



CITY COUNCIL AGENDA REPORT

MEETING DATE: July 7, 2015

ITEM NUMBER: **NB-3**

**SUBJECT: PROPOSAL FOR NEW FIELD USE AND ALLOCATION POLICY (FUAP) and
REQUEST FOR SPECIAL STATUS OF SPECIFIC YOUTH SPORTS ORGANIZATIONS**

DATE: JUNE 30, 2015

FROM: PARKS & COMMUNITY SERVICES / RECREATION DIVISION

PRESENTATION BY: TRAVIS M KARLEN, RECREATION MANAGER

**FOR FURTHER INFORMATION CONTACT: ALMA REYES, RECREATION SUPERVISOR
714-754-5636**

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the new Field Use and Allocation Policy (FUAP) with amendments by the Parks and Recreation Commission and,
2. Approve that the following youth sports groups: AYSO 97, Newport Harbor Baseball Association and Newport Mesa Girls Softball be granted permanent Group 1 status. Furthermore, extending Group 3 status for Matt Leinart Flag Football Organization for a period of one year.

BACKGROUND

At the June 25, 2015 Parks and Recreation Commission meeting, staff presented the commission with a newly proposed Field Use and Allocation Policy (FUAP) (Attachment 1). At that meeting the commission recommended changes to the proposed FUAP. Staff has included a detailed Chart of Changes/Comments and Commissioner Amendments (Attachment 2).

Since the adoption of the Athletic Field Use and Allocation Policy (FUAP) (Attachment 3) in November 1997, the document has been reviewed and amended on an annual basis. By amending the policy in sections, it has become segmented, contains contradicting sections and has become quite lengthy. Staff and user groups found the document challenging to understand and administer.

In January 2015, staff began gathering field use policies from other cities, including but not limited to Irvine, Orange, Fullerton, Roseville and Yorba Linda to use as examples and assist staff in creating a new policy for Costa Mesa. Staff's goal was to create a long-standing policy; therefore, references to specific Council-adopted exceptions or specific standalone policies such as temporary lighting and banner policies were removed from the new 2015 version FUAP. These policies will now be provided as separate documents to the FUAP.

After writing the new policy, staff met individually with all user groups to review the draft. Comments received from individual groups are presented on the FUAP Chart of Changes/Comments. User groups were invited to provide additional comments after their individual meetings. No additional comments were received. Specific changes to the policy are discussed below.

The Parks and Recreation Commission is recommending that the proposed FUAP and amendments be approved by the City Council; and approve the special group status for the recommended groups.

DISCUSSION

After extensive review of the existing FUAP, staff is proposing a new FUAP. Significant deletions/additions/modifications to the proposed FUAP are as follows:

Deletions

- **III. Definition of Terms, Resident Percentage Status (Page 2)**
“Special Residency Status” to certain sports organizations was deleted and will be documented outside of the FUAP. The sentence “Special residency status may be granted at the discretion of the City Council/CEO” was added to accommodate future determinations that may be necessary.

The commission is recommending that the City Council approve the following sports groups, AYSO 97, Newport Harbor Baseball Association and Newport Mesa Girls Softball be grandfathered at the Group 1 status. The philosophy of these groups is in line with what the Group 1 status calls for.

AYSO 97 and Newport Harbor Baseball Association have been serving residents of the Eastside of Costa Mesa and Newport Beach for a number of years. Their programs serve a population of students from the NMUSD. Both organizations have contributed to capital improvements and are volunteer based organizations.

Newport Mesa Girls Softball is our only all girls organization that is currently allocated fields in Costa Mesa. In an effort to increase girl’s participation in group sports, it is important for this group to have priority in the field allocation process.

Staff received a letter requesting to extend the Group 3 status for the Matt Leinart Flag Football Organization (Attachment 4). Additionally the commission is recommending that Matt Leinart Flag Football Organization be granted a one year extension of their Group 3 status. **NOTE: Due to residency requirements, if Group 3 status is not granted to Matt Leinart Flag Football Organization, the group will fall into a Group 5 classification.**

It is the intention of Matt Leinart Flag Football Organization to conduct business under the auspices of So-Cal Elite Sports, a federally recognized 501 (c)(3) non-profit company. All registration fees will be collected by So-Cal Elite Sports with Matt Leinart Flag Football handling the league’s operations.

- **III. Definition of Terms, Commercial Status (Page 3)**
Commercial Status was deleted as a category because it is synonymous with “Private Status.” Commercial status was often confused with Private status in the previous version and in practicality they virtually mean the same thing.
- **IV. Process for Obtaining Permits (Page 5)**

In order to allocate fields according to actual use, deposits are no longer accepted. Instead, 50% of the payment is required when the field request is approved. Therefore, the deposits section is no longer necessary and the reference to this have been removed.

- **VI. Rules and Regulations (Page 8)**

The rules and regulations in the FUAP were not consistent throughout the document. The rules and regulations have been pulled from the document and are now included as one of the seven (7) documents turned in twice per year with field requests (see Section V. page 5 of proposed FUAP). These rules and regulations have a signature line to verify that the user groups understand them.

- **VII. Site Specific Field Use (Page 10)**

This section has been deleted because each field in the Costa Mesa inventory is unique. The specifics of the sites are not pertinent to the field allocation process.

Additions (New FUAP)

- **IV. 4. Governing Body for Sports Organizations (Page 3)**

The City partners with youth sports organizations by allocating fields and managing the use of fields at City and School District facilities. Staff believes it is important to require that these organizations be governed by a local, state or national body to decrease liability to the City. This section of the policy does not impact any of our current groups.

Organizations must maintain an affiliation with a national, state or local sport governing body. Those national and state bodies must have governance over the organization, including all requirements for training per each league's manual, background checks and disciplinary actions."

- **IV. Field Allocations at Jack Hammett Sports Complex (Page 4)**

In order to protect the integrity of the Jack Hammett Sports Complex and to assure that safety vehicles and personnel can safely reach the field, staff proposes the following language:

"Sports organizations offering programs at Jack Hammett Sports Complex (JHSC) on Friday nights must have 100% Costa Mesa residents/NMUSD students and/or attend a private school within Costa Mesa city limits. Due to the limited facility and parking capacity at JHSC, the number of participants/spectators may be limited and/or the field request may be reviewed by other City departments for safety and Costa Mesa Municipal Code violations."

Current groups will have a 6 month period from the adoption of the FUAP to comply with the 100% residency. Groups will need to be in compliance by February 1, 2016.

- **IV. Process for Obtaining Permits (Page 5)**

In order to allocate fields according to actual use, deposits are no longer accepted; instead, 50% of the payment is required when the field request is approved.

- **V. League Splits and New Leagues (Page 5)**

This section was added to accommodate youth sport league splits, new leagues, and name changes, which is not uncommon. This section provides the requirements necessary to be deemed a new user group or to make a name change. It also gives staff the authority to limit new groups if needed.

- **VI. Field Allocation Process** (Page 7)
This section was added to clarify primary versus secondary sports seasons, as well as the renovation periods. In addition, a graph was added (Exhibit A, page 17) to enhance the explanation.
- **VIII. Fees** (Page 9)
Group numbers were added to “Groups” so that individuals/groups could easily determine their fees.

Further, there are several instances where user groups are dividing utility fields more than twice, creating excessive wear and tear on the fields, parking and safety issues as well as impacts to the neighborhoods. In order to address these issues, staff is proposing the following language:

“NOTE: Any permitted field that is converted into multiple fields will be charged for each converted field. For example, if one utility field is converted into two individual fields, the user group will be charged for two fields. Fields may not be split into more than two without written permission from City and noted on permit. Should the City deem it necessary due to extenuating circumstances, fields may be temporarily split more than twice.

- **IX. Financial Recovery Policy** (Page 10)
This section was added to clarify that the City is committed to providing fields to Costa Mesa residents and students within the Newport-Mesa Unified School District at taxpayer expense unless additional costs are incurred due to an organization’s direct impact.
- **XI. Maintenance Issues, Turf Preservation** (Page 11)
This section was added to enlist the cooperation of sports groups using fields by giving them turf preservation guidelines.

XI. Maintenance Issues, Athletic Field Lining/Marking (Page 12)
Due to previous conflicts between sports groups regarding line colors, staff has included language which gives City the authority to determine line colors for the different user groups.

XI. Maintenance Issues, Inclement Weather Guidelines (Page 13)
This section was added to give more playability options to groups during periods of inclement weather. This new language was reviewed and approved by the Maintenance section of the Public Services Department.

- **XIII. Other Information, Vendors and Concessions** (Page 15)
This section adds language to clarify the use of concession stands by first-party operators (user groups) and second-party operators (concessionaires or food trucks) to protect the health and safety of participants.

Modifications

- **IV. Priority Group Classifications**
Staff is recommending to change the word “may” to “must” in the first sentence under Group 3 status. The new sentence would read, “Organizations that must otherwise meet all Group 1 requirements EXCEPT one of the following.”

By doing so, this clarifies this section which would require a Group 3 to have non-profit status. If this change is made, the Youth/Private Resident Fees would be deleted from Group 3 on page 9.

- **V. Process for Obtaining/Maintaining Permits (Page 5)**

Requests for fields have two permitting periods: February through June and July through January. The recommendation is that organizations turn in field requests by the first week of August for the February 1 – June 30 use period and by the first week of January for the July 1 – January 30 use period, which is one season earlier than in the previous FUAP. This is important because it defines the number of fields an organization is approved well in advance of the organization taking registration.

V. Process for Obtaining/Maintaining Permits (Page 5)

Organizations are required to turn in seven (7) documents with the field request twice per year. In the July 1, 2014 FUAP, the same seven (7) documents were required but they were not listed all in one area. This section has been amended to simplify the process.

V. Process for Obtaining/Maintaining Permits, Disciplinary Action for Field Policy Violations (Page 6)

Costa Mesa has always had a “Three Strikes” policy regarding violations of the FUAP. The proposed FUAP condenses this policy to make it easier to follow. Further examples of violations were added for clarification.

FISCAL REVIEW

There is no fiscal impact as a result of the adoption of the new FUAP.

LEGAL REVIEW

No legal review is required for this item.

ALTERNATIVES CONSIDERED

1. The Council could choose to select all, some or none of the recommended changes and amendments by the Parks and Recreation Commission for approval.
2. The Council could make other changes to this policy for approval.
3. The Council could delegate the entire administration of the field allocation policy to Administrative Staff.

CONCLUSION

Staff recommends that the City Council approve the newly proposed Field Use and Allocation Policy (FUAP) with the amendments made by the Parks and Recreation Commission. Furthermore, approve that the following youth sports groups: AYSO 97, Newport Harbor Baseball Association and Newport Mesa Girls Softball be granted permanent Group 1 status and that Matt Leinart Football be granted an extension of their Group 3 status for a period of one year.

Travis M. Karlen
Recreation Manager

Attachments:

1. [Newly proposed FUAP](#)
2. [FUAP Chart of Changes/Comments and Amendments by Parks & Recreation Commission](#)
3. [Current FUAP](#)
4. [Matt Leinart Special Status Letter](#)