



PARKS AND RECREATION DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: January 18, 2022

Subject

Athletic Field Use Policy Update

Recommended Action

Receive an update on the Athletic Use Policy and provide direction on next steps.

Background

The City Council identified a study of the current Athletic Field Use Policy as a City Work Program item in Fiscal Year 2019-2020. The objective of the study is to assess the current Athletic Field Use Policy, including a review of scheduling, the fee schedule, cost recovery, and Sunday reservation feasibility. After performing outreach to the community and receiving input from the Youth Sports Organizations (YSOs), staff presented proposed adjustments to the Parks and Recreation Commission on April 8, 2021 for review and input (Attachments A and B). Based on feedback from the Parks and Recreation Commission, the policy was updated. The revision was presented to City Council on April 20, 2021 and discussion was continued on May 4, 2021. The updated Field Use Policy was approved with the following amendments (Attachments C and D):

1. Individual Sunday Field Use allowed from 10 a.m. to 4 p.m.
2. Add a limit of 10 Sundays for each site (by either tournaments or individual Sunday field use)
3. Staff to provide an update to Council in one year
4. Fees to be phased over two years with a 50% increase in the first year and 100% increase in the second year

In response to concerns about the amended policy from the YSO's, the Athletic Field Use Policy was agendized and revisited by City Council on September 21, 2021 (Attachment E and F).

During that meeting City Council considered adjustments to the revised Athletic Field Use Policy and directed staff to make further refinements based on Council's comments:

- provide a 6-month report to Council with extended usage suggestions

- include 4-month input usage data
- make suggestions for simplification
- bring back a presentation to Council at the second meeting in January.

Discussion

Extended Usage Suggestions

At this time, staff does not recommend any changes to Field Use Policy as it relates to extended usage. Feedback from the YSOs has been favorable, with the exception of one group who would like the option for more Sunday games and practices. The current policy allows adequate time for the public to use the fields, including the City's high usage fields at Creekside and Wilson Parks. This issue should wait to be reassessed until after the Spring 2022 season, allowing for a full year of data collection and feedback from the public and YSOs.

2021 Fall Season Usage Data

Field use is composed of two seasons, fall and spring. The fall season runs from July through December and the spring season runs from January through June. The newly updated Athletic Field Use Policy was implemented on July 1, 2021 for the fall season. Staff monitored use carefully, performing spot checks on fields to ensure policy compliance. During the course of the fall season there were five reported instances of non-permitted Sunday use, all at Library Field. The incidents were documented by Code Enforcement and Staff followed up with the YSO. In addition, there were eight instances of YSO's either starting before or staying after their permitted time, at a variety of fields. YSO's were notified regarding the infractions and almost all updated their permits accordingly.

Overall, site use was lower than expected, giving the public ample time to utilize the fields. Depending on the season, YSO's only expended approximately 19% of the available field hours.

	Total reservable hours per season	Total YSO hours reserved	Hours available for public
Fall 2021	28,965	5567	23,398
Spring 2022	27,029	8680 projected	18,349

This trend continued for Sunday play, with only a fraction of the available time reserved by YSOs. The current version of the Field Use Policy allows for two Sunday tournaments per year, per group. A tournament is defined as at least three teams all participating in a sport or game. Additionally, organizations may request two Sunday field permits, per year, for games or practice. A game or practice is defined as a maximum of two teams

participating in a sport. A maximum of ten Sundays will be allowed to be permitted at any site whether it is for a game, tournament, or practice.

Sunday Requests Per Site – Fall 2021		
	Games	Tournaments
Creekside	1	
Eaton	1	1
Garden Gate	1	
Kennedy		2
Library Field	2	1
Regnart		1
Stevens Creek		1
Wilson		2
TOTAL	5	8

As of now, there are no requests from YSO's for Sunday usage during the Spring 2022 season.

Financially, FY 21-22 has been on trend with pre-pandemic numbers. Two new YSOs were added this fiscal year, increasing revenue accordingly. Projected revenue for FY 22-23 is a best guess based on actuals from 2021. Due to the upcoming fee increase, there is a possibility that YSOs may not reserve as many hours.

Fiscal Year	Season	Revenue	Total
FY 18-19	Fall 2018	\$74,613.00	\$137,423.00
	Spring 2019	\$62,810.00	
FY 19-20	Fall 2019	\$65,439.00	\$65,439.00
	Spring 2020	No Permits	
FY 20-21	Fall 2020	\$52,492.00	\$92,576.00
	Spring 2021	\$40,084.00	
FY 21-22	Fall 2021	\$63,432.50	\$158,392.50
	Projected Spring 2022	\$94,960.00	
FY 22-23	Projected Fall 2022	\$126,865.00	\$316,785.00
	Projected Spring 2023	\$189,920.00	

The Field Use Policy allows for play on 13 park fields and 14 school site fields. Soccer fields are the most plentiful, although the participation numbers for soccer are the highest of all offered sports.

Participation vs. Fields Available for Each YSO

BASEBALL – 3 BASEBALL FIELDS AVAILABLE PLUS 8 MULTIPURPOSE FIELDS				
CLL		2019	2020*	2021
	Residents	179	43	203
	Non-Residents	49	6	43
	TOTAL	228	49	246

CRICKET – 1 FIELD AVAILABLE				
CCA		2019	2020*	2021
	Residents	56	27	67
	Non-Residents	26	12	28
	TOTAL	82	39	95

SOFTBALL – 2 FIELDS AVAILABLE				
CGSL		2019	2020*	2021
	Residents	16	4	13
	Non-Residents	22	37	53
	TOTAL	38	41	66

VOLLEYBALL – 1 FIELD AVAILABLE				
USYVL		2019	2020*	2021
	Residents	80	No Permits	21
	Non-Residents	70	No Permits	37
	TOTAL	146	No Permits	58

SOCCER – 12 SOCCER FIELDS AVAILABLE PLUS 8 MULTIPURPOSE FIELDS				
AYSO 35		2019	2020*	2021
	Residents	292	No Permits	199
	Non-Residents	178	No Permits	105
	Total	470	No Permits	304
AYSO 64	Residents	11	15	19
	Non-Residents	44	86	44
	Total	55	101	63
CFC	Residents	295	40	223
	Non-Residents	134	9	148
	Total	429	49	371
DYSL	Residents	539	110	324
	Non-Residents	1099	469	738
	Total	1638	579	1062

FRS**	Residents	N/A	N/A	84
	Non-Residents	N/A	N/A	157
	Total	N/A	N/A	241
GTS	Residents	32	No Permits	25
	Non-Residents	7	No Permits	18
	Total	39	No Permits	43
KFB**	Residents	N/A	N/A	28
	Non-Residents	N/A	N/A	26
	Total	N/A	N/A	54
	TOTAL	3125	858	2603

*Fields closed Spring of 2020 due to COVID-19.

**New YSOs as of Fall 2021.

Possible Simplifications

Based on feedback from the YSOs and City Council there is confusion over Sunday play. Specifically, as it relates to the provision that any given field site cannot be used more than 10 Sundays per fiscal year. Staff suggests removing this clause from the Policy in order to simplify the terms of Sunday play. Sunday play will continue to be tracked at each site; however, if each group is only allowed two tournaments and two additional Sundays for games and practices then Staff feels confident that the fields will still be readily available for neighborhood use.

Since September 21, 2021 the City's Athletic Field Use [website](#) has been updated to be as user friendly as possible. Usage calendars are now displayed per site, making it easier for all users to determine whether or not use is permitted. There is also a Frequently Asked Questions section with information on how to reserve, unauthorized use, the drought, and more.

Additionally, staff worked with the Public Works Department to design and place permanent signage at all City fields, including fields used through the Joint Use Agreement with Cupertino Union School District. Signs include a QR code that takes you to the Athletic Field Use webpage and information on how to report unauthorized usage.

In addition to removing the clause regarding the use of 10 Sundays, staff also recommends adopting a handful of minor changes to verbiage in the policy. These changes are meant to help simply and clarify the policy (Attachments G and H).

Sustainability Impact

No sustainability impacts.

Fiscal Impact

No fiscal impacts.

Prepared by: Joanne Magrini, Director of Parks and Recreation

Reviewed by: Dianne Thompson, Assistant City Manager

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A – April 8, 2021 Staff Report - Athletic Field Use Policy

B – April 8, 2021 Parks and Recreation Commission Meeting Minutes

C – May 4, 2021 Staff Report – Updated Athletic Field Use Policy

D – May 4, 2021 City Council Meeting Minutes

E – September 21, 2021 Staff Report – Revised Athletic Field Use Policy

F – September 21, 2021 City Council Meeting Minutes

G – Athletic Field Use Policy with Proposed Updates Clean

H – Athletic Field Use Policy with Proposed Updates Redline