REQUEST FOR COMMUNITY SERVICES COMMISSION ACTION

MEETING DATE: MAY 2, 2012

TITLE: COMMUNITY SERVICES DEPARTMENT FY2012-13 PROPOSED FEE CHANGES

Brian Fisk
Director of Community Services

RECOMMENDED ACTION

1. Review and comment on Community Services Department FY2012-13 Proposed New or Increased Fees and Service Charges.
2. Recommend City Council adopt Resolution No. 12-__ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE SETTING FEES FOR VARIOUS COMMUNITY SERVICES DEPARTMENT ACTIVITIES FOR THE FISCAL YEAR 2012-13.

EXECUTIVE SUMMARY

During the annual budget process, the Community Services Department evaluates fees and service charges for programs and activities. Prior to implementing a new fee or service charge, or increasing a fee or service charge, a public meeting must be held. The City Council must approve, by resolution or ordinance, any new fee or service charge or any increased fee or increased service charge.

In November 2010, Proposition 26 was approved by the voters of California. Proposition 26 includes a new broadened definition of tax and includes seven exceptions. All current fees and service charges by the Community Services Department fall into one of the exception categories.

The Community Services Commission is requested to recommend the City Council adopt a resolution to set policies and fees for activities conducted by the Community Services Department for FY2012-13.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

The Finance Commission will consider staff recommendations at its May 14, 2012 meeting.

ANALYSIS

Staff annually completes a review of the Fee Policy for Community Services Department programs and activities. The annual review includes recommendations for some fee modifications based on activity costs, market pricing and other considerations. Staff added facility rental fees in anticipation of the opening of Cypress Community Park.

Additionally, staff evaluated fees for appropriateness based on the enacted Proposition 26 with the new definition of "tax" meaning any levy, charge or exaction of any kind imposed by a local government, with seven detailed exceptions.

Proposition 26 includes the following five of the seven exceptions covering Community Services Department fees:

(1) Specific Benefit Exemption. Examples: planning permits, police permits, street closure permits, parking permits in restricted zones, some franchises — to the extent the privilege is not provided to those not charged, and the fee does not exceed the local government's reasonable costs of service to the fee payer.

(2) Specific Government Service or Product Exemption. Examples: user fees including utilities (most retail water, sewer, trash and storm water fees are exempt under exemption No. 7), public records copying fees, DUI emergency response fees, emergency medical and ambulance transport service fees, recreation classes, weed abatement to the extent that the service or product privilege is not provided to those not charged and the fee does not exceed the reasonable costs of service to the local government.

(3) Permits and Inspections Exemption. Examples: permits for regulated commercial activities (e.g., dance hall, bingo, card room, check cashing, taxicab, peddlers, catering trucks, massage parlor, firearm dealers, etc.); fire, health, environmental, safety permits; police background checks; pet licenses; bicycle licenses; (where the costs do not exceed the reasonable regulatory costs to the local government for issuing the license or permit.)

(4) Local Government Property Exemption. Examples: facility rental fees, room rental fees, equipment rental fees, on and off-street parking, tolls, franchise, park entrance, museum admission, zoo admission, tipping fees, golf green fees, etc.

(5) Penalty for Illegal Activity Exemption. Examples: parking fines, code enforcement fees and penalties, late payment fees, interest charges and other charges for violation of the law.

Fees for Community Services programs and activities traditionally have been developed during the annual budget process. Staff evaluates programs and activities to determine if a fee should or could be charged and if so, the appropriate amount. Factors considered in determining fees include: City Council direction; legal and legislative restrictions (including Proposition 26); Strategic Business Plan priorities; costs to collect fees; cost recovery targets; feasibility (ability to collect fees for programs or activities); needs and abilities of special populations such as seniors and persons with disabilities; and marketplace comparisons (what other public agencies and/or private companies charge for the same or similar programs or activities).

The proposed program and activity fee adjustments reflect the above-referenced fee evaluation process. Additionally, staff considered criteria approved by the City Council for setting reasonable fees as described in the Proposed Cost Recovery Structure for FY2012-13 Fee-Based Programs, presented as Attachment 1. A resolution that reflects the criteria is presented as Attachment 2. A list of new fees or fee increases in support of the resolution is presented as Exhibit A; fee guidelines for programs/activities not included in the list of approved fees is presented as Exhibit B; and an explanation of overhead costs is presented as Exhibit C.

Staff recommends adoption of the new or increased fees included in Exhibit A for FY 2012-13. Staff evaluated programs and added new programs. In a few cases, staff adjusted fees for program changes, market rates or to improve cost recovery where deemed appropriate.

ALTERNATIVES CONSIDERED

Staff considered the following alternative proposals for program and activity fees:

1. Maintain the various listed program and activity fees at FY 2011-12 levels, or reduce by a specified amount or percentage. These alternatives are not recommended since they would reduce cost recovery for various programs, and analysis indicates proposed fees are appropriate.

2. Further increase various program and activity fees on the list by a specified amount or percentage. This alternative would increase revenue and improve the Community Services Department's cost recovery, but is not recommended. The fee analysis and market rate comparisons indicate proposed fees are appropriate.

FINANCIAL IMPACT

The FY 2012-13 proposed revenue budget for the Community Services Department fee category Program and Service fees increases by $629,491 or 9 percent compared to the

FY 2011-12 budget (adjusting for Cypress Community Park), largely due to participant activity increases in Facility/Equipment Rent, Tennis and Contract Classes.

The FY 2012-13 proposed revenue budget increases $248,431 or three percent compared to FY 2010-11 actual results (adjusting for Cypress Community Park). The difference is largely due to increased revenues from Child Services at Community Parks, increases in the Tennis program, and increased reimbursement fees related to Irvine Child Care Project and Environmental Programs. The proposed fee recommendation has the potential to add revenue in certain programs depending on participant levels. The amount of increase generated by fee recommendations is estimated at $75,000, or approximately one percent of Community Services Program and Service fees.

REPORT PREPARED BY Mike Cribbin, Senior Management Analyst

ATTACHMENTS

1. Proposed Cost Recovery Structure for FY 2012-13 Fee-Based Programs
2. City Council Resolution No. 12-_____, Setting Fees for Various Community Services Department Activities for Fiscal Year 2012-13
   Exhibit A: Community Services Department List of Proposed Fee Changes 2012-13
   Exhibit B: Guidelines for Fees for Community Services Programs/Activities Not Included in List of Approved Fees
   Exhibit C: Overhead Costs

PROPOSED COST RECOVERY STRUCTURE FOR FY 2012-13 FEE-BASED PROGRAMS

SUBSTANTIALLY-SUPPORTED ACTIVITIES	PARTIALLY - SUPPORTED ACTIVITIES	SELF-SUFFICIENT ACTIVITIES
Promote a safe, healthy and secure community; target under-served populations; emphasis on youth programs	*Promote economic prosperity; increase quality of life; enhance the scope of opportunities available to participants*	*Developed for and marketed to adults; defined as personal development; and while may be available elsewhere offering is predicated on community demand*
• *CHILD, YOUTH, AND FAMILY RECREATION*	• *STAFFED EXCURSIONS FOR CHILDREN, YOUTH AND FAMILIES*	• *STAFF LED PRIVATE PARTY EVENTS*
• *CAMPS*	• *CONTRACT ACTIVITIES FOR CHILDREN, YOUTH AND FAMILIES*	• *CONTRACT ACTIVITIES FOR ADULTS*
• *CHILD SERVICES*	• *CONTRACT ACTIVITIES FOR SENIORS*	• *ADULT RECREATION*
• *LEARN TO SWIM*	• *CONTRACT ACTIVITIES FOR PERSONS WITH DISABILITIES*	• *ANIMAL SERVICE FEES*
• *SPECIAL EVENTS*	• *ANIMAL ADOPTIONS*	• *EQUIPMENT RENTALS*
• *SENIOR RECREATION*		• *ADVERTISING*
• *RECREATION FOR PERSONS WITH DISABILITIES*	• *MISCELLANEOUS FEES & MEMBERSHIPS*	
• *COMMUNITY SAFETY/ EDUCATION*		
• *TRIPS*		
• *ANIMAL LICENSING & SHELTER*		
RECOVERY OF UP TO 100% OF DIRECT COSTS	RECOVERY OF UP TO 100% OF DIRECT AND INDIRECT COSTS	RECOVERY OF UP TO 100% OF DIRECT, INDIRECT AND DEPT. OVERHEAD COSTS

ATTACHMENT 1

CITY COUNCIL RESOLUTION NO. 12-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINE SETTING FEES FOR VARIOUS COMMUNITY SERVICES DEPARTMENT ACTIVITIES FOR FISCAL YEAR 2012-13

WHEREAS, the City has found it beneficial to provide residents with a wide variety of recreational activities; and

WHEREAS, the City provides these services at no cost, minimal cost, and/or full cost to the participant; and

WHEREAS, the City Council finds that it is in the public interest and welfare to establish fees and fee policies; and

WHEREAS, the City Council is empowered to impose fees, rates, and charges for municipal services; and

WHEREAS, City staff has determined that the fees charged hereinafter as established do not exceed the reasonable costs incurred by the City of Irvine in providing said activities and/or programs; and

WHEREAS, activities/programs offered are supported by local tax revenues through general fund expenditures; and

WHEREAS, notice of a public hearing of the City Council of the City of Irvine concerning fee increases for various Community Services Department activities for the fiscal year 2012-13 posted; and

WHEREAS, on June 12, 2012, a public hearing on Community Services Department new fees and service charges and increased fees and service charges for the 2012-13 fiscal year was held by the City Council;

NOW, THEREFORE, the City Council of the City of Irvine does hereby resolve as follows:

SECTION 1. Residency (defined). For purposes of setting Community Services Department activity fees, the term RESIDENT shall be defined as a person with residence in the official boundaries of the City of Irvine. Persons working in the City are also considered residents for purposes of fees for Athletic section team sports and the FOR Families program.

SECTION 2. List of New or Increased Fees. Community Services Department new activity and service fees and increased activity and service fees for the 2012-13 Fiscal Year shall be as identified per the approved list (Exhibit A) attached herein and made a part thereof by reference.

SECTION 3. Fees for Programs / Activities Not Included on List of Fees. Fees for fiscal year 2012-13 programs and activities not otherwise identified on the approved List of Fees shall be set in accordance with the "Guidelines for Fees for Community Services Programs/Activities" (Exhibit B) attached herein and made a part thereof by reference.

SECTION 4. Definitions. The attached definitions of Overhead Costs (Exhibit C) shall be used for determining the various levels of costs for Community Services programs.

SECTION 5. Scholarships. Scholarships that reduce or eliminate activity charges to participants will be granted in accordance with Community Services Policy A-10-001, "Scholarship Program", approved February 2, 2010.

SECTION 6. Fees Do Not Exceed Costs. The City Council hereby finds, based on the information provided by staff, none of the fees imposed hereby exceed the reasonable cost of providing the service for which the fee applies.

SECTION 7. Invalid Fees. The City Council hereby declares that should any one or more fees established by this Resolution or any portion of this Resolution be declared for any reason to be invalid, it is the intent of the City Council that it would have adopted all other fees and portions of this Resolution independent of the elimination there from of any such fee or such portion as may be declared invalid.

PASSED AND ADOPTED by the City Council of the City of Irvine at a regular meeting held on June 12, 2012.

_____

MAYOR OF THE CITY OF IRVINE

ATTEST:

_____

CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF IRVINE)

Community Services Department
List of Proposed Fees 2012-13

EXHIBIT A

CONTRACTOR, STAFF, VOLUNTEER	SUBSTANTIALLY-SUPPORTED ACTIVITIES ACTIVITY TITLE	2011-2012	2012-2013	*Change*	EXPLANATION FOR FEE CHANGE
STAFF LED CHILD, YOUTH, SENIOR, FAMILY RECREATION					
S	Water Polo (60-minute class)	12.50	13.00	0.50	Market rate adjustment
S	Senior Splash (45 minute class)	-	2.00	2.00	New program and fee
S	Summer Youth Action Team	-	299.00	299.00	New program and fee
COMMUNITY SAFETY / EDUCATION / LEARN TO SWIM					
S	Review Class - CPR/AED for the Professional Rescuer&Health Care Workers	-	75.00	75.00	New program and fee
S	Review Class - First Aid or Safety Training for Swim Coaches	-	25.00	25.00	New program and fee
S	Review Class - Community CPR	50.00	60.00	10.00	American Red Cross fees increase
S	Safety Training for Swim Coaches, Basic Water Rescue (complete class)	60.00	75.00	15.00	American Red Cross fees increase
S	Safety Training for Swim Coaches (skills session)	-	50.00	50.00	New program and fee
S	Learn to Swim - Adults (40-minute classes)	9.00	10.00	1.00	American Red Cross fees increase
S	Learn to Swim - Private Lessons - Single Lesson (25-minute classes)	-	30.00	30.00	New program and fee
S	Learn to Swim - Children (40-minute classes)	-	11.25	11.25	New program and fee
S	Learn to Swim - Teens (40-minute classes)	-	10.00	10.00	New program and fee
S	Learn to Swim - Super Shrimp, Jr Guards (40-minute classes)	9.00	10.00	1.00	American Red Cross fees increase
S	Review Class - Lifeguard Training	-	100.00	100.00	New program and fee
C	Dollarwi$e Financial Series	-	-	-	Free courses
CHILD SERVICES (After school programs at Parks; staff led camps-Bommer, Art, teen etc.)					
S/C	Arts Camp - Specialty (Culinary, Clay, etc.) - 1 week	150.00	175.00	25.00	Supply costs increase
SPECIAL EVENTS					
S	Special Group - Day Event	15.00	20.00	5.00	Improve cost recovery
S	Meals on Wheels per day (non-senior person with disability)	12.00	15.00	3.00	Improve cost recovery
S	Meals on Wheels per day (seniors)	6.00	6.50	0.50	Improve cost recovery
RECREATION FOR PERSONS WITH DISABILITIES					
S	Adaptive Yoga for Persons with Disabilities	-	40.00	40.00	New program and fee
S	Adaptive Zumba for Persons with Disabilities	-	40.00	40.00	New program and fee
C	Disney Movies and Jammie	-	10.00	10.00	New program and fee
C	Yoga for Special Needs (1 week)	-	10.00	10.00	New program and fee
S	Adaptive Yoga for Children with Disabilities	-	40.00	40.00	New program and fee
TRIPS					
S	TRIPS Zone 1 Grocery shopping shuttle (round trip)	-	1.90	1.90	New program and fee
S	TRIPS Zone 1 Sunday faith services shuttle (round trip)	-	1.90	1.90	New program and fee

EXHIBIT A

Community Services Department
List of Proposed Fees 2012-13

EXHIBIT A

CONTRACTOR, STAFF, VOLUNTEER	PARTIALLY-SUPPORTED ACTIVITIES ACTIVITY TITLE	2011-2012	2012-2013	*Change*	EXPLANATION FOR FEE CHANGE
CONTRACT ACTIVITIES FOR CHILDREN, YOUTH, FAMILIES, SENIORS AND PERSONS WITH DISABILITIES					
C	Tennis Group Lessons (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Tennis-Junior Match Play/Ladder (2 hrs/day, 2 day/wk)	48.00	52.00	4.00	Market rate adjustment
C	Tennis-Quickstart class (per hour)	14.00	15.00	1.00	Market rate adjustment
C	US Tennis Association (USTA) National Opens	75.00	105.00	30.00	Market rate adjustment
C	Mommy, Daddy & Me Tennis (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Senior Tennis Lessons (per hour, range $12-$15)	12.00	15.00	3.00	Market rate adjustment
C	Character Design	-	89.00	89.00	New program and fee
C	Teen Painting	-	89.00	89.00	New program and fee
C	Teen Printmaking	-	89.00	89.00	New program and fee
C	Ageless Art (Daily)	-	15.00	15.00	New program and fee
C	Cricket for Youth (1 day/week, 10 weeks)	120.00	150.00	30.00	Market rate adjustment
C	Dance Series (ECC, child, adult) @ University Park (topics & weeks vary)	90.00	102.00	12.00	Market rate adjustment
C	Destination Science Camps (full day, 1 week, 5 days/week)	300.00	325.00	25.00	Supply cost included
C	Freshi Media Camps (half day, 5 days)	-	230.00	230.00	New program and fee
C	Jumping Jacks and Jills (4 classes)	45.00	55.00	10.00	Supply cost included
C	Mad Science (half day, 1 week)	-	250.00	250.00	New program and fee
C	Math Tutoring (2 days/week, 8 weeks)	-	225.00	225.00	New program and fee
C	Math Zoom Camps (topics vary; half day, 5 days)	300.00	250.00	(50.00)	Restructured from 6 to 4 hours; supply cost included
C	OC Playball (1 day/week, 10 weeks)	120.00	135.00	15.00	Restructured from 8 to 10 weeks
C	Ski and Snowboarding (Blue Angels)	800.00	900.00	100.00	Supply cost increase
C	South Coast Music Together (1 day/wk, 10 wks, plus SCM membership)	215.00	225.00	10.00	Membership fee included
C	Spanish for Preschoolers (1 day/week, 8 weeks)	130.00	140.00	10.00	Supply cost included
C	Sports Games and More Camp (full day, weekly, 5 days)	-	345.00	345.00	New program and fee
C	Summer Bridge (half day, weekly, 5 days/week)	-	210.00	210.00	New program and fee
C	Yoga for Juniors (1 day/week, 5 weeks)	-	75.00	75.00	New program and fee
C	Manners class (1 day workshop)	50.00	20.00	(30.00)	Restructured from several to one day
C	Singing Classes Pianoforte location (1 day/week, 6 weeks)	150.00	175.00	25.00	Supply cost included
C	Dog Obedience (1 day/week, 8 weeks, includes insurance)	95.00	105.00	10.00	Supply cost included
C	Music Sprouts series (1 day/week, 8 weeks)	185.00	195.00	10.00	Supply cost included
C	Just Yell Fire (5 weeks)	-	170.00	170.00	New program and fee
MISCELLANEOUS FEES AND MEMBERSHIPS					
S	Tennis Court Rental (1 1/2 hour)*	14.00	18.00	4.00	Market rate adjustment
S	Tennis Court Rental (1 1/2 hour)* lighted	20.00	24.00	4.00	Market rate adjustment
S	Tennis Court Rental (1 hour)* lighted	10.00	12.00	2.00	Market rate adjustment
S/V	Ceramics Open Studio (10 use pass)	105.00	110.00	5.00	Improve cost recovery
S	Computer Lab Membership Fee (yearly)	24.00	22.00	(2.00)	Market rate adjustment
S	Fitness Program (gold card members - yearly)	85.00	65.00	(20.00)	Market rate adjustment
S	Fitness Program (non-gold card members - yearly)	95.00	85.00	(10.00)	Market rate adjustment
S	Fitness Program (under 50 years of age - yearly)	125.00	110.00	(15.00)	Market rate adjustment
S	Irvine Newsletter (6 issues, non-resident, yearly)	15.00	17.00	2.00	Market rate adjustment
S	Irvine Newsletter (6 issues, resident, yearly)	12.00	15.00	3.00	Market rate adjustment
S	Vendor Fees for Special Events	110.00	200.00	90.00	Market rate adjustment
S	Vendor Fees for Special Events (community partners)	10.00	20.00	10.00	Market rate adjustment
S	Vendor Fees for Special Events (non-profit groups)	90.00	150.00	60.00	Market rate adjustment
C	Jazzercise EFT per month	-	55.00	55.00	New program and fee

Community Services Department
List of Proposed Fees 2012-13

EXHIBIT A

CONTRACTOR, STAFF, VOLUNTEER	SELF-SUFFICIENT ACTIVITIES ACTIVITY TITLE	2011-2012	2012-2013	*Change*	EXPLANATION FOR FEE CHANGE
STAFF LED PROGRAMS					
S	Computer Basics - Farsi, Korean	-	5.00	5.00	New program and fee
S	IMA Film Series	-	5.00	5.00	New program and fee
S	Photoshop Basics	-	15.00	15.00	New program and fee
S	Tuesday Morning Social	-	3.00	3.00	New program and fee
STAFF LED PRIVATE PARTY EVENTS					
S	Additional Pool Party Options - Bounce House (3 hours, 1 staff)	-	150.00	150.00	New program and fee
S	Additional Pool Party Options - Party Games (90 minutes, 1 staff)	-	100.00	100.00	New program and fee
S	Additional Pool Party Options - Extra Hour of Pool Time with Lifeguards	-	50.00	50.00	New program and fee
S	Additional Pool Party Options - Sound System (3 hours)	-	25.00	25.00	New program and fee
S	Additional Pool Party Options - Outdoor Chairs (3 hours)	-	25.00	25.00	New program and fee
S	Additional Pool Party Options - Extra 50 guests for 3-hour basic party	-	50.00	50.00	New program and fee
S	Additional Pool Party Options - Bounce House for additional 3-hour party	-	75.00	75.00	New program and fee
CONTRACT ACTIVITIES FOR ADULTS					
C	Badminton Group Lessons (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Cardio Tennis (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Racquetball Group Lessons (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Table Tennis Group Lessons (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Tennis Group Lessons (per hour)	14.00	15.00	1.00	Market rate adjustment
C	Bookmaking for Beginners	-	189.00	189.00	New program and fee
C	Experimentations in Letterpress Printmaking	159.00	189.00	30.00	Improve cost recovery
C	Meditation & Breathing (1 day/week, 7 weeks, plus supply fee)	165.00	100.00	(65.00)	Restructured from 8 to 7 weeks
C	Plyo (1 day/week, 5 weeks)	-	65.00	65.00	New program and fee
C	Tai Chi (1 day/week, 7 weeks,plus supply fee)	130.00	100.00	(30.00)	Restructured from 8 to 7 weeks
C	Zumba Gold	-	32.00	32.00	New program and fee
ADULT RECREATION					
S	Gym League (basketball - 10 games) [2]	625.00	645.00	20.00	Increase in Officiating fees
S	Gym League (basketball - 8 games) [2]	500.00	516.00	16.00	Increase in Officiating fees
S	Soccer League 7 on 7 [2]	610.00	625.00	15.00	Market rate adjustment
S	Soccer League 7 on 7 [2] (6 game season)	380.00	390.00	10.00	Market rate adjustment
S	Softball League (10 game season) [2]	595.00	605.00	10.00	Increase in Officiating fees
S	Softball League (8 game season) [2]	495.00	500.00	5.00	Increase in Officiating fees
S	World Team Tennis (individual)	45.00	50.00	5.00	Market rate adjustment
S	Water Aerobics (Monthly pass)	-	60.00	60.00	New program and fee
EQUIPMENT RENTAL TO BE USED WITH FACILITY RESERVATION (EQUIPMENT VARIES PER LOCATION)					
S	Use of Built in AV System in Lakeview Senior Center Auditorium	100.00	45.00	(55.00)	Market rate adjustment
S	Linens: Table Clothes (each)	6.00	7.00	1.00	Market rate adjustment
ADVERTISING RATES AND FEES					
S	Irvine Senior Newsletter Ad - 1/8 Page (one time placement)	90.00	95.00	5.00	Market rate adjustment
S	Irvine Senior Newsletter Design Fee (one hour minimum)	80.00	90.00	10.00	Market rate adjustment
S	Irvine Senior Newsletter Spot Color -four color	18.00	20.00	2.00	Market rate adjustment
S	Preferred Placement in Irvine Senior Newsletter	54.00	108.00	54.00	Market rate adjustment

Community Services Department
List of Proposed Fees 2012-13

EXHIBIT A

NEW FACILITY: CYPRESS COMMUNITY PARK	CAPACITIES						DEPOSIT	HOURLY FEES BY CATEGORIES					
	Banquet	Banquet with Dance Area	Theatre	Dance	Minimum	Sq.Ft.		I	II	III	IV	V	VI
Multi-Purpose Room (A & B)*	100	80	160	190	16	2,153	$200	N/C	$25	$50	$75	$100	$125
Multi-Purpose Room C	32	--	45	--	5	878	$150	N/C	N/C	$40	$53	$70	$88

* Category II fees only apply during prime reservation hours (refer to Reservation Policy for more information.)

GUIDELINES FOR FEES FOR COMMUNITY SERVICES PROGRAMS/ACTIVITIES NOT INCLUDED IN LIST OF APPROVED FEES

To provide the flexibility necessary to operate fee-based programs in a business-like manner, allowing for the elimination and replacement of programs that are not performing well or to take advantage of changing and/or emerging markets, the following guidelines will be used in developing new Community Services Fees in fiscal year 2012-13:

I. RESIDENT FEES

Fees for resident users of City of Irvine Community Services fee-based activities and services such as those itemized on the approved List of Community Services Fees shall be set as follows:

Substantially-Supported Activities -
Maximum 100% recovery of direct costs

Child, Youth and Family Recreation, Camps, Child Services, Learn to Swim, Special Events, Senior Recreation, Recreation for Persons with Disabilities, Community Safety/Education, TRIPS., Animal Licensing and Sheltering

Partially-Supported Activities -
Maximum 100% recovery of direct and indirect costs

Staffed Excursions for Children, Youth and Families; Contract Activities for Children, Youth, and Families; Contract Activities for Seniors and Persons with Disabilities, Animal Adoptions. Miscellaneous Fees and Memberships

Self-Sufficient Activities -
Maximum 100% recovery of direct, indirect, and Department overhead costs

Contract Activities for Adults, Adult Recreation, Excursions for Adults, Contract Excursions, Equipment Rentals and Advertising

Reasonable fees for individual activities and/or services may be set above and below these standards at the discretion of the Director, not to exceed the Department Cost Level.

II. FEES TO NON-RESIDENTS

Fees for non-resident users of Community Services fee-based activities and services such as those itemized on the approved list of Community Services Fees shall be determined as to recover an additional per participant per activity fee:

- Activities with a fee of $10.00 or less — no additional fee
- Activities with a fee of $11.00 - $74.00 — $5.00 additional fee
- Activities with a fee of $75.00 and over — $10.00 additional fee
- Certain Adult Activities with a fee of $100.00 and over — $20.00 additional fee

III. MISCELLANEOUS FEES

Fees to residents for activities and services such as those categorized as "Miscellaneous" in the approved List of Community Services Fees, shall be set with the goal to recover up to 100% of costs at the Indirect Cost Level, with exceptions as noted in said list and in item I above.

OVERHEAD COSTS

DIRECT COSTS:

Direct Costs are the budgeted costs associated with providing programs. Costs included at the Direct Costs level are:

- Instructor(s) or Program leader(s) (contract and/or staff)
- Supervision of the program staff and/or contractor(s)[1]
- Supplies (office and disposable/consumable)
- Telephone, Postage & Duplicating (specifically identified)
- Vehicle leases/rentals and Local mileage reimbursement
- Entrance fees
- Advertising and Publications
- Special training

INDIRECT OVERHEAD COSTS:

Indirect Overhead Costs are costs related to general management and supervision of programs within the section, and other general costs that are specifically related to program activities. Costs included at this level (with the exception of facility maintenance) are allocated to each activity/program according to the size of the program's budget (i.e., costs are allocated on a "percentage of budget" basis). Facility maintenance costs are allocated on the basis of square footage. Aquatics maintenance costs are converted to an hourly rate and allocated based upon hours used.

- Section management
- Section office operation, including clerical
- Public information and assistance
- Registration handling/processing
- Facility maintenance

DEPARTMENT OVERHEAD COSTS:

Department Overhead Costs are incurred for the overall administration and management of the Department. These costs are allocated to all departmental programs and activities, based on size of the budget, and include:

- Department Director and Managers
- Administrative office operation, including clerical
- Support Services (Budget, Finance, HR and Special Projects) including clerical
- Departmental portion of shared costs Civic Center Maintenance and Operations; Telephone, Postage and Duplicating; Strategic Technology Plan