

# Adopt – A – Facility Program

Community Recreational Facilities

Partnership Program

City of Folsom, Parks and Recreation Department

Folsom Cordova Unified School District

Folsom Athletic Association

**1992-2016**

# Adopt – A – Facility Program

## Table of Contents

1) Program History	
Mission/Goals/Guidelines-----	1
Brief Overview / Benefits Description -----	2
Expanded View-----	3
Historic Timeline-----	4
Evolution of Fee Structure / Program Fee History-----	5
2) Adopt – A – Facility Program Today	
Reminders & Meeting Guidelines-----	6
Program Members -----	7
Sample Agenda-----	8
Current Fee Structure -----	9
Invoice Mechanism -----	10-12
Special Projects -----	13
Annual Payment Tracking Summary Sample-----	14
3) Operations	
Operational Notations / Invoicing Policy & Procedure-----	15
4) Award Winning Program Submission - 1997 -----	16-22

## **ADOPT A FACILITY PROGRAM**

### Mission:

The mission of the Folsom Community Youth Sports Leagues, the Folsom Athletic Association, the Folsom Cordova Unified School District, and the City of Folsom is to work together to enhance the maintenance and design standards of all athletic facilities within the Folsom community.

### Goals:

1. To provide a forum to build solutions.
2. To enhance all youth and adult athletic facilities.
3. To pull together resources to improve the quantity and quality of maintenance.
4. To assist in scheduling and prioritizing maintenance to all facilities to ensure minimum interruption with all users.
5. To assist financially to provide additional fertilizing, weed control, grass seed, and soil for top dressing on all athletic fields.
6. To maximize use of community resources; i.e. donations and volunteers to reach the above goals.
7. To assist financially when additional maintenance is needed.

### ADOPT-A-FACILITY Guidelines

1. Monthly checking statement will be provided along with a month-to-month balance.
2. The FCUSD and the City of Folsom will implement a schedule as defined and bill the Committee per schedule and per project.
3. Ongoing maintenance program is based on cost per acreage of common-use turf. Income or budget was derived by dividing this cost per CYSL participant. The 1996 cost was \$5.00 per participant.
4. Supplemental projects are projects agreed upon by the government entity that owns the facility and the specific committee member or members. Funding for these projects is supplemental to the ongoing maintenance program.

No year-end balance will be reallocated without Committee approval

# ADOPT A FACILITY PROGRAM

## PROGRAM HISTORY

### Brief Overview

The Adopt-A-Facility program started as the Adopt-A-Field program focused on improving field condition of Folsom Middle School Baseball field and increasing maintenance services to a year round basis. The program quickly grew to include soccer fields. Field maintenance was focused on fertilizations, grass seed and soil. From these successes, the name was changed to Adopt-A-Facility so that all community youth sports leagues being coordinated under the Folsom Athletic Association could be involved.

Athletics and sports are largely about teaching team work therefore, one of the strengths of this program is to work as a team to enhance the athletic and sports facilities of the community regardless who owns them; the City, the FCUSD or Folsom Lake College.

- The benefits of teamwork between the City, School District and Youth Sports groups has made the program what it is today.
- There are more than 16 individual groups represented through this program.
  - Approximately 180 board members, 9,000 participants, and 18,000 parents.
  - All members of the program have one voice, one vote and majority rules.
  - The Folsom Athletic Association (FAA) provides all accounting for this program free of charge.

### Benefits of the Program

- Maximize the scheduling and maintenance of all community athletic facilities.
- Work as a community team to partner in finding common solutions to enhance the maintenance levels of all athletic facilities beyond current budgets or staffing level.

### Benefits to Community Sports Organization participants

- Receive priority scheduling and attention to maintenance services.
- Free or reduced facility rentals.
- Face to face meeting with those who are in charge of maintenance and scheduling of facilities, as well as face time with other fellow community youth groups that may have similar challenges.
- Less conflicts in maintenance and facility issues than most other school district and or Parks and Recreation Departments.

# ADOPT A FACILITY PROGRAM

## PROGRAM HISTORY

### Expanded View

The history of the Adopt-A-Facility program dates back to 1992. Over the course of the first four years, we learned a lot from our failures; many that could have caused the disbandment of the program; however, the benefits of teamwork has made it what it is today.

The Adopt program started very small and has evolved in many beneficial ways. Today, there are 14 individual groups represented through this program (See page 8). This equals approximately 180 board members, 9,000 participants, and 18,000 parents. The guiding principles of the Adopt-A-Facility program which are very short and simple (See page 7). The uniqueness to this is that there is no board of directors, officers or bylaws; only good people coming together to find common solutions to improve things for the community and in turn for their organizations. All members of the program have one voice, one vote and majority rules. The Folsom Athletic Association (FAA) provides all accounting for this program that includes the monthly bank statements, copies of all checks and bills that have been paid along with a monthly running total of revenue and expenses and does not charge for this service.

A standard agenda for the Adopt program demonstrates the simplicity of the program (See page 9). To date, the major components of this program have grown to include the following:

- a. Standard shared maintenance costs by all participants. Fee is drawn on equally by the Folsom Cordova Unified School District (FCUSD) and the City for enhanced maintenance.
- b. Partial cost recovery fee for use of the FCUSD facilities. No restriction on how the FCUSD uses these funds.
- c. Partial cost recovery fee for scheduling use of City of Folsom facilities. These funds are utilized by the City for enhanced maintenance and scheduling.
- d. Direct cost of outdoor lighting fees for FCUSD and City of Folsom facilities.
- e. Non-resident fee for participants that don't live in Folsom; therefore, do not participate in local taxes that help maintain City of Folsom facilities. These funds are deposited in the special project account of the CYSL in which they were derived from and are to be used for renovations and enhancements.
- f. Special project funding as agreed upon by the FCUSD, the City of Folsom, and the individual or group partner (this can range from \$1,000 for a new drinking fountain to \$100,000 for a new synthetic turf such as was done at Livermore Community Park).

The original basic component of this program generates approximately \$40,000 annually to acquire additional materials and supplies to enhance both the FCUSD and the City of Folsom facilities. An additional \$40,000 to \$60,000 is contributed annually for special projects per the desire of the CYSL to further enhance FCUSD and City facilities. However, the highest value of this program is probably the collaboration, partnership, and common goals and solutions that are generated by the teamwork of this program.

## ADOPT A FACILITY PROGRAM

### HISTORIC TIMELINE ON FEES STRUCTURE & EXECUTIVE SUMMARY

- 1992 Initial effort was to bring Folsom Middle School baseball field back into operation since maintenance was stopped due to the new high school development plans at Folsom Middle School being disbanded for the Prairie City campus. First trial project was with baseball only.
- 1996 Folsom Soccer Club asked to join and help with overall turf maintenance. A formula was developed for improving all athletic turf acreage at both FSCUD and City-owned facilities. A fee per participant was derived by developing costs for two additional fertilizations, over-seeding and top-dressing with soil to maintain a higher level of common athletic turf area. These costs were totaled to derive a cost per acreage and then divided by the total participation of the CYSL which equaled \$5.00 per participant. (This fee has not changed since the program's inception). Additionally, the program was expanded to Adopt-A-Facility not just Adopt-A-Field, turf maintenance only.
- 2007 When financial constraints with the FCUSD's budget required laying off teachers, counselors, maintenance staff, etc., the FCUSD Board requested that the district try to save at least one teacher's salary (\$52,000) by recouping the direct impacts of staffing, scheduling, electrical costs, HVAC costs, janitorial costs and general wear and tear on all facilities. The \$52,000 was split equally with the Folsom Parks & Recreation Department and the CYSL groups paying \$26,000 (percentage of use at FCUSD facilities was approximately 50% each). The \$26,000 for the CYSL was divided by each of the CYSL participants at this time which equaled \$4.00 per participant. Since all facilities city-wide (FCUSD or City-owned), are in the scheduling pool through the Joint-Use Agreement between the City Council and the FCUSD Board, the \$4.00 FCUSD partial cost recovery fee is imposed on all sanctioned CYSL groups within the City of Folsom Parks and Recreation Department regardless of the level of use of FCUSD-owned facilities.
- 2009 City budget constraints caused the reduction in work force and materials, supplies and services. The City Council considered a partial cost recovery of direct services to the CYSL at \$36 per participant. Efforts of the self-imposed \$5.00 Adopt-A-Facility fee, along with other special projects and donations, allowed the City Council to reconsider the \$36.00 fee and set a fee of \$6.00 per participant. Direct cost of lighting/electrical usage began to be charged.
- 2012 Reduction in the City's property tax and the elimination of the Redevelopment Agency has caused the City to reduce costs and increase revenue. The Parks & Recreation Department reduced staffing cost through layoffs (10 positions) and downgrading three positions. New fees in all areas are estimated to total approximately \$500,000, which approximately \$117,000 is to come from the Community Youth Sports Leagues. The current \$6.00 per participant fee for outdoor CYSL increased to \$17.00 and the current indoor CYSL fee of \$3.00 increased to \$8.50. Staff's recommendation to the City Council was \$23.00 for outdoor and \$13.50 for indoor. [Budget was implemented in April vs. standard July 1 to create additional savings.]
- 2016 Effective July 1, 2016 the FCUSD implemented new AAU gymnasiums fees. Additionally, the FCUSD implemented a new 5% increase currently collected at \$4 per player in order to cover increased cost. At this point, the \$4 per player will be able to stay the same and that the fee will be covered by the increased participant's growth of the program since 2007.

# ADOPT A FACILITY PROGRAM

## THE EVOLUTION OF THE ADOPT-A-FACILITY PROGRAM FEE STRUCTURE

YEAR	AMOUNT	DESCRIPTION
1996	\$5.00 per participant	Self taxing for enhanced maintenance by the FCUSD and City, original foundation of the program. Paid to the FAA Adopt-A-Facility account. FAA then refunds or pays FCUSD, City or private vendor. Since its inception, the FAA has not charged any fees for accounting services.
2007	\$4.00 per participant	FCUSD partial cost recovery for facility scheduling and use. Paid to the FAA Adopt-A-Facility account. Fees are grouped together and forwarded to FCUSD at one time following the collection of the fall sports registration fees.
2009	\$6.00 per participant	City of Folsom partial cost recovery for facility maintenance scheduling and use.
2010	\$15.00 per participant (Non-residents)	<p>A non-resident fee on top of the above fees was established for all non-residents who are not paying the City's standard taxes. These fees allow access to all FCUSD and City Parks &amp; Recreation facilities through the Joint-Use Agreement.</p> <p>These fees are isolated in the Adopt-A-Facility account for specific maintenance and renovation projects selected by the CYSL in which the fees were derived from.</p> <p>All fees listed above are due payable by the CYSL, two weeks after the <b>opening day of each community youth sport league.</b> (CYSL)</p>
2012-13	\$17.00 per participant	<p>City of Folsom partial cost recovery fee is increased by \$11.00 for a total of \$17.00 per participant.</p> <p>All fees listed above are due payable by the CYSL, two weeks after the <b>opening day of each community youth sport league.</b> (CYSL)</p> <p><b>Exception: ==&gt;</b> A modified rate of \$8.50 per participant for FYBA Basketball, Fusion Basketball and Aspire Volleyball was implemented because of its use of gyms vs. fields and rentals fees already being charged.</p>
Sept. 2016	5% increase on \$4	FCUSD partial cost recovery; fee increased to match cost increase since 2007; escalator over 3 years 2016, 2017 and 2018; Will be paid with growth of program

## ADOPT – A – FACILITY PROGRAM

### Current Program

#### MONTHLY MEETING GUIDELINES FOR COMMUNITY YOUTH SPORTS REPRESENTATIVES

- ❖ Adopt-A-Facility program started very small in 1995. It was designed specifically as an effort to provide consistent quality condition of the turf playing fields. From there, the program has grown to include all other facilities, gymnasiums, multi's, pool, in addition to the natural and synthetic turf fields.
- ❖ The benefits of teamwork in partnerships between the City, School District and Youth Sports groups has made the program what it is today.
- ❖ The members of Adopt meet the third Tuesday of each month except January, July and December.

The people that attend this meeting are your audience:

- Community Youth Sports Leagues Representatives
  - Folsom Cordova Unified School District Maintenance Department and the
  - City of Folsom Parks and Recreation Department (Maintenance)
- ❖ This is your opportunity to address the representatives with the following suggested criteria:
    1. **Facility Issues** that are posing problems for your sports program or Thank Yous, or what is working well.
    2. **Discuss and identify** a solution to facility issues that you or your members have reported.
    3. **Request** possible agreed upon action plans, timelines, and identified finances if needed.

#### Vision - Projects

- ❖ Identify potential small or large capital improvements that can be considered in the off season. Year-end season recap and facility tour is best way to set short term and midterm facility goals.
- ❖ Forecasted growth models should be presented to this group, FAA, and Parks and Recreation staff related to facility's needs, modification, upgrades.

Folsom Athletic Association - Monthly meeting immediately follows the Adopt-A-Facility meeting each month.

This is the time and place to share your specific **program related** concerns, details and accomplishments.



## ADOPT – A – FACILITY PROGRAM

### MEMBERS OF THE ADOPT-A-FACILITY PROGRAM

The Community Youth Sports Leagues include the following:

- |   |  |
|---|--|
| 1. Folsom American Little League  | <a href="http://fallbb.com">fallbb.com</a>                               |
| 2. Folsom Baseball Club – Flames  | <a href="http://folsombaseballclub.com">folsombaseballclub.com</a>       |
| 3. Folsom National Little League  | <a href="http://folsomnational.com">folsomnational.com</a>               |
| 4. Folsom Softball Club   | <a href="http://folsomsoftballclub.com">folsomsoftballclub.com</a>       |
| 5. Folsom Jr. Bulldogs Football   | <a href="http://folsomjrbulldogs.com">folsomjrbulldogs.com</a>           |
| 6. Folsom Vista Jr. Eagles Football & Cheer   | <a href="http://fvjreagles.com">fvjreagles.com</a>                       |
| 7. Folsom Soccer Club   | <a href="http://folsomsoccerclub.org">folsomsoccerclub.org</a>           |
| 8. Folsom Youth Basketball Association  | <a href="http://folsomyouthbasketball.com">folsomyouthbasketball.com</a> |
| 9. Folsom Fusion Basketball   | <a href="http://folsomfusion.org">folsomfusion.org</a>                   |
| 10. Folsom Lacrosse Association   | <a href="http://folsomlacrosse.org">folsomlacrosse.org</a>               |
| 11. Folsom Volleyball Club  | <a href="http://aspire-volleyball.com">aspire-volleyball.com</a>         |
| 12. Folsom Sea Otters Swim  | <a href="http://folsomseaotters.com">folsomseaotters.com</a>             |
| 13. Folsom Tigersharks Swim   | <a href="http://folsomtigersharks.com">folsomtigersharks.com</a>         |
| 14. Sierra Marlins Swim   | <a href="http://sierramarlins.net">sierramarlins.net</a>                 |
| 15. Folsom High School Athletic Boosters<br>Folsom High School, Athletic Director                             | <a href="http://folsomathleticbooster.org">folsomathleticbooster.org</a> |
| 16. Talon Club, Vista del Lago High School Athletic Boosters<br>Vista del Lago High School, Athletic Director | <a href="http://vistaalonclub.com">vistaalonclub.com</a>                 |
| 17. Vista Talons Basketball   | <a href="http://vistatalons.com">vistatalons.com</a> (Sept. 2016)        |

## **ADOPT – A – FACILITY PROGRAM**

*Sponsored by the City of Folsom, Parks and Recreation Department, Folsom Cordova Unified School District and the Folsom Athletic Association*

### **SAMPLE AGENDA**

ADOPT-A-FACILITY MEETING AGENDA  
TUESDAY, AUGUST 17, 2010  
COMMUNITY CENTER ACTIVITY ROOM  
52 NATOMA STREET - 6:30 – 7:30pm

1. Introduction of New Members
  - A. Additions/Deletions to Agenda Items
2. Financial Update
  - A. Account Activity
  - B. Account Balance
  - C. Spreadsheet
3. Old Business
  - B. Update
4. Folsom Cordova Unified School District
  - A. Accomplished to Date
  - B. Money Owed to Program
  - C. Next Steps or Tasks
5. City of Folsom
  - A. Accomplished to Date
  - B. Money Owed from Program
  - C. Next Steps or Tasks
6. League Updates:
  1. Folsom American Little League
  2. Folsom Baseball Club – Flames
  3. Folsom National Little League
  4. Folsom Softball Club
  5. Folsom Jr. Bulldogs Football
  6. Folsom Vista Jr. Eagles Football & Cheer
  7. Folsom Soccer Club
  8. Folsom Youth Basketball Association
  9. Folsom Fusion Basketball
  10. Folsom Lacrosse
  11. Folsom Volleyball Club
  12. Folsom Sea Otters
  13. Folsom Tigersharks
  14. Sierra Marlins Swim Team
  15. Folsom High School Athletic Boosters
  16. Folsom High School, Athletic Director
  17. Talon Club, Vista del Lago High School Athletic Boosters
  18. Vista del Lago High School, Athletic Director

## **ADOPT – A – FACILITY PROGRAM**

*Sponsored by the City of Folsom, Parks and Recreation Department, Folsom Cordova Unified School District and the Folsom Athletic Association*

### **CURRENT FEE STRUCTURE**

**Adopt Fee / FCUSD Partial Cost Recovery Fee** - Check is made payable to: FAA - Adopt-A-Facility Program

\$5.00 per participant – original Adopt fee

\$4.00 per participant - FCUSD partial cost recovery

\$9.00 per participant

Total of \$9.00 per participant fee *(See Invoice page 10)*

Both fees listed above are due from the CYSL, two weeks after the **opening day of each community youth sport league**. (CYSL)

**Non-Resident Fee** - Check is made payable to: FAA - Adopt-A-Facility Program

\$15.00 per participant – is due in addition to the fees listed above. *(See Invoice page 10)*

All non-resident fees are recorded in the CYSL special account for facility renovations and or enhancements to be determined by the CYSL and the owning partner; City of Folsom or FCUSD.

Non-resident fee is due from the CYSL, two weeks after the **opening day of each community youth sport league**. (CYSL)

---

**City Fee – Partial Cost Recovery** - Check is made payable to: City of Folsom *(See Invoice page 11)*

\$17.00 per participant – All current members with exception of FYBA, Folsom Fusion and Aspire Volleyball

\$8.50 per participant – FYBA, Folsom Fusion and Aspire Volleyball *(See Invoice page 12)*

City fee is due from the CYSL, two weeks after the **opening day of each community youth sport league**. (CYSL)

---

### **CURRENT FEE PAYMENT SCHEDULE**

Folsom Volleyball Club	January 15
Folsom Youth Basketball Association	January 15
Folsom Lacrosse	January 15
Folsom American Little League	April 15
Folsom Baseball Club – Flames	April 15
Folsom National Little League	April 15
Folsom Softball Club	April 15
Folsom Fusion Basketball	April 15
Folsom Jr. Bulldogs Football	August 30
Folsom Vista Jr. Eagles Football & Cheer	August 30
Folsom Soccer Club	September 30
Folsom Vista Talons Basketball	January 15

**ADOPT – A – FACILITY PROGRAM**

*Sponsored by the City of Folsom, Parks and Recreation Department, Folsom Cordova Unified School District and the Folsom Athletic Association*

**ADOPT FEE / FCUSD PARTIAL COST RECOVERY / NON-RESIDENT FEE - INVOICE**

Invoice Date: \_\_\_\_\_

Community Youth Sport: \_\_\_\_\_

Season Dates Covered: \_\_\_\_\_

---

**CHECK ONE:** *Make this check payable to: Folsom Athletic Association*

Total player count:	_____ x \$ 5.00	Adopt Fee =	\$ _____
Total player count:	_____ x \$ 4.00	FCUSD Fee =	\$ _____
Non Resident player count:	_____ x \$ 15.00	Non Resident Fee =	\$ _____
		Amount Due:	\$ _____

The Folsom Athletic Association will reimburse the FCUSD on behalf of the Adopt program.

---

**MAIL CHECK to:** \_\_\_\_\_ **DATE DUE:** \_\_\_\_\_

All fees listed above are due from the CYSL, two weeks after the **opening day of each community youth sport league.** (CYSL)

**Folsom Athletic Association**  
**P. O. Box 835**  
**Folsom, CA 95763-835**

*Please keep a copy of this invoice and consider it a receipt for your records.*





## **ADOPT – A – FACILITY PROGRAM**

### **SPECIAL PROJECTS**

The Adopt – A – Facility program provides a good forum to develop special projects with the Community Youth Sports Leagues and the land owner in which the special project is being constructed, City or FCUSD. The following is a sampling of special project conducted to enhance facilities that are outside the regular ongoing program.

### **SAMPLING OF PAST SPECIAL PROJECTS**

- Livermore Park – Storage – Shared by Two Football / Soccer Programs and Joint Concession Storage
- Livermore Park – Two Storage Sheds Girls Softball
- Added concrete dugouts to Rodeo Park baseball fields
- Pressbox remodeled at Livermore Football Field
- Kuntz and McFarland Fields upgrades
- New Indoor Basketball Backboards Sutter Middle School Gym
- Little League field upgrades at Carl Sundahl Elementary
- Soccer 4 sites, 7 Field Renovations, coupled with regular programs
- Offset cost of restroom paper products by FYBA
- Basketball floor resurfacing

# ADOPT – A – FACILITY PROGRAM

## ANNUAL INCOME TRACKING SAMPLE SUMMARY

<b>ADOPT - A - FACILITY - TRACKING ANNUAL PAYMENTS</b>										
Sponsored by the Folsom Athletic Association, City of Folsom and Folsom Cordova Unified School District										
2014 Org ID	ADOPT & FCUSD INCOME	Due Date	Total Player Count	# Non Res Players	ANNUAL FEES STRUCTURE					
					\$5 Adopt Fee	\$4 FCUSD fee	\$15 NR Fee	Due to FAA	Date Paid	Year End Reserve
1	Folsom American Little League	4/15/14	814		\$ 4,070	\$ 3,256	\$ -	\$ 7,326	4/30/15	\$ 844.21
2	Folsom National Little League	4/15/14	436		\$ 2,180	\$ 1,744	\$ -	\$ 3,924	4/23/15	\$ 435.64
3	Folsom Softball Club	4/15/14	371	19	\$ 1,855	\$ 1,484	\$ 285	\$ 3,624	4/6/15	\$ 1,980.00
4	Folsom Baseball Club	4/15/14	22		\$ 110	\$ 88	\$ -	\$ 198	3/25/15	\$ 3,000.00
5	Folsom Youth Basketball Association	1/15/14	1478		\$ 7,390	\$ 5,912	\$ -	\$ 13,302	1/24/15	\$ 23,998.41
6	Folsom Jr. Bulldogs Youth Football & Cheer	6/25/14	281	0	\$ 1,405	\$ 1,124	\$ -	\$ 2,529		
7	Folsom Jr. Eagles Youth Football & Cheer	6/25/14	230	5	\$ 1,150	\$ 920	\$ 75	\$ 2,145		
8	Folsom Lacrosse Association	1/15/14	162		\$ 810	\$ 648	\$ -	\$ 1,458	5/5/15	
9	Folsom Soccer Club	6/25/14	3127		\$ 15,635	\$ 12,508	\$ -	\$ 28,143		
10	Folsom Aspire Volleyball	11/15/14	155		\$ 775	\$ 620	\$ -	\$ 1,395	8/18/15	
11	Folsom Fusion Girls Basketball	4/15/15			\$ -					
12	Folsom High Scholl Booster Club	Under no obligation								
13	Vista del Lago High School Talon Club									
14	Sierra Marlins Swim Team									
15	Folsom Sea Otters Swim Team	Under Contractual Agreements								
16	Folsom Tigersharks Swim Team									
	<b>Youth Groups Reserves Total:</b>		7076	24	\$ 35,380	\$ 28,304	\$ 360	\$ 64,044		\$ 45.00
A	FCUSD Extra (Excess of \$26K)									\$ 16,523.00
B	City Renovation Fund									\$ 15,952.59
C	Cultural Arts									\$ 7,136.49
D	Rentals									\$ 1,424.17
E	Senior Center									\$ 891.72
F	Special Project Kuntz Field									\$ 100.00
G	Teen Council									\$ 400.00
H	American Legion Baseball									\$ 140.00
I	Folsom Cricket Club									\$ 634.00
	<b>Reserve Total:</b>									\$ 43,201.97
	<b>General Fund</b>									\$ 66,463.94
	<b>Account Total:</b>									\$ 139,969.17



## ADOPT – A – FACILITY PROGRAM

### OPERATIONAL NOTATIONS

- Meeting Dates: As of October, 2015, the Adopt meets the 3<sup>rd</sup> Tuesday of the month at the Folsom Community Center, Activity Room, 6:30-7:30pm. The Folsom Athletic Association (FAA) monthly meeting follows at 7:30pm.  
Therefore, any written reports can help streamline the meeting so that the agenda can be accomplished and so all CYSL can report out within the hour allotted. Complex issue can be handled by email in advance of the meeting.
- No meetings are held in January, July or December.
- Adopt meeting is for facility issues and the FAA meeting is for program, operations and scheduling issues.
- The Folsom Athletic Association helped to develop this program in partnership with the City and the FCUSD. The FAA provides the administrative and accounting service of the operation and receives nothing in return. They do receive the satisfaction of working with all the CYSL and partners in making a difference for our community which align with the goals of the FAA.
- Please make sure your Board, Treasurer, Coaches & parents understand that when the CYSL issues checks to the Folsom Athletic Association, they are receiving this service along with the other benefits described in the program which is one of the many reasons they exist.
- Indoor facility users such as FYBA, Fusion Basketball and Aspire Volleyball will use their Adopt fee to meet the requirement of the City and the FCUSD Joint Use Agreement shared cost resurfacing program. One third FCUSD, one third City and one third community youth sports leagues.

### INVOICES AND PAYMENTS – POLICY AND PROCEDURES

1. Annual payments are made by CYSL according to Current Fee Payment Schedule, generally two weeks after opening day. See page 9.
2. CYSL is responsible for collecting fees from participants according to the Current Fee Structure.
3. Each CYSL should complete the invoice with accurate and actual number of registered participants per your records.
4. The Invoice and checks should be mailed according to the directions on each invoice: one to FAA, one to City.
5. The invoice should serve as a receipt for each CYSL. The FAA will record and report on fees collected at each monthly meeting.

---

*City of Folsom Internal Accounting Notes Only*

*The \$17 partial cost recovery fee is recorded into two revenue accounts:*

*Park User fee \$4: Account # 010-0000-341.18-10 - Park Maintenance*

*CYSL Player fee \$13: Account # 010-0000-347.30-03 – Sports scheduling coordinator*

---

## ADOPT – A – FACILITY PROGRAM

The following submission received the *Award of Excellence*

- Park Operations and Maintenance Awards Sports Field - Adopt-a-Facility Program -

---

### **1997 Park Operations and Maintenance Awards**

California Parks and Recreation Society

Application Submittal for Sports Fields

City of Folsom

Parks and Recreation Department

**Adopt-A-Facility Program**

## ADOPT – A – FACILITY PROGRAM

### Project Information

As the result of increasing community dissatisfaction with maintenance and over use of the sports fields and facilities, the **Adopt-A-Facility** Program was organized by the City of Folsom Parks and Recreation Department two years ago in an effort to improve maintenance levels on sports facilities used by Folsom Community Youth Sports groups which were maintained by the City of Folsom or the Folsom Cordova Unified School District. This cooperative effort was the result of the need to maintain sports facilities on an annual rather than seasonal basis, to determine the best horticultural practices for the funding available and to pool resources of the community youth sports groups, the City of Folsom and the Folsom Cordova Unified School District.

The **Adopt-A-Facility** Program comprises of the following members:

- Folsom Community Youth Sports, consisting of representatives from Basketball, Football, Girls Softball, American and National Little Leagues, Sea Otters Swim Club, and Soccer.
- Folsom Cordova Unified School District representatives Matt Washburn; Facilities Director and Don Butler; Maintenance Director
- City of Folsom Parks and Recreation Department representatives Lynn LePage; Recreation Superintendent, Michele Brown; Recreation Supervisor and Richard MacGill; Park Superintendent.
- Folsom Athletic Association representative Ernie Sheldon.
- Folsom Cordova Unified School District board members Nancy Mitchell and Teresa Stanley.
- Folsom Parks and Recreation Commissioner Phil Scott.

The **Adopt-A-Facility** members, meeting on a monthly basis (second Wednesdays) initially developed the following mission statement and goals:

1. To provide a forum to find solutions to facility maintenance concerns.
2. To enhance all youth athletic facilities.
3. To pull together resources to provide better quantity and quality of maintenance.
4. To assist in scheduling and prioritizing maintenance to all facilities to ensure minimum interruption with all users.
5. To assist financially to provide additional fertilizing and spraying of all athletic fields.
6. To maximize use of community resources, i.e., donations and volunteers to reach the above goals.
7. To assist financially when additional maintenance is needed.

The **Adopt-A-Facility** Program has increased the level of maintenance on sports fields within the City of Folsom by providing the following:

- Funding and crew availability to accomplish two additional sports field fertilizations that previously were not undertaken. Seasonally, all sports fields receive a total of four fertilizer applications from March through October.
- Funding and crew availability to accomplish two broadleaf weed-herbicide applications (Spring and Fall) on turf and sports fields.
- Funding and crew availability to accomplish turf wear-spot over seeding on all sports fields.

Community Youth Sports groups and the City and School Districts have been able to promote a higher standard of maintenance than what was currently available two years prior to the organization of the program.

## ADOPT – A – FACILITY PROGRAM

### Area Description

The sports facilities under the **Adopt-A-Facility** program include 9 sites as described and 21 separate facilities ranging in age from 30 plus years to athletic fields developed in the late 80's through 1996. Recently, both the City of Folsom and Folsom Cordova School District have developed new parks and school's facilities that have incorporated newer design and maintenance standards. A focus of **Adopt-A-Facility** is to be able to keep these newer facilities in top condition by providing extra funding for maintenance activities, while improving the quality of use at the aging facilities.

The City of Folsom's Sports field facilities includes the following:

**City Park; Kuntz and Farley Fields.** Developed in the late 60's through efforts of the City of Folsom and local service clubs (i.e., Rotary and Lions Clubs) the fields have been through several Park Division projects including irrigation, infield, and fencing renovation and, dugout and backstop expansion and scoreboard installation. The irrigation system is currently Rainbird PE series valves with 37a-47 Rainbird impacts with RC-1260's Rainbird controllers.

**Lembi Sports Complex; Fields A, B, C, and D and Soccer fields 1, 2, and 3.** The 30-acre Lembi Sports Complex was a gift to the City of Folsom in 1984 from the Natomas Real Estate Company. Developed on land obtained from the Natomas Real Estate Company, and constructed from Spink Corporation Design. Natomas Real Estate Company provided site and grading work, installation of two parking lots, irrigation and drainage systems, and hydro-seeding of sports fields. Since 1984, The City of Folsom, along with local service clubs and the Folsom Athletic Association has accomplished the following:

- Construction of backstops, dugouts and perimeter fencing; all four ball fields.
- Construction of concession stand, meeting room, restroom and storage facility.
- Entry way irrigation and landscaping along with parking lot and perimeter landscaping.
- Construction of a tot-lot playground.
- Installation of sports field lighting on all four ball fields.
- Installation of irrigation and turfed infield on Field C.
- Installation of scoreboards on Fields A and C.
- Purchase and installation of bleachers, tree screening and barrier nets on two soccer fields.
- Installation of pavers, tables and wooden shade shelter.

The irrigation system is EFA valves, Rainbird 37A-47 impacts with combination of Irritrol MC plus and Rainbird 1260's RC-controllers.

**Rodeo Park; two Little League fields, A and B; with two soccer fields.**

**Ed Mitchell Park; two soccer fields.** Constructed in 1987-88 both Rodeo and Ed Mitchell Parks were designed by the Spink Corporation and built by Monkdale Construction Company. Rodeo Park utilized the multi-use concept in that one of the soccer fields overlaps the two little league outfields and Ed Mitchell was developed on the neighborhood park concept with a playground, tennis courts, picnic tables and walkways constructed along with two soccer fields. Both parks have Rainbird PE series valves, R-70 irrigation heads and Irritrol MC plus controllers.

## **ADOPT – A – FACILITY PROGRAM**

**Davies Park; small soccer field.** Designed primarily as a neighborhood Park by Hablitzel Landscape Architectural Group and constructed by Biundo Construction, Davies Park serves the residents of the American River Canyon area of Folsom. The irrigation system is Rainbird Falcon heads, Rainbird PE series valves with Irritrol MC plus controller.

**Folsom Lake Community College.** Designed by Psomas Engineering and constructed, during 1989, by El Dorado Landscape, the City of Folsom provides the athletic facility maintenance for the Los Rios Community College District in return for the use of one ball field and three soccer fields. Long-range plans call for the construction of permanent classroom facilities on this community college site. Current irrigation system is Toro series 600 sprinkler heads with Grinswold valves and Irritrol MC-plus controllers.

**Mann Park, Sheldon Park and Livermore Community Park.** Constructed in 1995-96 in phases under auspices of the Park and Recreation Department, these parks provide examples of contemporary sports facility design standards. Mann Park is the site of a lighted, “state of the art” Little League field with warm-ups areas, dugouts, bleachers and field fencing incorporated in a neighborhood park setting. Sheldon Park has a regulation size soccer field along with tennis, basketball and roller hockey courts. Phase one of Livermore Community Park built a lighted football field with specialized hybrid Bermuda turf. These three parks were designed by the Planning Center with construction of the facilities by Gateway Landscape Construction at Mann Park, Ad Land Company at Sheldon Park, and Burdick Construction building the first phase of Livermore Park. The irrigation system of these parks is comprised of Hunter I-40 sprinkler heads, Weathermatic irrigation valves and Irritrol MC plus controllers.

### **Maintenance Program**

The **Adopt-A-Facility** Program through discussion and interaction of its members, decided on several seasonal maintenance activities on all sports facilities within the program’s jurisdiction that would accomplish goals three and five from the mission statement. The goals are:

- To pull together resources to provide better quantity and quality of maintenance.
- To assist financially to provide additional fertilizing and spraying of all athletic fields.

The committee felt that it could best utilize its resources with a turf maintenance program that upgraded the program currently being utilized by the City of Folsom and the Folsom Cordova Unified School District. This program basically provided for mowing, irrigation repair and two fertilizations per season. The committee decided that it could supplement the budgets of both the City and School District by providing funding for three additional turf maintenance practices:

- Two additional fertilizations per season, bringing the total number of fertilizer applications of all sports fields to four during the time period, March through October.
- Two broadleaf herbicide applications on the sports fields, one applied in the spring and one applied in the fall.
- Re-seeding of bare or worn spots on all little league, softball, baseball and soccer fields, scheduled during the fall season.

The City and School District agreed to provide the crew and equipment to meet these additional turf maintenance practices. Both agencies felt they could accomplish these three additional maintenance activities with the current staffing and equipment available. Since two fertilizations were being

## **ADOPT – A – FACILITY PROGRAM**

accomplished, both agencies, through scheduling, were able to provide a program that applied a full rate of fertilizer on a March-May-August-October schedule.

For the broad leaf herbicide program, however, the City of Folsom needed to purchase a boomsprayer set-up to spray turf. This was accomplished through the equipment budget during fiscal 1996-97 when the City purchased a John Deere Gator Utility cart and PBM 110 gallon trailer-mounted sprayer with a 7 nozzle utility boom. Scheduling is currently underway to start the fall application of Turflon to suppress broad leaf weeds in the sports turf and to follow it with a spring application determined by a field-specific maintenance over-view.

The re-seeding of bare and worn spots on the sports fields was accomplished using a tractor with a slit-seeded attachment, equipment that both the City and School District currently own. The field work is scheduled for the late fall, after Little League and softball/baseball programs have ended; however, soccer leagues are activate during this time. The **Adopt-A-Facility** committee recommended to re-seed all sports fields, soccer included, during this time period and expect that a certain percentage of seed would not germinate due to compaction from field usage. The committee determined that over the long run, this was a better program than not doing any reseeding at all.

Determining a funding level for this turf maintenance program was a challenge that the **Adopt-A-Facility** Committee tackled during its initial formation. After discussion about what sports areas were shared by multiple groups and what sort of effective maintenance programs could be put in place (either by contacting the maintenance work or by supplementing existing maintenance budgets), the committee still needed to decide on a fee per youth participant to provide funding for the program. As a result of bidding contractual costs to perform the work proved to be too costly. After deciding on funding materials only (fertilizer, herbicide and seed) and using existing City and District maintenance staff to accomplish the work, the total costs per field were determined. These costs were spread over the participants in each of the youth leagues involved in the program. The participant fee per child for the program was calculated to be five dollars.

The money was collected from each of the Folsom Community Youth Sports groups after participant registration. It was then tracked site specific using a spreadsheet. This allowed a budgeted expense to be calculated and tracked for each of the sports fields under the City's or School District's jurisdiction. Using this method, a budgeted expense was developed for two fertilizer applications, herbicide spray materials and the cost of turf seed. A second spreadsheet was developed to schedule and track the work of the City and School District as well as to authorize payment of materials once work was accomplished. Meeting monthly throughout the year, the **Adopt-A-Facility** Committee was able to coordinate and monitor the maintenance activities of the City and School District on sports facilities common to the youth groups.

### **Special Innovation**

Several special practices and projects evolved from the initial concept of the **Adopt-A-Facility** Program.

## ADOPT – A – FACILITY PROGRAM

- Initially formed to improve maintenance practices on sports facilities that are utilized by community youth groups, an off shoot of the program has been **Supplemental Projects**. **Supplemental Projects** are small capital improvement projects specifically related to field usage by one of the community users groups, supplemental projects have provided a forum for Little League, Soccer or Girls Softball to discuss field or facilities improvement with the City or School District. Typical projects have involved field drainage improvements, backstop extensions and netting and infield renovation. The **Adopt-A-Facility** Program has served as a focal point for discussion about how to make small capital improvement projects a reality. By meeting with representatives from the City of Folsom and the Folsom Cordova Unified School District on a monthly basis, problems with sports facilities can easily be identified. The group also provides a forum for discussion and resources toward taking corrective action.
- A practice that developed from the initial formation, the routing of request for services became a critical need. The formation of **Adopt-A-Facility** Program had the effect of educating the community youth groups as to what agency was responsible for maintenance on which facility. The committee also developed a Work Order Request form that can be faxed, mailed or dropped-off with the appropriate agency. The Community Youth groups also agreed to appoint one member as a facilities safety officer for the league or group. It is their responsibility to coordinate requests for service and maintenance within members of their league and to submit work order requests. (See Attachment 1) This allows the City and School District personal to work with several individuals instead of over 400 people involved in managing youth sports on a volunteer basis.
- A result of formation of the **Adopt-A-Facility** Committee was that the maintenance program currently being utilized by the City and School District went from a seasonal approach to an annual maintenance program that scheduled activities throughout the year. Before **Adopt-A-Facility**, maintenance activities were very demanding in the spring as youth groups vied for practice space and the desire to have facilities in “first-class” shape. This “burst” of volunteer energy would manifest itself by “burn-out” by the end of the season. By setting up the maintenance program on an annual basis, fields are playable and in good shape at the start of practice and take much less effort to bring into shape for opening day.
- A result of the implementation of the program has been to standardize and use common nomenclature on the sports facilities belonging to the City or School District. In an effort to identify facilities between the City, School District, and the Community Youth Groups, a standardized facilities hand-out was developed showing sports field locations with City Parks and Schools.
- The tracking method used to maintain the program was developed by a committee member from youth soccer. Three spreadsheets were prepared to track the program work schedule, the budgeted amounts per City and School District sports facilities, and the funding program from the community youth groups and authorized expenditures. These spreadsheets are up-dated and reviewed monthly by the committee and serve to schedule maintenance activities and track cost and expenses.

• The **Adopt-A-Facility** program in two years has returned in an estimated \$16,000 of additional funding from maintenance activities. The community satisfaction with the City’s and School District’s facilities has increased tremendously, and an adversarial “customer/supplier” relationship has turned into a mutually beneficial community partnership.

## **ADOPT – A – FACILITY PROGRAM**

### **Adopt-A-Facility Program**

Mission: The Folsom Community Youth Sports, Folsom Athletic Association, Folsom-Cordova Unified School District and the City of Folsom are working together to enhance the maintenance and design standards of all athletic facilities within the Folsom community.

#### Goals:

1. To provide a forum to find solutions.
2. To enhance all youth athletic facilities.
3. To pull together resources to provide better quantity and quality of maintenance.
4. To assist in scheduling and prioritizing maintenance to all facilities to ensure minimum interruption with all users.
5. To assist financially to provide additional fertilizing and spraying of all athletic fields.
6. To maximize use of community resources, i.e. donations and volunteers to reach to above goals.
7. To assist financially when additional maintenance is needed.

#### Guidelines:

- Minutes will reflect monthly approvals by Committee.
- Monthly checking statement will provide month-to-month balance.
- School District and City will implement schedule as defined and bill the Committee per schedule and project.
- Ongoing maintenance program is based on cost per acreage of common-use turf. Income or budgeted need is derived by dividing this cost per child. 1997 cost was \$5.00 per child.
- Supplemental projects- Are projects agreed upon by the government entity that owns the facility and the specific committee member or members. Funding for these projects is supplemental to the ongoing maintenance program.

No year-end balances will be reallocated without Committee re-approval.