



CITY COUNCIL AGENDA REPORT

MEETING DATE: SEPTEMBER 6, 2016

ITEM NUMBER: **CC-7**

SUBJECT: AMENDMENTS TO THE EXISTING FIELD USE AND ALLOCATION POLICY

DATE: AUGUST 15, 2016

FROM: JUSTIN MARTIN, RECREATION MANAGER

PRESENTATION BY: JUSTIN MARTIN, RECREATION MANAGER

FOR FURTHER INFORMATION CONTACT: CHRISTIAN HERNANDEZ, RECREATION COORDINATOR, 714-754-5302

RECOMMENDATION

Staff recommends that the City Council approve the amendments to the existing Athletic Field Use and Allocation Policy (FUAP), which include the addition of a code of conduct and other minor language changes.

BACKGROUND

At the July 7, 2015 City Council meeting, Council adopted a new Athletic Field Use and Allocation Policy (FUAP). The new document offered staff and user groups a clearer, more concise set of rules and regulations and provided staff with the tools necessary to administer the program and regulate field use.

At the January 28, 2016 Parks & Recreation Commission meeting, staff presented the Commission with several amendments to the 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.

At the March 15, 2016 City Council meeting, Council approved the Parks & Recreation Commission's recommended amendments to the FUAP (Attachment 1).

At the July 25, 2016 Parks & Recreation Commission meeting, staff presented the Commission with additional amendments to the FUAP. At that meeting the Commission recommended changes to the current FUAP including the addition of a code of conduct and other minor language changes.

ANALYSIS

The Spring 2016 season was the second consecutive season that the adopted policy was followed and implemented by staff. Staff continues to diligently follow the policy and all groups are treated equally. Staff receives feedback from user groups regarding areas that that may not be clear and requires additional clarification.

DISCUSSION

After review of the existing FUAP and implementation of the policy during the Fall 2015 and Spring 2016 seasons, staff recommends the following additions/modifications be made to the FUAP (Attachment 2):

Addition of a Field Use Code of Conduct

The City places great emphasis and value on being able to provide outdoor field space for users groups to actively recreate on. The objective is to make sportsmanship and athletics truly part of the fields use program while ensuring that all parties show respect for one another at all times. It is expected that all user groups that utilize field space display positive sportsmanship, encouragement and respectable conduct. All user groups are required to comply with the proposed code of conduct. Failure to fully comply, as determined by City staff, will result in a strike against a user group.

Minor Language Changes and Additions

- **Resident Percentage Status - Auditing**

Add to the policy that the City reserves the right to conduct audits of submitted verification documents and of onsite team player rosters to establish residency. Staff recommends this change because audits are taking place on a regular basis and not a random basis as the policy currently states and audits are specific to both verification documents and onsite rosters.

- **Addition to Priority Group Classifications - Group 1**

Add the following language for Group 1 Classifications: "Group 1 organizations that have successfully met auditing requirements for two allocation seasons may be exempt from verification documents submission for future allocations. The auditing of team rosters will be continued regardless."

Staff recommends this change because user groups that fall into the group 1 priority classification do not have the resources to collect verification documents since they are strictly volunteer based. These groups have nothing to gain financially by falsifying documents.

- **Process of Obtaining/Maintaining Permits – Disciplinary Action For Field Policy Violations**

Add to the policy that any violation of the City of Costa Mesa Field Use Allocation Policy Code of Conduct may result in a strike against a user group.

Staff recommends this addition because any violation of the Code of Conduct may result in a strike against a user group.

The Parks and Recreation Commission unanimously approved all of these changes at the July 2016 meeting, which included forwarding the recommendation for approval to the City Council.

FISCAL REVIEW

No fiscal review is required for this item.

LEGAL REVIEW

No legal review is required for this item.

ALTERNATIVES

The Council could choose to approve all, some or none of the recommended amendments to the FUAP.

CONCLUSION

Staff recommends that the City Council approve the proposed amendments to the Field Use and Allocation Policy (FUAP).

Justin Martin
Recreation Manager

Tamara S. Letourneau
Assistant Chief Executive Officer

Attachments:

1. [Existing FUAP](#)
2. [Modified FUAP](#)