



## Staff Report

**TO:** City Council  
**FROM:** Doug Story, Community Services Director  
**DATE** January 17, 2023  
**SUBJECT: Discussion of the Draft Sports Field Policy Handbook and Proposed Recreation Fees**

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**Description** Update from a previous discussion of the City Council to establish a Sports Field Policy Handbook and recreation fees.

### **Background and Analysis:**

On December 20, 2022, City Council was presented options for possible fees relating to the Community Services Department including sports field fees and facility rental fees. The discussion on that night included edits to the proposed Sports Field Policy Handbook, revisions to the proposed fee schedule, and the residency requirements for discounted fees that would apply to Youth Non-Profit Organizations. The goal of the discussion with City Council was to present proposed fees in a way that would allow for some cost recovery, but also take into account the impact it may have on non-profit organizations and the services they provide the community.

The only fees currently listed in the resolution approved by City Council for recreation fees are for Facility Rental (CRC and City Hall) and lights at sports fields. Currently, the City uses an online app-based program that collects the approved fee from users and allows them to control the lights by turning them on and off as the individual organization desires.

### **Cost Allocation and Comprehensive User Fee Study**

On December 7, 2021, City Council awarded a contract to Revenue and Cost Specialists (RCS) to conduct a Cost Allocation and Comprehensive User Fee Study to conduct a survey of current fees collected by all City departments and to analyze the needs or justifications to adjust current fees collected for services provided. The *Cost of Services Study for the City of Beaumont* report was presented to City Council on September 20, 2022, at which time Community Services staff began to review the findings to analyze the current amount of cost recovery for such services as: Facility Rentals and Ballfield Rentals. The report included information and financials for Direct Costs (salaries, benefits, and operating expenses), Administrative Costs, and

Maintenance Costs, ultimately providing a total to demonstrate the full amount of costs to conduct services. The total numbers were compared against the amount of revenue collected to offset those costs.

An analysis was conducted to account for the costs associated with maintenance and utilities for sports fields in the community. RCS concluded that roughly \$615,000 annually is associated with the maintenance, upkeep, and utilities of sports field areas for the Beaumont Sports Park and sports fields (baseball and large open spaces used for practices and league games) throughout the entire City.

Currently, the cost recovery for services provided by the Community Services Department shows a 58% cost recovery for Facility Rentals and 4% cost recovery for Ballfield Rentals. RCS calculated these numbers by establishing the fully burdened rate for staff time and for maintenance costs associated with facility and field usage. These numbers account for the fees that are taken in for facility rentals for private events or meetings at the Community Recreation Center (CRC) and City Hall, park gazebos, and sports fields.

The Ballfield Rentals cost recovery is considerably low primarily because there are no fees collected for any sports field usage at this time. This also increases the demand for fields because Beaumont is currently one of the only cities in the area not charging for field usage. The impact on the sports field's usage is felt through the numerous requests for field space and the number of teams who do not primarily serve Beaumont residents or have a larger number of non-Beaumont residents on their team using the Sports Park and other community parks.

The City of Beaumont Grounds Maintenance Division is committed to the upkeep and operation of the Sports Park and 17 other parks across the community. In addition to the mowing, edging, trimming, and irrigation maintenance in all the parks the department also absorbs the cost of utilities (water and electricity) at each of the parks. As usage and demands have increased considerably for sports fields, the costs associated with maintenance of the fields have increased as well. As stated above, the current cost recovery for services at parks and sports fields is 4%.

### **Sports Field Policy Handbook**

The City has experienced tremendous growth in sports, including new sports organizations and emerging sports. Currently, the City assigns field usage to youth recreational soccer, adult soccer, youth competitive/club soccer, youth football, cheerleading, youth rugby, adult rugby, recreational baseball/softball, and competitive/club baseball and softball teams. This growth is anticipated to continue. The increased demand for the use of City facilities makes it necessary to establish an

equitable and fair method for allocating field use among present and future sports organizations.

The Draft Sports Field Policy Handbook (Attachment A) will outline the allocation and rental policies for the permitted use of sports fields in the City (Attachment A). In addition to these policies a recommended fee schedule for sports fields is included in the handbook; as a basis of discussion, based on the information provided by RCS as it pertains to cost recovery for ballfield rentals.

This draft policy will be established to ensure that the fields are used for recreational, educational and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in the policy manual.

As part of this process each sports field user is designated into a specific group that allows for distinction between programs in a fair and equitable manner. By creating a Priority Group Classification process, it allows City staff to apply specific fees and assign field usage based on specific criteria to ensure non-profit recreational programs that allow for all participants to play are receiving a greater opportunity to serve the community.

The proposed fees also take into account the fees established by surrounding cities for field rentals, as well as the structure for establishing fees and criteria for field allocation. The market for sports field usage varies dramatically. In addition to local municipalities staff also reviewed the Beaumont Unified School District rental rates and policies and confirmed that their sports fields are available for rental at this time.

### **Youth Non-Profit Organization (RYNP)**

Some agencies choose to significantly discount the youth non-profit organizations, while other agencies only distinguish between residents and non-residents as it pertains to fees charged for sports field usage. The range of fees for youth non-profits varies from \$1 per hour/per field to \$21 per hour/per field. Some cities choose to charge to rent the entire park, so the allocation would include all the fields contained at one particular park, while other agencies choose to charge a per field/per hour rate.

Light fees appear to range from \$17 - \$32 per hour per field. The current fee schedule used by the Beaumont Community Services Department does contain a fee for light usage at sports fields for \$30 per hour/per field. This is currently the only fee that users are paying for usage at the fields that contain sports lighting systems.

Many surrounding cities are accounting for leagues that have a majority of residents participating on the team or league. The Draft Sports Field Policy Handbook allows for leagues to participate in discounted pricing by providing access into the Group 2 fees that are lower for those user groups that meet the criteria. See pages 4-6 in the Sports Field Policy Handbook. This criterion will be verified by staff during an audit of registrations.

To qualify as a Resident Youth Non-Profit Organization (RYNP) - Group 2:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise Tax Board.
- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.
- Organization must coordinate league within City limits, schedule games based on registration for play in Beaumont, and maintain an 80% overall residency of participants.
- Registration must be open to any Beaumont resident and not based on skill level. Every player must play. No club/elite, no travel.
- Organization must submit game schedules prior to the start of season. Schedules must match team rosters submitted.
- Organization must be managed by volunteers. All coaches must be background checked and have completed coaches training.
- Organization must uphold parents, coaches and participants to an approved “Code of Conduct,” as initiated in their Bylaws and rules and regulations. NOTE: Failure to submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations.
- Organization must conduct all sport related activity on issued field space and within time allocated based on permits.

### **Proposed Fee Schedule**

The breakdown below provides a snapshot of the possible range for establishing a fee for sports field usage. The purpose of charging fees is to offset public expenses to operate, maintain, supervise, and administer the use of park and athletic facilities. The suggested fee schedule below accounts for the surrounding communities and the market rate for field usage and fees applied to users. It should be noted that any fee approved for field use will be an increase from the current standard.

Sports Field Permit Fee (credited to total fee)	\$100 per permit
All permits adjusted	\$10.00 per transaction
Permit Cancellation Fee	\$100.00
<u>Group 2</u> ( >80% residency)	
Youth Group Field Use (Non-Tournament)	\$5.00 per hour/per field
Youth Group Field Use (Tournament)	\$10.00 per hour/per field
<u>Group 3-5:</u> ( <80% residency)	
Youth Group Field Use (Non-Tournament)	\$15.00 per hour/per field
Adult Group Field Use (Non-Tournament)	\$20.00 per hour/per field
<u>Group 6:</u>	
Youth Group Field Use	\$30.00 per hour/per field
Non-Resident Teams	
Adult Group Field Use	\$30.00 per hour/per field
Non-Resident Teams	
<u>Additional Fees:</u>	
Tournaments	\$30.00 per hour/per field
Lights - Sports Park Soccer Complex	\$30.00 per hour/per field
Lights - Rangel Park	\$30.00 per hour
Lights - Stewart Park	\$30.00 per hour
Key Deposit (Refundable)	\$45.00 (includes 2 keys)
Additional Keys	\$15.00 each key
Maintenance Worker	\$65.00 per hour
Park Monitor (Recreation Specialist)	\$20.00 per hour
Snack Bar (Rangel and Sports Park)	\$50.00 per day

Some of the neighboring cities have chosen to allow organizations to have a period to progress to the full fee schedule amount to allow for league administrators to account for new fees and accounting requirements that may need to be put in place to accommodate the new field usage fees. If City Council chose to take that direction it would be recommended to allow that progression for Group 2 organizations only and to allow these new fees to be applied to the upcoming Fall 2023 allocation period.

### **Facility Rentals**

The Community Services Department also oversees facility rentals. Currently residents can rent the Community Recreation Center (CRC), City Hall Gymnasium, park pavilions, meeting rooms, and the kitchen at the CRC for private events and meetings. There is a previously adopted fee schedule in place to account for cost recovery for these facility

rentals. Analysis conducted by RCS indicates that the department is recovering 58% of the costs associated with rentals.

### Private Rentals

After City Council's previous discussion, the facility fees have been adjusted to account for cost recovery fees that would allow for a more appropriate recovery rate for private reservations (Attachment B). These rates are within market rate of surrounding and similar sized communities within the area and allow for a competitive comparison to current fee structures in our area.

One exception is the private party rental rates for the gymnasium. Staff recommends an approximate 36% increase for the gymnasium rental.

### Non-Profit Organizations

Staff also included a discounted rate for non-profit organizations. However, the current rate structure is below market value compared to surrounding cities. Staff recommends the non-profit rate structure to reflect an approximate 20% savings from the private party rental rates, which would result in increases of 60% - 100% of the current rates.

### New Recreation Space

The Community Recreation Center has recently updated a room to a fitness studio and fees for this space are newly proposed to account for new features of the room.

### Other Rooms

Other meeting rooms and the kitchen reflect a 0% change in rental fees.

### **Fiscal Impact:**

There is no fiscal impact. Any facility usage fees will be brought back in the Master Fee Schedule in February.

### **Recommended Action:**

Approve the Sport Facility Policy Handbook, and

Direct staff to include the proposed recommended fees, or modifications thereof, in the Master Fee Schedule.

### **Attachments:**

- A. Sports Field Policy Handbook
- B. Facility Rental Fees