



Staff Report

DATE: September 23, 2008

TO: Parks and Recreation Commission

FROM: Shia Geminder, Recreation Supervisor
Rob de Geus, Division Manager, Recreation & Golf

SUBJECT: Field Use Allocation Policy (draft) Review & Approval

The purpose of this report is to provide the Parks and Recreation Commission information on changes made to the "Field Use Policy" draft previously viewed at the August 26, 2008 Commission meeting. This is an action item report.

RECOMMENDATION: The Parks and Recreation Commission approves this final draft of the Field Use Allocation Policy as submitted and recommends the policy move to City Council for review and approval.

Upon further review of the policy draft and continued discussions regarding submitted feedback, a variety of changes were made to the previous policy draft. The major substantive changes are as follows:

1. **Section V. Eligibility # 2:** *Residency requirement of 51% for priority brokering eligibility for Palo Alto resident, youth, volunteer, non profit organizations.*
Previously the threshold was 51%, a simple majority. After much discussion, we have increased it to 75%. The rationale for this change is to provide a higher priority to groups with 75% or more residents than groups with only 51% or slightly higher residents because the number of residents served is a primary criteria driving the eligibility of the field brokering policy.
2. **Section IV. Exceptions to Seasonal Use Priority**
The previous draft included annual priority for Palo Alto Little League at the Hoover Park baseball field and annual priority for Palo Alto Babe Ruth at the Baylands Athletic Center. Both exceptions have been removed. The rationale for this change is that there is no formal agreement articulating the specific exceptions between the above mentioned groups and therefore it should not be expressed in this policy.
3. **Section VI. Field Allocations**
Currently, the 8:30-10:00 pm weeknight slots at the Stanford/Palo Alto Playing fields are reserved for adult league play. We recognize that adult soccer leagues are regional in nature, and given the fact that many participants work in Palo Alto, we are proposing to reserve the 7:00-8:30 pm weeknight slots as well on Mondays, Wednesdays and Fridays in support of adult leagues.
4. **Section XV. Cancellations**
Currently, we refund cancellations from Palo Alto based youth, non-profit long term rentals, if they are submitted in writing at least 6 business days in advance of the date of cancellation. This creates significant administrative workload for staff to process multiple releases from multiple groups on a weekly basis. With the exception of rainouts, no refunds will now be given for released field allocations that are received by the City after the second week of the start of the permit. This will apply to Palo Alto based youth non-profits long term renters only, not to individual rentals.

TIMELINE

At this September 23rd, 2008, meeting we hope to have the Commission consider moving the policy to council for review and approval. It is our hope to have the Field Use Allocation Policy in place by October 31st, 2008 in advance of spring brokering which occurs in November.

ATTACHMENTS

Attachment A: Field Use Allocation Policy draft