

Athletic Field Use Review and Discussion PRC 25-12

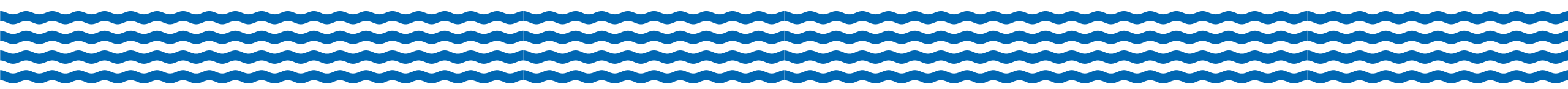
Parks and Recreation
Commission

October 20, 2025



Agenda

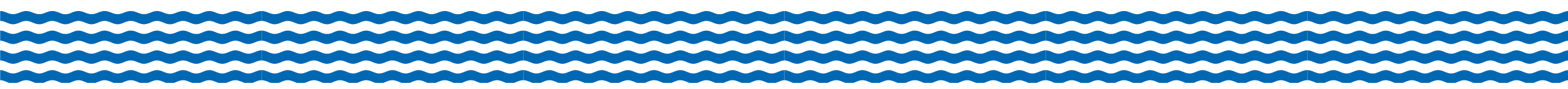
- Background
- Booking Process
- Field Usage 2022-2025
- Key Takeaways
- Challenges & Opportunities
- Next Steps
- Discussion



Background

The Recreation Division is responsible managing 26 athletic fields/amenities across four parks and three elementary schools.

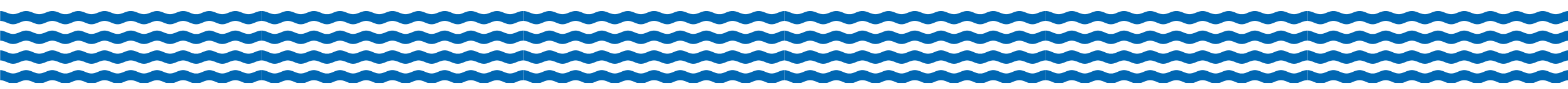
- **2016:**
 - A formal Field Use Policy was adopted and applied until 2022.
 - Created a system for field allocation that relied less on historical use.
- **December 2021:**
 - Staff hosted a virtual meeting (Zoom) with athletic field users.
 - Participants reviewed existing field application and allocation process.
 - Staff announced intent to update the City's Field Use Policy.
- **April 2022:**
 - Distributed a draft version of the updated policy to field users for review and feedback.
- **May 2022:**
 - Presented a revised draft incorporating staff and user input that focused principles on being benefits focused, support diverse use, equitable and fair, and demonstrate good stewardship of facilities.
 - PRC conducted review and discussion.
 - City formally adopted the current Athletic Facilities Allocation and Use Policy.



Booking Process

Staff dedicate approximate 1,500 staff hours annually:

1. Notify all user groups of upcoming priority booking window and deadlines.
2. Collect booking requests.
 - (30-40 groups approximately requesting 5,000-6,000 hours).
- 3. Organize/review submissions by tier and sub-tier.**
- 4. Staff issue tentative rental agreements.**
5. Executed rental agreements are returned to staff.
6. Open online portal for self-service bookings.



Booking Process

Improvements implemented in last 2 years:

- Implemented web-based request system (CivicOptimize).
 - Reducing e-mail and phone-based reservation requests.
 - Creating a uniform process for ease of staff review.
- Established two priority booking windows.
 - Reducing staff time spent on priority bookings.
 - Extending booking windows for easier game and practice scheduling.
- Implemented self-service online field bookings.
 - Ease of access/significant reduction of staff time.
 - Reducing administrative workload.
- Optimized scheduling and rental stacking.
 - Increasing usable field time.
 - Maximizing field utilization.
- Expanded use of reporting and data analysis.
 - Tracking usage trends.

1 Activity and duration

Baseball

1 h

2 Number of people to attend

20

3 Select an available time to reserve

Jump To Date

You're about to reserve:

Island Crest Park North

Baseball

12/14/24

08:00 AM-09:00 AM

Reserve

Dec 12 - 18, 2024

Fri Dec 13	Sat Dec 14	Sun Dec 15	Mon Dec 16
Available	✓ Available	Available	Available
Available		Available	Available
Available		Available	Available
Available		Available	Available
Available		Available	Available
Available		Available	Available
Available		Available	Available
Available		Available	Available
Available	Available	Available	Available
Available	Available	Available	Available
Available	Available	Available	Available

Practice of Stacking Rentals

Stacking during Priority Booking Period + Online Bookings After = Field Maximization

May 2022

2 Groups

19 hours of field usage

Time	SMP 1	SMP 2	SMP 3	SMP Turf	IMS Turf
9:00am		Group A	Group A		
Noon	Group A			Group B	Group B
4:00pm					
6:00pm				Group B	
9:00pm					

May 2025

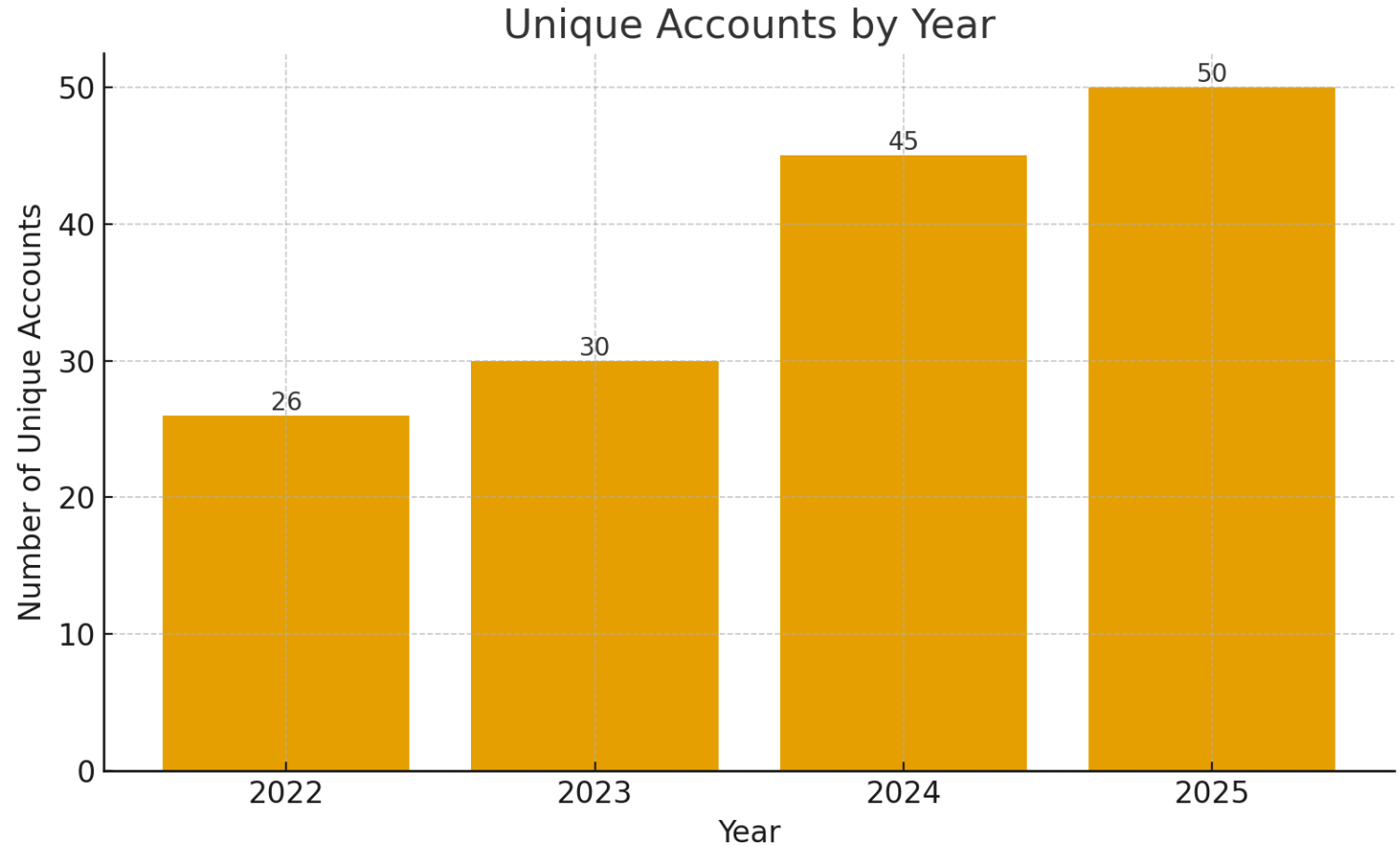
6 Groups

42 hours of field usage

Time	SMP 1	SMP 2	SMP 3	SMP Turf	IMS Turf
9:00am	Group A	Group A	Group A	Group B	Group B
Noon					
4:00pm	Group C			Group D	Group D Online
6:00pm				Group B	Group F Online
9:00pm			Group E		

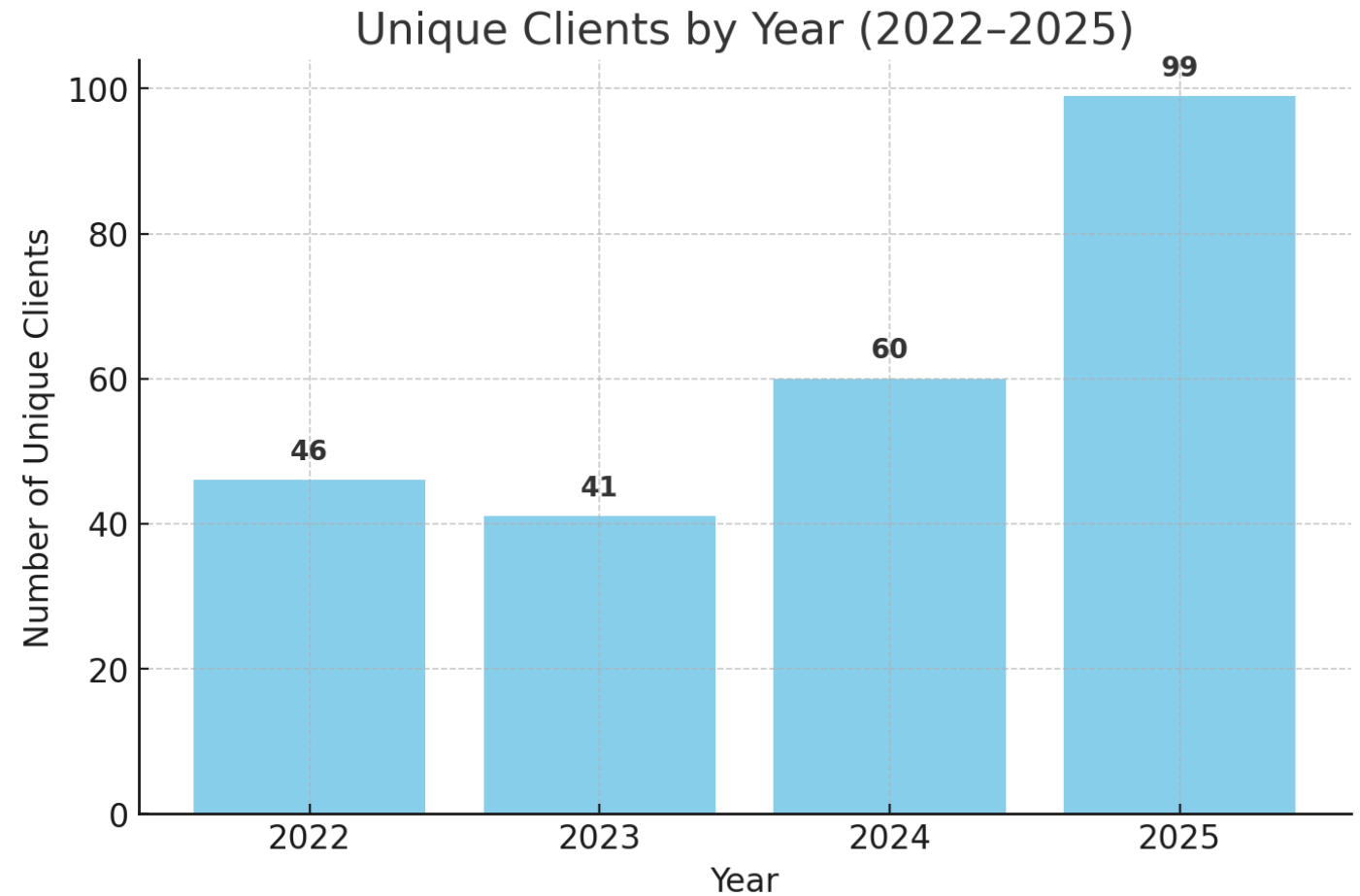
Current Usage

- Unique accounts are groups which may include numerous teams and/or coaches.
- Between 2022-2025 unique accounts have increased by 92%.



Current Usage

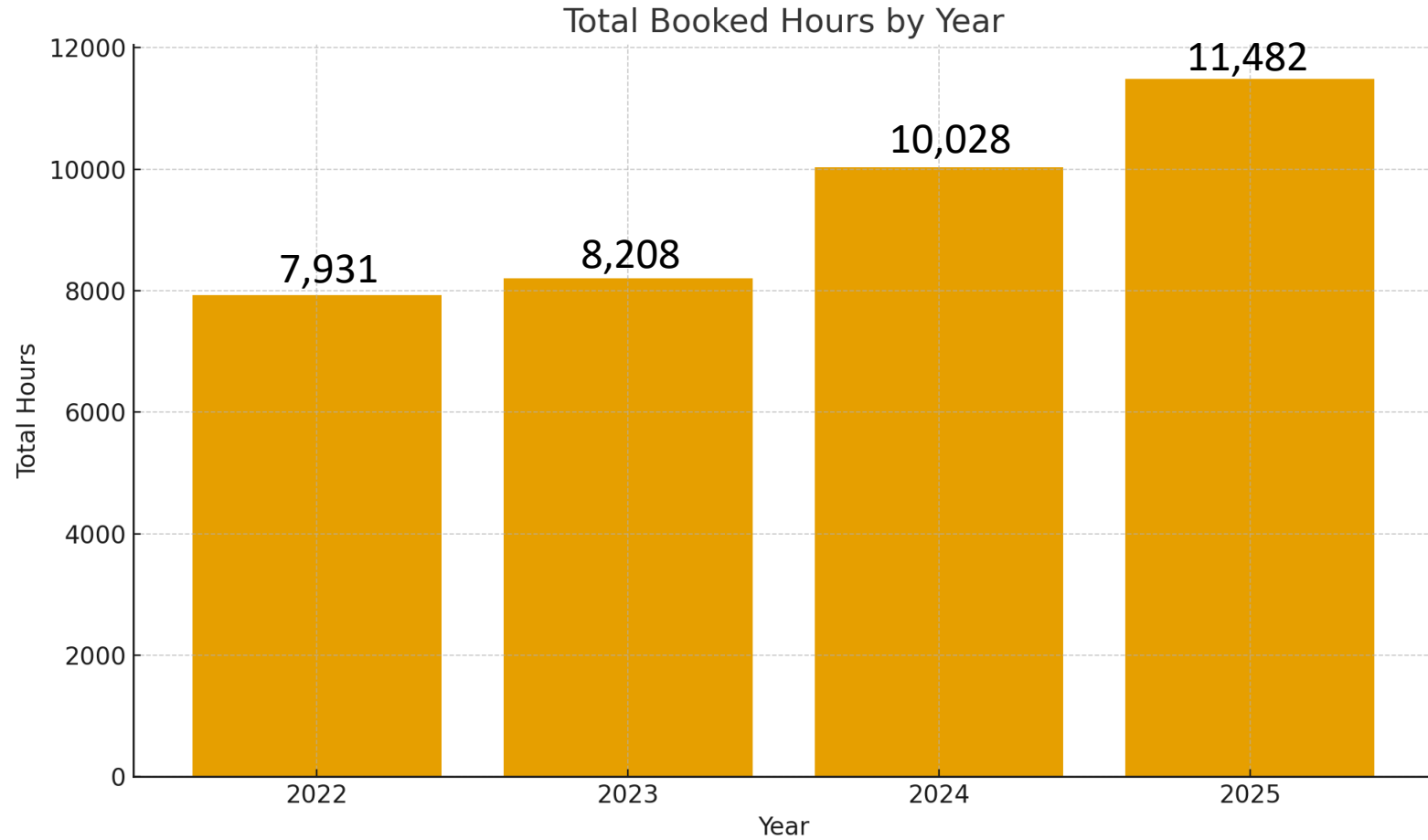
- Unique clients are individuals, which make up accounts.
- Between 2022-2025 unique clients have increased by 115%.



Current Usage

- Total field hours booked between 2022-2025 increased 45%.

2022-2025 Total Hours: 37,649



Current Usage 2022-2025

82.6% - Tier One - Resident:

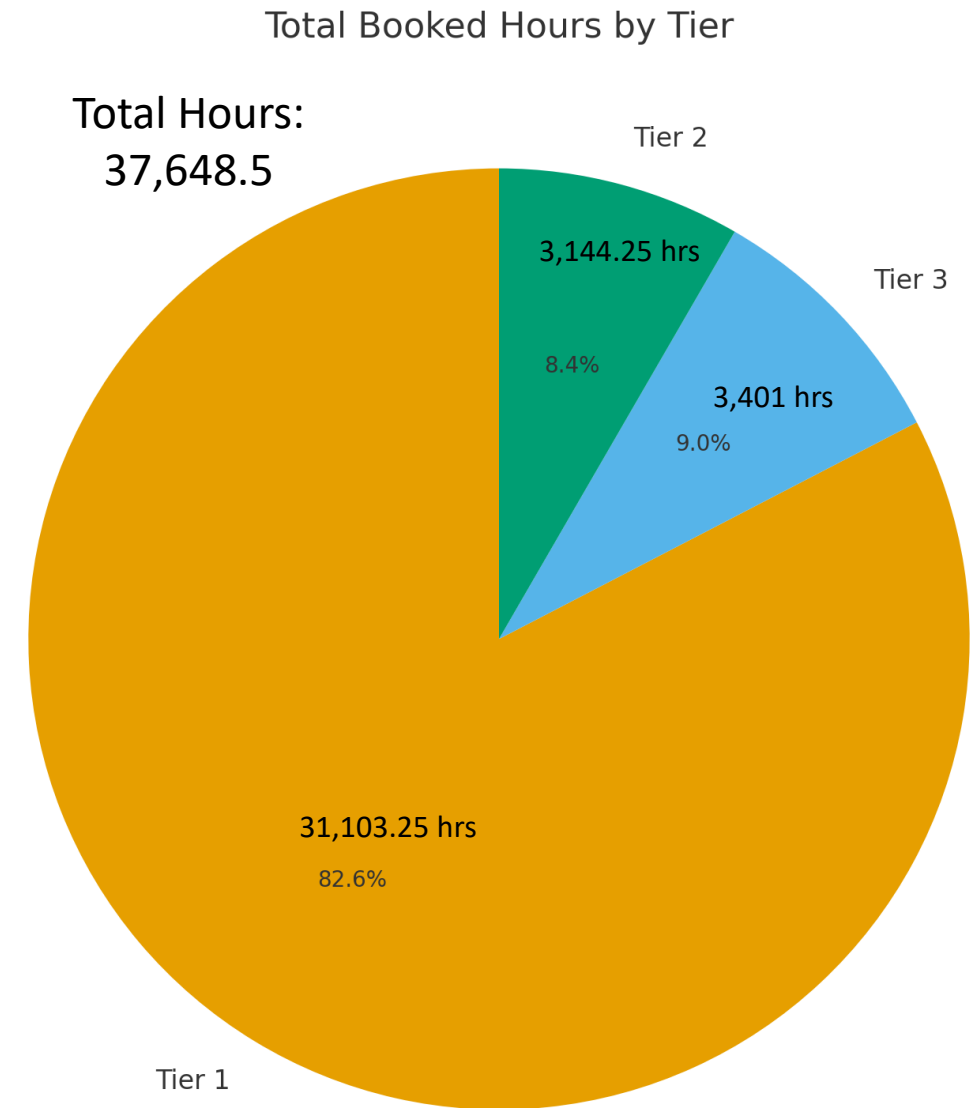
1. Non-profit youth, recreation-based organizations
2. Non-profit adult, recreation-based organizations
3. Non-profit youth and adult non-recreation-based organizations

8.4% - Tier Two – Non-Resident:

1. Non-profit youth, recreation-based organizations
2. Non-profit adult, recreation-based organizations

9% - Tier Three – Resident/Non-Resident For-Profit:

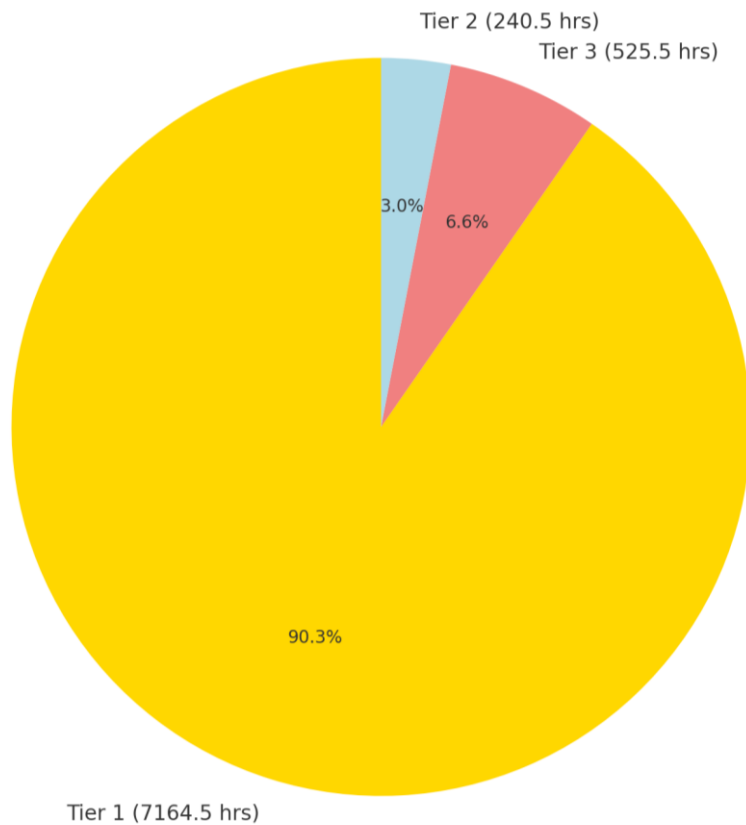
1. Youth
2. Adult



2022 vs 2025

**2022 Total Hours:
7,930.5**

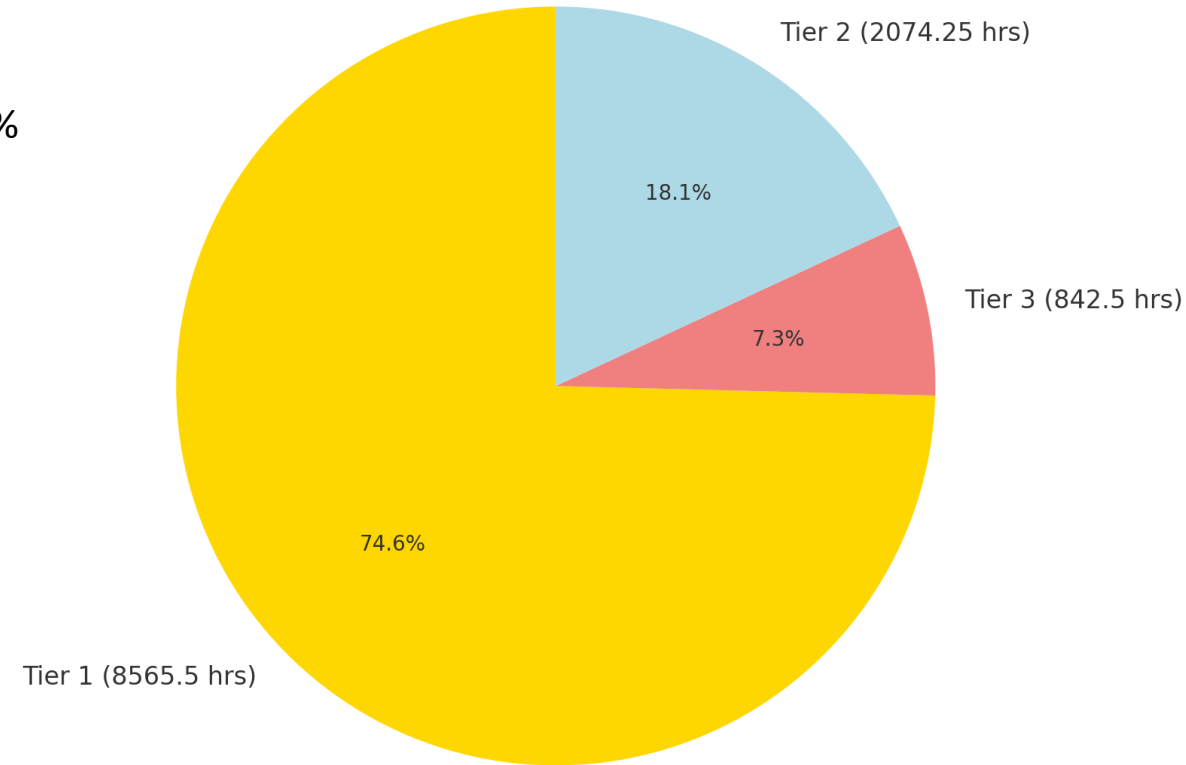
Total Booked Hours by Tier (2022)



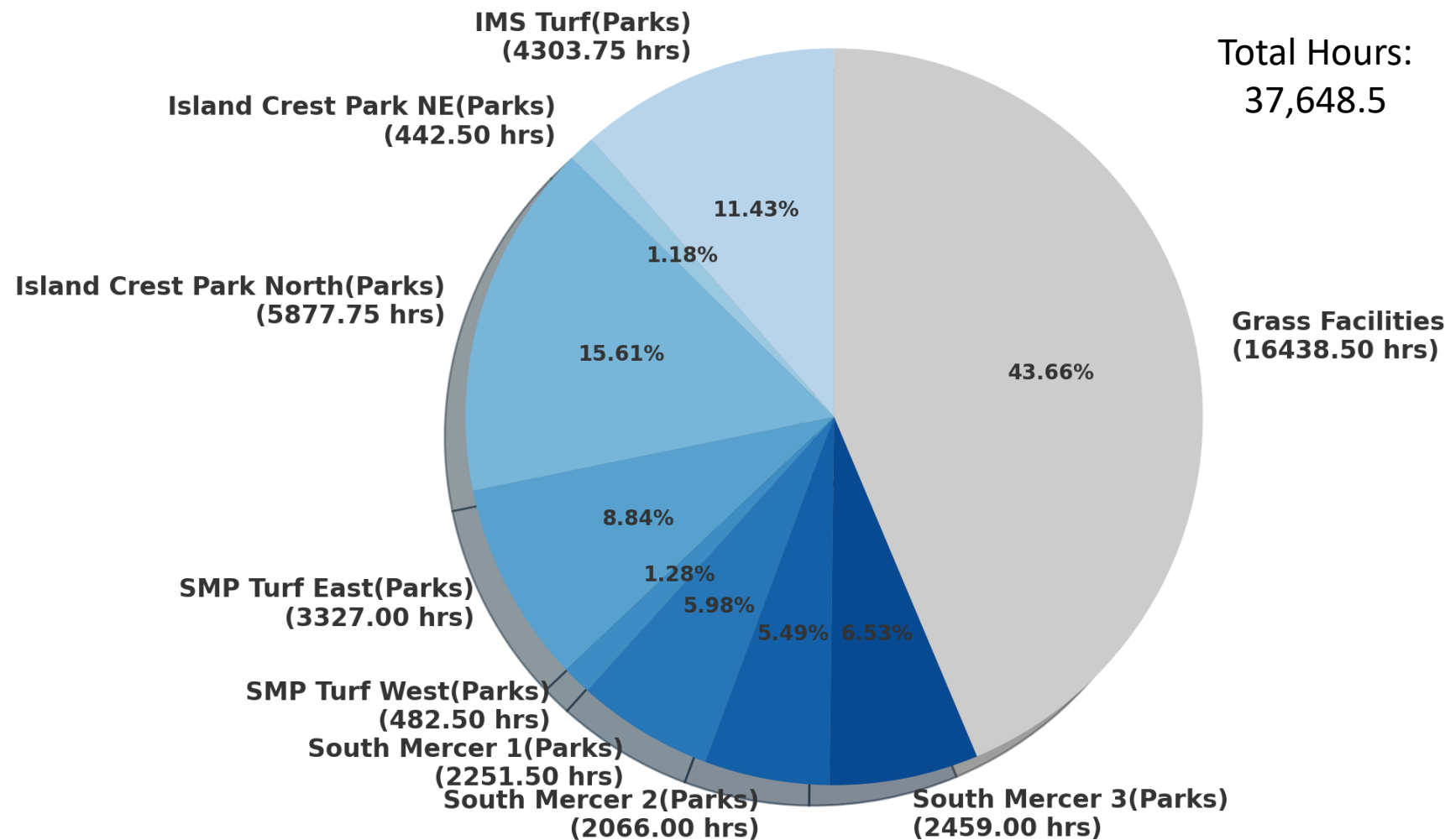
- Tier 1 increased 20%
- Tier 2 increased 762%
- Tier 3 increased 60%

**2025 Total
Hours: 11,482.25**

Total Booked Hours by Tier (2025)



Field Type Usage 2022-2025

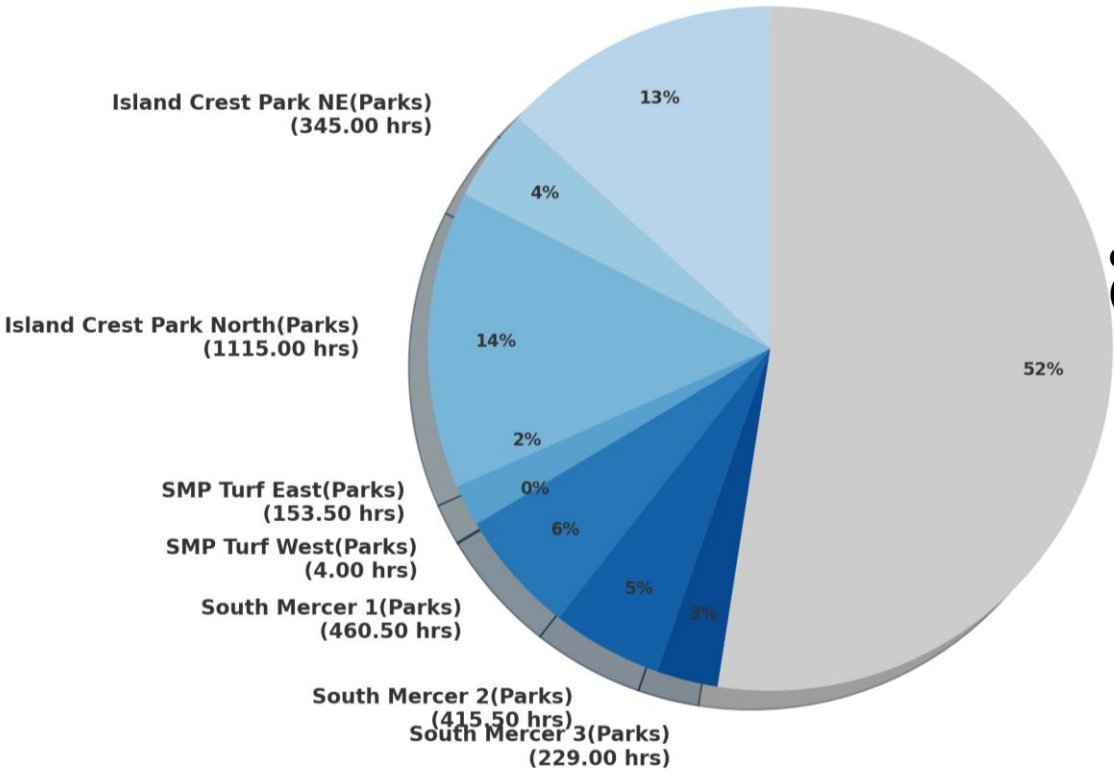


2022 vs 2025 Field Type Usage

Total Hours:
7,930.5

2022

IMS Turf(Parks)
(1047.50 hrs)



2025

Total Hours:
11,482.25

IMS Turf(Parks)
(1149.25 hrs)

Island Crest Park North(Parks)
(1762.75 hrs)

Grass Facilities
(4160.50 hrs)

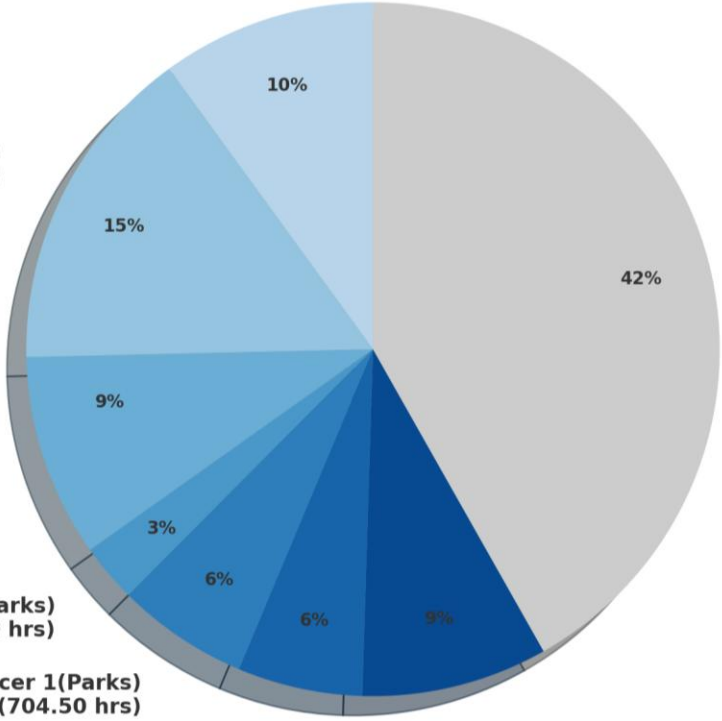
SMP Turf East(Parks)
(1085.50 hrs)

SMP Turf West(Parks)
(313.50 hrs)

South Mercer 1(Parks)
(704.50 hrs)

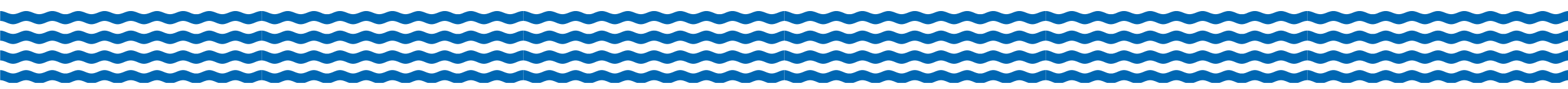
South Mercer 2(Parks)
(669.00 hrs)

South Mercer 3(Parks)
(997.00 hrs)



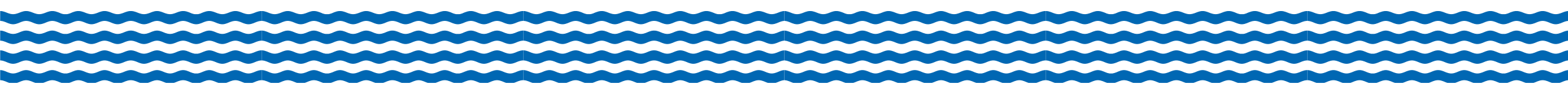
5 Key Takeaways

1. Booking hours and number of groups have risen.
2. Tier 1 (residents) make up the significant majority of use.
3. Synthetic turf fields/lights are more desirable.
4. Demand from new sports, adult leagues, and non-resident users has risen.
5. Year-round programming has increased.



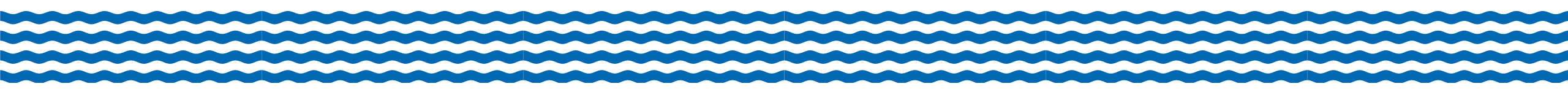
Challenges & Opportunities

- Complex 3-tier/7-subtier structure.
- Growth of “select” teams blurring definitions.
- Increased year-round field demand (expanded seasons).
- Confusion between priority and guaranteed access.
- Balancing individual requests with efficient utilization.



Next Steps

- Conduct user surveys for policy feedback.
- Utilize commission and user input to develop updates to the current policy and procedures.
- Return to future Parks and Recreation meeting for endorsement of policy updates.
- Target adoption for March 2026, ahead of Fall/Winter booking in Jul 2026.



Discussion #1

Tier One - Resident:

1. Non-profit youth, recreation-based organizations
2. Non-profit adult, recreation-based organizations
3. Non-profit youth and adult non-recreation-based organizations

Tier Two – Non-Resident:

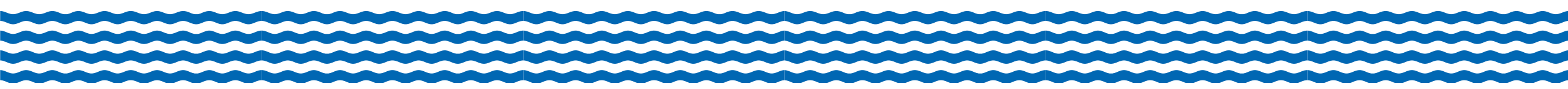
1. Non-profit youth, recreation-based organizations
2. Non-profit adult, recreation-based organizations

Tier Three – Resident/Non-Resident For-Profit:

1. Youth
2. Adult

Tier Simplification: The current three-tier model with numerous sub-tiers requires significant administrative time.

- ***Would the Commission support simplifying or consolidating user categories? If so, what criteria do you feel are important in establishing priority?***



Discussion #2



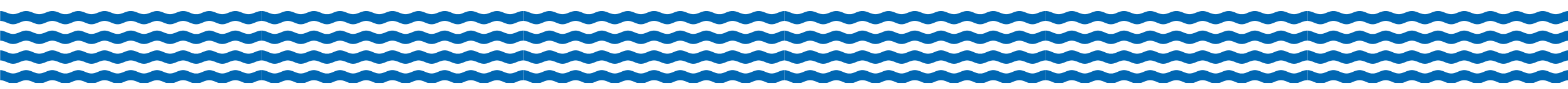
Evolving Definitions: “Select” community teams continue to request and seek field time.

- *Should staff look for ways to increase this type of resident access?*

Discussion #3

Allocation Criteria:

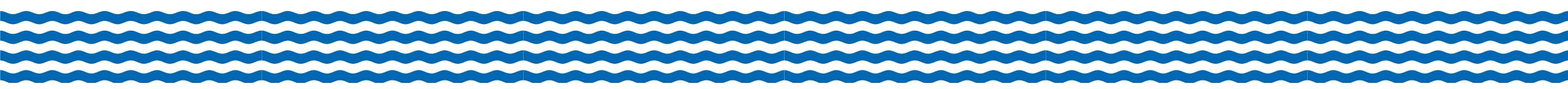
- *Should priority tier guarantee all requested times, or should staff maintain flexibility to optimize field schedules for the greatest community benefit?*
- *Should staff continue using multiple criteria (residency, age, type, participation level) when evaluating access, rather than relying solely on age and residency?*



Discussion #4

Scheduling Efficiency: During priority booking, staff have enhanced scheduling efficiency and field utilization by stacking user groups, enabling greater access and participation, but impacting specific requests.

- ***Does the Commission support this practice? Should it be better defined established in a policy update?***



Discussion #5

Cross-Field Flexibility:



- ***Would the Commission support a policy statement which allows staff to schedule groups to alternate fields when it allows multiple users to participate (e.g., relocating soccer to Homestead to accommodate baseball at ICP)?***