



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
October 5, 2021

TOPIC: Proposed Athletics Facility Reservation Policy

AGENDA TITLE:

Adopt a Resolution for Athletic Facility Reservation Policy

RECOMMENDED ACTION

Adopt a resolution for Athletic Facility Reservation Policy.

DISCUSSION

Information regarding the current inequitable athletic field allocation process was brought to the City of Santa Ana's attention, alleging certain organizations/league owners received preferential treatment with respect to reserving Athletic Facilities. In addition, allegations that local organizations were forced to sub-lease fields in order to obtain playing time in the City of Santa Ana after being informed that fields were unavailable through the normal reservation process was also brought forward.

The alleged disparate allocation of Athletic Facilities and sub-leasing of fields to select individuals and organizations over the course of many years prompted the City of Santa Ana to conduct a fair and impartial investigation which lasted five months.

The development of the Athletic Facility Reservation Policy ("Policy") included the following process:

- Utilization of the investigation results and evaluation of the current system to create a Policy that provides equitable and fair access to all users.
- Incorporation of best practices within the Parks and Recreation profession related to policies and process.
- Current athletic facility users notified and received the draft Policy and Guide on September 20, 2021. PRCSA did not solicit input from current athletic facility users in order to prevent organizations/league owners who were alleged to have received preferential treatment to influence the updated Facility Allocation process.
- The Parks, Recreation and Community Services Commission reviewed and discussed the proposed Policy at their regular meeting held on September 23, 2021. Commissioners (one vacant position) provided input as follows: Commissioners Woo, Nelson and Gomez are in support of the policy and moving

forward. Commissioners Mouet, Ramirez and Torreblanca preferred to have significant outreach efforts conducted before a policy is implemented.

The proposed Policy will provide an effective framework for the administration of reservation permits while providing equitable and reasonable access to City's public athletic facilities. The intent of this Policy (Exhibit 2) is to guide access, reservations, and use of the City's athletic facilities by residents, community organizations, businesses, and nonresidents. This Policy governs all City of Santa Ana fields, courts, and their supporting amenities.

In addition to the proposed Policy, the City of Santa Ana developed an Athletic Facility Allocation Guide (Exhibit 3) that outlines procedures and requirements associated with athletic facility use in the City of Santa Ana.

Significant areas of this proposed Policy include:

- **Athletic Facility User Classifications**

Athletic facility users are classified into groups for purposes of determining priority of use and assessing fees. City athletic Facilities shall be available for use by the public for recreational, educational, civic, and commercial purposes. Athletic facilities are playing areas used for softball/baseball, football, soccer, and other similar sports.

- **Implementation of a New Santa Ana Youth Sports Coalition (YSC)**

Membership consists of qualified local, non-profit youth organizations. Groups must maintain an official tax exempt, non-profit status with the Internal Revenue Service. Organizations must be established and affiliated with a nationally recognized sports organization. A minimum of 90% of participants playing in recreation focused programs and 70% participants in travel/club focused programs must be Santa Ana residents. Verification of an organization's player residency is due no later than 30 calendar days prior to the first scheduled Youth Sports Coalition meeting. YSC organizations meet twice annually, in October for sports played during January through June and in March for sports played during July through December, for approval of field allocation usage.

- **Permit Fees**

Reservation fees referenced in this Policy for use of the athletic facilities shall be pursuant to the City's Miscellaneous Fee Schedule as adopted by the City Council. Payment in full for the athletic facility permit is due 15 days prior to the reservation and failure to pay is grounds for cancellation of permit.

- **Permits Nontransferable**

Reservation requests must be submitted on approved City application forms. Applicants must be at least 21 years of age, and when applicable the applicant must provide evidence authorizing them to reserve facilities on behalf of an organization. Reservation

permits are nontransferable. Reservations will be cancelled due to the misrepresentation or falsification of information, and/or failure to comply with City Policy and procedural requirements. Such cancellations may be subject to forfeit of all fees and deposits paid.

- **Athletic Facility Allocation Process**

Athletic facility reservation requests are accepted and processed on a first-come, first-served basis following the allocation of fields and courts for Priority 1 and 2 organizations.

Next steps to move this Policy forward include the following steps:

1. Adopt a Resolution for Athletic Reservation Policy (October 5, 2021)
2. Amend Miscellaneous Fee Schedule (November 16, 2021)
3. Implementation of Policy and Miscellaneous Fee Schedule (January 1, 2022)

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

There is no fiscal impact related to this report.

EXHIBIT(S)

1. Resolution to adopt the Athletic Facility Reservation Policy
2. Proposed Athletic Facility Reservation Policy
3. Athletic Facility Allocation Guide

Submitted By: Lisa Rudloff, Executive Dir. of Parks, Recreation and Community Services

Approved By: Kristine Ridge, City Manager