

**TEMECULA COMMUNITY SERVICES DISTRICT
AGENDA REPORT**

TO: General Manager/Board of Directors

FROM: Erica Russo, Director of Community Services

DATE: October 24, 2023

SUBJECT: Approve Revised Community Services Department Policies

PREPARED BY: Dawn Adamiak, Community Services Superintendent

RECOMMENDATION: That the Board of Directors approve the revised Community Services Department policies.

BACKGROUND: The City of Temecula has seen tremendous growth over the past thirty-three years and the Community Services Department programs, activities, events, and/or facilities have grown to keep pace with the community. Many of the Department's policies and guidelines need to be reviewed and updated to reflect changes in the Department's operations.

Staff has reviewed and revised the following policies, with the concurrence of the Parks, Recreation and Community Services Subcommittee (ZS/JS) at the October 10, 2023 noticed meeting, and recommends that Council approve them. The revisions are summarized here:

- **Contracted Service Recreation Classes and Activities** - This policy allows the Community Services Department (CSD) to seek unique ways to offer the community a variety of recreation and leisure classes and activities by contracting with experienced instructors with expertise in a variety of different fields. Historically, the instructor receives 70% of all registration fees collected and the remaining 30% is retained by the City to offset costs associated with administration and marketing, which is the norm among public agencies in the area. This policy codifies this arrangement, and formalizes that The Director or his/her designee will now have discretion to adjust this fee as necessary for specialized and/ or subsidized programs, as we currently do for specialty low-cost programs such as Senior fitness classes.
- **Recognition of Youth Athletic Leagues** - The rapid growth of youth and adult sports programs continues to create a high demand for athletic fields and facilities in excess of those available. This policy defines the criteria for recognition of a sports program for the purposes of field allocation. Within the policy revisions staff modified Season 2 penalties to include language for organizations to regain full field allocation status.
- **Athletic Field Reservation and Use** - This policy provides the framework for reserving and using sports fields and facilities in order to provide Temecula residents with accessible, affordable and high-quality sports activities. Included in the policy are Regulations,

Process for Recognized Youth Leagues including Field Reservation Process and Season Priority, Process for Rentals and General Field Use Information. In addition language was added for defining Camps and Clinics, clarifying who is responsible for placing and removing temporary fence, adding The Sports Ranch at Sommers Bend and the permit process for Opening and Closing Day ceremonies.

- **City Rentals Facility Use** - This policy outlines the guidelines for reserving a meeting space at a City facility including User Group Classifications, Security Deposits, Insurance Requirements, Room Set-up, Reservation Procedures, Use Conditions and Limitations and Restrictions. As the City continues to grow and demand for rental space increases, TCSD is consolidating rentals to one Rentals Supervisor, adjusting the User Group Classifications so they are uniform at all facilities, and adjusting the Frequency of Use as demand continues to grow.
- **Town Square Park** - When we opened City Hall in 2010 the vision was to develop and/or relocate events to the area in front of City Hall known as Town Square Park to help revitalize Old Town. Over the past 20+ years use of this event space has grown and new policy is now needed to provide guidelines for use of Town Square Park. The new policy addresses the areas of Use for City and City Co-Sponsored Events, Event Space Footprint, Vendor Placement, Road Closures and Insurance.

FISCAL IMPACT: None

- ATTACHMENTS:**
1. Contracted Service Recreation Classes and Activities Policy
 2. Recognition of Youth Athletic Leagues Policy
 3. Athletic Field Reservation and Use Policy
 4. City Rentals Facility Use Policy
 5. Town Square Park Policy