

MEETING DATE 3/27/06

AGENDA ITEM Adoption of a Resolution Establishing Various Fees to be Charged
by the Recreation Division of the Parks, Recreation and Community
Services Department

ATTACHMENTS

	<u>Pages</u>
1 Agenda item dated October 28 2002 entitled Public Hearing and Adoption of a Resolution of the City Council of the City of Culver City California, Establishing Various Fees to be Charged by the Recreation Division of the Parks Recreation and Community Services Department	1-4
2 Agenda item dated June 9, 2003 entitled Public Hearing and Adoption of a Resolution Establishing Fees to be Charged by the Recreation Division of the Parks, Recreation and Community Services Department	5-8
3 User Fee Worksheets	9-16
4 Agenda item dated November 16, 2005 of the Parks and Recreation Commission entitled Consideration of a recommendation to City Council to approve new fees and charges for City recreational services	17-19
5 Agenda item dated December 6 2005 of the Parks and Recreation Commission entitled Consideration of a recommendation to the City Council for a new Aquatic Fee for a Monthly Unlimited Use Pass	20-22
6 Minutes of the December 6 2005 Parks and Recreation Commission meeting	23
7 Proposed Resolution No 2006-R____adopting recreation fees and attached Exhibits of Fees and Charges	24-30

Meeting Date 10/28/02		Item Number H-1	
AGENDA ITEM Public Hearing and Adoption of a Resolution of the City Council of the City of Culver City, California, Establishing Various Fees to be Charged by the Recreation Division of the Parks, Recreation and Community Services Department			
Contact Person/Dept Marty Nicholson		Phone Number (310) 253-6662	
Fiscal Impact Yes ☒ No ☐		General Fund Yes ☒ No ☐	
Public Hearing ☒		Action Item ☒ Attachments ☒	
Public Notification Parks and Recreation Commission, Cultural Affairs Commission, Parks & Services Foundation, Culver City Unified School District and Master Notification List			
Department Approval Don Rogers 10/22/02		CAO Approval Mike Thompson 10/22/02	
City Controller Approval Eric Shapiro/by Marlee Chang 10/23/02			

RECOMMENDATION

That the City Council adopt the Resolution establishing various fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department and rescind portions of the attached Exhibit of Resolution No 00-R087 that pertain to Recreation Division fees

PROCEDURE

- 1 Mayor seeks motion to receive and file the affidavit and notice of publication and mailing
- 2 Mayor calls on staff for a brief staff report
- 3 Mayor declares the Public Hearing open and calls upon the public for comment
- 4 Mayor seeks a motion to close the Public Hearing
- 5 City Council discusses the matter and arrives at its decision

BACKGROUND

The Recreation Division has reviewed the fees and charges that relate to activities in the eleven Recreation Sections. The fees were found to be in need of routine cost of living adjustments or are new fees that need to be adopted by Council action. Staff has prepared a User Fee Determination Sheet on the proposed fees to outline costs associated with the fees and to provide fee comparisons with other municipal

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jurisdictions As a result of the analysis of fees and charges within the Recreation Division certain fees are proposed for adoption and other fees are recommended for an increase

DISCUSSION

Many of the fees being recommended are lower than the City's costs of providing the services In many instances, staff is attempting to more fully recover costs of providing services to outside organizations private groups or commercial endeavors

Recreation Division

Attachment 1 is the proposed Resolution with a summary of all of the fees attached as an Exhibit Many of the fees on the Exhibit are currently being charged to users Those fees being recommended for change result from a need to increase the fees or to provide for a weekly or monthly fee so the charges are affordable to the participant/user Attachment 2 presents User Determination Sheets with information on how the costs were determined, the City subsidy for the programs, and a comparison of the fees with other jurisdictions offering similar programs

Administrative Fees

Under Administrative Fees, staff is recommending an increase in the Refund Processing Fee This fee is charged when a user signs up for a program and then changes his/her mind Many times participants sign up for programs in order to hold a spot and then cancel creating a loss in revenue to both the City and the instructor, as well as adding extra costs for staff time to process the refund The Refund Processing Fee is designed to discourage the practice of holding-a-spot as there is a financial penalty for doing so

After School and Childcare Fees

In all of the childcare programs, staff is recommending adopting non-resident fees that may not currently exist The second child discounts have been calculated and recommended for adoption as well Additionally, the City has had an unapproved fee discount for City employees Staff has included that fee for City Council consideration

Aquatic Fees

The new fees in the Aquatic Section include increasing the Aquatic Pass fee for non-residents, increasing the swim class fees, increasing the pool facility rental fees and providing a mechanism to recoup costs for groups that rent the facility and fail to

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show up for the event Attachment 3 provides a broader summary comparison when compared to the User Fee Determination Sheet

Permit Fees

There are many recommended increases in the permit sections due to the fact that fees for services have been historically low in Culver City as compared to other cities in the area The changes being recommended are as follows

- 1 Ball field Permit Fees - Staff is recommending adopting charges for non-resident use of ball fields providing for a definition of residency at 51% to determine resident vs non resident, and increasing fees for private adult use
- 2 Park Facility Rental Fees - Staff is recommending an increase in an effort to recoup costs associated with non-City use of the facilities
- 3 Park Film Permit Fees - Staff is recommending adopting a different fee structure for video filming and still photography along with a processing fee to cover staff labor Many times filming companies will require immediate assistance and at the last minute, prior to fees being collected, cancel their request The processing fee will assist the City in recovering costs for services provided to the film industry in processing permit requests
- 4 Picnic Permit Fees - Staff is recommending an increase to the picnic permit fees in an effort to more fully recoup costs associated with processing permits, providing supervision of the area and clean up costs as a result of larger group use Attachment 4 presents an analysis of picnic permit fees across the state

Class Fees

Enrichment Class fees for non-contract classes provided by recreation employees are being altered in order to address a problem with quarterly fees that are so expensive participants must be placed on a payment plan Some participants make the first payment on the quarterly fees and then fail to make any additional payments, resulting in a loss of revenue to the City for services provided The recommended changes would adopt an affordable, monthly fee for participants and require payment prior to services rendered This system would eliminate the costly process of having to track who did and who did not make payments Staff would be issued monthly rosters in order to know which participants are signed up for the program

The recommended fees also address another issue regarding adherence to City revenue collection policies In the past, enrichment class employees have collected a materials fee that has not been a part of the revenue collection process This practice conflicts with City policy Staff is recommending that fees for non-contract classes include all of the costs for providing the program including materials fees Staff would be responsible for budgeting supply expenditures through the City's budget process and purchasing supplies through the City's purchasing process as opposed to the current practice of on-site staff collecting fees without any accounting systems in place

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Contract Class Fees are set by the Independent Contractor and, therefore, are recommended for adoption as varies. Materials fees collected by Independent Contractors will be addressed through the contract process as contracts come up for renewal.

Sports Fees

Fees are being proposed for both adult and youth sports leagues along with drop-in programs.

Teen Center Fees

Fees are proposed to cover the expenses for providing Teen Dances and Hip Hop Talent Shows. In addition, fees are recommended to recoup the costs of the weight room.

FISCAL ANALYSIS

The estimated annual revenue from the proposed increases or changes in the various fees is approximately \$50,000. Estimated revenue for the remaining of the fiscal year 2002-03 would be approximately \$33,000, which includes increases in picnic permit fees, facility rental fees and pool rental fees.

ATTACHMENTS

- 1 Proposed Resolution No. 2002-R_____ Adopting Recreation Fees, including attached Exhibits of Fees and Charges
- 2 User Fee Determination Sheets for Fees & Charges
- 3 Aquatic Fee Survey Summary
- 4 Picnic Permit Survey Summary

MOTION

That the City Council

Adopt the Resolution establishing various fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department and rescind Exhibits pertaining to sections on Park Permit Fees, Weight Room Membership Fees, Summer Day/Youth Camp Session Fees, Aquatic Fees, Cultural Art Fees, and RECC Fees adopted by Resolution No. 00-R087.

Meeting Date 06/09/03

Item Number G-2

AGENDA ITEM Public Hearing and Adoption of a Resolution Establishing Various Fees to be Charged by the Recreation Division of the Parks, Recreation and Community Services Department

Contact Person/Dept Marty Nicholson

Phone Number (310) 253-6662

Fiscal Impact Yes ☒ No ☐

General Fund Yes ☒ No ☐

Public Hearing ☒

Action Item ☐

Attachments ☒

Public Notification

Parks and Recreation Commission, Parks & Services Foundation, User Groups and Master Notification List

Department Approval
Don Rogers 5/29/03

CAO Approval
Mike Thompson 6/3/03

City Controller Approval
Eric Shapiro

RECOMMENDATION

That the City Council adopt the Resolution establishing various fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department and rescind Resolution No 2002-R113, pertaining to Recreation Division fees

PROCEDURE

- 1 Mayor seeks motion to receive and file the affidavit and notice of publication and mailing
- 2 Mayor calls on staff for a brief staff report
- 3 Mayor declares the Public Hearing open, and calls upon the public for comment
- 4 Mayor seeks a motion to close the Public Hearing
- 5 City Council discusses the matter and arrives at its decision

BACKGROUND

In the fall of 2002 the Recreation Division reviewed the fees and charges related to activities in the eleven recreation sections. The fees were found to be in need of routine cost-of-living adjustments or were new fees that needed to be adopted by Council action. City Council approved the new fees for recreation in October 2002 and those fees were implemented in January 2003.

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Subsequently, the City held community budget workshops, wherein residents expressed a preference for increases to recreation fees instead of program cuts. As a result of public input, staff reviewed all of the recreation fees adopted by Council in October 2002 and is herein recommending fee increases to more fully recover the cost of providing recreational services.

DISCUSSION

Many of the fees collected by the Recreation Division are lower than the City's costs of providing the services. The proposed fee increases are being recommended in order for the services offered to more fully recover the costs of providing services, especially to outside organizations, private groups or commercial endeavors. Staff has provided a summary of all recreation user fees in Attachment 1 and a detail of the proposed fee changes in Attachment 2.

Aquatics Fees

Fee increases proposed for the Aquatic Section include increasing the admission fee for recreation swim, including one time admission and swim passes. Attachment 3 provides a survey of pool admission fees for other cities.

Ballfield Permit Fees

Recreation will be adopting a "No Refund" and "No Transfer" policy for ballfield permits issued, with the exception of rainouts. Currently, an applicant reserves a ballfield and staff spends time processing the permit, only to have the applicant cancel at the last minute which then prevents others from using the ballfield, resulting in a loss of revenue to the City.

Enrichment Class Fees

Staff has reviewed all of the non-contract pre-school classes in an effort to provide the services and collect sufficient fees to cover the expenses. The proposed fee increases will provide the revenue required to cover the expenditures associated with the pre-school programs.

Facility Permit Fees

Fees recommended are increased to better recover the cost of providing park facilities to users. In addition, staff will be implementing a more structured policy regarding advance rental notification.

Film Permit Fees

An increase to fees for the film industry to use the park facilities has been proposed to reflect a \$75/hour fee for a 12-hour period. It is the goal to make the fee

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affordable enough to entice the film industry to use City facilities while providing enough revenue to help offset the cost of the facilities

After School Playground Fees

The fee is recommended to help offset the cost of providing staff for programs at sites located on school campuses or next to school campuses. This new fee is scheduled to be implemented at the beginning of the school year in September 2003. Staff intends to use the scholarship program to help assist families who cannot afford the after school playground fees.

Youth Sports Fees

These fees are being increased in order to better recoup the real costs of providing youth sports leagues. Staff intends to use the scholarship program to help assist families who cannot afford the youth sports league fees.

Adult Sports Fees

Ballfield permit fees have been increased for non-resident groups to recover the direct costs of providing permit and field use services. Drop-in fees have been increased to cover the cost of providing staff for drop-in play.

FISCAL ANALYSIS

In estimating the impact on increased fees, there is some concern that the increase to some of the fees, like the use of grass fields for non-residents, may discourage non-residents from using City facilities. Therefore, revenue may not be realized while a corresponding savings in park maintenance due to less use would be realized. Staff is unable at this time to predict with any accuracy what the trend may be or the resulting cost savings.

The revenue from the proposed increases or changes in the various fees is estimated as follows:

Aquatics	\$35,000
Ballfield Permits	\$5,000
Enrichment Classes	\$21,000
Facility Permit Fees	\$5,000
Film Permit Fees	\$3,000
After School Playground	\$73,200
Youth Sports Fees	\$6,000
Adult Sports Fees	\$7,000
Teen Center Fees	<u>\$2,000</u>
ESTIMATED TOTAL	\$157,200

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It is anticipated, if approved, that some of the new fees would be implemented by July 1 2003, while others would be implemented in September, depending upon the program and lead-time to notify participants

ATTACHMENTS

- 1 Proposed Resolution No 2003-R_____ adopting recreation fees and attached Exhibits of Fees and Charges
- 2 User Fee Determination Sheets for Fees & Charges
- 3 Aquatic Fee Survey Summary

MOTION

That the City Council

Adopt the Resolution establishing various fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department and rescind Resolution No 2002-R113

City of Culver City

User Fee Determination By Participant

Cost Analysis Worksheet

User Fee Description	Fund	Division	Account	Department/Division	Date
Kiddie Clay Resident 8 wks	101	32500	365450	Parks Recreation & Community Services Dept Recreation Division	11/3/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs associated with providing a quality Kiddie Clay children's ceramics class to residents that meets for one hour per week for 8 weeks per session (summer fall winter and spring) Fee is based on average enrollment of 10 students and a total of 16 program hours— 8 hours staff instruction + 8 staff set up clean up and firing time Fee includes all materials Fee being recommended is \$50 00 per student

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div Overhead			
Recreation Coordinator	\$24 99	7 77	\$32 76	8 00%	\$35 38	4 00	\$141 52
Recreation Specialist	\$13 22	1 85	\$15 07	8 00%	\$16 28	16 00	\$260 41
				8 00%			
				8 00%			
Total Burdened Personnel Costs per Unit of Service							\$401 93

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Departmental Special Supplies (clay glazes tools etc)	\$10 00	10	\$100 00
		1	
		1	
		1	
Total Material & Rental Costs per Unit of Service			100 00

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Kiln maintenance costs	\$5 00	10	\$50 00
Total Other Costs per Unit of Service			50 00

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$50 00		
Culver City	\$40 00	(\$10 00)	(20 00%)
Pasadena	N/O		
Beverly Hills	N/O		
Santa Monica	N/O		
Inglewood	N/O		
Manhattan Beach	\$93 00	\$43 00	86 00%

N/O = Not Offered

Total Service Direct Costs \$551 93

City Wide General &
Administrative* Rate @
12 50% \$68 99

Total Program Cost \$620 92Number of Participants 10Cost/Participant 62 09Recommended Fee/Participant \$50 00Total Revenue \$500 00Total Cost Subsidy Program \$120 92Current Fee Amount \$40 00Fee Increase/(Decrease) \$10 00

User Fee Determination By Participant**Cost Analysis Worksheet**

User Fee Description	Fund	Division	Account	Department/Division	Date
Kiddie Clay Non Resident 8 wks	101	32500		Parks Recreation & Community Services Dept Recreation Division	11/3/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs associated with providing a quality Kiddie Clay children's ceramics class to residents that meets for one hour per week for 8 weeks per session (summer fall winter and spring) Fee is based on average enrollment of 10 students and a total of 16 program hours— 8 hours staff instruction + 8 staff set up clean up and firing time Fee includes all materials Fee being recommended is \$60 00 per student

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div Overhead			
Recreation Coordinator	\$24 99	7 77	\$32 76	8 00%	\$35 38	4 00	\$141 52
Recreation Specialist	\$13 22	1 85	\$15 07	8 00%	\$16 28	16 00	\$260 41
				8 00%			
				8 00%			
Total Burdened Personnel Costs per Unit of Service							\$401 93

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Departmental Special Supplies (clay glazes tools etc)	\$10 00	10	\$100 00
		1	
		1	
		1	
Total Material & Rental Costs per Unit of Service			100 00

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Kiln maintenance costs	\$5 00	10	\$50 00
Total Other Costs per Unit of Service			50 00

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$60 00		
Culver City	\$50 00	(\$10 00)	(16 67%)
Pasadena	N/O		
Beverly Hills	N/O		
Santa Monica	N/O		
Inglewood	N/O		
Manhattan Beach	\$93 00	\$33 00	55 00%

N/O = not offered

Total Service Direct Costs \$551 93

City Wide General &
Administrative* Rate @
12 50% \$68 99

Total Program Cost \$620 92

Number of Participants 10

Cost/Participant 62 09

Recommended Fee/Participant \$60 00

Total Revenue \$600 00

Total Cost Subsidy Program \$20 92

Current Fee Amount \$50 00

Fee Increase/(Decrease) \$10 00

User Fee Determination By Participant**Cost Analysis Worksheet**

User Fee Description	Fund	Division	Account	Department/Division	Date
Just 4 Kids Day Camp Nonresident	101	32120	365210	Parks Recreation & Community Services Dept Recreation Division	11/16/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the cost incurred in offering Just 4 Kids Day Camp to non residents 6-10 years of age Just 4 Kids Camp is offered Monday through Friday from 7 00a m 6 00p m Fees are based upon one week of participation Fees are calculated on 100 children registered per week 55 hrs/week Fee being recommended is \$150 00 per week

Personnel Costs

Position	Rates					Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div Overhead	Total Burdened Labor Cost / Hr		
Recreation Supervisor	\$30 51	10 68	\$41 19	8 00%	\$44 49	20 00	\$889 70
Recreation Coordinator	\$24 99	8 75	\$33 74	8 00%	\$36 44	40 00	\$1 457 57
Sr Recreation Leader	\$11 44	1 60	\$13 04	8 00%	\$14 08	198 00	\$2,788 47
Recreation Leader II	8 15	1 14	\$9 29	8 00%	\$10 03	150 00	\$1 504 98
Recreation Leader I	\$7 64	1 07	\$8 71	8 00%	\$9 41	222 00	\$2 088 31
Total Burdened Personnel Costs per Unit of Service							\$8 729 04

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Office Supplies Printing and Binding	\$475 00	0 10	\$47 50
Department Special Supplies	\$7 544 03	0 10	\$754 40
Dances & Special Programs	\$1 287 50	0 10	\$128 75
Training and Education	\$540 00	0 10	\$54 00
Special Events and Meetings	\$23 929 75	0 10	\$2 392 98
Advertising and Uniforms	\$423 60	0 10	\$42 36
Liability Reserve Charges	\$1 125 70	0 10	\$112 57
Total Material & Rental Costs per Unit of Service			3,532 56

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Other Contractual Services	\$10 500 00	0 1	\$1 050 00
Total Other Costs per Unit of Service			1 050 00

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$150 00		
Culver City	\$110 00	(\$40 00)	(26 67%)
Pasadena	\$211 00	\$61 00	(33 00%)
Beverly Hills	\$280 00	\$130 00	(50 00%)
Santa Monica	\$155 00	\$5 00	3 33%
Inglewood	\$112 00	(\$38 00)	(25 33%)
West Hollywood	\$110 00	(\$40 00)	(26 67%)

Total Service Direct Costs \$13 311 59

City Wide General &
Administrative Rate @
12 50% \$1 663 95

Total Program Cost \$14 975 54

Number of Participants 100

Cost/Participant 149 76

Recommended Fee/Participant \$150 00

Total Revenue \$15 000 00

Total Cost Subsidy Program (\$24 46)

Current Fee Amount \$110 00

Fee Increase/(Decrease) \$40 00

Inglewood and West Hollywood only offer six hours per day Extended care is an additional charge

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User Fee Determination By Participant

Cost Analysis Worksheet

User Fee Description	Fund	Division	Account	Department/Division	Date
Special Event Photos	101	32800	365110	Parks Recreation & Community Services Dept Recreation Division	11/16/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs of providing photos to participants at special events like Breakfast with Santa Tree Lighting Ceremony and Lunch with the Bunny Photos are provided to individuals who did not bring a camera and would like a picture of their child with Santa or the Bunny Fees are based upon cost supplies and labor to provide the service Fee being recommended is \$3 00 per photo

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div Overhead			
Recreation Coordinator	\$24 99	8 75	\$33 74	8 00%	\$36 44	0 02	\$0 73
Sr Recreation Leader	\$11 44	1 60	\$13 04	8 00%	\$14 08	0 05	\$0 70
				8 00%			
				8 00%			
Total Burdened Personnel Costs per Unit of Service							\$1 43

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Film	\$1 24	1	\$1 24
		1	
		1	
		1	
Total Material & Rental Costs per Unit of Service			1 24

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Total Other Costs per Unit of Service			

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$3 00		
Culver City	N/A		
Pasadena	N/A		
Beverly Hills	N/A		
Santa Monica	N/A		
Inglewood	N/A		
West Hollywood	N/A		

Total Service Direct Costs \$2 67

City Wide General &
Administrative* Rate @
12 50% \$0 33

Total Program Cost \$3 01

Number of Participants 1

Cost/Participant 1 00

Recommended Fee/Participant \$3 00

Total Revenue \$3 00

Total Cost Subsidy Program \$0 01

Current Fee Amount

Fee Increase/(Decrease) \$3 00

User Fee Determination By Participant

Cost Analysis Worksheet

User Fee Description	Fund	Division	Account	Department/Division	Date
After School Program Late Payment Fee	101	32330	365250	Parks Recreation & Community Services Dept Recreation Division	10/11/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs of processing late registration payments for the after school programs. Sign in sheets are required at each site for the safety of the children participating. Deadline for payments are based upon staff's ability to prepare and distribute the sign in sheets to the after school sites. Late registration payments create additional costs in preparing new sign in sheets and additional costs in travel in order to distribute the sign in sheets. Fee being recommended is

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div			
Administrative Clerk	\$16 71	5 01	\$21 72	8 00%	\$23 46	0 07	\$1 64
Recreation Coordinator	\$24 99	7 77	\$32 76	8 00%	\$35 38	0 15	\$5 31
				8 00%			
Total Burdened Personnel Costs per Unit of Service							\$6 95

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Total Material & Rental Costs per Unit of Service			

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Use of City Vehicle to distribute	\$0 42	5	\$2 10
Total Other Costs per Unit of Service			2 10

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$10 00		
Culver City			
Pasadena	N/A		
Beverly Hills	N/A		
Santa Monica	N/A		
Inglewood	N/A		
West Hollywood	N/A		

Total Service Direct Costs \$9 05

City Wide General &
Administrative* Rate @
12 50% \$1 13

Total Program Cost \$10 18

Number of Participants 1

Cost/Participant 10 18

Recommended Fee/Participant \$10 00

Total Revenue \$10 00

Total Cost Subsidy Program \$0 18

Current Fee Amount

Fee Increase/(Decrease) \$0 18

User Fee Determination By Participant**Cost Analysis Worksheet**

User Fee Description	Fund	Division	Account	Department/Division	Date
Teen Camp Nonresident	101	32120	365210	Parks Recreation & Community Services Dept Recreation Division	11/16/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the cost incurred in offering Teen Day Camp to non residents 11-14 years of age. Teen Camp is offered Monday through Friday from 7:00a.m. - 6:00p.m. Fees are based upon one week of participation. Fees are calculated on 50 children registered per week. 55 hrs/week. Fee being recommended is \$130.00 per week.

Personnel Costs

Position	Rates					Total Hours by Position	Total Labor Cost per Unit of Service
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div	Total Burdened Labor Cost / Hr		
Recreation Supervisor	\$30 51	10 68	\$41 19	8 00%	\$44 49	10 00	\$444 85
Recreation Coordinator	\$24 99	8 75	\$33 74	8 00%	\$36 44	40 00	\$1 457 57
Sr Recreation Leader	\$11 44	1 60	\$13 04	8 00%	\$14 08	165 00	\$2 323 73
Total Burdened Personnel Costs per Unit of Service							\$4 226 15

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Office Supplies Printing and Binding	\$222.25	0.10	\$22.23
Department Special Supplies	\$4,886.50	0.10	\$488.65
Dances & Special Programs	\$260.00	0.10	\$26.00
Training and Education	\$70.00	0.10	\$7.00
Special Events and Meetings	\$8,662.50	0.10	\$866.25
Advertising and Uniforms	\$108.00	0.10	\$10.80
Liability Reserve Charges	\$1,125.70	0.10	\$112.57
Total Material & Rental Costs per Unit of Service			1,533.50

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
Other Contractual Services	\$3,217.50	0.1	\$321.75
Total Other Costs per Unit of Service			321.75

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$130.00		
Culver City	\$110.00	(\$20.00)	(15.38%)
Pasadena	\$211.00	\$81.00	62.31%
Beverly Hills	\$280.00	\$150.00	115.38%
Santa Monica	\$155.00	\$25.00	19.23%
Inglewood	\$112.00	(\$18.00)	(13.85%)
West Hollywood	\$110.00	(\$20.00)	(15.38%)

Total Service Direct Costs **\$6,081.39**

City Wide General &
Administrative* Rate @
12.50% **\$760.17**

Total Program Cost **\$6,841.57**Number of Participants **50**Cost/Participant **136.83**Recommended Fee/Participant **\$130.00**Total Revenue **\$6,500.00**Total Cost Subsidy Program **\$341.57**Current Fee Amount **\$110.00**Fee Increase/(Decrease) **\$20.00**

Inglewood and West Hollywood only offer six hours per day. Extended care is an additional charge.

(14)

User Fee Determination By Participant

Cost Analysis Worksheet

User Fee Description	Fund	Division	Account	Department/Division	Date
Aquatic Monthly Unlimited Use Pass Resident	101	32200	365510	Parks Recreation & Community Services Dept Recreation Division	12/6/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs associated with providing discounted Monthly Unlimited Use Pass to resident participants. Fee was based upon 30 visits per month for \$37.50 or \$1.25 per use. If a participant uses the pool every day of the month there is a savings of \$22.50 over the regular aquatic pass. However, the pass is only good for the month it is issued and may not be saved up for another month like the regular aquatic pass. This system benefits participants who use the pool daily. Expenses were computed by hourly costs times and # of hours of lap swim per week. Recommended fee is \$37.50 per person for residents.

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div			
Aquatic Coordinator	\$24.99	8.75	\$33.74	8.00%	\$36.44	20.00	\$728.78
Pool Manager	\$14.68	2.06	\$16.74	8.00%	\$18.08	20.00	\$361.58
Lifeguards	\$11.38	1.59	\$12.97	8.00%	\$14.01	40.00	\$560.30
Recreation Leader/Cashier	\$7.64	1.07	\$8.71	8.00%	\$9.41	20.00	\$188.14
Total Burdened Personnel Costs per Unit of Service							\$1,838.81

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Pool Supplies (\$14,750 annual cost divided by 52 weeks divided by 86 hrs)	\$3.30	43	\$141.90
Personnel Supplies (\$2,110 annual cost divided 52 wks divided 86 hrs)	\$0.47	43	\$20.21
Other Supplies (\$8,199 annual cost divided by 52 weeks divided by 86 hrs)	\$1.83	43	\$78.69
Total Material & Rental Costs per Unit of Service			240.80

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
CCF Water Company (\$4,914 annual divided by 52 wks divided by 86 hrs)	\$1.10	43	\$47.30
Southern California Gas (\$11,706.29 annual divided 52 wks divided 86 hrs)	\$2.62	43	\$112.66
Electric Charges (not available)			
Total Other Costs per Unit of Service			159.96

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$37.50		
Beverly Hills	N/A		
Pasadena	N/A		
Inglewood	N/A		
Santa Monica	\$40.00	\$2.50	6.67%
Culver City	\$37.50		
West Hollywood	\$35.00	(\$2.50)	(6.67%)

Total Service Direct Costs \$2,239.57

City Wide General & Administrative* Rate @ 12.50% \$279.95

Total Program Cost \$2,519.51

Number of Participants 50

Cost/Participant 50.39

Recommended Fee/Participant \$37.50

Total Revenue \$1,875.00

Total Cost Subsidy Program \$644.51

Current Fee Amount N/A

Fee Increase/(Decrease) \$37.50

User Fee Determination By Participant

Cost Analysis Worksheet

User Fee Description	Fund	Division	Account	Department/Division	Date
Aquatic Monthly Unlimited Use Pass Non Resident	101	32200	365510	Parks Recreation & Community Services Dept Recreation Division	12/6/2005

Description of Service, Demand, Subsidy and Other Comments

This fee is being recommended to offset the costs associated with providing a discounted Monthly Unlimited Use Pass to nonresident participants. Fee was based upon 30 visits per month for \$47.50 or \$1.58 per use. If a participant uses the pool every day of the month there is a savings of \$22.50 over the regular aquatic pass. However, the pass is only good for the month it is issued and may not be saved up and used in a subsequent month like the regular aquatic pass. This system benefits participants who use the pool daily. Expenses were computed by hourly costs times # of hours of lap swim per week. Recommended fee is \$47.50 per person for non residents.

Personnel Costs

Position	Rates				Total Burdened Labor Cost / Hr	Total Hours by Position	Total Labor Cost per Unit of
	Straight Time Labor	Fringe Benefits	Total Direct Labor Cost	Dept or Div			
Aquatic Coordinator	\$24.99	8.75	\$33.74	8.00%	\$36.44	20.00	\$728.78
Pool Manager	\$14.68	2.06	\$16.74	8.00%	\$18.08	20.00	\$361.58
Lifeguards	\$11.38	1.59	\$12.97	8.00%	\$14.01	40.00	\$560.30
Recreation Leader/Cashier	\$7.64	1.07	\$8.71	8.00%	\$9.41	20.00	\$188.14
Total Burdened Personnel Costs per Unit of Service							\$1,838.81

Material & Rental Costs

Description	Cost Each	Quantity Required	Unit Cost
Pool Supplies (\$14,750 annual cost divided by 52 weeks divided by 86 hrs)	\$3.30	43	\$141.90
Personnel Supplies (\$2,110 annual cost divided 52 wks divided 86 hrs)	\$0.47	43	\$20.21
Other Supplies (\$8,199 annual cost divided by 52 weeks divided by 86 hrs)	\$1.83	43	\$78.69
Total Material & Rental Costs per Unit of Service			240.80

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Required	Unit Cost
CCF Water Company (\$4,914 annual divided by 52 wks divided by 86 hrs)	\$1.10	43	\$47.30
Southern California Gas (\$11,706.29 annual divided 52 wks divided 86 hrs)	\$2.62	43	\$112.66
Electric Charges (not available)			
Total Other Costs per Unit of Service			159.96

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Culver City's Fee per Unit of Service	
		Dollars	Percentage
CITY OF CULVER CITY	\$47.50		
Pasadena	N/A		
Beverly Hills	N/A		
Inglewood	N/A		
Santa Monica	\$80.00	\$32.50	68.42%
West Hollywood	\$60.00	\$12.50	26.32%
Culver City	\$47.50		

Total Service Direct Costs \$2,239.57

City Wide General &
Administrative Rate @
12.50% \$279.95

Total Program Cost \$2,519.51

Number of Participants 50

Cost/Participant 50.39

Recommended Fee/Participant \$47.50

Total Revenue \$2,375.00

Total Cost Subsidy Program \$144.51

Current Fee Amount N/A

Fee Increase/(Decrease) \$47.50

Meeting Date 06/09/03		Item Number G-2	
AGENDA ITEM Public Hearing and Adoption of a Resolution Establishing Various Fees to be Charged by the Recreation Division of the Parks, Recreation and Community Services Department.			
Contact Person/Dept Marty Nicholson		Phone Number (310) 253-6662	
Fiscal Impact Yes ☒ No ☐		General Fund Yes ☒ No ☐	
Public Hearing ☒		Action Item ☐	Attachments ☒
Public Notification Parks and Recreation Commission, Parks & Services Foundation, User Groups and Master Notification List			
Department Approval Don Rogers 5/29/03		CAO Approval Mike Thompson 6/3/03	
City Controller Approval Eric Shapiro			

RECOMMENDATION

That the City Council adopt the Resolution establishing various fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department and rescind Resolution No 2002-R113, pertaining to Recreation Division fees

PROCEDURE

- 1 Mayor seeks motion to receive and file the affidavit and notice of publication and mailing
- 2 Mayor calls on staff for a brief staff report
- 3 Mayor declares the Public Hearing open, and calls upon the public for comment
- 4 Mayor seeks a motion to close the Public Hearing
- 5 City Council discusses the matter and arrives at its decision

BACKGROUND

In the fall of 2002 the Recreation Division reviewed the fees and charges related to activities in the eleven recreation sections The fees were found to be in need of routine cost-of-living adjustments or were new fees that needed to be adopted by Council action City Council approved the new fees for recreation in October 2002 and those fees were implemented in January 2003

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identified specifically in the User Fee Worksheets and indirect costs are percentage estimates

In 2003 the City's Controller assisted in determining the percentages for the City's indirect costs and those percentages have not been updated since that time. Therefore, the indirect costs may not be completely realized in the User Fee Worksheets. However, it can be safely assumed that at least a portion of indirect costs have been captured. The Parks, Recreation and Community Services Department's indirect costs have been calculated at 8% and are costs related to the Director, Division Manager, Senior Management Analyst and Clerical Staff associated with providing Department programs. The City-Wide General & Administrative Rate is the City's indirect costs and has been calculated at 12.5%.

DISCUSSION

The Recreation Division presented all recreation fees for services to City Council on June 9, 2003 through a public hearing and resolution process. Attachment A provides a copy of the City Council report. Attachment B provides a complete list of the fees that were adopted on June 9, 2003.

Since June 2003 there are additional new fees and charges the Recreation Division would like considered by City Council. The fees being proposed include the following services:

Kiddie Clay, Resident	\$50 00
Kiddie Clay, Nonresident	\$60 00
Just 4 Kids Day Camp Nonresident	\$150 00
Teen Camp Nonresident	\$130 00
Special Events Photos	\$3 00
After School Late Payment	\$10 00

Kiddie Clay, Special Events Photos and After School Late Payment fees are new fees being proposed. Just 4 Kids Day Camp and Teen Camp are revised fees being proposed. Detailed information regarding the proposed fees is included in the User Fee Worksheets, Attachment C.

Staff will be reviewing all the Recreation Division's fees in Fiscal Year 2006-07 in order to ensure the established fees accurately reflect the direct and indirect costs of programs.

FISCAL ANALYSIS

Approval of the proposed fees may result in additional revenues as follows:

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- 1 Kiddie Clay fees being recommended will increase revenues by \$10 per participant. The fee is a 20% increase in the fee and provided attendance remains the same the increase in fees would result in \$2,304 in additional revenue annually. Staff will be proposing the purchase of a new kiln next fiscal year as a result of the new revenue identified. The existing kiln is failing and needs replacement.
- 2 Just 4 Kids and Teen Day Camp non-resident fees may discourage non-residents from using day camp services in Culver City allowing more opportunities for Culver City residents to participate in day camp services. The proposed fees would eliminate the current City subsidy for non-residents and those participants may register in programs offered in their own cities. If non-resident participation were to decline there would not be any significant additional revenues realized.
- 3 The Special Event Photos fee is a convenience fee for participants in special events who forget to bring their camera to the event. Revenues realized will be insignificant, however the cost of the service would be recovered. Staff is estimating additional revenues would be approximately \$180 annually.
- 4 After School Late Payment fee is hoped to discourage parents from signing their child up late and forcing staff to travel to school sites a second time to get new sign in sheets distributed. It is hoped the revenues will be minimal.

Total additional estimated revenues would be approximately \$2,484

ATTACHMENTS

- A June 9, 2003 City Council Report on Recreation User Fees
- B Recreation User Fees Adopted June 9, 2003 by City Council
- C Proposed User Fee Determination Cost Analysis Worksheets

MOTION

That the Parks and Recreation Commission

Recommend to the City Council to adopt a resolution of the City Council of the City of Culver City approving proposed fees to be charged by the Recreation Division of the Parks, Recreation and Community Services Department.

City of Culver City, California
Parks and Recreation Commission Report

ATTACHMENT 5

Meeting Date 12/06/05		Item Number <u>A-3</u>	
AGENDA ITEM Consideration of a Recommendation to City Council For a New Aquatic Fee for a Monthly Unlimited Use Pass			
Contact Person/Dept Marty Nicholson		Phone Number (310) 253-6662	
Fiscal Impact Yes ☒ No ☐		General Fund Yes ☒ No ☐	
Public Hearing ☐		Action Item ☒	Attachments ☒
Public Notification Master Notification List (11/30/05)			
Department Approval Bill La Pointe 11/30/05		CAO Approval N/A	
City Controller Approval N/A			

RECOMMENDATION

That the Parks and Recreation Commission consider a proposed new aquatic fee for a monthly unlimited use pass and make a recommendation to City Council

BACKGROUND

All fees charged by cities within the State of California are required by law to approve their fees through a formal process which includes a public hearing and resolution by the city's elected governing body. The purpose of this formal process is to ensure that cities are not charging people more fees than the cost to provide the service. Under the State of California's tax codes, cities are not considered 'for-profit' organizations and thus, may not make a profit through the use of fees for service.

In order to ensure that the Recreation Division is in compliance with State law, a User Fee Determination Cost Analysis Worksheet (User Fee Worksheet) is used by staff to assess the costs involved in providing the services. Since Cities are allowed to recoup all direct and indirect costs for providing services all costs are figured into the service through the User Fee Worksheet.

DISCUSSION

The Recreation Division presented new user fees to the Commission at the November 16, 2005 Commission meeting as recommended by recreation staff. At that time the unlimited monthly pass fee was not presented. The monthly unlimited use pass fee is a new fee being requested by a member of the public that uses the

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Culver City Municipal Pool on a daily basis. The purpose of the monthly unlimited use pass is to allow daily users an additional discount above the regular 15 visit pass that currently is approved. With the existing 15 visit pass a daily user would need to purchase two passes per month which would cost \$60 for a resident user and \$70 for a non-resident user. The 15 visit pass has an advantage in that it does not expire until it has been fully used and can be carried over month to month.

The proposed monthly unlimited use pass would allow a user to use the pool the entire month for one fee but would not allow the pass to carry over from month to month. With the proposed monthly unlimited use pass the charge would be \$37.50 for a resident and \$47.50 non-resident. The chart below shows the cost savings to a daily resident user.

Type of Admission	28 days	30 days	31 days
Daily \$3 charge	\$84.00	\$90.00	\$93.00
Regular \$30 Pass	\$60.00	\$60.00	\$90.00*
Unlimited Monthly Pass	\$37.50	\$37.50	\$37.50

*There would be 14 days left on the third pass.

Staff is not making a recommendation regarding this fee but asking the Commission to consider the fee in light of the request made by the public. Attachment A provides a summary of the current approved aquatic fees. Attachment B provides the User Fee Determination Sheets for the proposed monthly unlimited use pass. All of the costs are not calculated into the User Fee Determination Sheet but only those costs budgeted by the Recreation Division. Personnel costs for maintenance of the facility for the Public Works Department are not included.

FISCAL ANALYSIS

Approval of the proposed fee will result in a reduction of revenues due to the cost savings passed on to the user. At this time, staff can not accurately predict whether the reduction will be significant because attendance collected at the pool does not calculate whether the person returns on a daily basis.

ATTACHMENTS

- A Approved Aquatic User Fees
- B Proposed User Fee Determination Cost Analysis Worksheets

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MOTION

That the Parks and Recreation Commission

Discuss the proposed aquatic monthly unlimited use pass fee and make a recommendation to City Council.

oOo

Item A-3
(8 08 p m)

Consideration of a recommendation to City Council for a new aquatic fee for a monthly unlimited user pass

Mr La Pointe stated that the proposal for a new aquatic fee came as a suggestion from a community member, which was then taken into consideration by staff

Mr La Pointe recommended this issue could best be handled through the budgetary process and suggested that the Commission not take any action at this time

Commissioner Daly Redholtz concurred with Mr La Pointe's recommendation but requested that staff further explore whether the proposed fee will actually result in a revenue reduction

There was Commission consensus to pull this item from the agenda

oOo

Item A-4
(8 13 p m)

Scheduling a date for the Parks and Recreation Commission meeting in January, 2006

MOVED BY COMMISSIONER DALY REDHOLTZ, SECONDED BY COMMISSIONER DEEN, THAT THE PARKS AND RECREATION COMMISSION MEET ON TUESDAY, JANUARY 3, 2006 AS SCHEDULED IN THE DAN PATACCHIA ROOM

Commissioner Cooper said he would prefer to meet when the meeting can be televised

AYES	Commissioners Deen, Daly Redholtz, James, Shapiro
NOES	None
ABSTAIN	Commissioner Cooper
ABSENT	None

oOo

Item A-5
(8 16 p m)

Continuing discussion regarding the Parks and Recreation Commission's Mission (Commission-City Council relationship, Financing, Public Relations)

Bill La Pointe gave the staff report, explaining that this is a discuss process towards developing a Commission policy manual for future use

RESOLUTION NO 2006-R_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CULVER CITY, CALIFORNIA ADOPTING AN UPDATED
SCHEDULE OF FEES AND CHARGES FOR CITY
RECREATIONAL SERVICES AND RESCINDING
RESOLUTION NO 2003-R047

WHEREAS, the City's schedule of fees and charges for providing
recreational services was last updated in 2003, and

WHEREAS, since 2003, there are additional new and revised fees and
charges, which are necessary to cover the cost of providing the following recreational
services Kiddie Clay, Resident, Kiddie Clay, Nonresident, Just 4 Kids Day Camp,
Nonresident Teen Camp Nonresident Special Events Photos, After School Late Payment,
and

WHEREAS, the City of Culver City Parks, Recreation and Community
Services Department has conducted an analysis of the above-listed services and the costs
involved in providing those services, and

WHEREAS on March 27 2006 at a duly noticed public meeting the City
Council considered adoption of an updated schedule of fees and charges for City
recreational services to include the above-listed new and revised fees and charges (the
new and revised fees and charges are identified by "****" in the far left column of the fee
schedule), and

WHEREAS after giving the public an opportunity to be heard and
considering all information before it the City Council approved the adoption of said fees
and charges, attached hereto as Exhibit "A "

1 NOW THEREFORE the City Council of the City of Culver City California,
2 DOES HEREBY RESOLVE as follows

3 1 The updated schedule of fees and charges, attached hereto as Exhibit
4 "A," are hereby adopted

5 2 Resolution No 2003-R047 is hereby rescinded

6 APPROVED and ADOPTED this _____ day of _____ 2006
7

8
9 _____
10 ALBERT M VERA, MAYOR
City of Culver City, California

11 ATTEST

12 APPROVED AS TO FORM

13
14 _____
CHRISTOPHER ARMENTA, City Clerk

15
16 _____
CAROL A SCHWAB, City Attorney

Parks, Recreation & Community Services Department				
RECREATION DIVISION				
Recreation User Fees				
TYPE	TITLE	CODE REF	APPROVED FEE	NEW FEE
Admin	Administrative Fees			
	Non Resident Fee for Recreation Program Participation		\$10 00	
	Refund Processing Fee		\$10 00	
	Child Care Late Pick Up Fee		\$1 00 per child per minute	
Afterschool	After School Programs at School Site			
	One child weekly registration fee Resident		\$50 00	
	Second child weekly registration fee Resident		\$45 00	
	One child weekly registration fee Non Resident		\$60 00	
	Second child weekly registration fee Non Residents		\$55 00	
***	After School Late Payment Fee		\$10 00	****
Aquatics	Aquatic Fees - Recreation Swim & Lap Swim Daily Fee			
	Adults 18 yrs & older		\$3 00	
	Seniors and children 17 and under		\$2 00	
Aquatics	Aquatic Fees - Swim Passes			
	Adult Lap Swim Passes Residents 15 visits		\$30 00	
	Adult Lap Swim Passes Non Residents 15 visits		\$35 00	
	Seniors & Disabled Lap Passes Residents 15 visits		\$20 00	
Aquatics	Aquatic Fees - Swim Lessons, Resident			
	Learn to Swim Group Lessons (5 lessons)		\$20 00	
	Learn To Swim Group Lessons (10 lessons)		\$40 00	
	Lifeguard Training		\$125 00	
	Private Swim Lessons (per 30 minute lesson)		\$25 00	
Aquatics	Aquatic Fees - Swim Lessons, Non-Resident			
	Learn To Swim Group Lessons (5 lessons)		\$30 00	
	Learn To Swim Group Lessons (10 lessons)		\$50 00	
	Lifeguard Training		\$135 00	
	Private Swim Lessons (per 30 minute lesson)		\$35 00	
Aquatics	Aquatic Rental Fees - hourly rate			
	School District Rate per hour		Staff Costs	
	Non Profit Rental Resident up to 100 people		\$50 00	
	Non Profit Rental Resident each additional 25 people		\$15 00	
	Private Party Resident up to 100 people		\$55 00	
	Private Party Resident each additional 25 people		\$15 00	
	Private Party Non Resident up to 100 people		\$75 00	
	Private Party Non Resident each additional 25 people		\$15 00	
	Cancellation of rental 2 week notice % of fees retained		50%	
	Cancellation of rental less than 2 wks % of fees retained		100%	
Ballfield	Permits for grass areas			
	Youth Sports League Play Resident 51% residency		No Charge	
	Youth Sports Tournaments Resident 51% residency		No Charge	
	Youth Sports League Play Non resident		\$30 00	
	Youth Sports Tournament Play Non resident		\$40 00	
	Resident Adult Private Group		\$20 00	

Parks, Recreation & Community Services Department				
RECREATION DIVISION				
Recreation User Fees				
TYPE	TITLE	CODE REF	APPROVED FEE	NEW FEE
	Non Resident Adult Private Group		\$40 00	
	Non Resident Adult Tournament		\$45 00	
	Lights - in addition to field use for all user groups except Resident Youth Sports League & Tournament Play		\$10/hour	
Classes	Enrichment Class Fees, Non-Contract, Resident, Materials Fee and instruction included			
	Pre K type classes 2 5 yrs old		\$35 00	
	Pre K type classes 2 5 yrs old 10 classes		\$70 00	
	Pre K type classes 2 5 yrs old 20 classes		\$140 00	
	Pre K class 2 5 yrs old 4 days/wk monthly fee		\$96 00*	
	Pre K class 2 5 yrs old 5 days/wk monthly fee		\$140 00	
***	Kiddie Clay, 4 13 yrs old, 1 day/wk, 8 weeks		\$50 00	****
	*Fee based upon 16 week session and rate is for only 4 weeks of the 16			
Classes	Enrichment Class Fees, Non-Contract, Non-Resident, Materials Fee and instruction included.			
	Pre K type classes 2 5 yrs old		\$45 00	
	Pre K type classes 2 5 yrs old 10 classes		\$80 00	
	Pre K type classes 2 5 yrs old 20 classes		\$150 00	
	Pre K class 2 5 yrs old 4 days/wk monthly fee		105 00*	
	Pre K class 2 5 yrs old 5 days/wk monthly fee		\$150 00	
***	Kiddie Clay, 4 13 yrs old, 1 day/wk, 8 weeks		\$60 00	****
	*Fee based upon 16 week session and rate is for only 4 weeks of the 16			
Classes	Enrichment Class Fees - Contract			
	Residents (City receives 30% of revenue collected)		varies	
	Non Resident (City receives 30% of revenue collected)		varies	
	Non Resident Surcharge per class		\$10 00	
Day Camp	Day Camp Fees - (per week) Residents			
	Just 4 Kids Day Camp (ages 6 10)		\$100 00	
	Teen Camp (ages 11 13)		\$100 00	
Day Camp	Day Camp Fees - (per week) Non-Residents			
***	Just 4 Kids Day Camp (ages 6 10)		\$150 00	****
***	Teen Camp (ages 11 13)		\$130 00	****
Day Camp	Day Camp Fees - (per week) Employee Rate, 25% Dis.			
	Just 4 Kids Day Camp (ages 6 10)		\$75 00	
	Teen Camp (ages 11 13)		\$75 00	
Event	Special Events - one time fees			
	Breakfast with Santa		\$5 00	
	Lunch with the Bunny		\$6 00	
	Excursions based on full cost recovery		Actual Costs	
	Craft Activities one time special craft activities		Actual Costs	
***	Special Events Photo Fees		\$3 00	****
Film Permits	Administrative Fees			

Parks, Recreation & Community Services Department

RECREATION DIVISION

Recreation User Fees

TYPE	TITLE	CODE REF	APPROVED FEE	NEW FEE
	Application Processing Fee		\$100 00	
Film Permits	Permit Fees for Filming or Video Taping, 12 hours or fraction thereof			
	All Other Park Facilities		\$500 00	
	Cancellation Charge 3 days notice % of fees retained to cover staff costs		50%	
	Cancellation Charge less than 3 days notice % of fees retained to cover staff costs and public inconvenience		100%	
	Culver City Park		\$900 00	
	Culver City Plunge		\$900 00	
	Veteran s Memorial Park		\$900 00	
Film Permits	Permit Fees for Still Photographer, 6 hours or fraction thereof			
	All Other Park Facilities		\$250 00	
	Cancellation Charge with less than 7 days notice % of fees paid retained		100%	
	Cancellation Charge with one week notice % of fees paid retained		50%	
	Culver City Park		\$300 00	
	Culver City Plunge		\$500 00	
	Veteran s Memorial Park		\$300 00	
Park Facility Permit	Culver West Park - Residents, 4 hours			
	Room Rental Only		\$140 00	
	Room and Kitchen Rental		\$180 00	
	Non Profit Flat Rate		\$100 00	
Park Facility Permit	Culver West Park - Non-Residents, 4 hours			
	Room Rental Only		\$160 00	
	Room and Kitchen Rental		\$200 00	
	Non Profit Flat Rate		\$160 00	
Park Facility Permit	Lindberg Stone House & Kronenthal Park - Residents, 4 hours			
	Room Rental Only		\$140 00	
	Room and Kitchen Rental		\$180 00	
	Non Profit Flat Rate		\$100 00	
Park Facility Permit	Lindberg Stone House & Kronenthal Park - Non-Residents, 4 hours			
	Room Rental Only		\$160 00	
	Room and Kitchen Rental		\$200 00	
	Non Profit Flat Rate		\$160 00	
Park Facility Permit	All Other Park Buildings - Resident, 4 hours			
	Room Rental Only		\$140 00	

Parks, Recreation & Community Services Department				
RECREATION DIVISION				
Recreation User Fees				
TYPE	TITLE	CODE REF	APPROVED FEE	NEW FEE
	Non Profit Flat Rate		\$100 00	
Park Facility Permit	All Other Park Buildings - Non-Resident, 4 hours			
	Room Rental Only		\$160 00	
	Non Profit Flat Rate		\$160 00	
Park Facility Permit	All Other Park Buildings - Non-Resident, 4 hours			
	Room Rental Only		\$160 00	
	Non Profit Flat Rate		\$160 00	
Park Facility Permit	Other Applicable Fees & Charges			
	Refundable Security Deposit		\$200 00	
	Extended Permit Time per hour charge		\$25 00	
	Custodial Fee per hour by request only		\$50 00	
	Staff Fee per hour by request only		\$20 00	
	Cancellation Fee with 4 weeks notice % of fees paid retained		50%	
	Cancellation Fee less than 4 weeks notice % of fees paid retained		100%	
Park Permit	Veteran's Resident Fees, 4 hours			
	For the first 100 people		\$50 00	
	For each additional 25 people or part thereof		\$20 00	
	Non Profit Flat Rate		\$50 00	
Park Permit	Veteran's Non-Resident Fees, 4 hours			
	For the first 100 people		\$150 00	
	For each additional 25 people or part thereof		\$50 00	
	Non Profit Flat Rate		\$150 00	
Park Permit	All Other Parks - Resident Fees, 4 hours			
	For each additional 25 people or part thereof		\$25 00	
	Non Profit Flat Rate		\$35 00	
Park Permit	All Other Parks - Non-Resident Fees, 4 hours			
	For each additional 25 people or part thereof		\$50 00	
	Non Profit Flat Rate		\$125 00	
Park Permit	Moonbounce Reservation Fees, per use		\$25 00	
Playgrounds	Drill Team			
	Monthly Fee for Residents		\$28 00	
	Monthly Fee for Non residents		\$38 00	
	Weekly Fee for After School Care Resident		\$30 00	
	Weekly Fee for After School Care Non Resident		\$40 00	
RECC	RECC (Afterschool) Program			
	One Child Per Month		\$210 00	
	Additional Child Per Month		\$170 00	
	One Child Per Week		\$55 00	

Parks, Recreation & Community Services Department				
RECREATION DIVISION				
Recreation User Fees				
TYPE	TITLE	CODE REF	APPROVED FEE	NEW FEE
	Additional Child Per Week		\$45 00	
	Non Resident Surcharge per Week		\$10 00	
Sports	Adult Sports Leagues, team fee per season			
	Adult Softball League Fee		\$400 00	
	Adult Basketball League Fee		\$330 00	
Sports	Youth Sports Leagues - Participant Fee per			
	Flag Football Resident		\$50 00	
	Flag Football Non Resident		\$60 00	
	Basketball Resident		\$50 00	
	Basketball Non Resident		\$60 00	
	Superstars Resident		\$40 00	
	Superstars Non Resident		\$50 00	
	Track & Field Instruction Resident		\$50 00	
	Track & Field Instruction Non Resident		\$60 00	
	Track & Field Meet Only Resident		\$5 00	
	Track & Field Meet Only Non Resident		\$10 00	
	Adult Drop In Basketball 15 visits		\$30 00	
	Adult Drop In Volleyball 15 visits		\$30 00	
Teen	Teen Center Fees			
	Teen Center Dance Admission per person member		\$4 00	
	Teen Center Dance Admission per person non member		\$5 00	
	Teen Center Hip Hop Talent Show Admission per person		\$3 00	
	Teen Center ID replacements		\$1 00	
Weight Room	Weight Room Membership Fee (per year)			
	Seniors/Veterans		\$40 00	
	Residents		\$60 00	
	Non Residents		\$80 00	
	Youth 13 18 years old		\$0 00	