



Staff Report

City Council

Item No. {{section.number}}.D

Meeting Date: August 14, 2024

From: John A. Corella, Director of Public Works

Title: Approve the Addition of Soccer Field Reservations to Current Fees and Policy Manual and Field Reservation Form for City Baseball/Softball Fields.

RECOMMENDATION:

To approve the addition of soccer field reservations to the current fees and policy manual and field reservation form for city baseball/softball (*and now* soccer) fields with the addition of the Dennis Keat Soccer Park fields and concession stand, and the updates to the reservation requirements and fee structure definition sections of the manual.

BACKGROUND:

At the October 11, 2023 meeting, the City Council approved the fees and policy manual (Manual) and field reservation form for baseball/softball fields in the city. The purpose of the policy manual for baseball/softball field reservations was to provide clear guidelines and procedures for reserving and using baseball/softball fields and concession stands at various Cathedral City parks with these amenities. The reservation form creates a fair and consistent reservation process and provides information to applicants about rules, regulations and fee structure for the reservation of these fields and concession stands at the city parks.

In the past year, staff has received a number of requests to reserve a soccer field and/or multiple fields at the Dennis Keat Soccer Park for both soccer and football. These requests have been received during the AYSO season (for the available field reserved for these requests) and the summer months outside of the AYSO season reservation.

These requests are for both short- and long-term reservations of the soccer field. From one weekend to multiple months. Staff vetted these requests, reviewed the existing field reservation policy and form for the city's baseball/softball and concession stand reservations and found that merging the Dennis Keat Soccer Park soccer field reservations to the existing form works and provides the same reservation assurances. The City Council vetted the policy and costs last year.

For the inclusion of the soccer field into the reservation program, staff determined the field uses are similar, and thus no fees would change. As a result, staff have updated the currently

approved manual and reservation form to include the Dennis Keat Soccer Park fields and concession stand.

DISCUSSION:

Staff is requesting that City Council approve the inclusion of soccer fields into the current fees and policy manual and field reservation form.

1. All sections of the policy and reservation forms.

Change: Add Dennis Keat Soccer Park and concession stand to the fees and policy manual and field reservation form.

Explanation: The city executed an agreement with the American Youth Soccer Organization (AYSO) to reserve all the soccer fields, excluding one field, at the Dennis Keat Soccer Park during AYSO's specified season which is September through May, Monday through Friday 6pm to 9pm and all-day Saturday. During the days and times that AYSO is not scheduled to use the soccer fields, the city can permit and schedule use of the soccer fields by other organizations.

2. Section 2.2: Reservation Requirements

Change: Add a statement clarifying that reservation requests for multiple years may be subject to a special agreement and/or City Council approval.

Updated Section: Baseball/Softball/Soccer field reservations shall be issued on a first-come, first-serve basis of receipt of Baseball/Softball/Soccer field use application, subject to availability. *All field use applications requesting reservations for multiple years may be subject to a special agreement and/or City Council approval.* All persons, organizations or groups who desire to use Cathedral City Baseball/Softball/Soccer field(s) shall apply for use on the Baseball/Softball/Soccer field use application provided by the City. The applicant shall furnish all information as required to determine if said program or use will be permitted. At the discretion of the City of Cathedral City, depending on the nature of the use requested, all or some of the following conditions of use may be required.

Explanation: This change will facilitate a review and allow for discussion regarding any possible conflicts related to reserving future use of the fields.

3. Section 3.2: Fee Structure Definition

Change: Add clarification to this section defining field preparation.

Updated Section: Field Preparation Fee: *"Field Preparation" covers general field maintenance and upkeep. Please note: this fee does not include field stripping or providing additional sports equipment that is not already offered at the park.* Payment depends on the quantity of times an applicant requests to prepare the field.

Explanation: The public works maintenance staff does not have the labor resources or equipment to mark fields or provide additional sports equipment for every park reservation. Staff reached out to neighboring cities to confirm they also require organizations to provide their own equipment and field marking.

Staff is requesting City Council approve the addition of soccer field reservations to the current fees and policy manual and field reservation form for City Baseball/Softball (*and now Soccer*) Fields with the addition of the Dennis Keat Soccer Park fields and concession stand, and the updates to the reservation requirements and fee structure definition sections of the manual.

FISCAL IMPACT:

There is no change in the current fee structure for park field reservations as a result of the addition of the soccer fields.

FIVE-YEAR STRATEGIC PLAN:

GOAL B: COMMUNITY INVESTMENT

Objective: Cathedral City roads, gateways, public spaces, and other city infrastructure are well planned, designed, constructed, and maintained.

GOAL C: FISCAL STABILITY AND SUSTAINABILITY

Objective: Cathedral City has economically prospered by facilitating the investment of private dollars in high quality development which benefits the community. We remain financially solvent by instituting prudent fiscal policies and transparent financial practices.

GOAL D: INNOVATION

Objective: Cathedral City continually focuses on improving service delivery and customer experiences by successfully leveraging technology and creative initiatives to improve public services, public safety, and stimulate economic growth.

ATTACHMENTS:

1. Fees and Policy Manual- Field Reservation
2. Baseball-Softball-Soccer Field Reservation Application