



Agenda Report

Fullerton City Council

MEETING DATE: MAY 6, 2025

TO: CITY COUNCIL

SUBMITTED BY: DAISY PEREZ, DEPUTY CITY MANAGER

PREPARED BY: CHRISTIAN HERNANDEZ, PARKS AND RECREATION
MANAGER
ECHE ECHEVERRIA, PARKS AND RECREATION
SUPERVISOR

SUBJECT: ATHLETIC FIELD USE AND ALLOCATION POLICY
REVISIONS

SUMMARY

The Athletic Field Use and Allocation Policy equitably allocates athletic fields for community use. The revised policy better identifies documentation deadlines and violations, includes a field allocation formula, establishes priority classification for City programs or events and establishes nonpayment penalties.

PROPOSED MOTION

Approve Athletic Field Use and Allocation Policy revisions.

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Do not approve the revisions to the Athletic Field Use and Allocation Policy
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

The City Manager recommends approval.

PRIORITY POLICY STATEMENT

This item matches the following Policy Priority Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

No fiscal impact.

BACKGROUND AND DISCUSSION

City Council approved the Athletic Field Use and Allocation Policy on November 5, 2019 to clarify and strengthen rules regarding priority group qualifications, field allocation processes and rule compliance procedures.

The City allocates and permits athletic fields in two six-month periods from February through June and from July through January. The City monitors proper allocation and permit use. The City gives priority to City programs and Partner Groups. The City may charge to recover public costs to operate, maintain, supervise and administer parks and athletic facilities use.

City staff partner with local youth sports organizations to ensure ample opportunity to participate in athletics at various ability levels. The City uses these partnerships to provide athletic opportunities and keep fields safe and high quality. The proposed policy would create clear written procedures and allocation policies that:

- fairly distribute available fields
- maximize playing time
- incorporate “turf recovery periods” to maintain safe, quality fields
- outline field use regulations.

The revised policy better identifies documentation deadlines, clearly defines violations, includes a field allocation formula for conflicting field requests and establishes a priority classification for City programs or events.

Staff presented this item to the Parks and Recreation Commission on December 9, 2024, describing the field allocation process in the Field Use and Allocation Policy. Staff shared challenges encountered during the field allocation process and future challenges the City would face in the upcoming seasons including sports league growth in the City and the absence of a formula to decide when field conflicts exist amongst groups. The Commission directed staff to provide recommendations for an updated Athletic Field Use and Allocation Policy.

Staff presented the calendar year 2024 Annual Compliance report to the Parks and Recreation Commission on February 10, 2025, highlighting partner groups and identifying violations during the calendar year. Staff noted that the Field Use and Allocation Policy did not categorize City of Fullerton Partner Group outstanding balances as a policy violation.

The following highlights some of the proposed policy:

- III. Priority Group Classifications
 - Included City programming or events to first meet
- VI. Field Allocation Formula
 - Tiebreaker formula for field conflicts requests from Partner, Competitive and Rental groups.
- VII. Compliance with Field Use Rules
 - Defines required information to submit to City staff.
 - Violations
 - Includes an outstanding balance as a violation
 - Not submitting documentation by the deadlines
 - Removed \$100 deposit in the second violation
 - Additional clarifying language included throughout policy.

The Parks and Recreation Commission considered the proposed Minor Field Allocation Policy Revisions April 14, 2025 and approved the item 5 – 0 (Commissioners McKendry and Talavera absent).

Attachments:

- Attachment 1 – Proposed Athletic Field Use and Allocation Updated Policy
- Attachment 2 – Athletic Field Use and Allocation Policy Redline Version
- Attachment 3 – Parks and Recreation Commission Voting Summary

cc: City Manager Eric J. Levitt