



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: November 8, 2016

From: Serena Lusk
Senior Manager, Recreation and Sport Services

File: 11-7000-01/2016-Vol
01

Re: **Baseball Facility Development in Richmond**

Staff Recommendation

That staff develop an Operating Agreement with Richmond City Baseball Association for the operation and management of the concession at Palmer/Garden City Neighbourhood School Park, as detailed in the staff report titled "Baseball Facility Development in Richmond," dated November 8, 2016, from the Senior Manager, Recreation and Sport Services.

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Parks Services	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

At the February 23, 2016, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

That staff:

- (1) examine the feasibility of developing baseball facilities in South Arm Park: and*
- (2) consult with the Richmond Sports Council, Richmond School District No. 38 and the South Arm Community Association on the potential development of baseball facilities in South Arm Park and report back.*

The purpose of this report is to respond to the above referral and update Council on a proposed alternative to further developments at South Arm Park for baseball. The report details how Richmond City Baseball Association's immediate needs can be accommodated at Palmer/Garden City Neighbourhood School Park, as Richmond Boys Fastball Association no longer requires Palmer/Garden City Neighbourhood School Park for their programs.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

Analysis

Background

Richmond City Baseball Association has worked to increase the number of players involved in baseball over the past four years. The increased number of players can be attributed to Richmond City Baseball Association Board of Director's efforts to retain and attract new players through a variety of promotions while working with other Richmond youth based sport organizations to mitigate any conflicts with times and day of practices between different sports.

Table 1 shows Richmond City Baseball Association's growth in membership over the past four-years.

Table 1: Richmond City Baseball Association Registration 2013-2016

Year	Number of Registered Players	Number of Players under 11yrs of Age
2016	544	375
2015	467	318
2014	430	263
2013	450	298

South Arm Proposal

As a result of this increased participation, Richmond City Baseball Association requires more fields for its growing number of participants and to improve the participant's baseball experience. At a presentation given by Richmond City Baseball Association's President, John Braaten, to the Parks, Recreation and Cultural Services Committee on February 23, 2016, Mr. Braaten discussed Richmond City Baseball Association's interest in building a concession on South Arm Park, along with possibly relocating the existing backstops to improve the baseball experience for players and spectators.

Since the proposal, staff have worked with Richmond City Baseball Association to determine costs associated with its proposal. The cost to install a concession at South Arm Park, including running the various utilities into the park and the purchase of a pre-manufactured structure configured with a concession and washrooms, has been estimated at over \$350,000. Richmond City Baseball Association also expressed an interest in reconfiguring the existing diamonds into a wagon wheel layout similar to what is presently at Steveston/London Neighbourhood Park for softball. The cost to reconfigure the fields is approximately \$250,000, which would include removal of existing backstops and replace them with new backstops, along with the installation of new infields for each of the relocated diamonds. Total costs for a concession with washrooms and reconfiguration of the diamonds is estimated at \$600,000.

Two of the existing diamonds at South Arm Park are on Richmond School District land behind Whiteside Elementary School. If the City were to consider shifting the orientation of the two diamonds on Richmond School District land, the City would need assurances from the School District that any future changes to Whiteside Elementary School would not affect any improvements made to the park by the City and/or Richmond City Baseball Association.

Richmond Boys Fastball Association Current Status

Richmond Boys Fastball Association uses four of the six softball diamonds at Palmer/Garden City Neighbourhood School Park as their home fields. In 2000, the City built a combination washroom, concession and caretaker's residence on the Palmer/Garden City Neighbourhood School Park for boys softball use. As part of the construction, Richmond Boys Fastball Association contributed \$50,000 to the construction of the building. Along with its contribution, Richmond Boys Fastball Association entered into an agreement with the City to operate a concession in the newly constructed field house (Attachment 1). Since 2003, Richmond Boys

Fastball Association has operated the concession to generate revenue for the association, along with improving the softball experience on the park for players and spectators.

Due to declining interest in boys' softball, Richmond Boys Fastball Association will only have one 16 to 18 year old team for the 2017 season. Richmond Boys Fastball Association intends to move this under 18 (U18) team to the men's softball diamonds located in Steveston Park. Due to declining numbers, Richmond Boys Fastball Association has given the City of Richmond written notice to terminate its agreement to run the concession at Palmer/Garden City Neighbourhood School Park.

Opportunity

Palmer/Garden City Neighbourhood School Park is made up of a total of six softball diamonds, three tennis courts, a playground connected to Garden City Elementary School, a field house (concession, washrooms and caretaker's residence) and two soccer fields that are overlaid over two of the six softball diamonds. Of the six softball diamonds, three are configured around the field house. These three diamonds are only suitable for younger aged softball or baseball leagues due to the proximity of the outfields to near-by residences. The other three diamonds have larger outfields that can accommodate adult softball.

Staff have spoken with Richmond Girls Softball Association about Palmer/Garden City Neighbourhood School Park and the association presently does not have a need for additional diamonds to accommodate its current roster of teams.

Due to different baseball field dimensions for the various age divisions, Richmond City Baseball Association currently uses the following parks identified in Table 2 below.

Table 2: Richmond City Baseball Association Park Use

Park	Age Group	Number of Diamonds
South Arm/Whiteside Park	U5, U7 and U9	6 diamonds
Dixon Neighborhood School Park	U5 and U7	3 diamonds
Gibbons Park	U9 and U11	1 diamond
*Grauer Neighborhood School Park	U11	3 diamonds (practice only)
Thompson Neighborhood School Park	U11	1 diamond
Brighthouse Park	U13	1 diamond
Blundell Neighborhood School Park	U13, U15 and U18	2 diamonds
Latrace Diamond at Minoru Park	U18 and adults	1 diamond

**The four diamonds at Grauer Neighbourhood School Park have historically been allocated to Richmond Girls Softball Association but, in recent years they have been able to provide Richmond City Baseball Association with times to use these fields for practice.*

With Richmond Boys Fastball Association no longer having a need for the diamonds at Palmer/Garden City Neighbourhood School Park and Richmond City Baseball Association wanting to book more fields for the upcoming 2017 season, there is an opportunity to

accommodate Richmond City Baseball Association's immediate field booking interests at Palmer/Garden City Neighbourhood School Park.

Repurposing of Softball Diamonds For Baseball

Each of the six diamonds at Palmer/Garden City Neighbourhood School Park will be available to book for games and practices with three of the diamonds specifically for baseball and the remaining three for softball.

The three diamonds located around the concession at Palmer/Garden City Neighbourhood School Park can accommodate Richmond City Baseball Association's needs for increased ball fields with little or no immediate modifications to the fields other than the installation of clay pitching mounds on each of the diamonds. These three diamonds were used this past summer by Richmond City Baseball Association to help them host the U11 "A" Provincials in Richmond, with the temporary addition of pitching mounds. The other three diamonds would remain in the City's inventory of fields for adult recreational softball leagues to book.

The use of these three diamonds by minor baseball in Richmond will help the City meet the immediate needs of baseball in Richmond and allow Richmond City Baseball Association to grow its programs. Richmond City Baseball Association has stated that the ability to book additional fields at Palmer/Garden City Neighbourhood School Park would meet its current needs and allow them to evaluate future needs for South Arm Park. The three diamonds would also allow Richmond City Baseball Association to continue to apply for and host various U11 Provincials, along with hosting tournaments in the future.

The repurposed diamonds at Palmer/Garden City Neighborhood Park will give other baseball groups such as the Dugout Club, who presently run a free "Try Baseball" program at King George Park for children in the east Richmond area the opportunity to book additional baseball diamonds.

Palmer/Garden City Park Neighborhood School Park Field House Concession Facility

Richmond City Baseball Association has written to the City expressing its interest in taking over the concession at Palmer/Garden City Neighbourhood School Park, which would ensure a future use for the purpose built concession facilities (Attachment 2). The concession would also create an added amenity for baseball participants in and around the Palmer/Garden City Neighbourhood School Park and help generate some revenue for the association.

As part of the original agreement between Richmond Boys Fastball Association and the City, Richmond Boys Fastball Association was responsible for the purchase and maintenance of all of the concession equipment at Palmer/Garden City Neighbourhood School Park. Richmond City Baseball Association has been in discussions to purchase the Richmond Boys Fastball concession equipment, which is dependent on Richmond City Baseball securing an agreement to operate the concession at Palmer/Garden City Neighbourhood School Park with the City.

Due to the proximity of the concession on Palmer/Garden City Neighbourhood School Park to the three diamonds that will be used in 2017 for baseball, staff are recommending that an

Operating Agreement be developed between Richmond City Baseball Association and the City for Richmond City Baseball Association to operate the Palmer/Garden City Neighbourhood School Park concession for an initial period of five years starting with the 2017 baseball season.

Financial Impact

None.

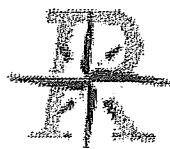
Conclusion

The repurposing of the diamonds at Palmer/Garden City Neighborhood School Park will meet the immediate needs for more diamonds by Richmond City Baseball Association, while giving them time to evaluate any future baseball improvements at South Arm Park. With Richmond City Baseball Association's interest in operating the concession at Palmer/Garden City Neighbourhood School Park, staff are recommending that an Operating Agreement be developed between Richmond City Baseball Association and the City of Richmond to operate the concession at Palmer/Garden City Neighbourhood School Park for an initial period of five years.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)

- Att. 1: Letter from Richmond Boys Fastball Association, dated October 15, 2016
- 2: Letter from Richmond City Baseball Association, dated November 7, 2016
- 3: Agreement between Richmond Boys Fastball Association and City of Richmond, dated November 15, 2002



Richmond Boys Fastball Association

Re: Termination of Contract

October 15, 2016

To: Gregg Wheeler, Manager, Sports and Community Events

The Richmond Boys Fastball Association (RBFA) would like to advise the City of Richmond that effective today we will ask you to terminate our working agreement with the RBFA and the use of the Fastball playing fields at Palmer Secondary located at 8160 St Albans Rd, Richmond, BC.

Do to lower enrollment of our younger age group for the Boys Fastball program our Association has decided that there is not a need for us to be using the fields at Palmer anymore, as we are moving our older age group to Steveston Park.

The RBFA has a long and outstanding history of hosting both Provincial and Western Canadian Championships, Our Fastpitch diamonds, umpire rooms, washrooms, full concession, batting cage are the best in the Province and we thank the City of Richmond for over 45 years of support in achieving this.

In closing, we wish the next Association that is fortunate to use these wonderful facility all the best.

Thank you,

Marshall Shields
President, RBFA

Cc: Bill Merrell
Cc: J Braaten
Cc: P. Morizawa

Richmond Boys Fastball Association Telephone: (604) 351-5037

Web address: <http://www.rbfa.ca>

Email: president@rbfa.ca



RICHMOND CITY BASEBALL ASSOCIATION

Box 26513, Blundell PO
Richmond, BC V7C 5M9
www.richmondcitybaseball.com

November 7, 2016

Re: Richmond Boys Fastball transfer of Palmer facility to RCBA

Attn: Gregg Wheeler

The letter is to provide support information regarding the request of Richmond Boys Fastball transfer of the Palmer field facility to Richmond City Baseball. On February 23, 2016 RCBA presented in front of the City of Richmond Parks, Recreation & Culture Committee a proposal to redevelop the Whiteside/South Arm existing infrastructure is currently not meeting the demand of our grassroots members (5 to 11 year olds).

As a long-time volunteer and RCBA former Board member I was asked to return to our association as President in 2014 after leaving in 2012. I am also the current 1st Vice President of BC Baseball which has governs 53 associations and 17,000+ players in the Province. Upon my return to the association I reviewed all facets of our organization and felt immediate focus to restructure and support our grassroots members was our highest priority. In reviewing the current field inventory and with my knowledge of what other associations use RCBA is lacking a modern multi-field facility. The only area that was available under RCBA's historical usage was the Whiteside/South Arm fields.

RCBA's Redevelopment Reasoning of Whiteside/South Arm as presented to the committee February 23rd was to move its youngest and most vulnerable players to a new park site, enhance the re-development of the new park in order to accommodate population growth in younger divisions. 68% of RCBA's youngest players will be positively affected by this move. Also utilizing a park area closer to center of Richmond in the expanding grassroots demographics makes logical sense for our community. This creates an association "pride and "ownership" for multiple years of participating in what can be a central "hub" for baseball.

Following the presentation the City of Richmond commissioned an engineer's feasibility report if the area could be redeveloped and accommodate a facility going forward. The report details as received in October to which the City can speak too will cost RCBA upwards of \$300,000 and will not meet immediate needs for RCBA's membership. The transfer of the Palmer facility to RCBA will help accommodate our grassroots programs for 2017 and beyond. This will allow the Whiteside/South Arm project to be still planned, but will allow for the timeline to be expanded for redevelopment in the future.

Richmond City Baseball with a continued growth trend in 2016 saw and additional 57 players from the previous year in the 5 to 11 years of age. Even with moving most of the grassroots programs to this undeveloped park, RCBA was still overcapacity and had to borrow from



RICHMOND CITY BASEBALL ASSOCIATION

Box 26513, Blundell PO
Richmond, BC V7C 5M9
www.richmondcitybaseball.com

Richmond Girls Softball 3 of the 4 fields 3 days per week to help at Grauer Elementary in the Spring season in addition to being full at the other parks as well.

This registration trend continued in 2016 and forecasting for 2017 we are confident will remain at current growth levels. Strategic partnerships and the continued building of community awareness will only aide in the upward participation trends going forward.

2016 544 players of which 375 players or 68.9% are grassroots 5U to 11U

2015 467 players of which 318 players or 68.1% are grassroots 5U to 11U

2014 430 players of which 263 players or 61.1% are grassroots 7U to 11U

2013 450 players of which 298 players or 66.2% are grassroots 7U to 11U

As noted in my President's 2016 report at our recent AGM in October RCBA thanked Richmond Boys Fastball Association for allowing us to host the 10-team BC Baseball 11U "A" Provincial Championship at Palmer fields this past July 29th – 31st. Over 120 participants, coaches and families from around the Province enjoyed at fantastic weekend of baseball. This is something to which RCBA has no opportunity to do currently in RCBA's grassroots field inventory. Hosting of events like this brings community and provincial awareness of the sport of baseball.

Sincerely,

John Braaten
President
Richmond City Baseball Association

THIS AGREEMENT dated the 15 day of NOVEMBER, 2002, at the City of Richmond, in the Province of British Columbia,

BETWEEN:

CITY OF RICHMOND, a City under the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the "City")

AND:

RICHMOND BOYS FASTBALL ASSOCIATION
Palmer Field
8160 St. Albans Road, Richmond, British Columbia

(the "RBFA")

WHEREAS:

- A. The City is the owner of property located at 8160 St. Albans Road, Richmond, B.C. known as Palmer/Garden City Park;
- B. The RBFA wishes to use the Fieldhouse and associated amenities located at the Park;

IN CONSIDERATION OF THE MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS::

1. Definitions

1.1. In this Agreement:

"Facilities" means the concession stand, including all food and beverage preparation and service equipment, storage, washrooms, and caretaker's suite at the Fieldhouse;

"Fieldhouse" means the fieldhouse located at Palmer/Garden City Park;

"Off Season" means August 1 to February 1;

"Park" means Palmer/Garden City Park, including Fastball diamonds and all fields;

"Fastball Season" means February 1 to July 31.

2. Contribution to Construction of Facilities

- 2.1 The RBFA agrees to contribute to the cost of the constructing the Facilities by paying to the City the amount of \$10,000 to the City in annual instalments of \$2,000 each year for the five-year term of this agreement, payable on February 1 of each year, commencing February 1, 2003.

3. Conditions of Use

- 3.1. The RBFA may use the Facilities to operate a concession facility, including the preparation and sale of food and beverages, subject to the terms and conditions of this agreement.
- 3.2. The RBFA must obtain and keep in good standing, at its own cost, a business licence for the operation of the concession facility for so long as it operates the concession facility.
- 3.3. The RBFA may use the Park for sporting events.

4. Schedule of Use

- 4.1. The RBFA may use the Park and Facilities during the Fastball Season. The RBFA may also use the Park and Facilities at additional times during the Off Season with the consent of the City.

5. Liaison

- 5.1. The RBFA shall designate a person to be the liaison with the City's Sports and Special Events Co-ordinator on all matters relating to the operation of the Park and Facilities and at the beginning of each Fastball Season provide the name of such liaison person to the City.

6. Utilities

- 6.1. The City will be responsible for providing and paying the on-going costs of heat and light for the Facilities.
- 6.2. The RBFA will be responsible for the installation, maintenance and payment of all costs associated with the provision of telephone, cable and alarm monitoring systems for the Facilities.

7. Security

- 7.1. The operation of any alarm monitoring system installed at the Fieldhouse is the responsibility of the RBFA.
- 7.2. The RBFA is responsible for securing the Fieldhouse after use, including locking all doors and enabling alarm monitoring system (if installed).

8. Maintenance

- 8.1. The City is responsible for ensuring that the Facilities and Fieldhouse comply with all applicable Building Code regulations and municipal bylaws.
- 8.2. The RBFA is responsible for supplying and maintaining all equipment, furnishings and supplies necessary for operation of the Facilities, except washroom supplies.
- 8.3. During the Fastball Season, the RBFA is responsible for cleaning the playing fields in the Park used by the RBFA, including collecting litter on and adjacent to the playing fields.
- 8.4. During the Off Season, the City is responsible for maintaining the Fieldhouse.
- 8.5. The RBFA will line the playing fields and perform minor backstop maintenance at the Park during the Fastball Season.

9. Improvements

- 9.1. The RBFA's improvements are set out in Schedule A to the Agreement.
- 9.2. RBFA may make additional improvements or renovations to the Facilities with the prior approval of the City.
- 9.3. All improvements must comply with all applicable laws, including the applicable Building Code and municipal bylaws and the RBFA must obtain all of the necessary permits.
- 9.4. All improvements shall become the property of the City and the RBFA agrees to indemnify and hold harmless the City from any and all claims, including builder's lien claims, arising out of the construction and installations of the improvements.

10. Rentals

- 10.1. The City may rent out the Facilities when not in use by the RBFA and will require any group renting the Facilities to:
 - a. provide a deposit for any damage which may be caused to the RBFA's equipment;
 - b. clean the Facilities after use; and
 - c. carry liability insurance to cover damage to property and injuries to persons which names both the City of Richmond and RBFA as additional named insureds.
- 10.2. Where the City permits a group to use the Park in the Off Season for a specific event(s), the RBFA may provide concession services at the Facilities for such event(s). The profits realized from the event(s) will be divided between the RBFA and the group hosting the event with the proportion to be mutually agreed upon between the City and the RBFA prior to the event(s).

11. Signage

- 11.1. Throughout the term of this Agreement, the RBFA may, at its own expense, install and maintain exterior signs on or at the Facilities upon obtaining the written approval of the City to the specifications, design, location, and method of installation, which shall be solely within the discretion of the City.
- 11.2. Any signs installed by the RBFA shall be and remain the property of the RBFA.

12. Access

- 12.1. The City, its servants and agents, may enter the Facilities at any time without notice, but shall make reasonable efforts to enter at such times as are convenient to the RBFA and in a manner which does not cause undue disturbance or interruption of the RBFA's activities.

13. Insurance

- 13.1. The RBFA shall carry and keep in force during the term of this Agreement comprehensive general liability insurance with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence (the "Insurance"). The Insurance shall be endorsed to add the City as an additional named insured.
- 13.2. A copy of the certificate of insurance required under section 11.1 shall be filed with the City and shall be subject to its approval as to adequacy of protection.
- 13.3. The RBFA is responsible for insuring any property in the Fieldhouse and Facilities owned by the RBFA by purchasing personal content insurance for the contents of the Fieldhouse with the City to be named as an additional insured.
- 13.4. The RBFA will obtain insurance for any special events sponsored by the RBFA held at the Facilities and such insurance shall be endorsed to add the City as an additional named insured.

14. Indemnification

- 14.1. RBFA agrees to indemnify and save harmless the City from and against all claims for personal injury or property damage arising out of use of the Park and Facilities and this indemnity shall survive the expiration or sooner termination of this Agreement.

15. No Joint Venture

- 15.1. Nothing contained in this Agreement shall constitute or be construed to be or create a partnership or joint venture between the City and the RBFA.

16. No Sub-letting or Assignment

- 16.1. RBFA shall not assign or sublet the whole or any portion of the Facilities or otherwise transfer this Agreement without prior written consent of the City.

17. Term

17.1. This Agreement will be for a term of five (5) years and may be renewed for a further five (5) years on terms to be mutually agreed upon by the parties.

18. Termination

18.1. If the RBFA is in breach of this Agreement and fails to remedy such breach within sixty (60) days of receipt of notice from the City, the City may terminate this Agreement immediately.

18.2. This Agreement may be terminated by either party upon giving the other party at least 60 days' written notice.

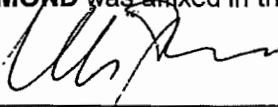
19. General

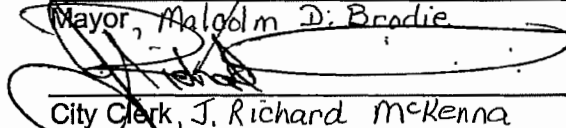
19.1. In operating and maintaining the Facilities, the RBFA agrees to abide by all applicable field use agreements, City Council directions, City policies, bylaws, and legislation.

19.2. The terms of this Agreement, save and except those relating to term and renewal, may be modified upon mutual consent of the parties.

THE PARTIES have executed this Agreement the day and year first above written.


The Corporate Seal of the **CITY OF RICHMOND** was affixed in the presence of:



Mayor, Malcolm D. Brodie


City Clerk, J. Richard McKenna

Signed, Sealed and Delivered by the authorized signatory of the **RICHMOND BOYS FASTBALL RBFA** in the presence of:



Witness Ross Sakai
Parks Department

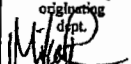
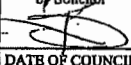
5599 Hymas Lane

Address



W.L. (Bill) Merrell

Authorized Signatory of the
Richmond Boys Fastball RBFA President RBFA

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor

DATE OF COUNCIL APPROVAL (if applicable)

SCHEDULE A

RBFA IMPROVEMENTS

Concession Stand

Permanent Fixtures

Cabinets	4000
Counters	1200
Hood, Fan, and Duct	6700
Sinks, fittings & plumbing	2900
Dishwasher	250
Electrical Heaters, Switches, Alarm & Installation	3700
Flooring	250
Fire suppression system	2500
Walls and door	1300
Finishing materials	<u>1100</u>
	24,800

Portable Fixtures

Stove	500
Griddles & Fryer	1500
Stainless Steel Tables	900
Commercial Freezer	4000
Pop Fridge	1500
Hot Water Dispenser	300
Coffee Maker	250
Microwave	250
Small Appliances & Utensils	1000
Small Fridge	250
Shelving	<u>600</u>
	11,050

Storage Locker & Bag Rooms

Permanent Fixtures

Wire Shelves	400
Plumbing Fees & Installed Sink	1100
Conduit to Diamonds	1100
Counter & Cabinet	800
Racking in Storage Room	<u>700</u>
	4,100

Portable Fixtures

Racking	2500
Wood Shelves	200
Umpire Room Equipment	<u>600</u>
	3,300

Total Permanent Fixture	\$28,900
Total Portable Fixtures	\$14,350