

**CITY OF YUCAIPA
AGENDA REPORT**

TO: Honorable Mayor and City Council

FROM: Jennifer Shankland, Deputy City Manager
Megan Wolfe, Community Services Supervisor MW

FOR: City Council meeting of March 26, 2018

SUBJECT: Approval of User Fee Schedule for the Community Services Department

RECOMMENDATION:

That City Council conduct a Public Hearing and adopt Resolution No. 2018-09, *amending* Resolution No. 2017-29, and adopting revised Exhibit A - User Fee Schedule for various community services provided by the City.

BACKGROUND:

Each year, staff evaluates the costs associated with the programs and services provided by the Community Services Department (CSD). The evaluation compares the current rates to the rates of nine neighboring cities. In addition, staff calculates the amount of cost recovery of the current fees with the increases in the expenses associated with providing the services. Pursuant to that evaluation last year, Council conducted a Public Hearing on July 10, 2017, to consider the adoption of User Fees for the CSD. At the conclusion of the Public Hearing, Council directed staff to:

1. Increase the non-resident fee differential with residents from 20% to 30%; and
2. Create a systematic approach to the user fee increases; and
3. Re-notice the Public Hearing and return to Council with a revised User Fee Schedule.

Subsequently, on August 28, 2017, Council conducted a Public Hearing and adopted Resolution No. 2017-29 and revised Exhibit A – User Fee Schedule Update for various community services programs provided by the City.

DISCUSSION:

Since adopting the User Fee Schedule Update, several issues have arisen that staff believes should be brought before Council for consideration. Initially there were a number of discrepancies identified out of over one hundred fees. In addition, the previous study did not include overhead costs such as administrative costs. The industry standard for cost recovery of recreational programs and services is approximately 40%-60%. The CSD is averaging a 45% cost recovery rate overall. Staff is recommending that the facility rental fees be rounded up or down to the nearest dollar to reduce the potential for mistakes in making change and/or quoting prices.

Upon implementation of the August 28, 2017, User Fee Schedule staff found discrepancies in 17 fees relating to the S.T.A.R.S. Before and After School Program, Summer Camp, Aquatics and