

**CITY OF ALBANY
PARKS AND RECREATION COMMISSION
STAFF REPORT**

Agenda Date: July 10, 2014

SUBJECT: Albany Little League Agreement for Contractor Services

REPORT BY: Chelle Putzer, Recreation & Community Services Director

BACKGROUND

After the renovations of the City of Albany's ball fields at Ocean View and Memorial Parks in 2004, the City decided to contract with Albany Little League to provide field maintenance. Due to Albany Little League's experience in the area of care and maintenance of ball fields combined with limited City maintenance staff available to provide proper care and upkeep for the newly renovated fields entering into a contract for services was the best way to provide quality playing surfaces for all users groups.

Albany Little League focuses its efforts on the infield areas of both fields dragging, watering, prepping for games and off season repairs, etc. and subcontracts to Doug Fielding's team for the care and maintenance of the grass areas on both fields. Albany Little League and Doug Field's team have consistently done outstanding work for the City over the years.

The City of Albany and Albany Little League agree to a scope of work to be performed, payment and terms in the contract. The three year maintenance contract for services will go to City Council on July 21, 2014.

DISCUSSION

The City of Albany and Albany Little League are dedicated to making sure the ball fields are well maintained and are in proper playing condition for all field users. Memorial and Ocean View Fields are highly used throughout the year and require routine maintenance and off season repairs to keep them in good condition.

In an effort to assist the Albany Unified School District with ensuring that their men's and women's baseball and softball programs had equal field time in accordance with Title IX and AB2404, the City of Albany allowed Memorial and Ocean View fields to be modified to accommodate men's baseball teams. This involved moving bullpens, changing batting cages, , locations, installing mounds and wind screens. As a result, Albany Little League and AHS baseball program utilize Memorial Field nearly seven days per week from February through

November. Memorial Field is closed in December and January for renovation prior to baseball season. Albany Little League utilizes volunteer labor from the AHS baseball team to assist them in maintaining the field. The City pays Doug's Fielding's team separately for the winter shutdown repairs on Section B.

Ocean View is used primarily by Albany Little League February through June and September through November. Youth Soccer uses the field August through November. The City of Albany Adult Sports program uses the field six nights per week March through November. The City's Adult Sports program pays separately for field prep for their games. The field is closed for repairs from December through February.

The City purchased \$3500 of infield soil for the renovation of Memorial's infield in 2014 and has committed to purchasing infield soil for both fields up to \$3500 each year. In 2015, there will be an additional allotment of \$1500 for major infield renovation of Ocean View Field.

In 2015, the City will hire a contractor to install proper drainage system around the Ocean View infield. This will correct rain runoff across the infield of Ocean View that washes infield soil from the field and into storm drains. The City will also repair the batting cage at Ocean View, install permanent fencing between the batting cage and Section B and correct the irrigation between Section B and the ball field at Memorial.

FINANCIAL IMPACT

The compensation for field maintenance of Ocean View and Memorial Fields is \$4,100 per month not to exceed \$49,200 per year.

Attachments

Agreement for Services Albany Little League Exhibit A & B

**EXHIBIT A
SCOPE OF WORK
FIELD MAINTENANCE FOR
OCEAN VIEW AND MEMORIAL PARK FIELDS
RESPONSIBILITIES OF THE PARTIES:**

Both the City of Albany (CITY) and the Albany Little League (CONTRACTOR) feel it is in their mutual interest to have the Albany Little League be responsible for maintaining Ocean View and Memorial Sports Fields.

CONTRACTOR Responsibilities:

- 1) CONTRACTOR shall assume the following maintenance responsibilities for Ocean View and Memorial Fields including Section B. However, the CONTRACTOR shall not be responsible for annual refurbishment of Section B.
 - (a) CONTRACTOR shall provide the CITY an annual itemized budget for services in December.
 - (b) Mowing the field on at least a once weekly basis (unless weather prevents).
 - (c) Trim grass/weeds along inside fence line every other mowing.
 - (d) Fertilizing the field, as needed.
 - (e) Aerating the field, as needed.
 - (f) Evaluate grass areas on fields and fill holes and depressions, as needed.
 - (g) Infield maintenance including adding infield soil (as required) and dragging the field at least once a week while baseball, softball and adult sports are in season.
 - (h) CONTRACTOR will meet with CITY staff annually on the first Friday in December to evaluate the condition of the infield soil and determine if additional infield soil is needed and how much. CITY shall order and purchase infield soil, the amount not to exceed \$3500 per calendar year for both fields combined. CITY and CONTRACTOR will evaluate Ocean View in 2014/2015 to determine amount of infield soil needed to restore infield amount not to exceed \$1500. All materials purchased shall meet the standards of the field users and the CITY.
 - (i) Over seed or slit seed, as needed.
 - (j) Repairing/replacing broken sprinkler heads and adjusting the sprinkler controller, repairs to distribution pipes, routine valve and wiring repairs beyond the valves on an as needed basis to maintain a field moisture level that is acceptable to all user groups.
 - (k) CONTRACTOR may **not** use herbicides and pesticides unless specific approval in writing has been given by the CITY, PER THE CITY'S Integrated Pest Management (IPM) Policy, AMC 17-4.
 - (l) CONTRACTOR shall maintain and, as necessary, repair the batting cage (first base side) and both bullpens at Memorial Field and the bullpen at Ocean View Field.

- (m) CONTRACTOR shall work with AHS Baseball program to ensure green screen on Memorial Park fences and are properly installed and free of graffiti, large holes and rips.
- 2) CONTRACTOR shall not construct any facilities, install any equipment, or make any alterations to the Property without the CITY'S prior written consent, which consent shall not unreasonably be withheld.
 - 3) CONTRACTOR shall make reports to the Park and Recreation Commission and to the City Council at the request of either party to update them on field maintenance activities or related field maintenance issues, and to provide information on the progress of the "Working Group" established by Council on November 15, 2004. The CONTRACTOR shall invoice the CITY on a monthly basis for services rendered pursuant to this Agreement.

CITY Responsibilities:

CITY'S responsibilities include, but are not limited to:

- 1) CITY shall provide water, sewer, and electric services to the properties, and for any connection charges thereto. The CITY shall also pay for these services.
- 2) The CITY shall:
 - (b) Provide security when parks are closed as typical with all CITY facilities.
 - (c) Provide security fencing (minimum of 6 feet high) during winter months when the field is closed for restoration.
 - (d) Maintain all trees in and adjacent to the park.
 - (e) Sweep all adjacent streets on a regular basis as typical in the city.
 - (f) Provide signs, as needed.
 - (g) Provide trash receptacles and trash pickup, as needed.
 - (h) Repair fencing, pedestrian lights and signs; maintain drainage swales, drainage lines, and catch basins
 - (i) Repair valve kits, valve replacements, wiring from clock to valves, clock and electrical malfunctions, supply lines, backflows and major shut-offs
 - (j) Maintain and replace plants and trees as needed; remove weeds from tree wells and landscaped areas adjacent to the sidewalks; collecting & disposing of trash from sidewalk areas and tree wells; maintain drinking fountains; maintain and replace lamps on lighting fixtures; and remove graffiti.
 - (k) CITY will evaluate condition of infield soil annually on the first Friday of December with CONTRACTOR to determine if additional infield soil is needed and how much, if any. CITY shall order and purchase infield soil not to exceed the amount of \$3500 per calendar year for both fields combined. CITY and CONTRACTOR will evaluate Ocean View in 2014/2015 to determined amount of infield soil needed to restore infield amount not to exceed \$1500.

- (l) Sweep interior pathways and sidewalks around the property and maintain unobstructed access to the fields and to all parking areas.
 - (m) Monitor use of the fields.
 - (n) Schedule use of fields and collect use fees.
 - (o) Provide CONTRACTOR with field use schedules on a weekly basis or more often, as necessary.
 - (p) Meet annually prior to the start of baseball/softball season with the CONTRACTOR to evaluate the condition of the Ocean View batting cage and Memorial Park third base batting cage and determine if repairs are needed. CITY may make necessary repairs or reimburse the CONTRACTOR for repairs that have been authorized by the CITY.
- 3) The CITY shall, in a timely manner, consider requests from the CONTRACTOR to make non-routine repairs to the playing fields that exceed \$1,000 in any calendar year.
 - 4) The CITY, its agents and employees, and members of the public have the right to enter the Property and use the facilities as long as such entry and use does not cause unreasonable interference with the implementation of CONTRACTOR'S responsibilities.
 - 5) The CITY shall maintain a field "rainout" telephone line, and shall provide CONTRACTOR with "Field Closed" signage and/or fencing as is appropriate.
 - 6) The CITY shall be responsible for scheduling activities on the field, except that the CONTRACTOR may, for botanical reasons, request that the CITY not schedule any field use or modify the type of use, provided that they have given the CITY a 60-day notice

**EXHIBIT B
COMPENSATION
FOR FIELD MAINTENANCE OF
OCEAN VIEW AND MEMORIAL PARK FIELDS**

CITY shall pay CONTRACTOR \$4,100 per month, not to exceed \$49,200 per year for the for the three year period.