2.0%	2.0%	4.0%	4.0%	0.0%	100.0%
Accountant	82.5%	2.5%	5.0%	5.0%	5.0%	0.0%	0.0%	100.0%
General Clerk	26.0%	12.5%	19.5%	19.5%	19.5%	3.0%	0.0%	100.0%
Park Superintendent	3.8%	0.0%	35.0%	25.0%	35.0%	0.0%	1.3%	100.0%
Maintenance Assistant	0.0%	0.0%	40.0%	18.0%	40.0%	0.0%	2.0%	100.0%
Recreation Superintendent	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Recreation Leader	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Asst.Recreation Leader	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Tree Consultant	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
General Manager	\$72,960	\$5,760	\$5,760	\$5,760	\$5,760	\$0	\$0	\$96,000
Administrative Asst	\$40,489	\$3,499	\$1,000	\$1,000	\$1,999	\$1,999	\$0	\$49,987
Accountant	\$43,768	\$1,326	\$2,653	\$2,653	\$2,653	\$0	\$0	\$53,052
General Clerk	\$9,881	\$4,751	\$7,411	\$7,411	\$7,411	\$1,140	\$0	\$38,005
Park Superintendent	\$1,862	\$0	\$17,383	\$12,416	\$17,383	\$0	\$621	\$49,665
Maintenance Assistant	\$0	\$0	\$6,792	\$3,057	\$6,792	\$0	\$340	\$16,981
Recreation Superintendent	\$0	\$43,728	\$0	\$0	\$0	\$0	\$0	\$43,728
Recreation Leader	\$0	\$16,981	\$0	\$0	\$0	\$0	\$0	\$16,981
Asst. Recreation Leader	\$0	\$9,839	\$0	\$0	\$0	\$0	\$0	\$9,839
Tree Consultant	\$0	\$0	\$0	\$0	\$0	\$15,541	\$0	\$15,541
Subtotal Salaries	\$168,961	\$85,884	\$40,998	\$32,296	\$41,998	\$18,681	\$960	\$389,779

**Exhibit D
FY 2013-2014 Labor Costs Per Service Area**

Position	Annual Salary	Labor Totals	Gen Admin	Service Areas	1 Reservation Fee	2 RP Tennis	3 RP Fields Volleyball Basketball	4 RP Building Rental	5 Montecito Building Rental	6 RU Fields	7 RU Building Rental	8 Parkway Trees	10 Picnic Areas
General Manager	\$96,000	% of Total Total Sal \$	90.00%	10.00%	0.00%	1.00%	4.05%	1.50%	1.50%	0.45%	1.50%	0.00%	0.00%
			\$86,400	\$9,600	\$0	\$960	\$3,888	\$1,440	\$1,440	\$432	\$1,440	\$0	\$0
Admin Asst	\$49,987	% of Total Total Sal \$	81.00%	19.00%	0.00%	2.00%	2.00%	2.00%	2.00%	0.50%	4.00%	4.00%	2.50%
			\$40,489	\$9,498	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$1,999	\$1,999	\$1,250
Accountant	\$53,052	% of Total Total Sal \$	82.00%	18.00%	0.00%	3.00%	1.00%	3.00%	3.00%	2.00%	3.00%	2.00%	1.00%
			\$43,503	\$9,549	\$0	\$1,592	\$531	\$1,592	\$1,592	\$1,061	\$1,592	\$1,061	\$531
Receptionist	\$38,005	% of Total Total Sal \$	0.00%	100.00%	5.00%	5.00%	10.00%	5.00%	5.00%	8.00%	22.00%	3.00%	37.00%
			\$0	\$38,005	\$1,900	\$1,900	\$3,801	\$1,900	\$1,900	\$3,040	\$8,361	\$1,140	\$14,062
Park Superintendent	\$49,665	% of Total Total Sal \$	11.00%	89.00%	0.00%	5.00%	12.00%	10.00%	10.00%	12.00%	15.00%	10.00%	15.00%
			\$5,463	\$44,202	\$0	\$2,483	\$5,960	\$4,967	\$4,967	\$5,960	\$7,450	\$4,967	\$7,450
Maintenance Asst.	\$16,981	% of Total Total Sal \$	5.00%	95.00%	0.00%	5.00%	20.00%	15.00%	7.00%	13.00%	20.00%	10.00%	5.00%
			\$849	\$16,132	\$0	\$5,000	\$3,396	\$2,547	\$1,189	\$2,208	\$3,396	\$1,698	\$849
Recreation Superintendent	\$43,728	% of Total Total Sal \$	23.00%	77.00%	8.00%	8.00%	17.00%	3.00%	2.00%	3.00%	3.00%	2.00%	14.00%
			\$10,057	\$33,671	\$3,498	\$3,498	\$7,434	\$1,312	\$875	\$1,312	\$1,312	\$875	\$6,122
Recreation Leader	\$16,981	% of Total Total Sal \$	25.00%	75.00%	0.00%	8.00%	17.00%	10.00%	5.00%	12.00%	8.00%	5.00%	10.00%
			\$4,245	\$12,736	\$0	\$1,358	\$2,887	\$1,698	\$849	\$2,038	\$1,358	\$849	\$1,698
Asst Recreation Leader	\$9,839	% of Total Total Sal \$	15.00%	85.00%	0.00%	10.00%	15.00%	10.00%	10.00%	10.00%	10.00%	5.00%	15.00%
			\$1,476	\$8,363	\$0	\$984	\$1,476	\$984	\$984	\$984	\$984	\$984	\$492
Tree Consultant	\$15,541	% of Total Total Sal \$	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
			\$0	\$15,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,541
Total Salary:	\$389,779		\$192,483	\$197,296	\$5,398	\$13,775	\$30,371	\$17,439	\$14,794	\$17,034	\$27,892	\$28,622	\$33,437
Percentage of Total:	100.00%		49.38%	50.62%	1.39%	3.53%	7.79%	4.47%	3.80%	4.37%	7.16%	7.34%	8.58%



RCSD FEE SCHEDULE 2013/2014

MISC. RENTAL FEES (per use)	
Podium	\$50
Portable Screen	\$15
Risers	\$30



RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720

FACILITIES	NON RES	RES	L/ T	CAP
Auditorium ★	\$75 hr.	\$55 hr.	\$45 hr.	300-600
East Rm	\$19 hr.	\$14 hr.	\$10 hr.	30
West Rm	\$14.50 hr.	\$10.50 hr.	\$9 hr.	15
Kitchen	\$56 hr.	\$41 hr.	N/A	N/A

PICNIC SITES	RESIDENTS ONLY
Canopy A	\$20+
Site B	\$20+
Flat Rate + Permit Fee	

FIELDS-Hrly	NON RES	RESIDENT	L/ T	Softball
Fields 1, 2, 3	\$17.50 hr.	\$11.50 hr.	\$6 hr.	Soccer

MINI-PARKS	RESIDENTS ONLY
Kempton Rd.	\$20+
Flat Rate + Permit Fee	

HOURLY FEES: EVENT ATTENDANT (4 hr. min.) \$20

WALL BANNER PERMIT FEE: \$20

An Event Attendant may be mandatorily assigned to oversee your event as determined by the RCSD



ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720



FACILITIES	NON RES	RES	L/T	CAP
Community Rm ★	\$41 hr.	\$30 hr.	\$25 hr.	40-50
Kitchen	\$24 hr.	\$16.50 hr.	\$13 hr.	N/A

FIELDS	NON RES	RES
Ball Fields	\$17.50hr.	\$11.50hr.
Basketball Cts.	\$17.50 hr.	\$11.50hr.
Volleyball Cts.	\$17.50 hr.	\$11.50hr.
Tennis Courts 1, 2, 3, 4	\$8 hr.	\$6 hr.

PICNIC AREAS	RESIDENT ONLY
Sites A,B,C	\$20 +
MINI-PARKS	RES
Foster Road	\$20+



**\$60 Picnic Deposit
(Over 100 people)**



PER HR.



MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720



FACILITIES	NON RES	RES	L/T	CAP
Commy. Rms ★	\$35 hr.	\$26 hr.	\$21.50	75

- Applications are processed on a first come/first served basis.
- Setup/Takedown, within reservation timeframe, is renter's responsibility.
- Children under 18 yrs. require adult chaperones in ratio of 1 to 10.
- User Permits/Indemnification are mandatory for all rentals & Permits for a gathering of 50 or more people.
- A million dollar insurance policy naming RCSD as additional insured is required for gatherings of over 150 people.

THIS LIST IS NOT ALL INCLUSIVE

REFUNDABLE DEPOSITS	
★ Event Deposit	\$60
★ Picnic Deposit	\$60
Cleaning/Damage Deposit	\$175
Key/GateDeposit	\$25

FEES		FEES (Other)	
User Permit Fee	\$20	False Alarm Fee	\$74
UP Change Fee (2 nd)	\$20	Check NSF	\$25
Special Event Filing Fee (*Due at time of application submission)	\$50	As per Policy 6012.73	
Appeal Fee	\$50	As per Policy 6015.15	

★ As determined by GM for special equipment/activity/staff callout in lieu of an Event Attendant.



RCSD FEE SCHEDULE 2013/2014



RUSH PARK 3001 Blume Dr., Rossmoor, CA 90720

DEDICATED SPACE

FACILITIES	RATE
East Rm Storage	\$650
Rm by Old Sheriff's Office	\$1,500
Aud. Storage Rm. 1	\$1,500
Aud. Storage Rm. 2	\$1,500

DONATED SPACE

FACILITIES	RATE
N/A	\$0



ROSSMOOR PARK 3232 Hedwig Rd., Rossmoor, CA 90720

FACILITIES	RATE
Sheriff's Office	\$0



MONTECITO CENTER 12341 Montecito Rd., Rossmoor, CA 90720

FACILITIES	RATE
Pre-School Storage Sheds	\$0
RHA Storage Shed	\$0

Exhibit F

Draft Fee Study Recommendations

Tennis Courts- - Recommended Fee Changes:

Market Comparisons show RCSD's fees are somewhat in line with the market. The District is also the only local jurisdiction offering a discount to its residents which does make it seem as though the RCSD's fees are lower in comparison. Court fee options include the following:

1. Consider raising rates for reservations after 5pm on weekdays and weekends to \$8/hr residents and \$10/hr for non-residents. This would also account for lighting costs during daylight savings.
 - Because most reservations are for 90 minutes this makes accounting sense
 - This is a \$2 increase for hourly rate and a \$3 increase for 90 mins
 - This would also leave the rate the same for residents and non-residents on weekdays prior to 5pm and on weekends.
2. Make no changes to the tennis rates. This may seem difficult since fees have not been adjusted since 2011. However, to limit the amount of change received, rates would have to be increased by up to \$3 for 90mins. This is a 33% increase for residents and a 25% increase to non-residents. District courts are not as highly utilized as a tennis center. The District does also not provide staff during tennis court hours like a tennis center would.

Softball & Soccer Field- - Recommended Fee Changes

The market study significantly varies for field rental fees due to many cities offering discounts and even fee waivers to community youth sports groups. These fee waivers have been setup by cities as a way to promote youth sports and also meets the cities' co-sponsorship agreements in which youth sports leagues provide recreational opportunities to youth where the city does not. Cypress does not charge any rental/permit fees to Cypress based little league groups for use of fields. Long Beach and Seal Beach offers a fee waiver in which the leagues must make a presentation to the Recreation Commission and/or City Council prior to approval of fee waiver.

When looking at the market, RCSD's fees closely resemble fees charged by Los Al. Los Al charges \$9 an hour while the RCSD charges \$6 an hour. However, the city of Los Al provides all maintenance for their fields while RCSD does not provide any maintenance besides normal watering and mowing schedules. Recommended changes:

- Amend RCSD's current field long term rate into a non-profit rate that would benefit those youth groups w/in the community. Any for-profit groups would fall into either the resident/non-resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification.
- Keep the non-profit rate at \$6/hr for field rentals. Staff does not recommend and increase in fees because the majority of those users maintain those fields for the District. Potential fee increases to leagues (LAGSL) could reduce their maintenance budget potentially requiring District to maintain softball fields at a labor cost of at least \$12,000 annually.
- Recommend adding a field to the fee schedule for Rush Park (total of 4 fields).
- Recommend painting field lines to show field 'zones' and designate w/ signage to deter private soccer classes/boot camps/etc. from encroaching on permitted space or squeezing into open green space
- Recommend an evaluation of for-profit use (such as boot camps) of Rossmoor Parks and establishment of a commercial use policy within the near future.

Basketball Court- - Recommended Fee Changes

District staff has been informed by users that the Rossmoor Park courts are the nicest courts locally available to the public. Because of this, courts are highly used by both drop-in users and community youth leagues reserving said court for team practices. Lighted courts also increase District requests for use of the court.

- Recommend current Long Term rates for basketball court be amended into a non-profit rate benefiting community youth sports leagues reserving the Rossmoor Park court. This is due to the fact that requesters are reserving the court for a 6 month period when in fact, use only extends 4 months. This is done in order to receive the Long Term rate discount. This recommendation would reduce staff time making changes to unused court time by permittee.
- Because of its highly popular usage, increase the non-profit (formerly the long-term rate) to \$8 an hour (an increase of \$2 an hour)
- Lighting charges for other cities cause hourly rates to dramatically increase. RCSD schedules lights on every night for drop-in use which is why we wouldn't charge for hourly light use for basketball reservations

Picnic Sites- - Recommended Fee Changes:

Costs for picnic sites vary dramatically depending on shelter size, length of reservations and amount of guests. The majority of the cities surrounding Rossmoor

offer their guests a permanent shade canopy along with the reservation. More restrictions are placed on picnic areas which directly impact local residents due to proximity of homes. This combined with the growing popularity of reasonably priced picnic shelters is why most cities have recently opted to reserve picnic areas to residents only. Since 2011, the District has limited picnic reservations to residents only and this has served the District well.

When considering fee increases for Rossmoor, District staff took into account the market study, popularity of sites, wear and tear on green space, the size of the picnic area and whether a covered canopy was provided. Staff has to also take into account the fact that unlike most cities, Rossmoor provides weekend staff coverage on both Saturdays and Sundays. The aforementioned factors have resulted in the following recommendations for Rossmoor's Picnic sites:

- Increase Canopy A at Rush Park from \$20 to \$30 per use—this is the District's most popular site and also holds up to 100 guests. Other Rossmoor sites are limited to 50 guests. Staff also recommends another fee increase at this particular site if a permanent structure is installed.
- Increase other picnic sites by only \$1 for a total of \$21 to account for CPI. These sites are smaller, accommodate less people and are not covered.
- Charge a bounce house rate of \$15—This is to cover necessary staff costs in checking insurance requirements and wear and tear on green space.

Facilities—Recommended Fee Changes

- Recommend amending the current long-term rate discount for non-profits only requesting use of District facilities for long-term requests. This would also require a policy change
- Long Term users who do not qualify as non-profit status would fall into the Resident or Non-Resident rate classification until the Board adopts a commercial use policy requiring for-profit groups to either enter into a professional services agreement with the District or establish a new rate classification..
- Utilize the West Room as a meeting room for District/Committee meetings and only have it available on the fee schedule for current long-term users including Calvary and GOND who utilize the West Room as a meeting room. It would no longer be available for use by the public.
- Recommend minimal changes for the use of the Auditorium and East Room to account for CPI.
- Recommend minimal increase for long-term users requesting use of East Room to account for CPI.

- Recommend no change to the current long term and amended non-profit use of the Auditorium in order to allow for continued use of long term renters such as Calvary and GOND.
- Based on minimal rental requests for use of Montecito Center and Rossmoor Park Community Room, recommend no increase.
- Consider adding a cost of an additional \$20/hr for requests generating more than 300 people for use of the auditorium.
- Consider doubling cost of deposit for groups over 300 people in Auditorium
 - Deposit for groups over 300 would be \$350.
- Increase publicity and marketing for use of Community Room (website, RCSD Newsletter, etc).
- Advertise use of ping pong table and foosball table as use for children's birthday parties. Also advertise horseshoes for use.

Market Comparison Study 2014

Facility /Field		LOS ALAMITOS	SEAL BEACH	CYPRESS	LONG BEACH	LA PALMA	RCSD CURRENT
Tennis	Resident	\$7/hr	8am-5pm \$10/hr	FREE	non prime time \$8/hr	\$20 for 2 hours	\$6/hr
	Non-Resident	\$7/hr	After 5:00 \$12/hr		prime time \$13/hr	\$20 for 2 hours	\$8/hr
Softball & Soccer	Non-Profit	\$9/hr	Fee waiver option	FREE	Fee Waiver Option		Long Term \$6/hr
	Resident	\$9/hr	\$20/hr	\$15/hr	\$33/hr	\$30 for 2 hours	\$11.50/hr
	Non-Resident	\$12/hr	\$40/hr	\$20/hr	soccer \$64 softball \$48	n/a	\$17.50/hr
Basketball	Non-Profit	\$2.50/hr	\$5/hr non-res \$20/hr	first come, first serve	first come, first serve	first come, first serve	Long Term \$6/hr
	Resident	\$2.50/hr	\$20/hr	first come, first serve	first come, first serve	first come, first serve	\$11.50/hr
	Non-Resident	\$2.50/hr	\$40/hr	first come, first serve	first come, first serve	first come, first serve	\$17.50/hr
Picnics *(denotes shelter)							
Small Site (25-50)	Resident	\$25/4 hours*	25*	\$25*	\$30-Green space	\$15/hr*	\$20/8 hours
	Non-Resident	\$25/4 hours*	40*	n/a	\$30-Green space	n/a	n/a
Large (50+)	Resident	\$35/4 hours*	\$100	\$25	\$143*	\$25/hr*	\$20/ 8 hours
	Non-Resident	\$35/4 hours*	\$200	N/A	\$210*	n/a	N/A
Bounce House		only w/ large shelter	n/a	\$15	\$35	n/a	N/A
Facility							
Small Facility	Long/Term	n/a	n/a	n/a	n/a	n/a	West \$9/hr East \$10/hr Rossmoor Park \$25/hr Montecito \$21.50/hr
	Resident	\$45/hr	\$20/hr	\$60/hr	\$30/hr	\$60/hr	West \$10.50/hr East \$14/hr Rossmoor Park \$30/hr Montecito \$26/hr
	Non-Resident	\$45/hr	\$35/hr	\$65/hr	\$43/hr	\$78/hr	West \$14.50/hr East \$19/hr Rossmoor Park \$42/hr Montecito \$35/hr
Large Facility	Long Term	n/a	n/a	n/a	n/a	n/a	Auditorium \$45/hr
	Resident	\$85/hr	\$30/hr	\$145/hr	\$43/hr	\$99/hr	Auditorium \$55/hr
	Non-Resident	\$85/hr	\$50/hr	\$175/hr	\$60/hr	\$140/hr	Auditorium \$75/hr
Application/Permit Fee		\$25	N/A	included in hourly fee	\$30	\$11	\$20
Staff		n/a	under 75 ppl \$15/hr over 75 \$30/hr	included in hourly fee	\$25/hr after 4pm \$50/hr	\$20/hr	Auditorium only \$20/hr
Deposit		\$150	under 75-\$250 over 75-\$500	\$150	\$375	Res \$100 Non-Resident \$200	\$175
Cleaning Fee		n/a	\$150	n/a	\$110	\$67/hr if OT only	n/a

Exhibit G

ROSSMOOR CSD 2013/2014 Rental Revenue

FIELD USAGE/SPORT GROUPS

LAGSL – Los Alamitos Girls Softball

AYSO 159 – American Youth Soccer Organization Los Alamitos

LAYB – Los Alamitos Youth Baseball

NJB – National Jr. Basketball

2013 (Calendar Year) Revenue **\$27,500**

FACILITY RENTALS

Youth Center Los Alamitos

National Charity League

Boy Scouts

Girl Scouts

Cub Scouts

Lil Cottonwood Pre school

Calvary Chapel Los Alamitos

GOND Church

Al-Anon

Write Away Academy

GATE Club

Math Camp

Los Alamitos High School

AYSO

LAGSL

405/605 T Party Patriots

RHA

Bridgecreek Villas HOA

Old Ranch Community Association

2013 (Calendar Year) Revenue **\$102,000**

PICNIC AREA RENTALS (Rossmoor Residents only allowed to reserve)

Miscellaneous

Greater Long Beach Church

St. Hedwig Church

Grace Community Church

LAHS Wrestling Team

LAHS Track & Field

Cub Scouts

Girl Scouts

Boy Scouts

2013 (Calendar Year) Revenue **\$7,500**

TENNIS RESERVATIONS **\$13,000**

WALL RESERVATIONS **\$500**

Total Facilities and Parks Revenue 2013 **\$150,500**

Exhibit H

2013 FACILITY/RECREATIONAL ACTIVITY USE

RUSH PARK

Auditorium- 38 permits - * 2 long term users – 31 Residents- 7 N/R

East Room - 15 permits – *7 long term users – 11 Residents – 4 N/R

West Room – 7 permits – *2 long term users – 5 Residents – 2 N/R

Site A – 53 permits – All Residents

Site B – 26 permits – All Residents

Fields – 17 permits – *4 long term users – 14 Residents – 3 N/R

Rush Park Totals – 156 permits – *15 long term – 140 residents – 16 Non-residents

MONTECITO CENTER

Montecito – 27 permits – *3 long term users – 17 Residents – 10 N/R

ROSSMOOR PARK

Community Room – 14 permits – * 2 long term – 13 Residents – 1 N/R

Fields – 9 permits – *1 long term user – 8 Residents – 1 N/R

Basketball Court – 13 permits – *6 long term – 10 Residents – 3 N/R

Volleyball – 2 permits – 2 Residents

Site A – 26 permits – All Residents

Site B – 12 permits – All Residents

Site C – 5 permits – All Residents

Rossmoor Park Totals – 81 permits – *11 long term – 76 residents – 5 Non-residents

*For Reference Only—long term permits are imbedded within the resident/non-resident rate classifications

ALL RENTALS

Total Permits – 264 100%	L/T – 27 10.2%	Residents – 233 88.3%	N/R 31 11.7%
Rush Park – 156 59.1%	15	140	16
Montecito Center – 27 10.2%	3	17	10
Rossmoor Park – 81 30.7%	9	76	5
Total - 264	*27	233	31

*For Reference Only—long term permits are imbedded within the resident/non-resident rate classifications

Exhibit I

**2014 2015 PROPOSED FEE SCHEDULE
USER FEE STUDY SUMMARY SHEET**

Service Name	Service Type	2009 Study 100% Cost to RCSD	2010-2011 Revenue (Actual)	Percentage of Recovery of Costs	100% Cost to RCSD (+3% COL)	2011-2012 Revenue (Actual)	Percentage of Recovery of Costs	100% Cost to RCSD (+2.0% COL)	2012-2013 Revenue (Actual)	Percentage of Recovery of Costs
Reservation Fee/Change (308 Permits) Inc in Fees	Fee	\$9,815	\$4,620	47.07%	\$10,109	\$6,160	60.93%	\$10,312	\$6,160	59.74%
Rossmoor Park - Tennis	Hourly	\$52,361	\$10,773	20.57%	\$53,932	\$11,632	21.57%	\$55,010	\$12,026	21.86%
Rossmoor Park/Rush Fields	Hourly	\$169,397	\$21,437	12.65%	\$174,479	\$26,681	15.29%	\$177,968	\$22,821	12.82%
Rossmoor Park Building Rental	Fee	\$54,563	\$6,319	11.58%	\$56,200	\$11,027	19.62%	\$57,324	\$3,752	6.55%
Montecito Building Rental	Fee	\$66,150	\$20,692	31.28%	\$68,135	\$21,766	31.95%	\$69,497	\$23,364	33.62%
Rush Park Building Rental	Fee	\$152,424	\$63,439	41.62%	\$156,997	\$54,042	34.42%	\$160,137	\$66,298	41.40%
Wall Sign Permit (50 per year) New Fee 2013-2014			\$0			\$0			\$0	
TOTAL USER FEES		\$494,895	\$122,660	24.8%	\$509,742	\$125,148	24.6%	\$519,937	\$128,261	24.7%
Service Name	Service Type	100% Cost to RCSD (+3.3% COL)	2013-2014 Revenue Amended Budget	Percentage of Recovery of Costs	100% Cost to RCSD (+1.4% COL)	2014-2015 Revenue Proposed Fees	Percentage of Recovery of Costs			
Reservation Fee/Change (308 Permits) Inc in Fees	Fee	\$10,652	\$6,160	57.83%	\$10,801	\$6,246	57.83%			
Rossmoor Park - Tennis	Hourly	\$56,826	\$13,000	22.88%	\$57,621	\$14,859	25.79%			
Rossmoor Park/Rush Fields	Hourly	\$183,841	\$27,500	14.96%	\$186,415	\$29,068	15.59%			
Rossmoor Park Building Rental	Fee	\$59,216	\$4,000	6.75%	\$60,045	\$4,056	6.75%			
Montecito Building Rental	Fee	\$71,791	\$23,000	32.04%	\$72,796	\$23,322	32.04%			
Rush Park Building Rental	Fee	\$165,421	\$82,500	49.87%	\$167,737	\$85,800	51.15%			
Wall Sign Permit (50 per year)	New Fee	\$735	\$500	68.03%	\$745	\$507	68.03%			
TOTAL USER FEES		\$537,830	\$150,500	28.0%	\$545,359	\$157,612	28.9%			

Exhibit J

**PROPOSED FEE SCHEDULE
2014-2015 Revised Fee Changes**

Service Name	Current Fees			Proposed Fee Changes					
	Long Term	Resident	Non-Resident	Non-Profit L/T	% Change	Resident	% Change	Non-Resident	% Change
Tennis (per hour)	n/a	\$6.00	\$8.00						
7am-5pm M-F		\$6.00	\$8.00	n/a	---	\$6.00	0.0%	\$8.00	0.0%
5pm-10pm M-F and Weekends		\$6.00	\$8.00	n/a	---	\$8.00	33.3%	\$10.00	25.0%
Ball Fields, Basketball & Horse Shoes	\$6	\$11.50	\$17.50	\$6.00	0.0%	\$12.00	4.3%	\$18.50	5.7%
Basketball Court	\$6	\$11.50	\$17.50	\$8.00	33.3%	\$12.00	4.3%	\$18.50	5.7%
Picnic Sites (Residents Only)	n/a	\$20.00	n/a	n/a	---	\$21.00	5.0%	n/a	---
Rush Park Site A (Canopy)	n/a	\$20.00	n/a	n/a	---	\$30.00	50.0%	n/a	---
Bounce House	n/a	\$0.00	\$0.00	n/a	---	\$15.00	100.0%	\$15.00	100.0%
RP Community Room	\$25.00	\$30.00	\$41.00	\$25.00	0.0%	\$30.00	0.0%	\$41.00	0.0%
RP Kitchen	\$13.00	\$16.50	\$24.00	\$13.00	0.0%	\$16.50	0.0%	\$24.00	0.0%
Rush Park Auditorium	\$45.00	\$55.00	\$75.00	\$45.00	0.0%	\$57.00	3.6%	\$78.00	4.0%
300+ Guests				\$65.00	40.0%	\$77.00	40.0%	\$97.50	30.0%
East Room	\$10.00	\$14.00	\$19.00	\$11.00	10.0%	\$15.00	7.1%	\$20.50	7.9%
West Room	\$9.00	\$10.50	\$14.50	\$9.00 L/T renters only					
Kitchen	n/a	\$41.00	\$56.00	n/a	---	\$42.50	3.7%	\$60.00	7.1%
Podium	n/a	\$50.00	\$50.00	n/a	---	\$50.00	0.0%	\$50.00	0.0%
Portable Screen	n/a	\$15.00	\$15.00	n/a	---	\$15.00	0.0%	\$15.00	0.0%
Risers	n/a	\$30.00	\$30.00	n/a	---	\$30.00	0.0%	\$30.00	0.0%
Montecito Center	\$21.50	\$26.00	\$35.00	\$21.50	0.0%	\$26.00	0.0%	\$35.00	0.0%
User Permit Reservation Fee	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
Reservation Change (2nd)	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
Wall Sign Permit	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
Current Fees (Non- Profit)	Long Term	Resident	Non-Resident	Non-Profit	% Change	Resident	% Change	Non-Resident	% Change
Attendant Fee (Hourly 4 hr. min)	n/a	\$20.00	\$20.00	n/a	---	\$20.00	0.0%	\$20.00	0.0%
False Alarm Fee (Sheriff's Rate)	\$74.00	\$74.00	\$74.00	\$74.00	0.0%	\$74.00	0.0%	\$74.00	0.0%
Check NSF	\$25.00	\$25.00	\$25.00	\$25.00	0.0%	\$25.00	0.0%	\$25.00	0.0%
Cleaning Deposit (Refundable)	\$175.00	\$175.00	\$175.00	\$175.00	0.0%	\$175.00	0.0%	\$175.00	0.0%
300+ Guests	\$175.00	\$175.00	\$175.00	\$350.00	100.0%	\$350.00	100.0%	\$350.00	100.0%
Key/Gate Deposit (Refundable)	\$25.00	\$25.00	\$25.00	\$25.00	0.0%	\$25.00	0.0%	\$25.00	0.0%
Picnic Deposit (Over 100 People)	n/a	\$60.00	\$60.00	n/a	---	\$60.00	0.0%	\$60.00	0.0%