



# STAFF REPORT

DATE: 11/19/2025  
TO: Honorable Mayor and City Council Members  
FROM: Community Services Department

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**2025-445**

## REQUEST FOR CITY COUNCIL ACTION

### **SUBJECT:**

APPROVE REVISIONS TO THE ATHLETIC FACILITY ALLOCATION POLICY

### **EXECUTIVE SUMMARY:**

This staff report requests that the City Council approve and authorize the execution of revisions to the Athletic Facility Allocation Policy, which will provide a streamlined, transparent, and equitable process for allocating City-owned athletic facilities. The revisions clarify group classifications, application requirements, and documentation standards to ensure compliance with residency and non-profit criteria, while aligning with municipal code provisions.

### **RECOMMENDED ACTION:**

That the City Council approve the revised Athletic Facility Allocation Policy as presented.

### **BACKGROUND & HISTORY:**

The Athletic Facility Allocation Policy was established to address increasing demand for public athletic fields and to ensure a fair, transparent, and consistent process for field use by community-based youth sports organizations. Rooted in the authority granted by the Corona Municipal Code, the policy supports responsible stewardship of public resources while promoting youth development and community benefit.

Over time, the City has refined the policy to reflect changing demographics, growing participation in youth sports, and evolving community needs. Revisions have addressed

challenges such as limited field availability, maintenance demands, and the need to balance recreational and competitive use.

**ANALYSIS:**

Over the past year, staff have administered the Athletic Field Allocation Policy and identified several areas where minor procedural improvements could enhance clarity, simplify internal procedures, and streamline operations. These proposed revisions are not substantive policy changes, but rather targeted “cleanup” adjustments based on practical experience and user-identified difficulties.

The current updates streamline procedures, clarify requirements, improve efficiency, compliance, and equitable access, support responsible use of public resources, and establish a framework for ongoing evaluation and policy refinement. Key updates include clarifying application procedures, documentation requirements, and group classifications to minimize confusion and ensure consistent application of policy. For example, revised instructions and deadlines aim to reduce delays caused by unclear form sequencing and timing of roster submissions. Additionally, the policy now provides more explicit guidance on verifying non-profit status and residency, helping to prevent disputes and improve compliance.

Staff have identified the need to clarify and refine the definitions of user group classifications within the Athletic Facility Allocation Policy. Questions have arisen regarding how groups are categorized, non-profit status, and organizational structure. To address this, the revised policy includes updated definitions and more explicit criteria for each user group category, along with clearer documentation requirements. These changes are intended to ensure consistent application of the policy, improve transparency, and reduce the potential for disputes during the allocation process.

**FINANCIAL IMPACT:**

There are no additional financial costs to the City associated with the proposed policy revisions. User fees associated with athletic facility use are reviewed biannually as part of the City’s broader Master Fee schedule evaluation process.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action seeks approval of a revised Athletic Facility Allocation Policy. Therefore, no environmental analysis is required.

**PREPARED BY:** KAREN LEE, RECREATION SUPERVISOR & MONIQUE LEON, RECREATION MANAGER

**REVIEWED BY:** DONNA FINCH, COMMUNITY SERVICES DIRECTOR

**ATTACHMENTS:**

1. Exhibit 1 – Exhibit 1- Athletic Facility Allocation Policy (Redline)
2. Exhibit 2 – Exhibit 1- Athletic Facility Allocation Policy (Clean)