



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: MARCH 15, 2016

ITEM NUMBER: **CC-4**

**SUBJECT:** 2015 FALL FIELD AUDIT REPORT AND AMENDMENTS TO THE EXISTING FIELD USE AND ALLOCATION POLICY

**DATE:** FEBRUARY 3, 2016

**FROM:** TAMARA S. LETOURNEAU, ASSISTANT CHIEF EXECUTIVE OFFICER  
TRAVIS M. KARLEN, RECREATION MANAGER

**PRESENTATION BY:** TRAVIS M. KARLEN, RECREATION MANAGER

**FOR FURTHER INFORMATION CONTACT:** CHRISTIAN HERNANDEZ, RECREATION  
COORDINATOR  
(714) 754-5322

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## RECOMMENDATION

Staff recommends that the City Council:

1. Receive and File the 2015 Fall Field Audit Report (Attachment 1); and
2. Approve amendments to the Field Use and Allocation Policy (FUAP) (Attachment 2) by the Parks and Recreation Commission to include language regarding the auditing procedure and to decrease the local residency requirement from 25% to 10% for Group 6 users.

## BACKGROUND

At the January 28, 2016 Parks and Recreation Commission meeting, staff presented the Commission with the 2015 Fall Field Audit and amendments to the current FUAP. At that meeting the Commission recommended changes to the current FUAP including language regarding the auditing procedure and lowering the local residency requirement for Group 6 (Adult) users.

With the adoption of the new FUAP in July 2015, the City Council directed staff to assemble a more comprehensive level of documentation regarding communication with user groups and data collection as it relates to group status. In addition, the council requested accurate record keeping for allocations, permitting and actual use of fields.

Two ambassadors were reassigned to conduct audits of all groups using Costa Mesa City and school district fields. Field users were required to abide by rules and regulations established in the new FUAP beginning August 1, 2015. Staff notified groups that the initial deadline for organizations to supply valid residency verification documents was August 31, 2015. Due to the short notice and prior finalization of many registrations, the final deadline was extended to October 30<sup>th</sup>, 2015. No additional verification documents were accepted after the deadline. City staff offered to assist each group in collecting the necessary documents throughout the process.

## **ANALYSIS**

The verification process and data collection completed by staff has been extensive. Staff organized the data collected from various groups and established an auditing plan. Further, staff created a roster form (Attachment 3) which was filled out onsite in each coach's presence during each audit. Staff took roll call for each team to ensure that participants were documented on rosters. The coach signs the roster form acknowledging the team roster is correct and receives a copy. After each audit is finalized staff then confirms that the participants on the team roster have provided valid verification of local residency.

During the audits, there were occasions where staff approached teams to conduct audits and the coaches did not comply, citing safety concerns in regards to giving child information to a stranger. All City Staff are in uniform and carry appropriate identification while performing audits. Other coaches simply did not want to comply or required the commissioner to be present during the audit. Staff also found multiple discrepancies in the documents, including incorrect documentation submitted and addresses on the verification documents not matching with the addresses provided on the roster.

### Audit Results

Fall 2015 Audits were completed in early December. All groups were mailed a letter the week of December 14<sup>th</sup> to notify them of their Fall 2016 group status based on the results of the audit. The following groups will have a category change due to their verified local residency.

#### Youth Groups:

- Newport Mesa Friday Night Lights (NMFNL) - After reviewing NMFNL local residency numbers, the organization would no longer be in the group 3 category. NMFNL verified local residency for 41% of their participants. The group did not meet the 90% requirement and will now be considered a group 5. The group will have limited access to City and NMUSD fields for the fall 2016.

#### Adult Groups:

- Newport Beach Women's Soccer (NBWS) - After reviewing NBWS local residency numbers, the organization would no longer be in the group 6 category. NBWS verified local residency for 19% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.
- World Athletic Kickball Association (WAKA) - After reviewing WAKA local residency numbers, the organization would no longer be in the group 6 category. WAKA verified local residency for 20% of their participants. The group did not meet the minimum requirement of 25% local residency and therefore would not have fields allocated for fall 2016.
- International Soccer League - After reviewing the group's local residency numbers, the organization would no longer be in the group 4 category. The group did not submit sufficient verification documents and will drop into the group 6 category. The group will have limited access to City and NMUSD fields for the fall 2016.

- Surf and Sun Softball - The commissioner acknowledged that the organization would not be able to meet the 25% resident threshold required in order to continue their league participation within Costa Mesa for the fall 2016 season. Roster documentation was not submitted.

## **DISCUSSION**

After review of the existing FUAP and implementation of the policy during the Fall 2015 season, staff is proposing that the following additions/modifications be made to the FUAP:

### Proposed Amendments (See Attachment 3)

Due to the level of non-compliance from some groups and confusion about what is required during each audit, staff recommends that the requirements of an audit be outlined in the FUAP. This will clearly establish the requirements groups will need to follow for each allocation period.

- III. Definition of Terms (Page 3)  
Audit – The City of Costa Mesa reserves the right to conduct audits of a team or organization at any time. During an audit each organization/coach is to state the name of each participant on their roster, provide verification documents for each participant, and sign off on the roster form. Each group is to cooperate with staff while audits are conducted and during the process of collecting rosters and verification documents. Examples of these documents is listed under Additional Considerations on page 8.

The new 2015 FUAP requirement of 25% minimum local residency for Group 6 Users has eliminated all adult user groups with the exception of International Soccer League for Fall 2016. The Adult organizations that are utilizing Costa Mesa fields are comprised of members from Costa Mesa and surrounding communities. Staff have surveyed the cities of Huntington Beach, Fountain Valley, Irvine and Newport Beach and none of the communities currently have a residency restriction on Adult Groups. Staff recommends lowering the existing minimum local residency requirement for a Group 6 to 10%

- IV. Priority Group Classifications (Page 4)  
Group 6: Adult Programs, organizations or events with less than 75% but more than 10% local residents and/or work within Costa Mesa city limits. Group 6 organizations shall have lowest priority for use of City and School District fields except on Sundays when they shall have third highest priority after City adult programs and Group 4 adult programs.

## **FISCAL REVIEW**

No fiscal review is required for this item.

## **LEGAL REVIEW**

No legal review is required for this item.

## **ALTERNATIVES CONSIDERED**

The City Council could choose to select all, some or none of the recommended amendments to the FUAP by the Parks and Recreation Commission.

## CONCLUSION

1. Staff recommends that the City Council receive and file the Fall 2015 Field Audit Report and approve amendments to the Field Use and Allocation Policy (FUAP) by the Parks and Recreation Commission to include language regarding the auditing procedure and to decrease the local residency requirement from 25% to 10% for Group 6 users.

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**Travis M. Karlen**  
Recreation Manager

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**Tamara S. Letourneau**  
Assistant Chief Executive Officer

### Attachments:

1. [2015 Fall Field Audit Report](#)
2. [Modified FUAP](#)
3. [Organization Roster Form](#)