

MEMORANDUM
City of Chino
Community Services,
Parks & Recreation Department

DATE: NOVEMBER 25, 2024
TO: COMMUNITY SERVICES, PARKS & RECREATION COMMISSION
FROM: DANIELLE MONARREZ, SENIOR MANAGEMENT ANALYST
USER FEES REVIEW SUB-COMMITTEE
SUBJECT: USER FEES EVALUATION AND RECOMMENDATIONS FOR 2025

cc: File

BACKGROUND

Each year, the City Council adopts a User Fees Schedule for all fees charged by the City. For the Community Services, Parks & Recreation (CSPR) Department, the fees are calculated separately from all other City fees based on City Council Ordinance 93-11 establishing a subsidized percentage of recovery for CSPR programs. This subsidized recovery rate includes only direct costs for providing specified programs and services, eliminating the need to include allocated costs. (Allocated costs are costs that are incurred by the City as a whole to provide insurance coverage, building maintenance, and central services, such as computers and telephone service.) The subsidies established through this system represent the City Council's philosophy to provide programs and services to the community at affordable rates, and to ensure that those rates remain competitive for like programs in the surrounding market.

ISSUES/ANALYSIS

CSPR staff evaluates the established user fees each year to ensure the fees are in compliance with the City Council adopted subsidy policy. When reviewing fees, staff must ensure that fees meet the required subsidy, while at the same time, providing programs and services that are affordable for Chino residents and competitive in the market for like services in surrounding areas.

A CSPR Commission User Fees Review Sub-Committee, consisting of Vice Chairperson Jerry and Commissioners Montenegro-Olivas and Takeuchi, was formed to evaluate Department fees. Staff met with the Sub-Committee on November 7, to review each of the Department's programs, their subsidy percentage, and recommended changes.

The fees have not been adjusted since 2021. This is in part due to the City contracting with an outside agency to review all City user fees and also the implementation of the

Classification and Compensation Study that was approved by Council in June 2024. The Classification and Compensation Study resulted in an increase in the Department's Leader and Specialist positions being increased an average of 30%. These positions are the key staff that implement the Department's programs. The increases in salaries, program supplies and operating costs, and three years of no increases were taken into consideration when determining the fees, while keeping in line with Council approved subsidy percentages. Staff also made sure the fees were comparable with surrounding cities providing the same programs and services. All recommended changes are in red on Exhibit A.

Adult Sports:

- Women's Soccer \$32 to \$35
- Forfeit Fee – Increase range to \$80
- Remove Boxing Monthly and Daily Fee and add to Other Fees and indicate fees set by the Chino Youth Boxing Board
- Add the wording "Non-Refundable" to the Late Registration Fee and increase from \$15 to \$25

Youth Sports:

- Add the wording "Non-Refundable" to the Late Registration Fee
- Add a Jersey Fee with a range of \$10-\$40 and add additional verbiage to state the fee is non-refundable once the jersey order is placed (participant will receive their jersey if requested)

Sports Facility Rentals:

- Added the Sports Facility Rentals cancellation policy in the footnotes under *
- Sports Field Rental Staffing from \$25 to \$30
- Non-Resident Youth and Adult fees increases ranging from \$2 to \$11
- Softball/Baseball Field Prep – Update verbiage to state this service is contracted out and the fees are set by the contractor
- Remove the In-Between Game Field Prep and Adult Tournament Fee – these are not utilized
- Tournament Security Deposit \$350 to \$500
- Add Resident to Ayala Park Synthetic Field Youth and Adult and increase Youth from \$43 to \$45 and increase Adult from \$46 to \$50
- Add a Non-Resident Ayala Park Synthetic Field Youth at \$55 and Adult at \$60
- Add a "Late Payment Processing Fee" of \$25 a day for up to 7 days, and if not paid by the 7th day, the permit will be cancelled

Sports Facility Maintenance (Hourly):

- Increase each category by \$1

Sports Field Lighting:

- Adult groups \$22 to \$24
- Adult groups (two groups per soccer field) \$11 to \$12

Camp:

- Camp Weekly \$130 to \$175
- Camp Daily \$35 to \$45

Tiny Tot Classes:

- 3-days per week \$180 to \$245
- 2-days per week \$120 to \$185
- Add Enrichment Classes month fees ranging from \$55 - \$75

Community Events:

- Corporate Challenge entry team fee \$750 to \$900
- Changing the tier structure from length of event to number of attendees
 - Tier 1: 5+ hours event to 4,000+ attendees
 - Tier 2: 3-4 hours event to 1,000-3,999 attendees
 - Tier 3: 0-2 hours event to 1- 999 attendees
- Commercial and Non-Profit Vendor Fees increases ranging from \$5 to \$30 along with the 10'x10' canopy rental
- Homemade Craft Vendor \$35 to \$40

Meeting Room/Facility Rentals:

- Gym Floor Coverage fee \$70 to \$80
- Facility Rental – Application Processing fee \$25 to \$35
- All meeting rooms, Auditorium and Kitchen increased \$5 for each group
- Security Guard \$40 to \$45

Picnic Pavilion Rentals:

- Increased \$5 for each category of number of attendees

After School Recreation:

- Removed the weekly fees
- Monthly \$150 to \$170
- Monthly Low/Moderate Income Qualified \$60 to \$80

Teen Programs:

- Monthly \$7 to \$8
- Shuttle Fee \$30 to \$50

Other Fees:

- Increase Resident and Non-Resident Counseling Fee by \$5
- Staff Fee \$25 to \$35
- Remove Youth Anger Management Resident and Non-Resident
- Remove Active Parenting

Community Support Services ~ Human Services ~ Neighborhood Services ~
Parks & Facilities ~ Recreation Services ~ Senior Services

- Sunrise Kids (before school care) \$70 to \$75 and remove daily fee
- Open-Gym Adult Resident and Non-Resident increase by \$1
- Remove Boxing Sale Items (included in the Boxing Fees)
- Street Banner Fee \$150 to \$165
- Skate Park Deposit \$350 to \$500
- Add Family Campout for a family of four \$70 to \$100 and additional campers \$10
- Community Garden – Change Key to Plot Deposit and increase from \$20 to \$25
- Add Community Garden Plot Rental Fee yearly \$25 to \$75
- Add Chino Youth Museum Events, Programs, and Merchandise – Fees set by the Chino Youth Museum Board of Directors
- Add Boxing Events, Programs, and Merchandise – Fees set by the Chino Youth Boxing Board of Directors.

RECOMMENDATION

That the Community Services, Parks & Recreation Commission review the proposed fee adjustments and additions as recommended by the Community Services, Parks & Recreation Commission's User Fees Review Sub-Committee and forward the proposed recommendations to the City Council for consideration.

SA/DM:ma

Attachment:

Exhibit A, City of Chino-Proposed Community Services Fees