



CITY COUNCIL AGENDA REPORT

MEETING DATE: JANUARY 3, 2012

ITEM NUMBER: _____

SUBJECT: ATHLETIC FIELD USE AND ALLOCATION POLICY INFORMATION AND RECOMMENDATIONS

DATE: DECEMBER 15, 2011

FROM: PUBLIC SERVICES/RECREATION DIVISION

PRESENTATION BY: LISA MCPHERSON, RECREATION SUPERVISOR

FOR FURTHER INFORMATION CONTACT: LISA MCPHERSON 714-754-5322

RECOMMENDATION

Review and approve additions/changes to the Athletic Field Use and Allocation Policy (Attachment 1).

BACKGROUND

The Field Use and Allocation Policy is reviewed annually and revised based upon changing circumstances, procedures and/or new direction from City Council, the Parks and Recreation Commission or staff.

The policy was last updated by City Council on February 15, 2011. Since the last update staff has received recommended changes and suggestions from the Youth User Groups. Staff presented those recommendations at the October 3, 2011 Youth Sports Council meeting and requested they review the entire Athletic Field Use and Allocation Policy to propose additional changes and updates they felt were required at this time.

Staff compiled all suggested changes and improvements to the policy and on November 16, 2011 presented it to the Parks and Recreation Commission (Attachment 2). The Commission recommended the City Council consider the approval of the Youth User Groups recommendations, and staff's suggested updates to the policy.

ANALYSIS

The Park and Recreation Commission's recommended additions/changes proposed by the youth sports organization members and staff are as follows:

Editing changes throughout the entire document:

1. Change Administrative Services Department to *Public Services Department*
2. Change Administrative Services Director to *Public Services Director*
3. Change FARM Sports Complex to *Jack Hammett Sports Complex*

On page 2 of the document under Resident Status and Non-Profit Status:

Currently the Resident Status states: “Resident status is defined as groups or organizations with at least 75% or more Costa Mesa residents. Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status. Two youth sports groups have special status assigned by City Council action as a result of having had historical use of fields which exempts them from the 75% residency requirement, AYSO Region 97 and Newport Harbor Baseball Association. Residency status will be determined from the prior season’s actual rosters (fall season to fall season, spring season to spring season.)”

It was recommended that this section be changed to clearly inform sports organizations on how resident status will be determined. Revise the Resident Status to state:

- *“Resident status will be determined from the prior season’s actual rosters (fall season for fall season, spring season for spring season). Team rosters and/or individual participant utility bills/photo ID may be required by City staff to verify residency status. Two youth sports groups have special status assigned by City Council action as a result of having had historical use of fields which exempts them from the 75% residency requirement, AYSO Region 97 and Newport Harbor Baseball Association. See page 3 & 4 for Groups 1-6 resident status required percentages”*

Currently the Non-Profit Status states: “To qualify as a Non-Profit user, the organization must meet all criteria. The organization must be registered as a not-for-profit corporation with the State of California, or if not registered with the State, must have a constitution, bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. Visit www.irs.gov for additional information on Non-profit Status (501 3c)”

It was recommended that this section be changed to clearly inform sports organizations on how Non-Profit status will be determined, revise the Non-Profit status 501 c(3) to state:

- *“Organization must be established as a non-profit organization. Non-profit status is defined as an organization that is so defined by the Internal Revenue Service, 501c(3) and has a State of California Tax Identification Number”*

On page 4 of the document under Priority Use Classification and Qualification:

Group 1 Organizations:

Currently the third bullet point states: “Non-profit or Not-for-profit”

It was recommended to change the third bullet point to state:

- *“Submit 501c(3) certificate”*

Currently the fifth bullet point states: “75% residency, based on prior like season’s rosters (fall season for fall season, spring season for spring season) for priority use of City fields; 50% residency for priority use of NMUSD fields OR have special status assigned by City Council action as a result of having had historical use of fields”

It was recommended to change the fifth bullet point to state:

- *75% or greater Costa Mesa residents, for priority use of City fields; 50% Costa Mesa residents for priority use of NMUSD fields. Organizations that have special status assigned by City Council action as a result of having had historical use of fields or receive special status assigned by City Council action as a result of servicing Newport Mesa Unified School District students.*

Group 3 Organizations:

Currently the first bullet point states: "Have fewer than 75% but greater than 50% Costa Mesa residents for use of City and NMUSD fields"

It was recommended to revise first bullet point to state:

- *50% or greater Costa Mesa residents for priority use of City and NMUSD fields*

It was also recommended to add a third bullet point regarding select/travel games to read as follows:

- *All select/travel games must have at least one team from the Group 3 organization on the field or fee assessed for that field will be at the Group 5 rate.*

On page 8 of the document Rules and Regulations, and page 10 of the document Site Specific Field Use:

Currently the Adult Field Use states: "Adult field use is allowed at Costa Mesa High School, Estancia High School, Davis School, Balearic Center, Harper School, Killybrooke School and Parsons School. **No Adult Field Use Will Be Allowed at Adams, Back Bay, California, College Park, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Wilson, Whittier and Woodland Elementary Schools.** These fields may be scheduled if they have not already been previously permitted to their maximum for sustainability Monday through Saturday. Estancia High School and Costa Mesa High School adult field usage is not allowed on Sunday's though August 2013"

It was recommended the Adult Field Use be revised to state:

- ***Adult Field Use for 2012 is allowed at Back Bay High School, Balearic Center, Davis Field at Lions Park, Killybrooke School, TeWinkle Park Sports Complex and Wilson School. These fields may be scheduled if they have not already been previously permitted to their maximum for sustainability Monday through Saturday. **No Adult Field Use Will Be Allowed at Adams, California, College Park, Davis, Harper, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Whittier and Woodland Elementary Schools, TeWinkle Middle School. Parsons field and Jack Hammett Sports Complex. Estancia High School and Costa Mesa High School adult field usage is not allowed though August 2013.*****

On page 15 of the document under Procedure City Fields regarding MUDLINE:

Currently second paragraph second sentence states: "Assessment results will be posted by use category (football/soccer/utility or baseball/softball) on the City's MUDLINE Monday - Friday at 2:30 p.m. and Saturday - Sunday by 7:30 a.m."

It was recommended to revise second paragraph, second sentence to state:

- *Assessment results will be posted by use category (football/soccer/utility or baseball/softball) on the City's MUDLINE Monday - Friday at 2 p.m. and Saturday - Sunday by 7:30 am*

Currently third paragraph first sentence states: "It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 2:30p.m"

It was recommended that the time to call the MUDLINE be changed. The third paragraph first sentence will be revised to state:

- *It is the user group's responsibility to call the City's Wet Field MUDLINE at (714) 754-5041 after 2p.m*

On page 26 of the document under Athletic Field Use Rules and Regulations, number 2:

Currently ninth bullet point states: "Selling food or other items is not allowed without City approval and notation on permit"

It was recommended that the ninth bullet point be revised to clearly define selling food or other items:

- *Organizations/groups using vendors during their games and tournaments to sell food or other items must submit vendor's insurance certificate (pg 27), endorsement letter (pg 28) and Costa Mesa Business License number (obtain at the Finance Dept) to the Recreation Division at a minimum of two (2) weeks prior to their event.*

ALTERNATIVES CONSIDERED

- 1) City Council may choose to select all, some or none of the recommended changes to the policy.
- 2) City Council may also choose to make additional changes to the policy.

FISCAL IMPACT

No fiscal impacts.

LEGAL REVIEW

No legal review required.

CONCLUSION

Throughout the year, staff receives suggestions and recommended changes to the Athletic Field Use and Allocation Policy from the youth user groups. Once a year, staff brings the suggested changes to the Parks and Recreation Commission for their review and recommendation to City Council. Staff requests the City Council consider the Park and Recreation Commission's recommendation to approve the changes to the Athletic Field Use and Allocation Policy (Attachment 1).

LISA MCPHERSON
Recreation Supervisor

ERNESTO MUNOZ
Interim Director, Public Services Department

Attachments: [1. Athletic Field Use and Allocation Policy](#)
[2. Draft Minutes of PRC Meeting 11/16/11](#)