

City of Los Alamitos

Agenda Report Consent Calendar

August 17, 2009
Item No: 7C

To: Mayor Troy Edgar and Members of the City Council

Via: Jeffrey L. Stewart, City Manager

From: Angie Avery, Director of Recreation and Community Services

Subject: Consideration of a Policy and Procedure for Permitting Athletic Facilities

Summary: This report seeks City Council consideration for the adoption of a Policy and Procedure for Permitting Athletic Facilities.

Recommendation: City Council adopt the Policy and Procedure for Permitting Athletic Facilities.

Background

At the City Council meeting on July 6, 2009, Council Member Zarkos asked staff to compile a list of Los Alamitos youth groups who utilize sports facilities, the permits each group were issued over a four-year period, and the payment history for each of the groups. The complete report is Attachment 1. As a result of the listing, Recreation and Community Services staff acknowledged late payments by several youth sports groups and the need to be more diligent in the collection of athletic facility rental payments.

At the Council meeting on August 3, 2009, Councilmember Zarkos requested a policy be developed to address the issue of late payments by youth sports groups.

Discussion

The Recreation and Community Services Department currently utilizes a policy that outlines the procedure for the permitted use of athletic facilities. The policy governs the permitted use of facilities on McAuliffe Field, Oak Field, Oak Gym, and Laurel Park. The policy was adopted by the Los Alamitos Board of Education on June 24, 2002 and the City Council on July 8, 2002. The policy was amended on July 28, 2003.

Proposed changes to the Schedule of Charges policy are noted in a redline version as Attachment 2. The proposed renamed final version, *Policy and Procedure for Permitting Athletic Facilities*, is included as Attachment 3. The major changes to current practice include the following:

1. Current Practice: Youth groups are sent a letter one month prior to their season that lists the facilities granted to the organization. The letter indicates that groups will be contacted by the staff regarding payment.
New Practice: Youth groups are sent a Notification Letter informing them of the facilities granted, pending receipt of their payment. The letter includes notification of insurance requirements and non-profits status requirements that are due prior to the permits being issued.
2. Current Practice: Youth groups are issued an actual temporary permit through the computerized reservation system whether their payment had been received or not.
New Practice: In the Notification Letter, youth groups will be given two weeks to pay their permit fees and submit their paperwork prior to the deadline.
3. Current Practice: The deadline for payment for permits is one week prior to the start of the season.
New Practice: The deadline for payment for permits is two weeks prior to the start of the season, and the permits will not be issued (not even a temporary permit) until payment has been received.
4. Current Practice: Some youth groups will pay for their permits on time but others will start practicing without paying, requiring staff to continually contact the groups for payment. Youth groups will use their temporary permits, thinking that these granted access to the fields, even if they had not paid their fees.
New Practice: If payment has not been received by two weeks prior to the desired start date, the Director of Recreation and Community Services will be notified by staff. The Director will contact the group and inquire about the ability and/or desire of the group to pay their permit fees. If the issue cannot be resolved to the satisfaction of the Director, the facility permits will not be granted.

Fiscal Impact

The fiscal impact of the updated *Policy and Procedure for Permitting Athletic Facilities* is unknown at this time, although it is anticipated that improved communication and facilitation with the youth sports groups will result in fewer late facility rental payments.

Submitted By:

Approved By:

Angie Avery
Director of Recreation and Community
Services

Jeffrey L. Stewart
City Manager

Attachments:

- 1) *Youth Group Permits Summary*
- 2) *Schedule of Charges (Redline version with recommended changes)*
- 3) *Policy and Procedure for Permitting Athletic Facilities (renamed, final version)*