

Memorandum

To: Mark Relph, City Manager; Randy Young, Deputy City Manager; Tiffany Hooten, Finance Director
From: Tim Nimz, Library & Museum Director
Date: February 15, 2019
Re: LIRC 2019 Fee Proposal

In 2018, the Littleton City Council approved \$125,000.00 in funding for the citizenship and legal services programs provided by the Littleton Immigrant Resources Center after LIRC lost grant funding from the United States Citizenship and Immigration Services (USCIS). This approval came with the proviso that staff work to find alternative funding for these programs before the 2020 budget cycle.

After surveying those agencies in the Denver market which provide similar programming, the staff is recommending that Council approve a new fee schedule for LIRC services. In the past, the cost of these services was determined by the parameters of the federal grant, rather than by market comparison. The proposed fees are in line with those charged by similar organizations, including Lutheran Family Services, Catholic Charities, and Colorado African Organization (CAO). Since CAO is the closest match to LIRC, staff has recommended a fee schedule which is competitive with theirs and an implementation date of April 1, 2019.

The accompanying chart shows the LIRC current and proposed fees and a market comparison in the areas of legal services, and citizenship and English language educational classes. Based on past volume of clients, staff estimates that the new fee schedule will recoup approximately 30%, or \$37,500.00, of the funding provided by Council.

In addition to this proposal to increase revenue, staff is researching and applying for other grant opportunities. At the suggestion of the Finance Director, staff will meet with Dig Deep, the City's grant consultant, to explore other potential funding sources.

Please contact me if you need any additional information.