



# AGENDA

## IRVINE SPORTS COMMITTEE REGULAR MEETING

October 11, 2016

7:00 PM

IRVINE CIVIC CENTER  
CONFERENCE & TRAINING CENTER  
ONE CIVIC CENTER PLAZA  
IRVINE, CALIFORNIA

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**Speaker's Card/Request to Speak:** If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Please identify on the card your name, address (optional), and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Committee. City policy is to limit public testimony to three minutes per speaker (unless extended by the Chair) which includes the presentation of electronic or audio visual information.

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### CALL TO ORDER

A regular meeting of the Irvine Sports Committee will be called to order on October 11, 2016, at 7:00 p.m. in the Conference and Training Center, Irvine Civic Center, One Civic Center Plaza, Irvine, California.

### ROLL CALL

COMMITTEE MEMBER: AYSO – Doug Birozy (Region 213)\*  
COMMITTEE MEMBER: AYSO – Kym Watson (Region 144)\*  
COMMITTEE MEMBER: FC Golden State OC – Bart Hess  
COMMITTEE MEMBER: Irvine Baseball Club – Ed Bunnell  
COMMITTEE MEMBER: Irvine Dolphins Baseball Club – Alex Memon  
COMMITTEE MEMBER: Irvine Girls Softball Association – Chris Dallas\*  
COMMITTEE MEMBER: Irvine Knights Baseball Club – Dick Owens  
COMMITTEE MEMBER: Irvine Pony Baseball – Marty O'Neal\*  
COMMITTEE MEMBER: Irvine Pythons Baseball Club – Mike Tous  
COMMITTEE MEMBER: Irvine Ranch Little League – Scott Arakawa\*

COMMITTEE MEMBER: Irvine Rangers Lacrosse – Geoff Giglio\*  
COMMITTEE MEMBER: Irvine Slammers FC – Bryan Ableson\*  
COMMITTEE MEMBER: Irvine Tigers Baseball Club – Edward Park  
COMMITTEE MEMBER: Irvine Travel Softball – Blair Ota\*  
COMMITTEE MEMBER: Irvine Youth Basketball League – Genny Armand\*  
COMMITTEE MEMBER: Irvine Youth Football – Jodi Cruz\*  
COMMITTEE MEMBER: Matt Leinart Flag Football – Ryan Bertoni\*  
COMMITTEE MEMBER: Northwood Little League – Tom Wheat\*  
COMMITTEE MEMBER: OC Nomads – Frank Fortier\*  
COMMITTEE MEMBER: Rox Baseball – Michelle McNab\*  
COMMITTEE MEMBER: Ryan Lemmon Foundation – Larry Michaels  
COMMITTEE MEMBER: Strikers FC Irvine – Adrian Martinez\*  
MEMBER-AT-LARGE: Vacant\*  
MEMBER-AT-LARGE: Michael Ghaemi\*  
MEMBER-AT-LARGE: Miriam Gelfand\*  
MEMBER-AT-LARGE: Pramod Kunju\*  
VICE CHAIR: Cary Lambeth – So Cal Elite Sports\*  
CHAIR: Jon Szczuka – Pateadores Irvine\*

*\*Voting Member*

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**ANNOUNCEMENTS**

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Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

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**COMMITTEE REPORTS**

**PUBLIC COMMENTS**

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Any member of the public may address the Sports Committee on items within the Sports Committee's subject matter jurisdiction but which are not listed on this agenda during public comments. However, no action may be taken on matters that are not part of the posted agenda. Public comments are scheduled for 30 minutes and are limited to three minutes per person. If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.

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## **1. CONSENT CALENDAR**

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All matters listed under Consent Calendar are considered to be routine and enacted by one roll call vote. There will be no discussion of these items unless members of the Irvine Sports Committee request specific items to be removed from the Consent Calendar for separate discussion. Any member of the public may address the Sports Committee on items on the Consent Calendar. Public comments on any item or items on the consent calendar are limited to three minutes per speaker. If you wish to speak to a particular item or items, please complete a Speakers Form and give it to the Board Secretary.

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### **1.1 MINUTES**

**ACTION:**

Approve minutes of the Irvine Sports Committee regular meeting held July 12, 2016.

### **1.2 TOURNAMENT AND EVENTS CALENDAR**

**ACTION:**

Receive and file.

## **2. COMMITTEE BUSINESS**

### **2.1 ORANGE COUNTY GREAT PARK SPORTS COMPLEX FIELD ALLOCATION AND FEE POLICY**

**RECOMMENDED ACTION:**

- 1) Receive staff report.
- 2) Committee comments, discussion, and questions.

## **ADJOURNMENT**

Next Meeting: Irvine Sports Committee regular meeting, January 10, 2017, 7:00 p.m., Irvine Civic Center, Conference & Training Center, One Civic Center Plaza, Irvine, California.

### **NOTICE TO THE PUBLIC**

**At 11:00 p.m.**, the Irvine Sports Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight and will continue all other items on which additional time is required until a future Sports Committee meeting. All meetings are scheduled to terminate at 12:00 midnight.

### **STAFF REPORTS**

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Sports Committee liaison at (949) 724-6660.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Irvine Sports Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Sports Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Sports Committee at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

**AMERICANS WITH DISABILITIES ACT:** It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Sports Committee liaison at 949-724-6660 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

**COMMUNICATION DEVICES**

To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

The Irvine Sports Committee Agenda is posted in the Police Department.

I hereby certify that the agenda for the Irvine Sports Committee meeting was posted in the posting book located in the Public Safety Lobby of City Hall, One Civic Center Plaza, Irvine, California on October 7, 2016 by 5:30 p.m.

  
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Committee Liaison

# CONSENT CALENDAR

ITEM 1

APPROVAL OF IRVINE SPORTS  
COMMITTEE REGULAR MEETING MINUTES

ITEM 1.1



# MINUTES

## IRVINE SPORTS COMMITTEE REGULAR MEETING July 12, 2016

IRVINE CIVIC CENTER  
CONFERENCE & TRAINING CENTER  
ONE CIVIC CENTER PLAZA  
IRVINE, CALIFORNIA

**CALL TO ORDER: 7:07 p.m.**

### ROLL CALL

#### PRESENT:

COMMITTEE MEMBER: AYSO – Doug Birozy (Region 213)\*  
COMMITTEE MEMBER: AYSO – Kimberly Watson (Region 144)\*  
COMMITTEE MEMBER: FC Golden State OC – Bart Hess  
COMMITTEE MEMBER: Irvine Dolphins Baseball Club – Alex Memon  
COMMITTEE MEMBER: Irvine Girls Softball Association – Kelly Bajorek\*  
COMMITTEE MEMBER: Irvine Knights Baseball Club – Dick Owens  
COMMITTEE MEMBER: Irvine Pony Baseball – Stacie Sloniger\*  
COMMITTEE MEMBER: Irvine Rangers Lacrosse – Kathleah Jacobs\*  
COMMITTEE MEMBER: Irvine Tigers Baseball Club – Daniel Lee  
COMMITTEE MEMBER: Irvine Travel Softball – Blair Ota\*  
COMMITTEE MEMBER: Irvine Youth Football – Nick Nwen\*  
COMMITTEE MEMBER: OC Nomads – Frank Fortier\*  
COMMITTEE MEMBER: Rox Baseball Club – Michelle McNab\*  
COMMITTEE MEMBER: Ryan Lemmon Foundation – Dick Owens  
MEMBER-AT-LARGE: Pramod Kunju\*  
CHAIR: Jon Szczuka – Pateadores Irvine\*

#### ABSENT:

COMMITTEE MEMBER: Irvine Baseball Club – Ed Bunnell  
COMMITTEE MEMBER: Irvine Pythons Baseball Club – Jay Kotin  
COMMITTEE MEMBER: Irvine Ranch Little League – Scott Arakawa\*  
COMMITTEE MEMBER: Irvine Slammers FC – Bryan Ableson\*  
COMMITTEE MEMBER: Irvine Youth Basketball League – Genny Armand\*  
COMMITTEE MEMBER: Matt Leinart Flag Football – Ryan Bertoni\*

COMMITTEE MEMBER: Northwood Little League – Thomas Wheat\*  
COMMITTEE MEMBER: Pacific Soccer Club Irvine – Kent Yomogida  
VICE CHAIR: So Cal Elite Sports – Cary Lambeth\*  
COMMITTEE MEMBER: Strikers FC Irvine – Chip Fuller\*  
MEMBER-AT-LARGE: Miriam Gelfand\*  
MEMBER-AT-LARGE: Daniel Klatt\*  
MEMBER-AT-LARGE: Michael Ghaemi\*

*\*Voting Member*

## **PLEDGE OF ALLEGIANCE**

Chair Szczuka led the Pledge of Allegiance.

## **PRESENTATIONS**

Community Services Manager Crofts presented an overview of the Pulse Group's analysis for the Great Park's Sports Complex operating model.

## **ANNOUNCEMENTS**

Superintendent Gutfeld announced the following:

- The minutes from the January 12, 2016 Irvine Sports Committee meeting contained minor scrivener errors relating to dates and have been corrected.
- All checks and credit cards used to pay for City field use needs to be in the name of the organization reserving the field. Individual checks and credits cards may not be used.
- Field Applications are required to be completely filled out and signed. City staff will not fill in missing information, and return incomplete field applications.
- Strikers FC Irvine now has over 200 participants, and is now a voting member in the Irvine Sports Committee effective July 12, 2016.

## **COMMITTEE REPORTS**

There were no committee reports,

## **PUBLIC COMMENTS**

There were no public comments.

## **1. CONSENT CALENDAR**

**ACTION:** Moved by Committee Member Sloniger, seconded by Committee Member McNab and unanimously carried by those members present to approve the Consent Calendar as follows:



**1.1 APPROVAL OF IRVINE SPORTS COMMITTEE MINUTES**

**RECOMMENDED ACTION:**

Approve minutes of the Irvine Sports Committee regular meeting held January 12, 2016.

**1.2 TOURNAMENT AND EVENTS CALENDAR**

**ACTION:** Moved by Committee Member Ota, seconded by Committee Member Lambeth and unanimously carried by those members present to receive and file Tournaments and Events Calendar.

**ADJOURNMENT**

Moved by Committee Member Birozy, seconded by Chair Szczuka, and unanimously carried by those members present to adjourn the meeting at 7:32 p.m. The next meeting will be held on October 11, 2016 at 7:00 p.m.

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JON SZCZUKA, CHAIR

**Date Approved:** October 11, 2016

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MARC GUTFELD  
COMMUNITY SERVICES SUPERINTENDENT

# TOURNAMENT AND EVENTS CALENDAR

ITEM 1.2

**City of Irvine  
Tournament and Events Calendar**

Revised: 10/7/2016

**Tournaments and Events Calendar 2016**

<b>Events</b>	<b>Days</b>	<b>Dates</b>	<b>Location</b>	<b>Attendance per day</b>
<i>City Holiday - New Year's Day</i>	<i>Fri</i>	<i>January 1, 2016</i>		
Surf City Winter Showcase <small>Surf City</small>	Sat - Sun	January 9 & 10, 2016	Bill Barber	600 - 900
<i>City Holiday - Martin Luther King Day (Athletics open to all use)</i>	<i>Mon</i>	<i>January 18, 2016</i>		
OC Coastal Classic Softball Tournament <small>Triple Crown Sports</small>	Sat - Sun	January 23 & 24, 2016	Bill Barber, Mark Daily	400 - 800
<i>City Holiday - Washington's Birthday</i>	<i>Mon</i>	<i>February 15, 2016</i>		
Irvine Girls Softball Association - Opening Day	Sat	February 20, 2016	Bill Barber	
Irvine Pony - Opening Day	Sat	February 27, 2016	Harvard	
Irvine Ranch Little League - Opening Day	Sat	February 27, 2016	Las Lomas	
Northwood Little League - Opening Day	Sat	February 27, 2016	Hicks Canyon	
Timberwolf Classic Softball Tournament <small>Northwood High School</small>	Fri - Sat	March 11,12, 18 & 19, 2016	Bill Barber	500 - 750
Alan Dugard Softball Classic <small>Woodbridge High School</small>	Sat, Mon, & Sat	March 26, 28 & April 2, 2016	Bill Barber, Mark Daily	500 - 900
Ryan Lemmon Invitational <small>Ryan Lemmon Foundation</small>	Sat, Mon - Wed	March 26, 28- 30, 2016	Windrow	400 - 600
<i>Easter</i>	<i>Sun</i>	<i>March 27, 2016</i>		
<i>IUSD Spring Break</i>	<i>Mon - Fri</i>	<i>March 28 - April 1, 2016</i>		
ROX 14U Baseball Tournament <small>ROX Baseball</small>	Sat - Sun	May 21 - 22, 2016	Windrow	400 - 600
Irvine Pony Memorial Day Baseball Tournament	Thur - Mon	May 26 - 30, 2016	All City Baseball Fields	200 - 2000
Memorial Day Classic Softball Tournament <small>Triple Crown Sports</small>	Sat - Mon	May 28 - 30, 2016	Bill Barber	500 - 900
<i>City Holiday - Memorial Day</i>	<i>Mon</i>	<i>May 30, 2016</i>		
CIF Girl's Softball Championships <small>California Interscholastic Federation - Southern Section</small>	Fri - Sat	June 3 & 4, 2016	Bill Barber	900 - 1800
OC Coaches Softball All-Star Games <small>Ryan Lemmon Foundation</small>	Tues	June 7, 2016	Bill Barber	300 - 500
Senior Baseball Showcase <small>Ryan Lemmon Foundation</small>	Fri - Sat	June 10 & 11, 2016	Windrow	400 - 600
Summertime Classic Softball Tournament <small>Irvine Girls Softball Association</small>	Fri - Sun	June 10 - 12, 2016	Various Softball Fields	400 - 1000
Southern California National Qualifier <small>Premier Girls Fast pitch</small>	Fri - Sun	June 17 - 19, 2016	Bill Barber	400 - 800
Red, White, and Blue Softball Tournament <small>Triple Crown Sports</small>	Sat - Sun	June 25 - 26, 2016	Bill Barber and Mark Daily	300 - 800
4th of July Firecracker Classic <small>USA Premier</small>	Fri - Sat	July 1 - 9, 2016	Windrow, Cypress	200 - 500
Champions Cup Softball Tournament 16u <small>Southern California Amateur Softball Association</small>	Thur - Mon	July 7 - 11, 2016	Harvard	1000 - 1500
Champions Cup Softball Tournament 14u <small>Southern California Amateur Softball Association</small>	Fri - Sun	July 8 - 10, 2016	Bill Barber	300 - 900
Champions Cup Softball Tournament 18u <small>Southern California Amateur Softball Association</small>	Wed - Sun	July 13 - 17, 2016	Bill Barber, David Sills, Mark Daily, Harvard	400 - 1200
Pony Mustang & Bronco All-Star Tournament <small>Irvine Pony Baseball</small>	Thur - Sun	July 14-17, 2016	Hicks Canyon	500 - 1000
ROX 9, 10 & 11u Baseball Tournament	Sat - Sun	July 16 - 17, 2016	Las Lomas, Stonegate, Plaza	200 - 400

## City of Irvine Tournament and Events Calendar

Events	Days	Dates	Location	Attendance per day
Rox Baseball Club PGF Softball National Championships 18u/12u/10u	Sat - Fri	July 23 - 29, 2016	Bill Barber and Harvard	600 - 1000
Premier Girls Fastpitch PGF Softball National Championships 16u/14u	Sun - Sat	July 31 - August 6, 2016	Bill Barber and Harvard	600 - 1000
Premier Girls Fastpitch South County Classic - Soccer Tournament	Fri - Sun	August 6 - 7, 2016	Multiple City Park Sites	300 - 700
South Slammers FC West Coast Futbol Classic	Sat - Sun	August 13 - 14, 2016	Multiple City Park Sites	300 - 700
West Coast Futbol Club Orange County Kickoff Classic Soccer Tournament (Girls)	Sat - Sun	August 20 - 21, 2016	Multiple City Park Sites	300 - 800
FC Golden State Orange County Orange County Kickoff Classic Soccer Tournament (Boys)	Sat - Sun	August 27 - 28, 2016	Multiple City Park Sites	300 - 800
FC Golden State Orange County Irvine World Cup Soccer Showcase	Sat - Sun	September 3 - 4, 2016	Multiple City Park Sites	300 - 800
OC Nomads/ISA <i>City Holiday - Labor Day</i>	<i>Mon</i>	<i>September 5, 2016</i>		
Fall Classic Baseball Tournament	Fri - Mon	October 7 - 10, 2016	Windrow, Cypress	200 - 500
USA Premier <i>City Holiday - Veterans Day (Athletics open to all use)</i>	<i>Fri</i>	<i>November 11, 2016</i>		
Early Thanksgiving Showcase Softball Tournament	Fri - Sun	November 18 - 20, 2016	Bill Barber (Fri - Sun), Harvard (Sat & Sun)	800 - 1000
Surf City Mayor's Cup Soccer Tournament	Sat	November 19, 2016	Hicks B, Las Lomas, Northwood, University, Windrow	200 - 400
North AYSO and South AYSO <i>City Holiday - Thanksgiving</i>	<i>Thur</i>	<i>November 24, 2016</i>		
<i>City Holiday - Day After Thanksgiving</i>	<i>Fri</i>	<i>November 25, 2016</i>		
10 Annual Thanksgiving Memorial Baseball Tournament	Fri - Mon	November 25-27, 2016	Windrow, Cypress	200 - 500
USA Premier & Cory Lidle Foundation IBC 11 & 12u Tournament	Fri - Sun	December 2 - 4, 2016	Hicks Canyon & Las Lomas	300 - 500
Irvine Baseball Club Irvine High School Team Challenge Soccer Tournament	Fri, Sat, & Mon	December 9, 10 & 12, 2016	Heritage	300 - 500
OC Tournament of Champions	Sat - Sun	December 10 - 11, 2016	Soccer Fields (multiple sites)	200 - 800
Irvine Slammers FC Christmas Classic Baseball Tournament	Fri - Mon	December 16 - 19, 2016	Windrow, Cypress	200 - 400
USA Premier <i>City Holiday - Christmas Eve</i>	<i>Fri Observed</i>	<i>December 23, 2016</i>		
<i>City Holiday - Christmas Day</i>	<i>Mon Observed</i>	<i>December 26, 2016</i>		

## COMMITTEE BUSINESS

ITEM 2

ORANGE COUNTY GREAT PARK SPORTS  
COMPLEX FIELD ALLOCATION AND FEE  
POLICY

ITEM 2.1



## REQUEST FOR COMMITTEE ACTION

**MEETING DATE:** OCTOBER 11, 2016

**TITLE:** ORANGE COUNTY GREAT PARK SPORTS COMPLEX  
FIELD ALLOCATION AND FEE POLICY

Community Services Manager

### RECOMMENDED ACTION

Irvine Sports Committee takes the following actions:

1. Receive staff report.
2. Provide comments, discussion, and questions.

### EXECUTIVE SUMMARY

At the June 28, 2016 Orange County Great Park Board of Directors (Board) meeting, the Board selected an operating model for the Orange County Great Park Sports Complex (Sports Complex) to achieve cost recovery goals and balance local youth access with scheduled tournament play. The Board provided staff direction to develop a Field Allocation and Fee Policy (Policy) reflecting the guiding principles of the operating model, presented as Attachment 1.

### COMMISSION/BOARD/COMMITTEE RECOMMENDATION

At the September 27, 2016 Board meeting, staff presented the proposed Policy and received feedback from the Board. The Board directed staff to present the proposed Policy to the Irvine Sports Committee to seek feedback before returning to the Board and City Council.

### ANALYSIS

#### Background

Phase 1 of the Orange County Great Park Sports Complex (Sports Complex) is under construction and is projected for completion this spring. These first facilities will include a 25 court tennis complex, six soccer fields and championship soccer and tennis stadiums.

At the June 28, 2016 Board meeting, the Board selected an operating model for the Sports Complex to establish costs recovery goals with balanced use for local access (priority on non-tournament weekends and weekdays) and tournament play (weekend priority). The table below outlines the operating model assumptions.

<b>Model Assumptions</b>
<ul style="list-style-type: none"><li><b>– Allocation of User Groups (Balance of Local and Tournament Play)</b><ul style="list-style-type: none"><li>Non-Tournament Weekend and Weekdays: Local Access Priority</li><li>Weekends: Tournament Priority</li><li>Baseball/Softball<ul style="list-style-type: none"><li>17% Tournament Play</li><li>25% Local Youth Team Play</li><li>58% Regional Leagues, Clinics, Camps, Private and Prime Time</li></ul></li><li>Soccer<ul style="list-style-type: none"><li>30% Tournament Play</li><li>25% Local Youth Team Play</li><li>45% Regional Leagues, Clinics, Camps, Private and Prime Time</li></ul></li></ul></li><li><b>– Staffing and Contracting Strategy</b><ul style="list-style-type: none"><li>Managed by City (e.g. scheduling, field allocations, site operations)</li><li>Maintenance provided through contractual services</li><li>Tennis/Volleyball provided through contract instruction</li></ul></li><li><b>– Revenue Source</b><ul style="list-style-type: none"><li>Tournament fee structure</li><li>Non-Tournament tiered fee structure (nonprofit, for profit, private party)</li></ul></li><li><b>– Cost recovery up to 117%</b></li></ul>

### **Field Allocation and Fee Policy**

Using the operating model as the framework, staff developed a Policy for the Sports Complex. The proposed Policy is consistent with the guiding principles of the operating model and its revenue strategies to meet cost recovery goals.

The Policy establishes a methodology for allocation of fields and setting fees to ensure the Sports Complex is operated in accordance with the direction and vision of the Board. The guiding principles of the Policy are summarized in the Sports Complex Allocation and Fee Model below:



### **SPORTS COMPLEX ALLOCATION AND FEE MODEL**

Category/Permit Type	Fee	Allocation Priority
A - Local Youth Sports	Minimum: Direct Cost Recovery Maximum: Direct + Indirect Cost Recovery	Weekdays and Non-Tournament Weekends
B - Tournaments	Market Rates	Weekends
C - General Use	Minimum: Direct Cost Recovery Maximum: Full-Cost Recovery	Based on availability

The Model provides parameters associated with the fees and cost recovery, and the allocation priority for each permit type.

While guidelines are included to meet the needs for approving tournaments, team games and practices and other organized activities, the Policy also provides for non-organized, drop-in activities. During the scheduling process, staff will identify space within the Sports Complex for these uses.

#### **FINANCIAL IMPACT**

The financial impact of the proposed Policy is identified in the pro forma financial analysis of the operating model. An excerpt of the Final Report and a financial analysis for the adopted operating model is presented as Attachment 2.

The financial analysis assumes all phases of the Sports Complex are complete and operating at full capacity. The financial impact projects revenues directly attributed to use of fields and courts of \$6,687,884, with direct and indirect expenditures of \$7,450,378. The model also identified other revenue opportunities that could generate an additional \$2,017,288.

With the Sports Complex at full operation, the model projects up to 90 percent cost recovery from fees and opportunities to recover more than 100 percent of direct and indirect cost implementing all revenue strategies.

**REPORT PREPARED BY:** Ed Crofts, Community Services Manager

#### **ATTACHMENTS:**

1. Field Allocation and Fee Policy
2. Operating Model Pro Forma Financial Analysis



# COMMUNITY SERVICES POLICY



## Orange County Great Park Sports Complex Field Allocation and Fee Policy

Number: OCGP – 001

Approved: \_\_\_\_\_

Amended: \_\_\_\_\_

Approved by: \_\_\_\_\_

### 1.0 POLICY STATEMENT

The Orange County Great Park Sports Complex (Sports Complex) Field Allocation and Fee Policy (Policy) governs use, fees and permitting of athletic facilities such as fields, courts, stadiums and various auxiliary amenities such as concession stands, ticket booths, parking areas and press boxes.

### 2.0 PURPOSE AND INTENT

The purpose of this Policy is to establish a methodology for the allocation of athletic facilities and the setting of fees at the Sports Complex. The Sports Complex fees shall be set in accordance with the guiding principles of the operating model adopted by the Orange County Great Park Board of Directors on June 28, 2016. The intent is to balance use between local youth groups, tournaments and general community use while ensuring the financial independence from the City's General Fund.

### 3.0 DEFINITIONS

Athletic Facilities: A field, court or stadium or venue at the Sports Complex.

Auxiliary Amenities: An amenity that supports the use of Athletic facilities such as parking areas, concession/vending areas, ticket booths, locker rooms, and press boxes.

Cost Recovery: Setting of fees to recover up to 100% of direct, indirect and/or overhead costs.

Direct Cost: A cost that can be identified with the specific use of an athletic facility or auxiliary amenity.

Indirect Cost: Costs that have been incurred for common or joint purposes. These costs cannot be readily identified with a specific use of an athletic facility or auxiliary amenity.

Market Rate: Reflects a generally accepted price point determined by supply and demand forces in a given geographical area. Market rate is supported by benchmarking against similar services in local, regional or national markets.

Overhead Cost: A cost not directly or indirectly attributable to use of a specific athletic facility or auxiliary amenity, but is still part of the general administration and management of the Sports Complex.

Permit Types:

- 3.1 Local Youth Sports Permits (Category A) - Permits issued for team practices and games of Irvine youth sports organizations. To qualify, organizations must be active members of the Irvine Sports Committee and teams must meet the established residency requirements that are applied to other athletic facilities within the City.
- 3.2 Tournament Permits (Category B) - Permits issued for local, regional, national and international tournaments at the Sports Complex.
- 3.3 General Field Use Permits (Category C) - Permits issued for all activities not described in Category A or B. These permits include activities for youth and adults; private parties and businesses; non-profit and for-profit organizations; youth camps, clinics and private lessons.

#### **4.0 ALLOCATION METHODOLOGY**

The Community Services Department administers a process to allocate and issue permits for the use of athletic facilities and auxiliary amenities in the Sports Complex. The allocation process shall balance field use between local youth groups and tournaments, with the remaining space provided for general use. Permits for local youth sports (Category A) shall receive priority on weekdays and on non-tournament weekends. Permits for tournaments (Category B) shall receive priority on weekends. Permits for general use (Category C) are issued after local youth sports and tournament demands are met.

Organized use within the park shall require a permit. Areas of the Sports Complex shall remain available for unorganized use by the public during non-permitted time.

#### **5.0 FEE APPROACH**

Fees are established to meet cost recovery goals while balancing use between local youth groups, tournaments and other community needs. Guidelines to establish fees shall include the following:

- Meet cost recovery goals;
- Address the needs of the Irvine community;
- Position the Sports Complex competitively in the market place; and
- Recognize the unique qualities and services provided at the Sports Complex.

## 6.0 ESTABLISHING PERMIT FEES

The Sports Complex permit fees are established to achieve cost recovery goals while maintaining the optimal balance of local group, tournament and general use. Fees are reviewed annually by the Community Services department and may be adjusted to achieve cost recovery goals without pricing the Sports Complex beyond market rate levels.

### **Athletic Facilities**

Fees for Local youth groups (Category A) and General Use (Category C) are based on a percentage recovery of direct, indirect, and overhead costs as defined below. Fees for tournaments (Category B) shall be set at market rates. The market rates for tournaments shall be determined by completing a benchmark survey of no less than five (5) indoor/outdoor multi-sport amateur/youth focused recreational and tournament facilities within the local, regional and national sports complex markets.

Fees by category:

- Category A fees: Minimum of 100% of direct costs  
Maximum of 100% of direct and indirect costs
- Category B fees: Market Rates
- Category C fees: Minimum of 100% of direct costs  
Maximum of 100% of direct, indirect and overhead costs

### **Sports Complex Allocation and Fee Model**

<b>Category/Permit Type</b>	<b>Fee</b>	<b>Allocation Priority</b>
A - Local Youth Sports	Minimum: Direct Cost Recovery Maximum: Direct + Indirect Cost Recovery	Weekdays and Non-Tournament Weekends
B - Tournaments	Market Rates	Weekends
C - General Use	Minimum: Direct Cost Recovery Maximum: Full-Cost Recovery	Based on availability

### **Auxiliary Amenities**

Additional fees for auxiliary amenities such as concession stands, ticket booths, parking areas and press boxes shall be based on market rates established for Category B. For these same auxiliary amenities, a minimum 25% discount from the market rate shall be applied to Category A and a minimum 15% discount applied to Category C.

## 7.0 OTHER CHARGES AND REQUIREMENTS

The permit holder shall be responsible for all other charges and requirements that have been established and approved by the City, including but not limited to alcohol use fees and vendor fees.

## Operating Model Pro Forma Financial Analysis

### REVENUE – Direct from Field/Court

Soccer	\$3,855,430
Baseball/Softball	\$1,024,786
Tennis	\$1,792,668
Volleyball	\$15,000
<b>Total Direct Revenue</b>	<b>\$6,687,884</b>

### REVENUE – Other Opportunities

Naming Rights/Sponsorships	\$525,000
Concessions/Retail	\$92,488
Soccer Catering/Special Events	\$0
Baseball/Softball Admissions	\$0
Parking	\$1,324,800
<b>Total Other Revenues</b>	<b>\$2,017,288</b>

### EXPENSES

Salaries and Benefits	\$1,958,068
Maintenance/Utilities	\$3,570,899
Program Contract	\$1,147,308
Baseball/Softball Management Fee	\$0
General and Admin	\$174,103
Parking	\$100,000
Reserves	\$500,000
<b>Total Expenses</b>	<b>\$7,450,378</b>
<b>Net (Direct Revenue)</b>	<b>(\$762,494)</b>
<b>Cost Recovery (Direct Revenue)</b>	<b>90%</b>
<b>Net Income (All Revenue Options)</b>	<b>\$1,254,794</b>
<b>Cost Recovery (All Revenue Options)</b>	<b>117%</b>