



ATHLETIC FIELD USE ALLOCATION GUIDE and PERMIT APPLICATION

City of Encinitas
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LETTER FROM THE DIRECTOR

The City of Encinitas Parks and Recreation Department (PRD) is proud to provide recreational, educational and civic services, which optimize the public use of our local parks, beaches, trails and recreation facilities. It is the goal of our City Council that we promote active lifestyles and community health by furthering access to these City resources, ensuring that diverse recreational opportunities and programs are offered year-round for our Encinitas residents. Each year thousands of Encinitas youth and families take part in City recreation programs in pursuit of attaining their personal, social, intellectual, and emotional well-being.

Since incorporation, the City has worked with a variety of qualified youth sports organizations in the community to meet their athletic field use needs. The PRD assists these organizations in meeting their needs through a collaboratively managed Athletic Field Use Allocation Program.

This Athletic Field Use Allocation Guide specifically outlines the guidelines and requirements associated with the management of athletic field use allocation in the City of Encinitas.

On behalf of the City of Encinitas PRD, thank you for contributing to the overall health and wellness of your community by supporting proactive and positive uses of athletic fields within the City.

Director of Parks and Recreation

GENERAL INFORMATION

The PRD is responsible for the management of the Athletic Field Use Allocation Program. Scheduling for City athletic field use occurs through the Sports Coalition on Recreation Excellence (SCORE) program. SCORE groups consist of qualified local, non-profit youth leagues such as Encinitas Little League, Encinitas Soccer League, Cardiff Soccer League, Mustang Lacrosse, Coastal Dragons Rugby, San Dieguito Pony Colt, San Dieguito Youth Softball, and La Costa Canyon Pop Warner. Groups such as these maintain an official tax exempt, non-profit status with the IRS. Additionally, a minimum of 70% of their participants are Encinitas residents.

SCORE youth sports organizations meet twice annually with the PRD staff for approval of field allocation usage in November for spring sports such as youth baseball, softball, lacrosse and rugby, and in May for summer sports such as youth soccer, football and rugby. The PRD manages the following field sites for field use allocation:

SITE	FIELD INVENTORY	FIELD SIZE	HOURS
Cardiff Sports Park	4 Softball Fields; 2 Soccer over-lays*** 4 lighted fields	2 at 270' 2 at 200' 2 at 140'x200' 1 at 180'x330'	8am – 9pm
Ecke Sports Park	3 Baseball Fields; 1 T-Ball Field 2 Soccer over-lays*** 3 lighted fields	1 at 180' 1 at 200' 1 at 300' 1 at 210'x135' 1 at 210' x 135'	5am – 11pm
Encinitas Community Park*	1 Soccer Field; 2 Baseball Fields 3 Multi-Purpose Fields 1 Softball Field 2 Practice fields *no field lights	300'x180' 2 at 315' 2 at 300'x210' 1 at 285'x180' 200' 150'x120'	Daylight hours beginning at 8am*
Leo Mullen Sports Park	1 Baseball Field; 1 Soccer Field *no field lights	Baseball 280' Soccer 350'x210'	Sunrise to Sunset
Ada Harris Elementary School**	1 Soccer Field no field lights	1 at 300' x 165'	3pm – sunset 8am – sunset SAT Only
George Berkich Elementary School**	1 Baseball/Multi-Purpose Field; 1 Soccer Field no field lights	Baseball 238' Multi-Purp 291'x193' 1 at 210' x 125'	3pm – sunset 8am – sunset WKND Only

* Refer to page 10, for Use Specific to Encinitas Community Park

** Cardiff School District fees apply

*** Overlay is a soccer/lacrosse/rugby/football field within a baseball field

The permit process for athletic field use begins with submittal of the permit application to the PRD. All attachments and supporting documentation should be submitted with the original application. Acceptance of the permit application or the initiation of the review

process does not deem the permit application to be complete, nor should submission of a permit application be construed as final approval of the application.

Throughout the permit review process, additional information or documents may be requested by the PRD for clarification. Delays in providing the additional required information may affect the ability to complete the permit application review in a timely manner.

The City of Encinitas staff endeavors to keep applicants apprised of any issues regarding the permit application throughout the review process. When applying for Major and Moderate events such as tournaments, opening day, photo day and commercial use activities, a Citywide pre-event planning meeting and post-event evaluation may be required. The purpose of these meetings is to discuss the special needs or issues unique to the event or community. These meetings provide event organizers with valuable feedback regarding events.

SCORE MEMBER PROCESS

The Athletic Field Use Allocation Program outlines the specific SCORE eligibility requirements for youth sports member organizations. Youth sports organizations qualifying under this program must attend SCORE meetings held twice annually.

SCORE Organization Criteria

- The organization is an existing, functioning entity with its own governing body (Board of Directors or Trustees) with rules and regulations (By-laws).
- Organizations must be recognized as non-profit or tax-exempt by the Internal Revenue Service (IRS) and be in good standing with the IRS. If the Applicant or Host Organization is a non-profit or tax-exempt organization, a copy of the IRS tax exemption letter certifying its current non-profit or tax-exempt status is required.
- At least 70% of the organization's participants must be Encinitas residents (92024 & 92007). Addresses listed on the player documentation will be used for verifying the Encinitas residency requirement.
- The organization is recognized by and affiliated with a national, state, or regional government body (e.g. Little League, Pop Warner, etc.).
- The organizations primary function is to provide an opportunity for youth to be involved in sports at a recreational level. Recreation is defined as participation being open to all participants regardless of talent level and all participants provided playing time.

- Each group is responsible for appointing a single point of contact/field coordinator. The point of contact/field coordinator is required to attend all meetings scheduled by the City regarding the use of athletic fields through the SCORE process.

SCORE Application Submittal

Athletic field-use application requests are due to the PRD 30-days prior to the scheduled spring and summer/fall SCORE meeting(s). Athletic field-use applications must include:

- Completed and signed Athletic Field Use Application. (Attachment A)
- The City of Encinitas named as additionally insured on the Certificate of Liability Insurance and on the Additional Insured Endorsement page.
- A copy of the leagues indemnity waiver including the City of Encinitas listed in the hold harmless section.
- Proof of an IRS tax-exempt non-profit status.
- Verification of an organization's player residency requirement. Non-profit sports organizations requesting athletic field use are required to submit player residency documentation a minimum of thirty (30) calendar days prior to the SCORE field allocation meeting. Player documentation must be verified by one governing association (main chapter parent organization), which will be used to determine classification status and be signed by the league's board of officers. Player addresses with a post office box number are not accepted. Parks and Recreation staff will verify player documentation and all determinations made by the PRD are final.

Score Field Allocation

Field allocation is determined by primary and secondary seasons as well as historical use. A primary season is defined by the traditional time of year for a particular sport, e.g. baseball is traditionally a spring sport. The secondary season includes sports outside of their primary season. Historical use is defined by a specific group's field use history at a specific facility.

Primary Seasons:

- Spring – Baseball, Softball, Lacrosse, and Rugby
- Summer/Fall – Soccer and Football
- Winter- Soccer and Rugby

ATHLETIC FIELD USER CLASSIFICATIONS

City athletic fields shall be available for use by the public for recreational, educational, civic and commercial purposes. Athletic fields are defined as playing areas, which are used for playing softball/baseball, football, soccer, or other similar field sports. Athletic field users are classified into groups for the purposes of assessing fees and determining priority of use as described below.

PRIORITY	TYPE OF GROUP	EXAMPLE
1	City Sponsored	City of Encinitas
2	<i>Resident:</i> Non-Profit Youth Group	Encinitas Soccer League, Tax Exempt Group located in 92024 or 92007
3	<i>Resident:</i> Senior Group	Group age 55+ located in 92024 or 92007
4	<i>Resident:</i> Non-Profit: Service, Educational for Recreational Group	Rotary, YMCA, Adult League located in 92024 or 92007
5	<i>Resident:</i> Private Party or Business for Recreation Use	Picnic or celebration with applicant residing in 92024 or 92007
6	<i>Resident:</i> Private or Business for Commercial Use or Profit Making	Fundraiser, Fair, Demonstration with applicant residing in 92024 or 92007
7	<i>Non-Resident:</i> Group or Private Party for Recreational Use	Picnic or celebration with applicant residing outside 92024 or 92007
8	<i>Non-Resident:</i> Commercial/Other	Fundraiser, Fair, Demonstration with applicant residing outside 92024 or 92007

FEE SCHEDULE				
PRIORITY	CLASSIFICATION	EXAMPLE	ATHLETIC FIELDS	SPECIAL EVENT
1	City sponsored	City rec. program, special event or class	Included	Included
2	Resident Non-Profit Youth Group	Little League, Bobby Sox, Pop Warner, schools, etc.	N/A	\$100
3	Resident Senior Group	Age 55+, AARP, San Dieguito Sr. Center, etc.	\$4/hr. or \$5/h with lights	\$100
4	Resident Non-Profit Service, Educational, or Recreational Group	Rotary Club, YMCA, adult sports leagues, Kiwanis, etc.	\$5/hr., or \$10/hr. with lights	\$150
5	Resident Private party, Business or Recreational Use	Reception, wedding, company picnic, etc.	\$6/hr. or \$11/hr. with lights	\$150
6	Resident Commercial Use or Profit Making Use	Local shops, banks, realtors, dealerships, etc.	\$8/hr. or \$13/hr. with lights	\$200
7	Non-Resident Group or Private Party	Groups or private parties with less than 50% Encinitas residents	\$10/hr. or \$15/hr. with lights	\$300
8	Non Resident Commercial/Other	Commercial uses, commercial filming, businesses, etc.	\$10/hr. or \$15/hr. with lights	\$300

Note: Fee Schedule Adopted by City Council October 1998.

ATHLETIC FIELD APPLICANT GUIDELINES

Athletic Field Use Applications

- Applications for field use, other than Priority 1 and Priority 2 user groups, are accepted on a first-come, first-serve basis.
- A higher priority group does not have the right to bump a lower priority group previously scheduled. Events are scheduled upon approval of a completed athletic field use application, submission of all required documents, payment of permit fees and a signed permit.
- Users shall observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations.
- The City is under no obligation to provide equipment or on-site storage to user groups. All equipment used at a facility is subject to PRD approval and must be included in the permit application.
- Requests for changes to fields, portable concessions or restrooms and lights at Leo Mullen must be included in the field modification or improvement application and be included on the signed permit.
- The City will maintain all athletic fields in a manner that is conducive to the safe play of athletic field sports. Items found to be damaged, non-working or unsafe should be reported immediately to the City and field users are not permitted to use field grooming machines or other motorized equipment on City fields without permission from the City.

Banners and Temporary Signs

Events may require or include different types of signage. Please include a signage and or traffic control plan for events including parking signs, detour signs, or other traffic signs.

Events including promotional signs/banners and other signage items shall not be placed on City facilities or premises without prior written approval from the City and must include a temporary sign/banner permit and site plan. Additional information and the Temporary Sign Permit may be found on the City's website at:

<http://www.cityofencinitas.org/modules/showdocument.aspx?documentid=344>.

Please contact the Planning and Building Department at (760) 633-2710 for questions and more information about the Temporary Sign Permit.

Sponsorship signs/banners may be placed throughout the park on the day of the event only and must be removed at the end of the day/event.

Enforcement of Park Rules

- All permit holders must abide by posted park rules.
- Pets must be leashed at all times per EMC 8.04.
- Except for emergencies or by special authorization of the PRD, specific vehicles for field maintenance are allowed in designated areas only.
- All vehicles must be off-site at closing time.

Field User Responsibilities and Expectations

All field users will:

- Use the fields in the intended manner for the sport such as practices and games. Additional permits are required for activities beyond this and require approval through the permit application process.
- Be responsible for performing their own field preparation, e.g. dragging infields, painting lines, etc.
- Provide bases, cones, portable goals, or all other special equipment that is needed for their approved activity and equipment will be maintained, used and put away in a safe manner.
- Not locate apparatus or equipment on the athletic fields unless the use and location of equipment has received prior approval and the facility permit contains that approval.
- Leave the field in a clean, neat condition. If it is necessary for the City to provide cleaning services following the reserved activity, the permit holder may be charged an additional fee and the City will review whether to permit future use by the permit holder. A cleanup deposit may be required if deemed necessary.
- Provide all referees, umpires or other officials needed for their approved activity.
- Never allow another organization or group to use the facility under their permit and the City reserves the right to revoke a permit that has been transferred.
- Provide competent, adult supervision, with the individual or organization using the facility assuming full responsibility for any damage to the facility or park equipment.
- Be responsible for the damage to the facility or equipment. It is the responsibility of the permit holder to have the damage repaired at their expense within five (5) calendar days. If the damage interrupts service or causes an immediate

hazardous condition, the City may repair the damage and charge the organization for the cost of the repair, revoke the organization's use permit, or both. If deemed necessary, a damage deposit may be required.

- Not drive or park private vehicles on turf surfaces, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- Comply with field closures. The City reserves the right to close or temporarily suspend activities on its athletic fields due to inclement weather, unsafe playing/field conditions or lack of compliance with City policies regarding field use.
- Remove any equipment and supplies used in athletic activities from the fields after each use; goal nets must be removed after each season. Storage of these items is the responsibility of each use group or individual. In order to store equipment at the facility field users must obtain permission by the City.

Field Use Notice of Cancellation

Upon notice of cancellation, any financial obligations incurred by the City to accommodate the applicant, or event, will be invoiced and the applicant must pay the outstanding balance within seven (7) calendar days of the date of the invoice.

Field Use Application Denial

The PRD reserves the right to refuse, deny or cancel any application or field use permit. The City will provide written notification to the applicant, including an explanation for denial. Grounds for denial of an application may include but are not limited to the following:

- Unsatisfactory prior use by applicant or organization including but not limited to the following:
 - Group played despite closure
 - Damage to field
 - Subletting fields
- Existing hazardous conditions
- Field use application submitted less than 30-calendar days in advance
- Non-payment of application fee, rental fees, or required cleaning/damage deposit by due date
- Higher priority activity taking place such as baseball in the spring or soccer in the fall
- Groups that have previously not given timely cancellation notice

- Applicant is under 18 years of age
- Special Event Permit application, e.g. tournament, (when required) submitted less than 30 or 90 calendar days in advance
- Refusal to consent to specific conditions or restrictions for the event
- Failure to obtain a permit when required
- Failure to submit timely and acceptable insurance documents

Appeal Process:

Appeal of a denied application is provided for under Encinitas Municipal Code Chapter 6.02.

FIELD USE SPECIFIC TO ENCINITAS COMMUNITY PARK

Encinitas Community Park is a 44-acre multi-use park that encompasses a skate park, dedicated dog park, passive play areas, playground, walking trail, and athletic fields. The following conditions are placed on any event held at Encinitas Community Park.

- General Park hours of operation are 5:00am to 10:00pm, 7 days a week. The Skate Park, athletic fields, and Dog Park hours of operation are 8:00am to sunset, and organized activities and events cannot occur prior to 8:00am. Special events are limited to daylight hours.
- Events determined to have a parking demand in excess of the 419 parking spaces, will require off-site parking, shuttle service, and a traffic management plan.
- Amplified sound must not exceed 50 dBA at the nearest residential property line. An event specific noise study prepared by a qualified acoustical consultant will be required to verify the conditions. Events must also comply with the City Noise Ordinance EMC 9.32.414.
- No portable lights are allowed.
- Concession Facility Use
 - Weekend use of the concession facility is available for SCORE groups.
 - SCORE members may request use of the concession facility during the field use application process.
 - No permanent storage is allowed in the concession facility. Once the event is over all supplies must be removed immediately.
 - Concession facility may not be sublet.

- Applicant use of the concession facility shall comply with all federal, state, and local laws, and any other applicable regulations, orders or restrictions related to the use of the facility.
 - Applicant shall not have the right to make alterations and improvements to the concession facility.
 - Fire extinguisher must be present during cooking operations. Minimum fire extinguisher rating is 2A10BC.
 - Electrical cords must be size properly for outlet boxes.
 - Barbeques shall be a minimum of 10 feet from combustible construction and combustible materials, including building overhangs.
 - Barbeques shall be a minimum of 5 feet away from building openings and building exits.
- Vendors, food trucks, and the sale of merchandise may be permitted during Special Events only.

ATHLETIC FIELD CLOSURES

In order to effectively provide and sufficiently maintain City athletic fields, scheduled rotating field closures occur during the year for turf recovery, field maintenance and overall improvements. Understanding that our valued sports organizations have a desire for optimum use of City athletic fields, the City may reserve the right to set aside additional closure time if deemed necessary. Field closures occur approximately 60-90 days per year for needed turf renovation, repairs and maintenance. With the addition of Encinitas Community Park, the field closure schedule has been altered to a roaming closure that will allow for more play and shorter closure periods. The field closure schedule is as follows:

Cardiff Sports Park

Field 1 and 2 - Closed: Month of June
Field 3 and 4 - Closed: Month of July

Ecke Sports Park

Field 1 – Closed: 5/27 – 6/16
Field 2 – Closed: Month of August
Field 3 – Closed: 5/27 – 6/16

Encinitas Community Park

Field 2– Closed: Month of August
Field 1 and 4 – Closed: Month of May
Field 3 and Practice Site – Closed: Month of July

Leo Mullen Sports Park

Baseball Field – Closed: Month of August
Soccer Field – Closed: March 30 – June 29 and December 22 through January 2

Rain Out Information

To ensure the safety of all users and the quality of playing areas during periods of inclement weather, City staff will complete field inspections to determine if fields will be available for use. The field condition line is 760.633.2761 and is updated by 3:00 pm on weekdays and 8:00 am on weekends during inclement weather.

INSURANCE AND INDEMNIFICATION REQUIREMENTS

Applicants must provide proof of liability insurance naming the City of Encinitas as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page or copy of the Blanket Endorsement at least 30 days prior to the start of each season. The required endorsement amounts are:

General Liability Insurance	\$1 million
Each Occurrence	\$1 million

The policy shall also contain the statement that the City will be notified thirty (30) calendar days prior to termination, reduction, cancellation, suspension, or expiration of the policy.

Applicants and User Groups must agree to hold the City harmless and to indemnify the City. Approved events will require the authorized applicant or event organizer to sign a Hold Harmless Statement on the permit itself.

Applications must include a copy of the player waiver for City review and approval. All players are required to sign a copy of the player/participant waiver holding the City harmless.

COST RECOVERY FEES

The PRD reserves the right to determine and assess certain cost recovery fees including: cleaning/damage deposit, insurance, staffing, trash, and restroom service, etc.

USER CHECKLIST FOR FIELD USE APPLICATION

Remember to include the following documents with your application:

- ☐ Insurance Certificate
- ☐ Additional Insured Endorsement page or Blanket Endorsement
- ☐ Player or Participant Waiver
- ☐ Field Modification Form (Attachment B); if applicable
- ☐ Proof of Non-Profit Status
- ☐ Proof of Residency

FIELD MODIFICATION INSTRUCTIONS

A Field Modification Form (Attachment B) is required when a league requests to make any change to a field or playing surface. Submittal must include detailed plans of the

work requested, as well as proposed materials used. A Field Modification Request Form must be received and approved by the PRD prior to the start of work.

Acceptable modifications include, but are not limited to, portable lights at Leo Mullen, adding infield mix, artificial turf, scoreboards, field netting, batting cage enhancements, pitching mounds, base anchors, and other apparatuses or equipment.

SPECIAL OPERATIONS PERMITS

For the purposes of this policy, tournaments, special ceremonies and clinics are considered Special Events. Applicants wishing to operate an event of this nature are required to complete a Special Event Permit Application. Applications are due (30) thirty-days prior for recurring events and (90) ninety-days prior for first-time events. Major Special Events (2,000+) must be submitted annual by March 15 for events taking place the following calendar year. Special events may include vendors, food trucks, and the sale of merchandise. Submittal of late applications may result in denial. The Special Event Planning Guide and Permit Applications may be found on the City's website at: <http://www.ci.encinitas.ca.us/index.aspx?page=84>

Sports Organization Tournaments

A resident organization tournament is defined as a culminating event in which multiple teams compete, and advance as they win their scheduled contests. There are tournaments that are structured as culminating events to the end of a regular season as a means of establishing a "champion" of a specific league. In this example, the same participants who participated throughout a season are matched against each other in a playoff format. Athletes or teams participating in this tournament must have participated in an Encinitas league prior to the tournament and there are no additional entry fees charged for playing in the tournament. Athletes or teams that did not participate in an Encinitas league during league play will not participate in this tournament

Sports Organization Host – Invitational Tournament

An invitational tournament is defined as a tournament that includes athletes/teams of multiple organizations (resident or nonresident). The host resident organization charges entry fees to participating teams in the tournament and the tournaments are often used as fundraisers or special events.

Opening Day Ceremony

Opening Day Ceremonies are defined as the first day of a league's season where multiple teams participate in a planned ceremony outside of regular games, creating additional impacts to the facility and the surrounding neighborhood.

Photo Day

Photo Day is defined as an event where the league has participants show up throughout the day for the purpose of taking individual and team pictures. This event may affect the facility and surrounding neighborhood more than just a regular day of games. A special event permit is required for photo day.

Commercial Use Activities

A Commercial Use Permit is required for any proposed camp, class or clinic on City recreational property per EMC 6.14. The permit application is available on the City's website at:

<http://www.ci.encinitas.ca.us/index.aspx?page=84>

CITY OF ENCINITAS PARKS AND RECREATION DEPARTMENT

ATHLETIC FIELD USE APPLICATION – ATTACHMENT A

ORGANIZATION NAME:

APPLICANT NAME:

ADDRESS:

CITY: **STATE:** **ZIP:**

TELEPHONE: **EMAIL:**

CELL PHONE:

Please make your selection from the following lists:

If other, please describe:

Select a Location(s)

☐ Cardiff Sports Park Resident %

☐ Ecke Sports Park Attendance (Include players, spectators, coaches, etc.)

☐ Encinitas Community Park

☐ Leo Mullen Sports Park

TIME(S)	DATE(S) TO DATE(S)	FIELD(S)	DAY(S)

APPLICANT SIGNATURE:

DATE:

CITY OF ENCINITAS PARKS AND RECREATION DEPARTMENT

FIELD MODIFICATION OR IMPROVEMENT APPLICATION - ATTACHMENT B

USER GROUP INFORMATION

Group Name: E-mail:

Contact Name: Phone:

Address: City/Zip:

SELECT the location for the Field Modification

☐ **Field** ☐ **Other**

Cardiff Sports Park (CSP) ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Field 4

Ecke Sports Park (ECK) ☐ Field 1 ☐ Field 2 ☐ Field 3/4

Encinitas Community Park (ECP) ☐ Field 1 ☐ Field 2 ☐ Field 3 ☐ Field 4 ☐ Practice Field

Leo Mullen Sports Park (LMP) ☐ Soccer ☐ Baseball/Softball

Describe requested Modification/Improvement including materials and attach a copy of the plan or diagram.

User Group Signature **Date**

Office Review:

Recreation Comments:

Park & Beach Comments:

Director Comments: