

RANCHO SIMI RECREATION AND PARK DISTRICT  
INTEROFFICE MEMORANDUM

DATE: December 6, 2007

TO: General Manager

FROM: Business Supervisor

SUBJECT: Approval of Resolution Modifying District Policy Manual, Chapter 12  
Fees and Charges: Section 12-408 Regarding Changes to the Soccer  
Field Policy


**SUMMARY**

Effective January 1, 2008, Rancho Simi Recreation and Park District will assume responsibility for maintaining fields 4 and 5 at Rancho Santa Susana Community Park (previously allocated and maintained by the Simi Valley Soccer Foundation). Rancho Simi Community Park also offers a large enough area to be used for soccer. In order to facilitate rentals of these fields, the appropriate sections of the District's policy manual have been revised to add these three additional fields as being reservable for soccer play.

The proposed changes have been reviewed and approved by the district's Policy Committee. Attached to this report is the proposed resolution and recommended revisions to District Policy Manual Section 12-408, indicated in bold and strikeout format.

**BOARD ACTION REQUESTED**

Staff recommends approval of the attached Resolution Modifying District Policy Manual Chapter 12 – Fees and Charges, Section 12-408 regarding changes to the soccer field policy, and authorization for the General Manager to proceed with implementation of this update to the District's Policy Manual.

  
Theresa Pennington  
Business Supervisor

RECREATION AND PARK FACILITY FEE SCHEDULE (continued)

<b>Park</b>	<b>Field Identity</b>	<b>Lights</b>	<b>Approximate Field Rest Period</b>
Rancho Madera Comm. Park	North Half	Yes	May - August
Rancho Madera Comm. Park	South Half	Yes	May - August
Rancho Santa Susana Comm. Park	Field 1 - North Side	Yes	June - August
Rancho Santa Susana Comm. Park	Field 1 - South Side	Yes	June - August
Rancho Santa Susana Comm. Park	Field 2 - North Side	Yes	May - August
Rancho Santa Susana Comm. Park	Field 2 - South Side	Yes	May - August
Rancho Santa Susana Comm. Park	Field 3 - North Side	Yes	May - August
Rancho Santa Susana Comm. Park	Field 3 - South Side	Yes	May - August
<b>Rancho Santa Susana Comm. Park</b>	<b>Field 4 - North Side</b>	<b>Yes</b>	<b>May - August</b>
<b>Rancho Santa Susana Comm. Park</b>	<b>Field 4 - South Side</b>	<b>Yes</b>	<b>May - August</b>
<b>Rancho Santa Susana Comm. Park</b>	<b>Field 5 - North Side</b>	<b>Yes</b>	<b>May - August</b>
<b>Rancho Santa Susana Comm. Park</b>	<b>Field 5 - South Side</b>	<b>Yes</b>	<b>May - August</b>
<b>Rancho Simi Community Park</b>	<b>West Half</b>	<b>Yes</b>	<b>May - August</b>
<b>Rancho Simi Community Park</b>	<b>East Half</b>	<b>Yes</b>	<b>May - August</b>
Deerhill Park	East Half	No	April - July
Deerhill Park	West Half	No	April - July
Valley View Park (Oak Park)	North half	Yes	May - August
Valley View Park (Oak Park)	South half	Yes	May - August

Permit to Use: The Park District will endeavor to issue a permit for the use of its soccer fields to any recognized "Soccer Group" requesting more than 6 hours of use in a calendar year. This permit will be signed by the authorized representative of the Soccer Group, and approved by a Park District representative. Field allocation meetings will be scheduled a minimum of once per year. A

Date Adopted: January 4, 2007 (revised)

Type of Policy: Board of Directors

RECREATION AND PARK FACILITY FEE SCHEDULE (continued)

Unified School District, the Simi Valley Soccer Foundation and the various Soccer Groups. The Park District will strive to provide for the optimum use of district facilities in a manner that is in the best interest of the community (Policy 12-200). The Park District is ultimately responsible for the decisions and allocations of its facilities and is the most appropriate entity to evaluate overall community needs and available field space.

School District

The Park District may help coordinate soccer group use of school district facilities, however, it is the school districts that issue permits for the use of school facilities. Although the Park District has a facility use and sharing agreement with both Simi Valley and Oak Park Unified School Districts, it does not utilize this for Soccer Group use of school facilities. Soccer Groups must obtain permits from the school district for use of school facilities.

Simi Valley Soccer Foundation

In 1994 the Simi Valley Soccer Foundation (the "Foundation") and the Park District agreed that the Foundation would develop and maintain two soccer fields located at Rancho Santa Susana Community Park. This agreement has been extended from time to time. The Park District did not have funds for development of these fields, and this agreement created two additional soccer fields. From the time of field development, the Foundation began collecting donations that it uses for fertilization, irrigation, mowing, gopher abatement, storage, refuse pickup, staffing and machinery necessary to keep the fields and parking lot safe and useable. The Foundation's primary purpose is to Promote and further the interests of the sport of soccer in Simi Valley. Therefore, the Park District has worked cooperatively with the Foundation, which offers a regular opportunity for Soccer Groups to meet and discuss their field needs, problems and concerns. Park District Board and staff members attend the Foundation meetings. This dialogue allows people an important opportunity to work together, and the agreements reached help the Park District allocate its fields. The Foundation is not an official responsible party for the issuance of permits to use the Park District Soccer Fields listed below, and it does not issue permits for the use of Park District or school district facilities. The Foundation is responsible, however, for the allocations and permit issuance for use of the two "Foundation Fields" which are located at Rancho Santa Susana Community Park. **Effective January 1, 2008, the District will assume maintenance and scheduling of Fields 4 and 5 at Rancho Santa Susana Community Park.**

Park District Soccer Fields: The following areas represent the current inventory of Park District soccer fields:

**RANCHO SIMI RECREATION AND PARK DISTRICT**

RESOLUTION NO. \_\_\_\_\_

**APPROVAL OF RESOLUTION MODIFYING DISTRICT POLICY MANUAL,  
CHAPTER 12 FEES AND CHARGES: SECTION 12-408 REGARDING THE  
CHANGES TO THE SOCCER FIELD POLICY**

WHEREAS, the Policy Manual of the Rancho Simi Recreation and Park District has been established by the Board of Directors by Resolution Action; and

WHEREAS, the District's Policy Manual is reviewed regularly and updated to reflect changes or clarifications in District policy; and

WHEREAS, staff has reviewed Policy Manual Chapter 12, Fees and Charges, Section 12-408 and has determined that effective January 1, 2008 Rancho Simi Recreation and Park District will be allocating and maintaining all soccer fields, including fields 4 and 5 at Rancho Santa Susana Community Park (previously allocated and maintained by the Simi Valley Soccer Foundation); and

WHEREAS, the District is making available one soccer field at Rancho Simi Community Park as a reservable area; and

WHEREAS, these changes are clearly marked in bold and strikeout format on the attachment hereto; and

WHEREAS, staff has met with the Policy Committee and reviewed these changes,

NOW, THEREFORE, BE IT RESOLVED that the District's Policy Manual at Chapter 12 – Fees and Charges Section 12-408, is hereby amended as indicated in bold and strikeout format on the attachment hereto, and the General Manager is authorized to proceed with the implementation of this update to the District's Policy Manual.

The foregoing Resolution was approved by the Board of Directors of the Rancho Simi Recreation and Park District at a regular meeting held on December 6, 2007 at 1692 Sycamore Drive, Simi Valley, California, on a motion by Director

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Chairman of the Board of Directors  
Rancho Simi Recreation and Park District