



CITY COUNCIL AGENDA REPORT

MEETING DATE: July 1, 2014

ITEM NUMBER: _____

SUBJECT: ATHLETIC FIELD USE AND ALLOCATION POLICY INFORMATION AND RECOMMENDATIONS

DATE: JUNE 18, 2014

FROM: PARKS AND COMMUNITY SERVICES DEPARTMENT

PRESENTATION BY: LISA MCPHERSON, RECREATION SUPERVISOR

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

RECOMMENDATION

Staff recommends that the Council approve the amended 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, staff or the Parks and Recreation Commission.

At the April 24 Parks and Recreation Commission meeting staff presented recommended revisions to the Athletic Field Use and Allocation Policy. Additional recommended revisions were discussed by Commissioners and representatives from youth sports organizations. The Commission directed staff to make preliminary changes to the document and present the revised report at the May 22 Commission meeting.

At the May 22 Parks and Recreation Commission meeting (Attachment 2), Commission recommended the City Council consider the approval of the Commission and youth sports organizations recommendations, and staff's suggested updates to the policy.

ANALYSIS

The additions/changes proposed by Parks and Recreation Commission, youth sports organization members and staff are the following:

Editing changes throughout the entire document:

1. Change Public Services Department to *Parks and Community Services Department*
2. Change Public Services Director to *Assistant CEO*
3. Change City Manager to *CEO*

On page 2 of the document under Resident Status:

Currently the Resident Status states *“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”*.

It was recommended to clearly define the special residency status assigned by City Council and add a sentence to provide additional special residency status to the Costa Mesa Little Leagues because of the International's 2014 rules change (allows kids to play in the league where they attend school, even though they may live outside of that league's residency boundary). Special residency status to Group 1's 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. See pages 3, 4 and 5 for Groups 1-6 resident status required percentages.”*
- *“Special residency status is assigned by City Council for the following groups:*
 1. *AYSO Region 97 and Newport Harbor Baseball Association as a result of having had historical use of fields are exempt from the 75% residency requirement.*
 2. *Costa Mesa Pony Baseball, Costa Mesa National and American Little Leagues for players on rosters who attend any public or private school within the boundaries of the Newport Mesa Unified School District.”*

On page 4 of the document under Priority Use Classifications and Qualifications

Currently the sentence of the paragraph marked **NOTE** states: *“Groups that pay executive staff and/or board members from the profit of the organization shall be excluded from the Group 1 status”*.

It was recommended for clarification to revise the bolded sentence to state:

- ***“Groups that compensate local executive staff and/or board members shall be excluded from the Group 1 status”***.

On page 4 of the document under Group 3 Organizations:

Currently the third bullet point states: *“Organizations that utilize profits from the organization to pay executive staff and/or board member positions for their service to the league shall be classified “for pay” group status. Organizations that fall under this classification shall be charged field use fees and would not receive top priority field allocation”*.

It was recommended for clarification to revise third bullet point to state:

- *“Organizations that compensate local executive staff and/or board members for their service to the league shall be classified as “for pay” group status. Organizations that fall under this classification shall be charged field use fees and would not receive top priority field allocation”*.

On page 4 of the document last sentence:

Currently the last sentence states: *“Priority use of fields will be given to traditional primary season sports and by priority grouping”.*

It was recommended for clarification to move the last sentence to page 3 of the document and place it under the “Priority Use Classifications and Qualifications” title as the second sentence.

On page 6 of the document Payment of Fees

Currently the Payment of Fees states: *“Payment in advance of use is required. Cash, check, money order or credit card may be used for payment at least 10 working days prior to the requested use. Payment plans may be arranged for multiple-use date reservations with payment in advance of monthly use. A maintenance fee may be required by the City to maintain and/or repair City or District athletic fields”.*

It was recommended for clarification to revise the current payment process to state:

- *” Payment in advance of use is required for one day use or special events. Cash, check, money order or credit card may be used for payment at least 10 working days prior to the requested use. Payment plans may be arranged for multiple-use date reservations with payment in advance of monthly use. Continuous monthly usage will be invoiced at the end of each month of usage and payment must be received prior to the due date. A maintenance fee may be required by the City to maintain and/or repair City or District athletic fields”.*

On page 8 of the document Rules and Regulations, and page 11 of the document Site Specific Field Use:

Currently first bullet point states: *“Adult field use for 2012 is allowed at Back Bay Balearic Center, Davis School, 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 to revise to state:

- **Adult field use** 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, Costa Mesa High School, Davis, Estancia High School, Harper, Kaiser, Paularino, Pomona, Rea, Sonora, Victoria, Whittier and Woodland Elementary Schools, TeWinkle Middle School. Parsons field and Jack Hammett Sports Complex.

On page 12 of the document under Site Specific Field Use:

Currently the bullet point regarding Sunday usage at Costa Mesa and Estancia High School states: *” Field usage on Sunday’s is prohibited beginning May 30, 2011 through August 2013 (At the discretion of the City Manager special events may be allowed during this rest period).*

It was recommend to revise to state:

- *“Field usage on Sunday’s is at the discretion of the CEO for special events”.*

On page 20 of the document under Banner Policy

Currently, the seventh bullet point regarding Installation Period states: *“Temporary signs may be displayed a maximum of 30 days. Specific dates and time for the signs’ installation and removal may be subject to change by the City in order to minimize impacts to the public”.*

It was recommended for clarification to add an additional sentence to state:

- *“Banners advertising registration periods will be approved for 30 days before registration begins and must be removed the day after registration has ended”.*

Portable Lights

The Commission recommended the following changes be made to the policy regarding portable lights on page 19-20 of the document:

- *Portable lights are allowed at the following sites: Costa Mesa High School, Davis School, Estancia High School, Fairview Development Center (FDC), Harper School, Parsons Field and Sonora School.*
- *Add the following sites for portable lights: Back Bay School, Kaiser School, Lindbergh Field and Woodland School.*

Because of the sensitive nature of the issues of lights in each neighborhood. Staff recommends that the language also be added to the policy which states that *these portable light locations are approved pending the successful completion of the portable light approval process.*

Portable Light Approval Process

1. Portable lights requests are suggested by Commission and/or youth sports organizations.
2. Staff contacts the Newport Mesa Unified School District (NMUSD) to request approval for portable lights at the requested school sites.
3. Once approved by NMUSD; staff conducts portable lights demonstrations at the requested school sites.
4. A week before the portable lights demonstrations are conducted, staff will mail a notice to residents living within 500 feet surrounding the school sites.
5. The day of the portable lights demonstration:
 - a. Ambassadors position lights on the school site fields and turn on the lights for an hour after dusk.
 - b. Public Service staff take light readings at the property lines before and after to determine the increase in light levels as a result of the portable lights. In some areas where the placement of the lights is close to residential homes, sound readings before and after are taken.
 - c. Staff answers questions and concerns from the neighborhood residents

After the process has been completed for the new locations staff will present the portable lights demonstrations results during a Public Hearing at a Parks and Recreation Commission meeting. Once approved by the Commission, staff will work closely with the youth organizations and neighborhood residents to locate the lights in such a way as to mitigate light impact (field coverage & light spillage).

LEGAL REVIEW

No legal review required.

ALTERNATIVES CONSIDERED

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

CONCLUSION

Staff recommends that the Council approve the amended Athletic Field Use and Allocation Policy.

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PENNY LOOMER
Interim Recreation Manager

TAMARA LETOURNEAU
Assistant CEO

Attachments:

1. [Athletic Field Use and Allocation Policy](#)
2. [Draft minutes of PRC meeting 05/22/2014](#)
3. [Map of portable light locations](#)