

Parks & Recreation Commission Special Meeting Minutes

December 14, 2023 – 7:00 p.m.

CALL TO ORDER

Chair Vickers called to order the special Parks and Recreation Commission meeting at 7:00 p.m. from the Remillard Room at the Operation Services Center, 3333 Bush Rd.

Chair Vickers led the Pledge of Allegiance and provided opening remarks.

ROLL CALL

Present: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers
Absent: Commissioner Brown

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of November 9, 2023.

MOTION: It was m/s by Deckert/Rittmuller to approve the special meeting minutes of November 9, 2023. Motion was passed by the following vote:

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

None.

3. Public Comment from the audience regarding items not listed on the agenda.

Chair Vickers opened public comment.

There were no speakers.

Chair Vickers closed the item for public comment.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

4. Recommend City Council approve a multi-year agreement with Lifetime Tennis, Inc. (DBA Lifetime Activities, Inc.) for bocce operations and maintenance at Centennial Park for up to five years for an amount not to exceed \$216,015.57

Recommendation: Recommend City Council approve a multi-year agreement with Lifetime Tennis, Inc (DBA Lifetime Activities, Inc.) for bocce operations and maintenance at Centennial Park for up to five years for an amount not to exceed \$216,015.57

Heidi Murphy, Director of Library and Recreation, presented the item and answered questions from commissioners.

Chair Vickers opened the item for public comment.

There were no speakers.

Chair Vickers closed the item for public comment.

MOTION: It was m/s by Immadi/Rittmuller to recommend staff coordinate with the bocce users to identify no to low-cost options to operate a bocce league and maintain the courts at Centennial Park, including having the bocce participants maintain the courts and run the leagues.

Ayes: Commissioners Berberich, Immadi, Ritmuller, Chair Vickers.

Noes: Deckert

Absent: Commissioner Brown

5. Review and approve the Parks and Recreation Commission Meeting Schedule for 2024

Recommendation: Review and approve the Parks and Recreation Commission Meeting Schedule for 2024

Heidi Murphy, Director of Library and Recreation, presented the item and answered questions from commissioners.

Chair Vickers opened the item for public comment.

There were no speakers.

Chair Vickers closed the item for public comment.

MOTION: It was m/s by Deckert/Rittmuller to accept the 2024 Parks and Recreation Commission Meeting Schedule as drafted (with meetings on the second Thursday of each month, excluding April for the Commission/Committee and Mayor's Award Dinner)

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

6. Review and select committee assignments for 2024

Recommendation: Review and select committee assignments for 2024

Heidi Murphy, Director of Library and Recreation, presented the item and answered questions from commissioners.

Chair Vickers opened the item for public comment.

There were no speakers.

Chair Vickers closed the item for public comment.

MOTION:

BPTC:

It was m/s by Vickers/Berberich to select Rittmuller as representative and Deckert as alternate.

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

Community of Character:

It was m/s by Deckert/Rittmuller to select Immadi as representative and Berberich as alternate.

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

Heritage Tree Review Board:

It was m/s by Berberich/Vickers to select Deckert as representative and Vickers as alternate.

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

Public Art Selection Subcommittee:

It was m/s by Deckert/Vickers to select Brown as representative and Deckert as alternate.

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

Co-Sponsored Sports User Group:

It was m/s by Deckert/Ritmuller to select Berberich as representative and Vickers as alternate.

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

7. Select Commission Chairperson and Vice Chairperson for 2024

Recommendation: Select Commission Chairperson and Vice Chairperson for 2024

Heidi Murphy, Director of Library and Recreation, presented the item and answered questions from commissioners.

There were no speakers.

MOTION: It was m/s by Decker/Vickers to select Commissioner Brown as Chairperson for 2024

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

MOTION: It was m/s by Vickers/Decker to select Commissioner Immadi as Vice Chairperson for 2024

Ayes: Commissioners Berberich, Deckert, Immadi, Ritmuller, Chair Vickers.
Noes: None
Absent: Commissioner Brown

COMMISSION REPORTS

8. Committee Meetings

- A. Bicycle, Pedestrian and Trails Committee – No report
- B. Community of Character – Commissioner Immadi provided a report
- C. Heritage Tree Review Board – Chair Vickers provided a report
- D. Public Art Selection Sub-Committee – No report
- E. Sports Council – No report.

9. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

None.

MATTERS INITIATED BY THE COMMISSION

None

ADJOURNMENT

There being no further business Chair Vickers adjourned the meeting at 8:28 p.m.

January 11, 2024
Item 4

**TITLE: REVIEW AND DISCUSS THE SPORTS CO-SPONSORSHIP ATHLETIC
FIELD ALLOCATION HANDBOOK**

SUMMARY

In November 2011, the Parks and Recreation Commission reviewed a Field Allocation and Use Procedure. The document provided guidelines to facilitate the allocation and permitting of City-owned sports fields.

Staff has revised the document to better reflect the recently updated co-sponsorship requirements set forth in Resolution No. 23-1424 and current allocation practices. Additionally, staff reviewed multiple field allocation policies from other cities to develop a comprehensive draft document that best serves the Pleasanton community. The draft was provided to the co-sponsored user groups for review and feedback.

RECOMMENDATION

Review and discuss the Sports Co-Sponsorship Athletic Field Allocation Handbook.

BACKGROUND

The City provides and allocates multiple sports fields and outdoor spaces throughout various parks for Pleasanton co-sponsored sports organizations. Co-sponsored sports organizations utilize the fields for a variety of sports league practices and games throughout the year. Co-sponsored organizations also use City fields for additional programming including tournaments, camps, and clinics.

In November 2011, a Field Allocation and Use Procedure (Attachment 1) was brought to the Parks and Recreation Commission for review. This document has served as the guideline for allocation procedures in the past.

On August 10, 2023, the Parks and Recreation Commission reviewed and recommended that the City Council adopt a resolution to establish updated co-sponsorship requirements. The new resolution was adopted by the City Council at the October 17, 2023 meeting.

DISCUSSION

The allocation procedures have been adjusted and redesigned into a user-friendly Sports Co-Sponsorship Athletic Field Allocation Handbook (Attachment 2). In the years since the original 2011 document, staff has worked collaboratively with co-sponsored organizations to evolve field allocation guidelines and best practices. The handbook

reflects current allocation practices and recently updated co-sponsorship requirements in Resolution 23-1424. Additionally, staff reviewed over 30 field allocation policies of cities throughout the state, with a specific focus on Bay Area cities to create a comprehensive document based upon best practices to serve the Pleasanton community. A list of the outside agencies' policies that were reviewed and document links can be found in Attachment 3. The current co-sponsored groups have reviewed the handbook and provided feedback. Many points of feedback have been incorporated into the handbook. Staff received and replied to each response. Specific feedback and staff responses have been included in Attachment 4.

The purpose of the handbook is to prioritize field allocation to resident co-sponsored sports organizations, provide equitable means of sharing City facilities, ensure inclusive recreational opportunities for Pleasanton residents, and incorporate field recovery periods to protect and maintain safe, quality fields.

Key aspects of the handbook are summarized below:

Sports Organization Co-Sponsored User Group Meetings

The Pleasanton Sports Co-Sponsored User Group is a consultive group comprised of one representative from each Sports Co-Sponsored User Group and City staff from the Library and Recreation Department and Public Works Department. The Sports Co-Sponsored User Group meets once every quarter to discuss field allocations and other items pertaining to schedules, facilities, and maintenance, as well as receive City updates. There are no elected or appointed board members, meeting minutes, or items up for vote as these meetings are informational. Attendance at the quarterly Sports Co-Sponsored User Group Meetings is required to maintain co-sponsorship status.

Field Allocation Process

1. Field allocation requests are accepted according to the Field Allocation Schedule.

Spring: March – May	
November 1 st	Field Use Applications due
December 1 st	Field Allocation distributed to groups
January 1 st	Final Permit adjustments due
January 15 th	Permits issued
Summer: June – July	
February 1 st	Field Use Applications due
March 1 st	Field Allocation distributed to groups
April 1 st	Final Permit adjustments due
April 15 th	Permits issued
Fall: August – November	
May 1 st	Field Use Applications due

June 1 st	Field Allocation distributed to groups
July 1 st	Final Permit adjustments due
July 15 th	Permits issued
Winter: December – February	
August 1 st	Field Use Applications due
September 1 st	Field Allocation distributed to groups
October 1 st	Final Permit adjustments due
October 15 th	Permits issued

Typically, each co-sponsored organization retains the field it had in the previous year, as long as the same need is demonstrated. Allocation adjustments may take place each season due to registration numbers, maintenance activity, field availability, and/or new programs.

2. City staff drafts the field allocation schedule based on dates and time requested. Draft allocations are established as fairly and equitably as possible at the City's discretion and in accordance with the standards set in handbook. It may not be possible to grant all requests.

Allocation priorities:

- 1) Tryouts (in-season and out-of-season sports)
 - 2) Games/Practices
 - 3) Tournaments
 - a) Established annual tournaments will supersede new requests from higher-priority categories
 - i. A tournament must take place three (3) consecutive years before it can be considered an established annual tournament
 - 4) Camps/clinics
 - 5) Special Events
 - a) Special Events are classified as one-time events or activities that last one day, occur outside of normal program scheduling or promote the governing body's mission (i.e., opening days, picture day, fundraisers, referee/umpire trainings).
3. Each organization must submit a copy or provide document access to practice schedules to City staff one week prior to the start of practices. Each organization must submit a copy or provide document access to game schedules to City staff two weeks prior to the start of games

Sports Season Priority

The City of Pleasanton follows traditional sports seasons. The Pleasanton co-sponsored sports groups consist largely of organizations that play a strong traditional season, with a much smaller off-season or no off-season. These organizations include football,

baseball, softball, boys lacrosse, and girls lacrosse. Sports seasons are necessary to provide inclusive play for the community and equitable field space for all groups. Traditional sports seasons have priority use over non-traditional seasons. Allocation requests for off-season play including tournaments and camps are reviewed after allocations are granted for primary in-season sports.

Traditional seasons are as follows:

Spring (March-May) sports

- Baseball, softball, lacrosse, and cricket (due to the location of the cricket pitch and to not conflict with traditional soccer season, cricket is considered a spring sport)

Summer (June-July)

- No traditional in-season sports

Fall (August-November) sports

- Soccer and football

Winter (December-February)

- No traditional in-season sports.

Other priority parameters may be used to determine priority, including:

- Accordance with the Fair Play in Community Sports Act (gender of participants)
- Recreational vs competitive program
- Residency percentage
- Hours of requested use
- Performance history
- Prior year allocations
- Total seasons established as a sports co-sponsored organization.

Procedures for Inclement Weather, Weekends, and After Hours

In times of inclement weather, City parks staff will determine field availability based on the potential risk of player injury and/or damage to fields. The field status hotline and City website are updated with field conditions and availability by 3 p.m. on weekdays.

If field status is open and weather conditions change, on weekends, or after 3:00 pm on weekdays, it shall be the co-sponsored organization's responsibility to use discretion and determine field conditions, playability, and player safety.

Maintenance

The City maintains parks and fields for sports co-sponsored organizations and public use. The City will provide standard maintenance such as regular mowing, aeration,

weed abatement, tree trimming, irrigation, setting of base pegs, and installation of permanent fixtures.

User groups are responsible for the following:

- Providing own field prep equipment
- Weekend infield grooming such as watering, dragging
- Chalking infields
- Setting up/removing temporary outfield fencing
- Field lining
- Placing/removing equipment (i.e., goals, cricket wickets, etc.)
- Ensuring the facility is free of trash or debris, including restrooms and parking areas.

Future Collaboration

The handbook is designed to enhance transparency, promote efficiency, and optimize the utilization of the fields for the entire community. Through ongoing discussion and collaboration, staff will continue to work with co-sponsored organizations to adjust the handbook annually in the best interest of the entire co-sponsored organization group.

EQUITY AND SUSTAINABILITY

The field allocation process exists to promote maximum use of and equitable access to City fields and sports facilities by all community members.

OUTREACH

The draft Sports Co-Sponsorship Athletic Field Allocation Handbook was emailed to each co-sponsored organization on November 21, 2023. Staff requested review and feedback by December 21, 2023. Feedback and responses are included (Attachment 4).

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 5)

- *Investing In Our Environment*, Strategy 7 - Continue to invest in parks, bicycle, and pedestrian infrastructure, and public art to improve traffic safety, promote climate resilience, and increase equitable access to cultural and recreational opportunities
- *Building A Community Where Everyone Belongs*, Strategy 3 - Implement high-priority items from the Library and Recreation Strategic Plan to continue to deliver activities and programs that meet the needs and interests of the community.
 - Library and Recreation Strategic Plan (Attachment 6)
 - Goal B Community Engagement, Customer Service and Communication, Strategy 12 - Identify opportunities for increasing

our partnerships with City departments, local agencies, businesses and organizations to extend the reach of the department to meet community needs and interests.

FISCAL IMPACT

There is no financial impact from receiving an update on the Sports Co-Sponsorship Athletic Field Allocation Handbook.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Aaron Bueno', with a stylized flourish at the end.

Aaron Bueno
Recreation Manager

Attachments:

1. 2011 Field Allocation and Use Procedure
2. 2023 Sports Co-Sponsorship Athletic Field Allocation Handbook
3. Outside Agencies' Allocation Procedures
4. Co-Sponsored Organization Feedback
5. [Citywide Strategic Plan \(online\)](#)
6. [Library and Recreation Strategic Plan \(online\)](#)

**CITY OF PLEASANTON
COMMUNITY SERVICES DEPARTMENT
FIELD ALLOCATION AND USE PROCEDURE**

1.0 SCOPE

This document sets forth the procedure for the City of Pleasanton (City) to facilitate the allocation of all available fields under its ownership and/or allocation control. Field allocation is currently conducted at regular meetings of the Pleasanton Sports Council. Generally speaking, each sports organization retains the fields it had in the previous year as long as the same need demonstrated. There is some adjusting that takes place each season because of registration numbers, maintenance activity or new programs being started. The Sports Council unanimously agreed that the current procedure is working and should be continued. The field allocation procedure would be implemented in the event that the groups could not agree on a particular solution.

2.0 GENERAL

It is necessary to formulate this procedure for the following reasons:

- A. User groups need a procedure to secure fields for the planning of games, practices, and/or events.
- B. The demand for field usage exceeds the ability to permit unlimited and/or unscheduled use by all participants.
- C. Maintenance and renovation must be scheduled and implemented to maintain the community's high standards of aesthetics and sustain the playability of the City and School District facilities.

3.0 POLICY

It is the policy of the City of Pleasanton Community Services Department to allocate field use to requesting and qualified organizations on the basis of equal time per team. This policy recognizes the fact that the participants are the real users and the requesting organizations are only their agents. This equal time provision shall be applied at the organization level by ensuring that each organization receives that percentage of field time that is their percentage of the total City-wide teams. For example, Organization "X" has 50 teams out of a City-wide total of 100 teams, thereby gaining 50% of all available field time.

In occurrences where the percentages do not equal a whole number (i.e., 43.35%), the allocation shall be rounded down to the next whole number (i.e., 43%). The resulting surplus of field time shall be allocated at the discretion of the City of Pleasanton Community Services staff.

4.0 DEFINITIONS

This section defines the terms used throughout this procedure.

- 4.1 City: For the purposes of this document, the City of Pleasanton Community Services Department will be referred to as the "City."
- 4.2 Participant: Participant(s) shall include only those players who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall not be considered participants.

For the purposes of field allocation, each organization must present actual enrollment data from their previous season indicating names, addresses, phone numbers, and birth dates of all participants. Upon receipt, the number of the City residents within each organization will be counted by City staff and used to determine percentages for field allocation.

4.3 Organization: Organization(s) shall include only those user groups listed in 5.0 and that are fully registered with the City. An organizational representative of each of these respective groups will be invited to participate in the Sports Council and attend all field allocation meetings.

4.4 Season: For the purposes of this procedure, the seasons are established as follows:

SEASONS	FALL/WINTER	SPRING /SUMMER
Season Opening Date	August 1	*March 1 (The City will endeavor to open a limited number of fields prior to this date, based on completion of off season maintenance practices and weather).
Season Closing Date	*November 30 (Leagues are required to condense field use beginning the second week of November and use as few fields as possible to allow for off season maintenance practices to begin).	June 30
Post-Season Playoffs	As Available	As Available
Field Closures	Mid December – February 28 th City Fields only, except for Val Vista Park	May Vary based on maintenance schedule
Sport “In Season”	Football/Soccer/*Rugby *January - April	Baseball/Softball/Lacrosse/CYO Track
Val Vista Community Park – Soccer Fields	Val Vista Park soccer fields have different closure periods than the other fields and are generally open during the winter months (weather permitting).	
Drafts: Special Draft rules will be provided in advance if needed.	March prior to upcoming season	October prior to upcoming season

4.5 Priority User: An organization whose sport has been classified as “In Season” will be given first priority access to facilities during their designated season.

- 4.6 Secondary User: An organization whose sport has been classified as **not** “In Season” will be given second priority access to facilities during their non-season. A secondary user may only reserve a facility, after all priority user requests have been processed.

Note: Each league will determine its own primary season.

5.0 CLASSIFICATIONS OF USER GROUPS:

Facility Use Permits will be approved on the basis of priority as follows:

- | | |
|----------|---|
| Group A: | City sponsored or co-sponsored activities and/or events, i.e., Adult Softball, Contract Classes, etc... |
| Group B: | All agencies with reciprocal agreements with the City, i.e., PUSD. |
| Group C: | Co-Sponsored Athletic Organizations – Local non-profit athletic organizations that have no less than 75% of the participants as City residents. Individual teams with less than 60% residents must be approved by the City in advance. Examples: Pleasanton Little League(s), BUSC, RAGE, Pleasanton Boy’s & Girl’s Lacrosse, Pleasanton Junior Football League, Pleasanton Rugby, Pleasanton Adult Sunday Soccer, Girl’s Softball. |
| Group D: | Co-Sponsored Organizations – Local non-profit organizations that have no less than 75% of the members as City residents, i.e., Pleasanton Rotary, Pleasanton 4-H Club, Pleasanton Lion’s Club, PDA, Pleasanton Chamber of Commerce, etc... |
| Group E: | Non-profit athletic organizations who are not affiliated with a national sports organization, and whose participation is selected by their ability and/or play competitively against similar teams from other jurisdictional areas (i.e., Independent Travel Teams). In order to qualify under the Group E classification, it is required that team rosters be comprised of no less than 75% of the participants as City residents, and that the Head Coach/Manager must also be a City resident. |
| Group F: | City residents wishing to use facilities for private, social, or business functions, i.e., Mr. Joe Pleasanton, 200 Old Bernal Avenue, Pleasanton, CA. |
| Group G: | Non-resident individuals and/or Non-resident, non-profit organizations, i.e., Dublin Rotary, San Ramon Women’s Club, Ms. Josephine Smith from Livermore. |
| Group H: | City of Pleasanton based commercial businesses and/or organizations that are profit making, i.e., Safeway, Clorox, etc... |
| Group I: | Non-City of Pleasanton based commercial businesses and/or organizations that are profit making, i.e., Google, Facebook, Southwest Airlines, Princess Cruises, etc. |

In order to qualify for resident classifications, organizations must submit rosters of their current season.

6.0 APPLICATION:

- 6.1 Each organization is required to submit a field use permit and current rosters' enrollment data at time of field request. Deadline for submissions will be June 1 through July 15 for the following Spring/Summer field use, and from October 1 through November 15 for the following Fall/Winter field use. Any organizations missing these deadlines will have access to any remaining fields on an "as available" basis only.
- 6.2 Each league must present enrollment data from their current season indicating names, addresses, phone numbers, and birth dates of all participants. The number of the City residents within each organization enrollment must be determined and confirmed by the City prior to the field allocation meeting. Percentages of residents and their respective group classification will be used for field allocation purposes.
- 6.3 The formula used to determine field allocation percentages will be as follows:

- 6.3.1 The total number of players, divided by 12, equals the number of teams. The number of an organization's teams, divided by the total number of teams, equals that organization's field allocation percentage.

For example:

"Organization A" has 600 players who are City residents. "Organization B" has 250 players who are City residents, and "Organization C" has 150 participants whom are City residents. If all these teams are classified as Group C user groups, the allocation of the fields would be as follows:

Organization A – Considered 50 of 83 teams equaling 60% allocation
Organization B – Considered 21 of 83 teams equaling 25% allocation
Organization C – Considered 12 of 83 teams equaling 14% allocation

- 6.3.2 All organizations within the same group classification will make their field selection (s) in a draft. Two drafts will be held: 1) Games, and 2) Practices. Organizations will draw their draft number so as to determine the orders, in which they will select their field(s). CYO Track is currently a practice only program and their placement in the draft (if needed) will be determined at that time. The City issues blanket use permits to individual sports organizations based on a demonstrated need. Each group is responsible for allocating time slots for its own individual teams or membership.
- 6.4 A Sports Council comprised of a representative from each participating organization, City staff, and a designated Parks and Recreation Commissioner, will meet to review the applications, allocate fields equitably, and encourage optimum cooperation between all user groups.
- 6.5 Group E organizations requesting field allocations must select one individual per sport to represent all of their travel teams in the process of submitting facility use applications and representing them at the Sports Council meeting. This individual will be the contact person with the City on all matters.

6.6 Organizations/Leagues anticipating a split to form a new organization/league, or individuals planning to organize a new sports program must apply to the City one year prior to the estimated starting date. The application will provide the time necessary to study the impact of the new program on existing facilities and evaluate the request. Once certified, the City makes no guarantee of space if all space has been previously reserved.

6.7 Priority for type of field use is as follows in descending order:

- 6.7.1 Maintaining fields/facilities;
- 6.7.2 Providing fields/facilities during open time for organized game use;
- 6.7.3 Providing fields/facilities during lit primetime for organized game use;
- 6.7.4 Providing fields/facilities during primetime unlit for organized game use.

Fields/facilities for the use of “practices” will be allocated only after all maintenance and game requests have been processed.

7.0 NOTICE OF NON-USE OF FIELDS:

Any user organization that has been allocated space and does not intend to use it on a regular basis must notify the City so that the field may be re-allocated or otherwise used.

8.0 RULES AND REGULATIONS OF FIELD USE

- 8.1 User groups must designate a representative, an adult 18 or older, to be present during any/all of their practice and/or game time(s) at each City or school district field/facility used.
- 8.2 Games and practices can begin no earlier than 12:00 noon on weekdays, and **8:00 a.m.** on weekends. No games and/or practices may be scheduled for holidays without prior approval from the Community Services Director, or their designee.
- 8.3 Games and practices can end no later than 10:00 p.m. weekdays, and **10:00 p.m.** on weekends.
- 8.4 Weekend use, on a regular basis, may be subject to limited hours at the discretion of the City.
- 8.5 Organizations/groups utilizing lighted facilities are responsible for ensuring the proper use of lights. Groups are required to submit schedules with their applications outlining their usage time for lights at each requested facility, and inform the City of any changes. All groups are required to notify the City at least 24 hours in advance of scheduled changes, and/or when facility lights are not required. The City reserves the right to bill user groups for hourly energy costs incurred during hours that lights are left on and the fields are not being used.
- 8.6 Use of portable lights is prohibited without prior approval from the Community Services Director, or their designee.
- 8.7 Alcoholic beverages are prohibited in all City parks and School District grounds.
- 8.8 No artificial noisemakers, i.e., horns, rattles, bells, whistle, etc. is permitted. Officials or coaches, as a necessary part of the activity, may employ such devices upon consultation with the City.

- 8.9 At the conclusion of all use, organizations are required to inspect and remove all associated garbage and playing equipment. Failure to do so will result in additional fees being assessed by City or School District.
- 8.10 All teams that are classified as Group C – E user groups must have at least 75% of their City resident participants, participate actively on a weekly basis. When a team is playing against a team from another jurisdiction, this rule shall apply to only the “host” team representing the qualified organization. (Tournaments hosted by a Group C – E organization and approved by the City shall be exempt from this rule.)
- 8.11 Team roster changes by a qualified Group E user group must be reported to the City within one week of occurrence. Failure to do so will result in forfeiture of all fields and/or facilities.

9.0 INDEMNITY & INSURANCE PROVISIONS

- 9.1 City and Pleasanton Unified School District and its respective elected and appointed boards, officials, officers, agents, employees, and volunteers (individually and collectively, “Indemnities”) shall have no liability to User or any other person for, and User shall indemnify, defend, protect, and hold harmless Indemnities from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney’s fees and disbursements (collectively, “Claims”), which Indemnities may suffer or incur or to which Indemnities may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by the User’s negligent or willful acts or omissions, its agents, officers, directors, or employees, committed in performing any of the activities specified.
- 9.2 If any action or proceeding is brought against Indemnities by reason of any of the matters against which User has agreed to indemnify Indemnities as provided above, User, upon notice from City, shall defend Indemnities at its expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnities need not have first paid for any of the matters to which Indemnities are entitled to indemnification in order to be so indemnified. The limits of the insurance required to be maintained by User shall not limit the liability of User hereunder. The provisions of this section shall survive the expiration or earlier termination of the field allocation agreement.
- 9.3 The provisions of this section do not apply to Claims occurring as a result of the City’s or Pleasanton Unified School District’s active negligence or willful acts of omission.
- 9.4 All insurance shall be primary insurance and shall name City of Pleasanton and the Pleasanton Unified School District as an additional insured. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under the policy if not named as an additional insured, and an additional insured shall not be held liable for any premium or expense of any nature on the policy or any extension thereof solely because they are an additional insured thereon.

- 9.5 If the operation under this Agreement results in an increased or decreased risk in the opinion of the City Attorney, then User agrees that the minimum limits here in above designated shall be changed accordingly upon written request by the City Attorney.
- 9.6 User agrees that provisions of this paragraph as to maintenance of insurance shall not be construed as limiting in any way the extent to which User may be held responsible for the payment of damages to persons or property resulting from User's activities, or the activities of any person or persons for which User is otherwise responsible.
- 9.7 A Certificate of Insurance, and an additional insured endorsement, evidencing the above insurance coverage with a company acceptable to the City Attorney shall be submitted to City prior to the execution of any field allocation agreement.
- 9.8 The terms of the insurance policy or policies issued to provide the above insurance coverage shall provide that said insurance may not be amended or canceled by the carrier, for nonpayment of premiums otherwise, without 30 days prior written notice of amendment or cancellation to City and the Pleasanton Unified School District. In the event that said insurance is canceled, User shall, prior to the cancellation date, submit new evidence of insurance in the amounts heretofore established.
- 9.9 All required insurance must be in effect prior to the field allocation agreement and it or a successor policy must be in effect for the duration of the field allocation agreement. Maintenance of proper insurance coverage is a material element of the Agreement, and the failure to maintain and renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract. If User, at any time during the term of this Agreement, should fail to secure or maintain any insurance required under this Agreement, City shall be permitted to obtain such insurance in User's name and shall be compensated by User for the cost of the insurance premiums.
- 9.10 User agrees to procure and maintain general liability and property damage insurance at its sole expense to protect against loss from liability imposed by law for damages on account of bodily injury, including death therefrom, suffered or alleged to be suffered by any person or persons whomsoever, resulting directly from any act or activities of User or any person acting for User or under its control or direction, and also to protect against loss from liability imposed by law for damages to any property of any person caused directly or indirectly by or from acts or activities of User or any person acting for User, or under its control or direction. Such public liability and property damage insurance shall also provide for and protect City and the Pleasanton Unified School District against incurring any legal cost in defending claims for alleged loss. Such general liability and property damage insurance shall be maintained in the following minimum limits: A combined single-limit policy with coverage limits in the amount of \$1,000,000 per occurrence will be considered equivalent to the required minimum limits.

10.0 TRAFFIC AND PARKING:

- 10.1 The user group must assure that participants and spectators utilize off-street public parking areas. If parking conditions warrant, i.e., during pre, post, and regular season or tournament play, the user group will provide, at their cost, at least one safety officer to direct participants and spectators to designated parking areas. The City, at its sole discretion, may require additional parking mitigation on an event-by-event basis.

- 10.2 Driving, operating, or parking any motor vehicle within the City parks and/or facilities is prohibited, except in areas specifically designated as parking areas unless prior written permission is obtained by the City. In case of medical emergencies, only emergency vehicles will be allowed on the park for rescue purposes.

11.0 PUBLIC ADDRESS SYSTEM USE:

- 11.1 Sound amplification equipment may be allowed in City parks and/or facilities, but is limited to public address systems, stereo equipment, stationary and portable components, and/or bullhorns. An approved City permit is required prior to use of any sound amplification equipment. Permits may be applied for in the Community Services Department. A minimum of 15 working days is required for consideration of approval.
- 11.2 Only persons 18 years and older will be allowed to operate any public address system.
- 11.3 All public address system use for athletic events must pertain to the game being played. Special announcements should be kept to a minimum. "Play-by-play" announcing is prohibited.

12.0 MAINTENANCE:

- 12.1 The City will maintain parks, facilities, and fields for public use.
- 12.2 The City will provide maintenance such as field preparation, setting of bases, pegs and installation of permanent equipment. Fees may be required depending on the type of maintenance requested. .
- 12.3 User groups/organizations maintenance responsibilities shall include:
 - 12.3.1 User groups/organizations are responsible for all maintenance such as lightweight field preparation, setting of temporary bases or goals.
 - 12.3.2 Motorized vehicles are not permitted in the City facilities for the preparation of athletic fields or other activities unless prior written permission is obtained by the City.
 - 12.3.3 Each user group is responsible for the facility being free of trash or debris caused by their group's usage, including checking restrooms and parking areas.
 - 12.3.4 User groups are required to report any and all damage or acts of vandalism to the City immediately.
 - 12.3.5 The removal of base pegs requires prior departmental approval.

13.0 MODIFICATIONS:

Any request to modify or improve any City facility shall be submitted for review by the City for consideration. No permanent structures or equipment shall be erected on City facilities unless approved by the City and dedicated for community use.

14.0 STORAGE AND/OR CONCESSIONS:

- 14.1 The City may provide storage containers for an organization's seasonal use as described therein:
- 14.2 Storage permits are issued on a seasonal basis according to the sports' "In Season" guideline. Each group will be given a date to remove all items and maintain the facility in a clean manner for inspection by City staff.
- 14.3 The City provides only the structures and existing equipment, as presented in the original design of the building. It is the group's responsibility to provide any and all other equipment, i.e., storage racks. No permanent storage containers or shelves are allowed without prior written permission of the City. Any alterations to facility are prohibited.
- 14.4 The City assumes no liability or responsibility for any equipment or storage units kept in the storage areas.
- 14.5 User groups are not allowed to alter or change the locks on any storage unit or concession area. The City will issue two sets of keys to user groups for their seasonal use. Duplication of keys by user groups is not allowed. All keys must be turned in at time of final inspection.
- 14.6 The facilities should be kept clean with equipment properly stored for safety. Upon conclusion of the permit, the user shall clear out all equipment and sweep out and appropriately clean the area. No equipment may be left unless prior approval is granted.
- 14.7 Organizations are required to provide an inventory of all items stored in said containers. Any /all flammable and/or toxic substances are strictly prohibited in storage containers.
- 14.8 Any user failing to comply with these guidelines are subject to the following:
 - 14.8.1.1 Forfeiture of any / all deposit(s)
 - 14.8.1.2 Payment for all damages occurring to the facility
 - 14.8.1.3 Termination of any /all field use permit(s) for one year

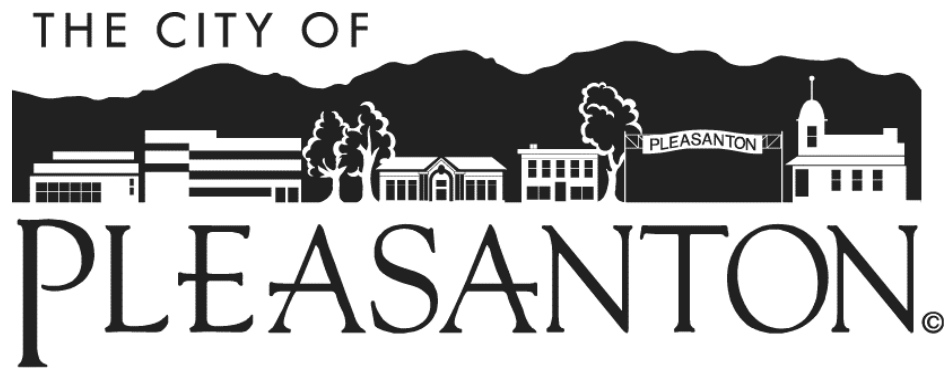
15.0 BANNERS:

Any group wishing to display banners on City facilities should send a written request to the Community Services Director or designee for approval.

16.0 DENIAL OF USE:

Denial of use made by the City on the basis of the following reasons:

- 16.1 The facility is incapable of accommodating the proposed activity for the number of participants involved.
- 16.2 The applicant has failed to comply with all the conditions required for the activity, or with the facility usage policies, procedures and/or regulations.
- 16.3 The nature of the activity may endanger the participants, facility, equipment, or staff.
- 16.4 Or based on any substantive reason(s), as deemed by the City.



Sports Co-Sponsorship Athletic Field Allocation Handbook

**Library and Recreation Department
Sports Office**

**Ken Mercer Sports Park
Adult Softball Complex
5800 Parkside Drive
Pleasanton, CA 94588
(925) 931-3437**

www.pleasantonsports.org

Table of Contents

Introduction	3
Purpose.....	3
General Sports Organization Co-Sponsorship Rules & Regulations.....	4
Sports Organization Co-Sponsored User Group Meetings	5
Field Use Availability	5
Field Allocation Priority Classification	6
Field Allocation Process.....	6
Sports Season Priority	8
Field Allocation Schedule.....	8
Field Light Invoices and Payment Schedule	9
Admission Charges & Park Access.....	9
Business License Requirements.....	9
Notice of Non-Use of Athletic Fields	10
Cancellation	10
Inclement Weather	10
Procedure for Inclement Weather on Weekends and After Hours	11
Air Quality Index (AQI)	12
Muni Code 13.08.100 Sign Policy for Parks and Recreation Facilities.....	12
Keys & Storage/Concessions.....	12
Concession Stand.....	13
Soccer/Lacrosse Goals	13
Motorized Vehicle Rules	14
Parking.....	14
Storage	14
Damages.....	15
Maintenance	15
General Park/Field Rules	15
Facilities Chart	17
Organization and Authorized Agent Form	18
Key Request Form	17
Motorized Vehicle Form	18
Use of Storage Form.....	19

Introduction

Welcome to the City of Pleasanton's Sports Co-Sponsorship Athletic Field Allocation Handbook. We are excited to provide this comprehensive guide to assist our resident sports organizations in making the most of the City's athletic fields. We hope this handbook will help your sports organization navigate the process of field allocation, ensuring that you have a positive and enjoyable experience at the City's athletic fields.

The City of Pleasanton provides multiple athletic fields and facilities for a variety of sports league practices, games, tournaments, camps and clinics throughout the year. These spaces also accommodate a wide range of recreational needs and provide the Pleasanton community with passive and active recreational opportunities, social gathering spaces, and contribute to the community's health and wellness.

Purpose

The purpose of this handbook is to establish transparent guidelines and procedures for the equitable allocation of athletic fields within our community. This handbook is designed to promote efficient and organized field usage, foster community engagement, support physical activity, and ensure the equitable distribution of City resources. It serves as a comprehensive resource for both City staff and the public, with the goal of enhancing transparency, reducing conflicts, and optimizing the utilization of our athletic fields, ultimately contributing to the well-being and enjoyment of our community.

This handbook outlines the City of Pleasanton sports co-sponsorship organization requirements for the permitted use of athletic fields.

The City of Pleasanton Sports Co-Sponsorship Athletic Field Allocation Handbook is designed to:

- Prioritize field allocation to resident sports organizations
- Provide an equitable means of sharing City facilities across a diverse range of services and programs
- Ensure inclusive recreational opportunities for Pleasanton residents and comply with the Fair Play in Community Sports Act (Gender Equity) while preserving a means of access for other recreational uses
- Incorporate a "turf recovery period" to protect and maintain safe, quality fields for long-term viability.

Please carefully review this handbook prior to submitting your request for field usage. You will be asked to acknowledge receipt of this document when you complete your field use application.

The City of Pleasanton (City) reserves the right to make any decision regarding facility use that is in the best interests of the City and its residents. In addition, the City reserves the right to revise, supplement or edit any of the guidelines, requirements, standards, and procedures outlined in this handbook at any time.

This document is not intended to address all possible applications or exceptions to the general requirements and procedures described.

General Sports Organization Co-Sponsorship Rules & Regulations

- Each user associated with the organization will be held responsible for compliance with the following general rules and regulations. Misuse of any facility, or the failure by a co-sponsored sports organization or an individual member of a co-sponsored sports organization to comply with these regulations, is cause for revocation of field allocations and possible loss of sports organization co-sponsored status.
 - All user groups must ensure each coach or manager has a copy (electronic or hardcopy) of the facility permit and understand the documents must be on-site and presentable during facility use. It must be shown at the request of any designated City official or staff member.
 - User groups without authorization or that cannot produce their organization's facility permit will be asked to vacate the premises.
 - Use begins and ends at times stated on the permit, including setup and cleanup. User groups are not permitted to occupy facilities before the start time listed on the permit and are required to have the facilities cleaned and cleared by the end time indicated on the permit.
 - Excessive unauthorized or extended facility use beyond the times listed on the permit may result in loss of allocated field space.
 - Subleasing facilities is prohibited. Any organization found to be scheduling field time for use by another organization will have its permit revoked for the season and removed from priority status.
 - City staff will perform all maintenance at City facilities. A facility use permit does not authorize an organization to make improvements or perform maintenance. All maintenance requests must be presented to City staff. A co-sponsored group may perform additional preparation required for specific uses with prior staff approval. An acceptable preparation by a user group includes raking and prepping ball fields, lining soccer fields, and prepping the cricket pitch.
 - Parking is allowed only in designated areas. No vehicles are allowed on City property (other than parking lots) without prior written permission noted on the permit issued by the City. It is the user's responsibility to alleviate traffic and parking issues. The City of Pleasanton Police Department may cite improperly parked vehicles, and users may be responsible for any costs associated with the removal of improperly parked vehicles.
 - Amplified sound is not allowed at any facility without prior City staff approval and must be noted on the permit. User groups must abide by the City of Pleasanton Municipal Code 9.04.060 Noise limits—Public property
https://library.qcode.us/lib/pleasanton_ca/pub/municipal_code/item/title_9-chapter_9_04-9_04_060.
 - User groups are responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands, and the immediate vicinity of the game or practice.
 - No group or individual is permitted to maintain a storage unit (or similar object) on or around a field, including parking lots without written approval from the City.
 - Practices and games must be specified when making facility reservations, including setup and take-down times.
 - All facility-specific rules and regulations must be adhered to at all times.

- The user group named on the facility permit is responsible for enforcing the rules and regulations regarding the conduct of all players, coaches, parents, spectators, visiting teams, and staff while using facilities.
- City staff may use a variety of methods to confirm the information provided by user groups. Organizations may be penalized for providing false information.
- User groups witnessing misuse of fields by other scheduled or unscheduled users are advised to report this by email to recreation@cityofpleasantonca.gov
 - If in need of immediate response during non-business hours, please contact Pleasanton Police Non-Emergency at (925) 931-5100.
- In the event athletic fields sustain damage for any reason, scheduled use of the field will be suspended until the field can be renovated and returned to a playable condition. If damage is inflicted by a user group, said user group will be responsible for costs associated with related renovations. Said user group may be banned from future use, and their permit(s) may be cancelled as determined by City staff.

Sports Organization Co-Sponsored User Group Meetings

The Pleasanton Sports Co-Sponsored User Group is an advisory group comprised of one (1) representative from each sports co-sponsored group, City staff from the Library and Recreation Department and Public Works Department. The Sports Co-Sponsored User Group meets once every quarter to discuss field allocations and other items pertaining to schedules, facilities, and maintenance, as well as receive City updates. There are no elected or appointed board members, meeting minutes, or items up for vote as these meetings are informational. Attendance at the quarterly Sports Co-Sponsored User Group meetings is required to maintain co-sponsorship status.

Field Use Availability

The well-kept condition of all athletic fields is very important to the City and its residents. Maintenance schedules and rules of use help keep the parks in the best possible condition. Both natural and synthetic turf fields need to be regularly maintained and have scheduled recovery times to maintain the best possible fields for the community. The City reserves the right to close fields at any time.

General Use Hours and Field Closure Schedule

(may vary based on field condition)

Bernal Community Park Upper Bernal Fields Ken Mercer Sports Park – Softball Complex	Amador Valley Community Park Creekside Park Ken Mercer Sports Park Muirwood Community Park	Val Vista Community Park	Stanford Medicine Sports Complex
Available: 4 th Monday in Feb. – the Sunday before Thanksgiving Field rental hours 8 a.m. – 10 p.m. <i>Hours may vary based upon City observed holidays and field conditions.</i>	Available: 4 th Monday in Feb. – the Sunday before Thanksgiving Field rental hours 8 a.m. – Sunset <i>Hours may vary based upon City observed holidays and field conditions.</i>	Available: 1 st Monday in Feb. – May & late July – 1 st Sunday in Nov. Field rental hours 8 a.m. – Sunset <i>Hours may vary based upon City observed holidays and field conditions.</i>	Available: Year-round Field rental hours 8 a.m. – 10 p.m. <i>Hours may vary based upon City observed holidays and field conditions.</i>

Closed: The Monday before Thanksgiving – 4 th Sunday in Feb. <i>Individual fields may close early due to excessive wear</i>	Closed: The Monday before Thanksgiving – 4 th Sunday in Feb. <i>Individual fields may close early due to excessive wear</i>	Closed: June - mid-July, 1 st Monday in Nov. – 1 st Sunday in Feb. <i>Individual fields may close early due to excessive wear</i>	Open year-round
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All infield grooming and field lining during the week must occur after 2 p.m.

Fields may be accessed at 7 a.m. for set-up and warm-ups.

Games may not begin until 8 a.m. and cannot begin after 9 p.m.

New Organizations

Organizations requesting an allocation for the first time must adhere to the deadlines established in the allocation schedule in order to be eligible for an allocation. Organizations changing names, but otherwise remaining the same, shall not be considered new organizations. Subsidiary organizations will be considered a new organization. Current organizations required to split due to growth or due to an organization's national rules are not classified as new organizations and are provided access and equal treatment with other organizations. New organizations must submit requests for sports co-sponsorship status with all completed requirements to the City staff by the allocation deadlines to be considered for a field allocation during the coming year.

Field Allocation Priority Classification:

- City activities and events will have first priority for field allocations
- Agencies with joint-use agreements with the City will have second priority
- City sports co-sponsored organizations will have third priority
- The following groups will have fourth priority for field allocations:
 - Pleasanton Residents
 - Resident Non-Profit, Resident Groups, or Businesses within the City
 - Non-Resident Non-Profit
 - Non-Residents, Non-Resident Groups, or Businesses outside the City which are holding private uses or programs.

Field Allocation Process

The City reserves the right to make adjustments in the field allocation process as needed to address recognized needs or resolve conflicts.

The field allocation process begins with a notification being sent to all sports co-sponsored organizations communicating the deadline to receive field requests. This deadline shall allow requests to be received 30-45 days before quarterly field allocations are issued. Submitted field requests must contain as much detail as possible (specific days and times for games and practice, and location and field being requested).

Only the point of contact for the user group listed on the application for co-sponsorship will be allowed to book facility space for their affiliated organization.

Typically, each co-sponsored organization retains the fields it had in the previous year, as long as the same need is demonstrated. Allocation adjustments may take place each season due to registration numbers, maintenance activity, field availability, and/or new programs.

For tournaments, camps, clinics and special events, a detailed proposal of use accompanied by a site map indicating the location of headquarters, check-in, equipment, dumpsters, etc., must be submitted along with the completed application. The submittal of an application and site map does not guarantee approval and may require additional insurance. Due to space limitations with parking and spectator capacity, large tournaments and events may not be offered concurrently at the same location.

After the specified time to receive requests has passed, City staff will begin drafting the field allocation schedule based on dates and times requested by organizations using the priority status in this handbook. Draft allocations will be established as fairly and equitably as possible at the City's discretion and in accordance with the standards set forth in this handbook. It may not be possible to grant all requests.

Failure to submit an application during the submittal timeframe will forfeit priority for the respective allocation period.

Requests for additional use of fields after the field allocation period will lose their allocation priority and will be addressed on a case-by-case basis.

The City reserves the right, on a case-by-case basis, to add conditions or modifications to approved uses.

When organizing the seasonal schedules, the priority in which activities are allocated is listed below:

1. Tryouts (in-season and out-of-season sports)
2. Games/Practices
3. Tournaments
 - a. Established annual tournaments will supersede new requests from higher priority categories
 - i. A tournament must take place three (3) consecutive years before it can be considered an established annual tournament
4. Camps/clinics
5. Special Events
 - a. Special Events are classified as one-time events or activities that last one (1) day occurring outside of normal program scheduling or to promote the governing body's mission (i.e., opening days, picture day, fundraisers, referee/umpire trainings).

When multiple groups from the same priority category are requesting use of the same field(s), the City staff will consider the following factors when allocating fields:

- In-season sport

- In accordance with the Fair Play in Community Sports Act (gender of participants)
- Recreational vs competitive program
- Residency percentage
- Hours of requested use
- Performance history
- Prior year allocations
- Total seasons established as a sports co-sponsored organization.

Each organization must submit a copy or provide document access to practice schedules to City staff one (1) week prior to the start of practices. Each organization must submit a copy or provide document access of game schedules to City staff two (2) weeks prior to the start of games.

At least one (1) co-sponsored team must be scheduled for all non-tournament games played on a City field.

Sports Season Priority

The City of Pleasanton follows traditional sports seasons. Traditional sports seasons have priority use over non-traditional seasons.

Allocation requests for off-season play including tournaments and camps will be reviewed after allocations are granted for primary in-season sports.

Traditional Spring (March-May) sports:

- Baseball, softball, lacrosse, and cricket (due to the location of the cricket pitch and to not conflict with traditional soccer season, cricket is considered a spring sport).

Summer (June – July):

- No traditional in-season sports.

Traditional Fall (August – November) sports:

- Soccer and football.

Winter (December – February):

- No traditional in-season sports.

Field Allocation Schedule

City staff will follow the quarterly schedule below:

Spring: March – May	
November 1 st	Field Use Applications due
December 1 st	Field Allocation distributed to groups
January 1 st	Final Permit adjustments due
January 15 th	Permits issued
Summer: June – July	
February 1 st	Field Use Applications due

March 1 st	Field Allocation distributed to groups
April 1 st	Final Permit adjustments due
April 15 th	Permits issued
Fall: August – November	
May 1 st	Field Use Applications due
June 1 st	Field Allocation distributed to groups
July 1 st	Final Permit adjustments due
July 15 th	Permits issued
Winter: December – February	
August 1 st	Field Use Applications due
September 1 st	Field Allocation distributed to groups
October 1 st	Final Permit adjustments due
October 15 th	Permits issued

NOTE:

- If the above dates fall on a non-business day, the due date is the business day before.

Field Light Invoices and Payment Schedule

Co-sponsored groups are responsible for paying for field lights usage. Field lights will be billed quarterly. Invoices will be sent to each group and can be paid via credit card or check.

January – March	
April 1 st	Light invoices sent to groups
April 30 th	Payment due
April – June	
July 1 st	Light invoices sent to groups
July 30 th	Payment due
July – September	
October 1 st	Light invoices sent to groups
October 31 st	Payment due
October – December	
January 2 nd	Light invoices sent to groups
January 31 st	Payment due

NOTE:

- If the above dates fall on a non-business day, the due date is the business day before.

Admission Charges & Park Access

- The City does not provide park exclusivity to any organization. Therefore, participants and spectators may only be charged the entry fee. Individuals using the park for exercise or access other areas of the park may not be forced to pay the entry fee.
- All gates must be open for public access. If entry fees are assessed, the user must provide a representative at each gate to collect entry fee.

Business License Requirements

If a co-sponsored organization is renting field space for a fee-based tournament, the group must

obtain a non-profit promoter license from the Business License Department. The business license name must match the name listed on the Field Use Application. If vendors will be present, the organization responsible for the use is also required to provide a promoter and special event business license. For questions regarding business license, visit the City's Business License website at www.cityofpleasantonca.gov/business/license. Proof of business license is due thirty (30) days prior to requested use. City staff has the final decision on vendors and locations of equipment.

Notice of Non-Use of Athletic Fields

It is the responsibility of each organization to accurately determine the number of fields and the hours of usage. Organizations must notify City staff of any reserved time that can be released for other co-sponsored organizations or general public use.

All non-use or changes made to the co-sponsored organization's facility request must be submitted in writing to City staff.

All non-use must be made a minimum of five (5) business days in advance:

- Non-use of allocation field space due to last-minute cancellation from an unforeseen circumstance (e.g. coach sickness) will not be counted towards overall non-usage
- Any non-use due to a violation of the co-sponsorship requirements as outlined in this document, will not be rescheduled.

If an allocated field is not used as assigned three (3) times by the designated organization within one allocation period, City staff reserves the right to reassign and adjust facility allocations accordingly. Organizations will be notified prior to reassignment.

- User groups witnessing non-use of fields by other scheduled users are advised to report this by email to recreation@cityofpleasantonca.gov

Cancellation

It may be necessary for staff to reschedule, relocate, or cancel a previously approved request due to unexpected maintenance issues. In this event, each organization will be given as much advance notice as possible and will be provided with an alternative location, if possible. The City is not obligated to provide alternate facilities.

City staff reserves the right to cancel any permitted facility use due to the following additional reasons/issues:

- Conflict with a City-sponsored league, program, activity, or event
- Overuse of a field/facility
- Unsafe conditions
- Inclement weather
- Violations of the requirements and procedures in this handbook.

Inclement Weather

In times of inclement weather, City staff will determine field availability based on the potential risk of player injury and/or damage to fields. Field status is updated by 3 p.m. on weekdays. If the fields are closed, they shall remain closed for the remainder of the day.

City staff will communicate directly with the sports co-sponsored organizations when fields are too wet. The user group is responsible for sharing this information with his/her group or organization.

City staff reserves the right to determine if fields are too wet and may cancel on a sunny day if any fields have retained too much moisture.

The City maintains a field status hotline (925) 931-5360 and website <https://www.cityofpleasantonca.gov/gov/depts/cs/sports/field.asp> with updated field conditions and availability.

Procedure for Inclement Weather on Weekends and After Hours

If field status is open and weather conditions change, on weekends, or after 3:00pm on weekdays, it shall be the co-sponsored organization's responsibility to use discretion and determine field conditions, playability, and player safety. It is in the co-sponsored organization's best interest to take a conservative approach to field use during periods of inclement weather. Damage from one practice or game on unfavorable field conditions could take that field out of use for several weeks, months, or until the end of the season depending on time of year.

To preserve the life and conditions of the fields, users shall not play in wet conditions.

- **Baseball/Softball Natural Grass - Dirt Infields:**
 - Infields shall be deemed unsafe and unplayable when any of the following conditions are present:
 - Heavy rains that cause the field to become muddy and or slippery
 - Standing water (puddles) within the base path and or batter's box
 - When stepping on the infield dirt, the depth of your footprint is greater than 1/2 inch
 - When any of the above conditions are present around the pitching mound and or pitching area/circle.
- **Soccer, Multipurpose Natural Grass Fields & Baseball/Softball Natural Grass Outfields:**
 - Grass Fields & Grass Outfields shall be deemed unsafe and unplayable when any of the following conditions are present:
 - Standing water (puddles) is present
 - Feet suction or stick to the ground as you walk
 - A squishy or sloshy sound is heard when walking on the fields
 - Player footprints fill with water in the majority of a single playing position
 - The depth of your footprint is greater than 1 inch in the majority of a single-playing position
 - Soil is soft and spongy underfoot
 - Grass is easily dislodged from the playing surface.

In the event athletic fields sustain damage due to inappropriate use by a user group or its invitees, scheduled use of the field will be suspended until the field can be repaired and returned to a playable condition. Costs associated with such repairs will be the responsibility of the user group. Repair costs will include all supplies, equipment, and fully burdened staff time to carry out the repair and/or the full cost of the City's on-call landscape services contractor. Said user group may be banned from future use, and their permit(s) may be cancelled as determined by City staff if damage caused impacts the

use of athletic fields by others.

The City reserves the right to cancel any use of the facilities and/or equipment in emergency weather situations, unplanned maintenance due to weather issues, or when necessary for the safety of the public.

Air Quality Index (AQI)

The City will notify user groups when City programs are cancelled due to unhealthy air quality and will encourage all user groups to do the same. The City also supports user groups in their decision to cancel their programs when levels reach the 101-150 range, "Unhealthy for Sensitive Groups."

If the AQI were to reach the 151-200 range, "Unhealthy", the City recommends canceling field use.

In the event the Air Quality Index (AQI) is equal to or greater than 201, "Very Unhealthy", the City reserves the right to close fields.

The City of Pleasanton will use www.AirNow.gov or the mobile app Air Now for AQI readings.

Muni Code 13.08.100 Sign Policy for Parks and Recreation Facilities

Organizations with an agreement that allows for exclusive use or portions of a City site are permitted to affix signs in the exclusive area for the duration of the agreement. Signs must be removed by the conclusion of their use as stated in the permit agreement.

For example, if a league has a rental agreement for games at Ken Mercer Sports Park for Sports Fields #8-11, for the weekend of Friday, June 1 at 6:00 pm through Sunday, June 3, 6:00 pm, the league can affix signs to fences and posts at fields #8-11, beginning June 1 at 6:00 pm and remove the signs by June 3, 6:00 pm. The league cannot affix signs to the fence on other fields, youth playing areas, or other areas in the park not part of the league's exclusive use per its agreement.

Size limit: Banners may be no larger than six feet long by three feet wide.

Removal: Failure to remove signs by the conclusion of the agreement may result in City staff removing such signs and charging the responsible party for such removal costs. If City staff remove such signs after the group's use agreement has expired, the City is not responsible for any lost or damaged signs.

Damage: The group affixing signs is responsible for the cost of any damage to the City site caused when putting up signs, by signs when in place, and by the removal of signs.

The City is not responsible for any damage, theft, or vandalism of signs at City sites.

Keys & Storage/Concessions

Users requiring City keys must complete a Key Request form and submit it to the City staff thirty (30) days prior to the required date of need. Shared use of keys, access prox cards, or codes is prohibited.

Keys, prox cards, and codes are for official use only. No copies of keys shall be made by co-sponsored groups.

For changes of co-sponsored group's board or personnel requiring access, groups are required to notify City staff in writing, return keys, and prox cards, and complete a new Key Request form for new board members or personnel. The City will re-issue new keys and prox cards for new requests. The City reserves the right to revoke keys, prox card, or codes for misuse.

Concession Stand

The City permits the use of their concession stands for sports co-sponsored organizations only. The following rules apply:

- League president must submit a Request of Concessions form
- All users must comply with Alameda County health and safety requirements
- An adequate dumpster must be ordered through Pleasanton Garbage Service
- Full garbage cans within one hundred (100) feet of the concession stand must be emptied by concession league staff and a new garbage can liner installed
- User cannot use electricity from the concession stand as an auxiliary power source
- Area within 100 feet of the concession stand must be maintained free of litter
- All cardboard boxes must be broken down and placed in a dumpster
- No items may be left outside the concession stand (e.g. table, boxes, garbage bags, etc.)
- Closing procedures for inside concession buildings should include sweeping the floor, utensil washing, cleaning of countertops, and alarming the building
- At the end of each season, the concession stand must be thoroughly cleaned, and all belongings removed.

Soccer/Lacrosse Goals

- The City permits sports co-sponsored soccer clubs to store a limited number of soccer goals at various parks and provides six (6) soccer goals at Stanford Sports Complex. Also, the City provides lacrosse goals for sports co-sponsored lacrosse clubs to use. The following rules apply:
 - Goals must be stored in designated goal storage areas as defined by the City
 - To prevent hazards and unauthorized use, all goals must be securely fastened at all times
 - Co-sponsored groups must provide their own locks
 - Goals may be left on the fields between games on weekends, provided they do not interfere with scheduled park maintenance operations
 - To prevent damage to natural and synthetic turf fields during inclement weather closures, all goals should be left on the fields or lifted and moved by hand as not to damage the grass
 - Abandoned goals will be disposed of by City staff. Staff time and disposal fees will be charged to the user group.
 - Removal and safe storage of goals and benches is the responsibility of the user. Failure to remove or store goals properly will result in the following:
 - First offense: Discussion with user group and reminder of rules

- Second offense: May lose allocated field space.

Motorized Vehicle Rules

The City permits the sports co-sponsored organizations to operate golf carts, utility all-terrain vehicles, or gators, for the purpose of grooming infields, outfield placement/removal, soccer goal placement/removal, and soccer/football field lining, etc. The following rules apply:

- No motorized vehicle may be operated at any park without prior written authorization from City staff
- A copy of a California Driver's License is required for all drivers
- No person under the age of sixteen (16) shall operate any type of motorized vehicle or equipment at any time
 - Any transportation of spectators, officials, or participants is strictly prohibited
- Vehicles may not be driven on fields when fields are closed
- Vehicles may not be driven on grass when frost is present
- Vehicles are prohibited in areas with standing water or soft ground
- Vehicle operators must avoid all irrigation sprinklers and equipment
- Damages resulting from vehicle operations shall be billed to the user
- Travel should be limited to sidewalk areas whenever possible
- No motorized vehicles of any type are allowed on the synthetic fields
- Vehicle speed should not exceed eight (8) miles per hour.

Parking

Participants, spectators, coaches and others associated with the permitted use must comply with all parking regulations. No parking is allowed outside marked parking areas unless authorized in writing by the City.

Overnight Parking:

- No overnight parking of vehicles in City parking lots at any time (this includes RVs, trailers, storage trailers, and other camper vehicles) without written permission of City staff.

Co-sponsored organizations are responsible for patrolling and enforcing all parking regulations. If overflow parking is required, the user must provide the City with their parking plan 90 days prior to their event.

All efforts must be made to minimize residential parking impacts.

Storage

The City permits the co-sponsored organizations to utilize existing storage units at the various athletic fields. The following rules apply:

- League president must submit the Use of Storage form
- The City provides only the existing storage structures. It is the group's responsibility to provide all other equipment. No permanent storage containers or shelves are allowed without prior written permission of the City. Any alterations to the facility are prohibited
- Storage units are provided in an as-is condition. Repair requests can be submitted to City staff
- All users must comply with Alameda County health and safety requirements

- For shared storage spaces, units must be thoroughly organized at the conclusion of the season to provide access to other user groups
- The City assumes no liability or responsibility for any equipment kept in the storage areas
- User groups are not allowed to alter or change the locks on any storage unit. The City will issue keys to users for their seasonal use. Duplication of keys is not allowed
- Any/all flammable and/or toxic substances are strictly prohibited in storage containers
- Any user failing to comply with these guidelines is subject to the following:
 - Forfeiture of any/all deposit(s) payment for all damages occurring to the facility up to termination of any/all field use permit(s) for one year.

Damages

The user agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field grass, and additional cleaning required outside of the normal scope for the facility in connection with the use activity and caused by the user.

Maintenance

The City maintains parks and fields for sports co-sponsored organizations and public use. The City will provide standard maintenance such as regular mowing, aeration, weed abatement, tree trimming, irrigation, setting of base pegs, and installation of permanent fixtures (i.e., bat racks, storage boxes, etc...). Note: motorized vehicles are not permitted on fields unless prior written permission is obtained by City staff.

Users are responsible for the following:

- Providing own field prep equipment
- Weekend infield grooming such as watering, dragging
- Chalking infields
- Setting up/removal of temporary outfield fencing
- Field lining
- Placement/removal of equipment (i.e., goals, cricket wickets, etc.)
- Ensuring the facility is free of trash or debris, including restrooms and parking areas
- Reporting any damage or acts of vandalism to the City immediately.

General Park/Field Rules

Pets:

- Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas.
- Animals are not allowed on synthetic fields and/or infields.

Alcohol and Smoking:

- The consumption of alcohol and smoking of any form is prohibited in any City park or parking lots.

Pleasanton Police Department Assistance:

- For emergencies and life-threatening incidents, call 911
- For non-emergency needs, call non-emergency dispatch at 925-931-5100.

Barbecues:

- Personal barbecues are prohibited in all City parks.

Portable Toilets:

- Depending on expected attendance, the City may require the user to supply portable toilets. If park restrooms are not available, the user is responsible for supplying and maintaining portable toilets for participants and attendees. If portable toilets are needed, the user must contact the City prior to the delivery to coordinate drop-off/pick-up with City staff. Portable toilets must be placed at least 20 feet away from all storm drains and streets and shall never be situated on top of storm drain inlets or on a public street. Re-stocking and cleaning the portable toilets will be the renter's responsibility.

Tents/Canopies:

- Tents and canopies are allowed at sports fields. Tents and canopies must be secured using sandbags, weights, small stakes, or water containers. Stakes are prohibited on synthetic fields.
 - Users may not lay tarps or other plastic underlayment on grass.

Garbage:

- Depending on expected attendance, the City may require the user to supply additional garbage dumpsters. The user must contact the City prior to the delivery to coordinate drop-off/pick-up with City staff. Dumpster may be obtained by calling Pleasanton Garbage Service at (925) 846-2042.
 - The user is responsible for monitoring trash and disposal throughout the event and must provide their own trash can liners.

Facilities Chart

Facility	Field Description	Baseball/Softball (w/diamonds)	Soccer/Lacrosse	Football (w/goal posts)	Base/Pitching Distance
Amador Valley Community Park 4301 Black Ave.	• Multi-use w/backstop • 2 soccer • No lighting	No	Yes	No	N/A
Bernal Community Park 7001 Pleasanton Ave.	• 2 baseball • 3 synthetic multi-use • Multi-use w/backstop • Lighting available on baseball and synthetic	Yes	Yes	Yes	Baseball: <u>Mound:</u> 46', 50', 60' <u>Bases:</u> 60', 70', 90'
Creekside Park 5601 W. Las Positas	• Multi-use w/backstop • No lighting	No	Yes	No	N/A
Ken Mercer Sports Park 5800 Parkside Dr.	• 11 softball • 13 baseball • 12 soccer • 2 football • Lighting available for 4 softball	Yes	Yes	Yes	Baseball: <u>Mound:</u> 46', 50', 60' <u>Bases:</u> 60', 70', 90' Softball: <u>Pitching:</u> 28', 35', 40', 53' <u>Bases:</u> 60', 70'
Muirwood Community Park 4701 Muirwood Dr.	• Multi-use w/backstop • No lighting	No	Yes	No	N/A
Upper Pleasanton Fields 4645 Bernal Ave.	• 2 softball • Multi-use • Lighting available	Yes	Yes	No	Softball: <u>Pitching:</u> 35', 40', 43', <u>Bases:</u> 60'
Val Vista Community Park 7350 Johnson Dr.	• 3 soccer • Multi-use w/backstop • No lighting	No	Yes	No	N/A



Organization and Authorized Agent Form

By the January Pleasanton Sports Co-Sponsored User Group meeting each year, the president from each co-sponsored sports organization must complete and submit the City's Organization and Authorized Agent form. In addition, each co-sponsored sports organization must elect two (2) representatives from their organization to serve as authorized agents who shall serve as the group's liaison for all field needs.

Organization Name _____
Organization Phone _____
Organization Address _____
Organization Website _____

Organization Board Members and Titles:

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

Authorized Agent #1:

Name _____
Phone _____
Address _____
Email _____

Authorized Agent #2:

Name _____
Phone _____
Address _____
Email _____



Key Request Form

The City permits co-sponsored sports organizations to be issued keys for concessions, storage facilities, and fields. The president of the group requiring City keys must complete a Key Request Form and submit it to the Sports office 30 days prior to required date of need.

Brief description of why a key is needed: _____

When will the key be returned: _____

Organization Name _____

Organization Phone _____

Organization Address _____

Organization Website _____

Key Holder's Name _____

Key Holder's Phone _____

Key Holder's Address _____

Key Holder's Email _____

Key Holder's Affiliation to Athletic Organization _____

Key Information (completed by City):

Key Number _____

Access _____

Key Holder's Name/Signature

Date

President's Name/Signature

Date

City Employee Name/Signature

Date



Motorized Vehicle Form

The City permits the co-sponsored sports organizations to operate motorized vehicles for the purpose of grooming infields, outfield placement/removal, soccer goal placement/removal, soccer/football field lining, etc. A board member from the sports organization shall always be on-site and overseeing the use of vehicles. A copy of a photo I.D. is required for all drivers – please attach to this form.

Items to be transported: _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

Name _____
Phone _____
Address _____
Email _____
Affiliation to Athletic Organization _____
Board Member Signature _____ Date _____

President's Name/Signature _____ Date _____



Use of Storage Form

The City permits co-sponsored sports organizations to utilize storage facilities at the various parks and fields. The president of the group requiring the use of storage facilities must complete a Use of Storage Form and submit it to the Sports office in January or July each year. At the conclusion of the group's primary season, the athletic storage facility must be cleared out.

Brief description of what will be stored: _____

Date facility will be cleared out:

President's Name/Signature

Date

Attachment 3: Outside Agencies Allocation Procedures

Cities & Special Districts	Links to field allocation document
Artesia	Click here for document
Brekley	Click here for document
Brentwood	Click here for document
Chesterfield County	Click here for document
Costa Mesa	Click here for document
Cosumnes Community Services District	Click here for document
Cupertino	Click here for document
Diamond Bar	Click here for document
Dublin	Click here for document
El Segundo	Click here for document
Emeryville	Click here for document
Foster City	Click here for document
Fremont	Click here for document
Fullerton	Click here for document
Hayward Area Recreation & Park District	Click here for document
Henderson	Click here for document
Irvine	Click here for document
Livermore Area Recreation & Park District	Click here for document
Los Altos	Click here for document
Menlo Park	Click here for document
Milpitas	Click here for document
Mission Viejo	Click here for document
Port Angeles	Click here for document
Rialto	Click here for document
Roseville	Click here for document
Sacramento	Click here for document
San Jose	Click here for document
San Mateo	Click here for document
San Rafael	Click here for document
San Ramon	Click here for document
Santa Clara	Click here for document
Stanton	Click here for document
Sunnyvale	Click here for document
Tracy	Click here for document
Union City	Click here for document
Walnut Creek	Click here for document
Westminster	Click here for document
Yorba Linda	Click here for document

Attachment 4: Co-Sponsored Organization Feedback
Sports Co-Sponsorship Athletic Field Allocation Handbook

Cricket for Cubs

1. Q: What is the process for reporting non-use of fields? Also, are there repercussions for repeated non-use?

A: Thank you. We will add reporting processes and repercussions for non-use into the handbook.

2. Q: Can the City stagger the field closure calendar?

A: The closure schedule in the handbook provides a framework to help groups schedule league games appropriately, as well as assist Parks in scheduling equipment, staffing, and products to maximize off-season work. In years past we have staggered the field closures, primarily at Sports Park. This past Fall 2023, we worked with Parks to stagger closures at the Sports Park and allow for the completion of fall sports seasons. In the event of rain, staff will continue to work with groups to best accommodate field needs. The Parks Division does not have a problem with continuing this practice based on field conditions, but closures for maintenance will take precedence over league schedules.

We also have to consider Opening Days for baseball and softball in spring, falling on the first Saturday of March. We must open fields for this event and therefore need sufficient closure time for recovery and repair to do so. We also stagger spring opening dates to provide practice time for both groups before Opening Day.

3. Q: Need storage for the cricket group to store the game and training equipment. Small knock box will do.

A: This has been included in the cricket construction project. A concrete pad and knock box are present.

4. Q: Had a question regarding cricket's "sports season" (spring). Cricket's season will run through September, so will cricket be able to use the pitch into the fall?

A: Thank you for the field request this early. Schedules that may not coincide with other season's start dates will need to be worked out between groups. Soccer traditionally uses Soccer Field 6 in the fall. We can begin talks early in the year for best planning.

5. Q: I heard Aaron saying youth will get priority over the adult from the field allocation priority classification which I did not find in the handbook. I request an update of the same in the handbook.

A: Apologies for the miscommunication. Correction- If an organization qualifies for co-sponsorship status, both youth and adult groups have equal opportunity. This is part of our City-wide goal of promoting diversity, equity, and inclusion.

6. Q: Want an easy way to know which user has the allocation of the fields on the city website?

A: Currently, the field allocation is posted on the City website, listing each field and the scheduled user. A Google document is used and updated in live time. Also utilize field permits, which can be shared electronically within your organization.

7. Q: Can you help me understand - Fair Play in Community Sports Act (Gender Equity)? Does that mean, girls' or women's teams get a priority above all from field allocation priority?

A: The Fair Play Act requires that park and recreation departments provide girl and boy athletes with equal opportunities and equal treatment in their youth sports programs. Park and recreation departments must provide youth sports participation opportunities for girls and boys in numbers that reflect the percentage of girls and boys in the community. Additionally, the law requires that girls' and boys' sports be given equal access to resources such as athletic fields and sports equipment. This law covers programs run directly by park and recreation departments as well as programs offered by third-party youth sports organizations that use park and recreation facilities.

8. Q: On page 5 of 9, I request you to revalidate the wording - *Games may not begin until 8 a.m. and cannot begin after 9 p.m.*

A: The handbook states, "Fields may be accessed at 7 a.m. for set-up and warm-ups. Games may not begin until 8 a.m. and cannot begin after 9 p.m." Given that referee whistles, cheering, and other noise may accompany gameplay, we ask that games not begin until 8 am. In the evening, we also ask that a game start no later than 9 pm. We realize a game already in play may extend after 9 pm but would not want the game to be stopped immediately at that time.

9. Q: On pages 6 and 7 of the document, the consideration list for field allocation by the city staff should include the youth vs adult.

A: Both youth and adult co-sponsored groups have equal opportunity. This is part of our City-wide goal of promoting diversity, equity, and inclusion.

Pleasanton PRIDE Lacrosse

1. Q: Is there a better way to post the field allocations and permit for field disputes or to eliminate conflicts in the first place?

A: Field allocations are posted on the City website, listing each field and the scheduled user. The allocation is accessible by all smart phones. We also utilize field permits, which can be shared electronically within your organization.

We will explore the possibility of field signage and notices, as well as the use of posted QR codes that can link directly to field allocations.

2. Q: Priority Classification. Could you give an example of what the first and second class activities might be that would get allocation prior to the co-sponsored groups? This is answered in Section 5 of the Allocation Procedure Document.

A: This method of priority classification is from the 2011 document. We have used the current practices from this document and incorporated relevant practices and procedures into the 2023 handbook.

3. Q: Page 10: Non Use: Handbook states that you need to provide (5) days notice, but there could be instances of foul weather, unexpected coaching unavailability, etc that could lead to a cancelation of practice, etc. Might be worth noting that unexpected instances of unused fields are acceptable within reason.

A: We understand unexpected cancellations may occur, particularly with volunteer coaches. We will add a note to the handbook.

4. Q: In the Field Allocation Procedure document I had a few comments. Section 6 is not abundantly clear to me how the quantity of space for each organization is determined. Again, as a smaller organization, I can't see this being a problem unless we grow to a point where we need more than one field per day during our season.

A: We also found the 2011 procedure to be confusing. The practice has never been implemented and will not be added to the 2023 handbook. Instead, we look to continue the current practice of discussion and teamwork when working through space issues, along with considerations listed on pages 7-8. These include in-season sport, prior year allocations, Fair Play in Community Sports Act, recreational vs competitive program, Residency percentage, hours of requested use, user performance history, and total seasons established as a Sports Co-Sponsor Organization.

Pleasanton Little League

1. Q: Documents are informative and straightforward. When are the fields projected to open in Feb? Opening Day is scheduled for Sat, March 2nd.

A: Thank you very much.

Staff are well aware of the need for baseball and softball to have some practice time before opening day. Each year, we take this into account and discuss with Parks. This spring, both PLL & PGSL have fields allocated to share four days/week at Stanford Stadium in February. Bernal baseball fields will open Feb 16, the Mercer Softball Complex will open February 5.

Pleasanton Girls Softball League

1. Nothing to discuss or meet.

A: Thank you.

Pleasanton LAX

1. Q: It says all coaches must have a hard copy or electronic copy of the facility permit - is this referring to our field request application

A: This is a permit we create in our system for final allocation and send to you. It can be shared electronically within your organization. We aim to create a method that protects coaches, often volunteers for most sports groups, from any other unpermitted user or person who refuses to leave the field. We also have online field schedules that can be accessed by smartphone and used as well. However, the permit is the most official approval.

RAGE Soccer

1. Q: The existing process outlines formulas/considerations for allocation to different organizations based on their size/number of residents within their organization. Equity is mentioned in the new proposal but is undefined and subjective. Is the equity-based upon individuals as a percentage of their organization or as a percentage of total numbers within all user groups? For example, is a user group utilizing an entire field for practice with only 10 participants, equitable to another user group needing to place 100 players on a field the same size due to a larger membership? That is not an equitable allocation of space per individual user.

Also, can you please elaborate and provide examples/scenarios on how the Fair Play Act will be utilized during the allocation process?

A: Field allocation is defined and explained in the following sections of the handbook. Staff developed the sections with equity in mind.

- Field allocation priority classification
- Field allocation process
- Sports Season priority

The formula you are referring to is from the 2011 document. The formula was originally meant for times when groups could not agree on the field usage and sharing, and therefore could invoke the use of the formula. The formula model was never implemented and does not match today's best practices. Basing field allocations on membership size could result in the largest groups having a monopoly of field use. Staff is aiming to provide the most equitable field allocation to all user groups. Given that the City sports field inventory is finite, the demand for field usage exceeds the ability to permit unlimited use by all users. We look forward to continuing the current practice of healthy discussion, collaboration, and teamwork when addressing field allocations.

The Fair Play Act requires that park and recreation departments provide girl and boy athletes with equal opportunities and equal treatment in their youth sports programs. Park and recreation departments must provide youth sports participation opportunities for girls and boys in numbers that reflect the percentage of girls and boys in the community. Additionally, the law requires that girls' and boys' sports be given equal access to resources such as athletic fields and sports equipment. This law covers programs run directly by park and recreation departments as well as programs offered by third-party youth sports organizations that use park and recreation facilities. An example would be that boys and girls soccer clubs are provided equal access to soccer fields.

2. Q: Are school district fields a part of this allocation process? Is maxing those fields out on available dates/times considered, particularly with the passing of Measure M?

A: PUSD fields are not a part of City allocation processes. PUSD oversees its facilities through Facilitron.

3. Q: Is there a grievance process should a user group feel they are not receiving sufficient field space for their needs based on their registration numbers?

A: No, not at this time. The groups work together with the help of City staff to determine field use. City staff would work with a group that did not agree with allocation.

4. Q: We have shared how prioritization of the allocation process has not evolved with the landscape of some sports transitioning from a single season, to others now operating year-round. Identified 'traditional sports seasons' are very archaic in several instances. Sports being deemed non-traditional for certain periods of the

year when they are fully operational (and are throughout the region and country), is not an accurate depiction of needs. Further, knowing that there are year-round sports, noting that no sports are traditional in the winter and summer months is a missed opportunity to start to evolve with the landscape. At a minimum, if soccer is deemed a traditional fall sport, it should be noted that our fall competitive leagues are in full operation through mid-December, and noting that the fall season goes through November does not align with our reality.

A: We understand that many sports clubs have evolved into year-round competitive schedules. However, our Pleasanton co-sponsored group consists largely of organizations that schedule a strong traditional season, with a much smaller off-season or no off-season. These groups include baseball, softball, boys lacrosse, girls lacrosse, and football.

Sports seasons are necessary to provide inclusive and equitable field space for all user groups. Similar to high school sports seasons, the City aims to provide all user groups the field time their sport needs based on their traditional season.

For the winter season, fall sports have concluded and spring sports have not yet started. The short winter season also coincides with our field closures for maintenance and repair. This past fall 2023 season, soccer league games were accommodated according to the game schedules provided.

5. Q: The document outlines that priority allocations go to both tryouts and traditional season sports. Please note that this is a contradiction as tryouts virtually always take place outside of the city's defined traditional season, for multiple sports. In the past, tryouts took priority regardless as they are vital to an organization's operations and it always worked. This needs to be clarified.

A: You are correct- tryouts still have the highest priority, as outlined on page 7 under the Field Allocation Process section. Tryouts have the highest priority regardless of whether the group is in-season or not. We will add a clarifier to this section to make it clearer that tryouts for in-season and out-season groups have the highest priority. Of note, applications for tryouts must be submitted by the submittal timeframe in order to be considered for priority allocation.

6. Q: Field closure schedule: The existing process allows for: "Leagues are required to condense field use beginning the second week of November and use as few fields as possible to allow for off-season maintenance practices to begin." This phased process has been used for at least 20 years, is realistic to the fact that Park staff cannot start the maintenance process on every single field simultaneously, and has always prioritized safety. RAGE and BUSC staff had historically met with Parks staff and walked the fields to discuss any problem or concern areas. Again, we play year-round and our Fall leagues go through mid December. Both clubs recently met with Pam Ott and Heidi Murphy and they shared that they were not aware of this previous practice/current policy and shared

that it made sense and they would look into the rationale for a proposed change. Please share the reasons for this proposed change. At a minimum, we should have access to these fields for the entire month of November, based upon the city's definition of our traditional season being through the entire month of November. We respectfully request the phased approach through mid December continue. For Val Vista, we request that instead of being closed early November through early February, the closure dates better align with our higher volume game periods and be closed late November through late Feb. This would allow for the same closure period/maintenance timeline.

A: The closure schedule in the handbook provides a framework to help groups schedule league games appropriately, as well as assist Parks in scheduling equipment, staffing, and product to maximize offseason work. In years past we have staggered the field closures, primarily at Sports Park. This past fall 2023, we worked with Parks to stagger closures at the Sports Park and allow for completion of BUSC and RAGE seasons. In the event of rain, staff will continue to work with groups to best accommodate field needs. The Parks Division does not have a problem with continuing this practice based on field conditions, but closures for maintenance will take precedence over league schedules.

We also have to consider Opening Days for baseball and softball in spring, falling on the first Saturday of March. We must open fields for this event, and therefore need sufficient closure time for recovery and repair to do so. We also stagger spring opening dates to provide practice time for both groups before Opening Day.

Regarding Val Vista, trying to get grass seed to germinate and grow during the coldest winter months proves difficult and could delay field opening into early to mid-March. The additional wear on the fields during November, at the end of the season when the fields are already in decline from the season, may be more difficult to recover from and delay the reopening. Parks staff is open to a change of the closure period next year on a trial basis, but will need to vet all possible effects.

7. Q: Tents/canopies: It was added in that stakes are prohibited at all parks. This has never been the case, but rather that we are responsible for picking up our stakes after use of tents/canopies. Based on the sheer number of tents required for our games (often 3-4 per field), any other means of safely securing these tents is prohibitive. We must be able to continue to use these for safety purposes.

A: Stakes are not allowed on artificial turf. For grass, Parks would prefer small stakes, if any. We have also had issues with mowers hitting stakes. They damage mower blades and can eject the stake when the mower hits them. Although rare, long stakes can puncture irrigation lines. Canopy weights are common for areas where stakes cannot be used, including artificial turf and pool decks. We will adjust to the handbook language to reflect this. We will bring any issues resulting from stakes left in the grass to the attention of the leagues.

8. Q: The new proposal notes that when we order golf carts for our tournaments, transportation of spectators, officials, participants is strictly prohibited. This defeats the entire purpose of having these necessary golf carts. They are needed to transport injured players to the medical tent and officials to their games when at Ken Mercer (huge park with referees working games one end of the park to the other, and not enough time to walk the distance and stay on schedule between games). We book these through a third party and assume all liability.

A: We will confer with the City Attorney's Office and report back to you. Thank you.

9. Q: The new proposal lists that all non-use must be made a minimum of five (5) business days in advance. We have recently been told many times that the city understands and will work with us due to last minute cancellation requirements ranging from inclement weather or air, to a sick coach, an opponent canceling last minute, etc. The policy should mirror this communication we have been receiving.

A: We understand unexpected cancellations may occur, particularly with volunteer coaches. We will add a note into the handbook.

10. Q: The new proposal notes that the city provides LAX goals. With this inclusion, it should also note the 6 soccer goals provided by and maintained by the city at Stanford Medicine Sports Park.

A: Yes, we will add 6 soccer goals provided and maintained by the City into the handbook.

11. Q: Field status/closures: This is updated by 3 p.m. on weekdays. However, training traditionally starts at 4 pm. Would it be possible to consider moving this decision time up to 2 pm to assist with parents coordinating their schedules and the time required for transportation logistics to practice?

A: Staff have no issues changing the time to 2:00 pm. At an earlier time, we will likely default to a more conservative decision. We practiced at 3:00 pm in hopes that wet fields would be able to dry out more and allow for play in the evening. We will discuss this as a group at our next scheduled Sports Co-Sponsor User Group Meeting.

12. Q: Field status/closures: Can you please consider timestamping the last update at: <https://www.cityofpleasantonca.gov/gov/depts/cs/sports/field.asp> with field conditions and availability? Sometimes you make decisions before 3 pm but we never know if we are looking at today's status or the status from the day before.

A: Most days throughout the year do not require field accessibility updates. Staff will ensure websites are updated on questionable days, as well as send an email

directly to the groups. Time stamping every day becomes non-efficient. Groups will receive an email beforehand, and be assured the website will be updated by the designated time each day in question.

13. Q: AQI: Recommend associating a decision timeline, similar to weather. For example: reading to occur at 2pm by city. Note that the Air Now monitor is in Livermore, not Pleasanton and only occurs every 1-2 hours (unless you access their separate Fire and Smoke section with real-time Pleasanton monitors - we recommend noting this differentiation). Should AQI adjust for the worse after 2pm, user groups are responsible for real-time readings and always prioritizing safety.

A: We leave this decision up to the groups. Staff will cancel City programs according to our internal policies and notify the groups as an informational piece. In the event the AQI reaches the 200 zone, "Very Unhealthy", it is likely that all outdoor activity will be cancelled throughout the Tri Valley. The City reserves the right to close fields in this situation for safety purposes.

14. Q: We would like to request again that the former policy of there being a Parks and Rec after hours cell phone to assist with urgent field related issues, be reinstated. In the last year we have needed assistance 3 times and called the Pleasanton Police Non-Emergency at (925) 931-5100. They were unable to assist us with urgent bathroom and light issues that someone from the Parks and Rec Department would have been able to do. This was streamlined and far more effective in years past when the Department cell phone was offered.

A: This was not a policy, but rather a practice. Formerly, the Library and Recreation staff person called out to the other necessary contacts across City departments where needed. The same practice is currently used City-wide for all requests and now goes through PD dispatch. Dispatch will answer 24 hours a day and utilize a City-wide call-out list. The Dispatch model is more efficient across all needs throughout the City.

15. Q: Trash: In order to effectively manage the section on cleaning up trash after use, and especially since we regularly find fields filled with trash by community members, we are again requesting trash bins on each of the 3 Stanford Medicine Complex Soccer fields. These can be chained to the light posts. Trash from the community is excessive and not having trash cans inside the fenced-off complex has a significant impact on the cleanliness of the facility.

A: We will investigate the use of more trash cans and reply as soon as possible.

BUSC Soccer

1. Q: In general, I'd like to see an outlined methodology for how the field allocation is determined. For example, in the past, we had "traditional sports seasons" for

different sports. However, BUSC may have over 500 participants still playing in the spring which I believe is far more than “traditional sports season” for sports like lacrosse for example. Are the total numbers being taken into account or just which sports are “in-season” regardless of the number of participating players?

A: There was a formula that was based on membership size in the 2011 field application and use procedure document. The formula was originally meant for times when groups could not agree on the field usage and sharing, and therefore could invoke the use of the formula. The formula model was never implemented and does not match today’s best practices. Basing field allocations on membership size could result in the largest groups having a monopoly of field use. Staff is aiming to provide the most equitable field allocation to all user groups. Given that the City sports field inventory is finite, the demand for field usage exceeds the ability to permit unlimited use by all users. We look forward to continuing the current practice of healthy discussion, collaboration, and teamwork when addressing field allocations.

Field allocation is defined and explained in the following sections of the handbook. Staff developed the sections with equity in mind.

- Field allocation priority classification
- Field allocation process
- Sports Season priority

We understand that many sports clubs have evolved into year-round competitive schedules. However, our Pleasanton co-sponsored group consists largely of organizations that schedule a strong traditional season, with a much smaller off-season or no off-season. These groups include baseball, softball, boys lacrosse, girls lacrosse, and football.

Sports seasons are necessary to provide equitable field space for all user groups. Similar to high school sports seasons, the City aims to provide all user groups the field time their sport needs based on their traditional season.

2. Q: I see a lot of mention of “equity” which we are all for. But I’d like to see what this means objectively when it comes to gender. Luckily, soccer is pretty much gender balanced with both BUSC and Rage having similar participation numbers but I’m wondering if this means females getting a higher priority to make up for other sports that might be male-dominated. How is this related specifically to the field allocation policy in practice?

A: The Fair Play Act requires that park and recreation departments provide girl and boy athletes with equal opportunities and equal treatment in their youth sports programs. Park and recreation departments must provide youth sports participation opportunities for girls and boys in numbers that reflect the percentage of girls and boys in the community. Additionally, the law requires that girls’ and

boys' sports be given equal access to resources such as athletic fields and sports equipment. This law covers programs run directly by park and recreation departments as well as programs offered by third-party youth sports organizations that use park and recreation facilities.

The Fair Play Act is not the same as Title IX used in colleges and universities. It is not reflective of females or males getting priorities to make up for other gender-dominated sports (i.e., the number of football scholarships equal to the number of female scholarships offered across several sports). An example of the Act in practice would be softball having access to designated softball fields as baseball has access to designated baseball fields.

3. Q: Sports Organization Co-Sponsor member – I'm wondering if the Parks and Recreation Committee should have some oversight on the Co-sponsor status.

A: The Parks and Recreation Commission, along with City Council, approved the Sports Co-Sponsorship requirements resolution. This document will be used by City staff to determine co-sponsorship status. If a group meets all requirements, they can receive co-sponsored status through the application process.

4. Q: Pleasanton Police Non-Emergency line – It seems like there should be some staff members available for non-business hours for locked gates, missing goals, etc. Maybe it rotates amongst the staff?

A: If any member of the public calls non-emergency dispatch with a need, PD Dispatch will answer 24 hours a day and utilize a City-wide call-out list. Library and Recreation areas of oversight are part of the call-out listing. Staff members would be called out from Dispatch to assist with the issue.

5. Q: Ken Mercer Sports Park used to have a staggered closure over a period of time (i.e. start with Fields 12, 10, and 9 for maintenance in order to keep fields open as long as possible). We are really hurting for field space November – February and any assistance in alleviating this strain would be appreciated. Should there be some pre-determined stated lead time for adjustments in the field allocation process? "City has the right to make adjustments in the field allocation process with 7 days advance notice" or something to that effect.

A: The closure schedule in the handbook provides a framework to help groups schedule league games appropriately, as well as assist Parks in scheduling equipment, staffing, and products to maximize off-season work. In years past, we have staggered the field closures, primarily at Sports Park. This past Fall 2023, we worked with Parks to stagger closures at the Sports Park and allow for completion of the BUSC season, including one successful team whose season was extended. In the event of rainy seasons, staff will continue to work with groups to best accommodate field needs. Parks Division does not have a problem with continuing

this practice based on field conditions, but closures for maintenance will take precedence over league schedules.

We also consider Opening Days for baseball and softball, falling on the first Saturday of March. We must open fields for this event and therefore need sufficient closure time for field recovery and repair to do so. We also stagger opening dates to provide practice time for both groups before Opening Day. We understand the field inventory is low during the winter months. However, closures are necessary to maintain safe, high-quality fields year-round.

The handbook does state on page 6 under the “Field Allocation Process”, that the City reserves the right to make adjustments in the field allocation process as needed to address recognized needs or resolve conflicts. Our goal is to give as much notice as possible in these situations, preferably many days in advance. However, we may not have control over the amount of notice given the urgency or severity of the situation.

6. Q: It might be hard for the Co-sponsored groups to give 5 days' notice for “non-use of fields”. Sometimes games or trainings are cancelled last minute due to referee status, poor weather, or air quality. Can we put something in there like “to the best of their ability” or “whenever possible” to allow for a little leeway when it comes to emergency cancellations?

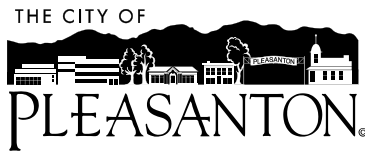
A: We understand unexpected cancellations may occur. We will add a note of clarification to the handbook.

7. Q: Maintenance: sometimes the restrooms at the Stanford Medicine Complex and Val Vista need to be better maintained for special events and tournaments. I didn't think the user groups were allowed to maintain the restrooms as there is a third-party janitorial service that is responsible for these facilities.

A: User groups should ensure the facility is free of trash or debris, including restrooms and parking areas. User groups are not required to clean toilets, sinks, urinals, or floors. The City utilizes a contractor that is responsible for cleaning park restrooms. However, if additional cleaning is anticipated outside of the normal scope in connection with the use activity, the group should notify staff in advance. We will communicate with the contractor for additional services and supplies. The groups may be billed for additional cleaning depending on the need.

8. Q: Would like to see some consensus on the soccer fields that are available for play in the Facilities chart—for example, the field number and size for the inventory on Ken Mercer Sports Park. If the field use is going to be audited, we want to make sure we are clear on which fields are being allocated for games and trainings (i.e. Ken Mercer Sports Park Field 2).

A: We will work with the user groups to confirm the facilities chart is accurate and update the chart as needed. Thank you.



PARKS AND RECREATION COMMISSION AGENDA REPORT

January 11, 2024
Item 5

TITLE: REVIEW AND DISCUSS THE PARKS MAINTENANCE DIVISION REPORT FOR JULY 2023 – DECEMBER 2023

SUMMARY

The semi-annual Parks Maintenance report summarizes Division highlights and activities. The report provides the Commission with an overview of maintenance activities and project work accomplished from July 2023 through December 2023.

RECOMMENDATION

Review and discuss the Parks Maintenance Division report for July 2023 – December 2023.

BACKGROUND

The Parks Division has five park maintenance crews and one median, trails, and open space crew. The “park” crews are comprised of three to six full-time employees who are responsible for all aspects of park maintenance in a geographic area. The park crews maintain 46 sites, totaling 385 acres. The “median” crew is comprised of two full-time employees with responsibilities throughout the entire city. The median crew maintains 85 acres of medians, 23 miles of trails and trailheads, and 1,016 acres of open space. Each crew submits monthly reports of significant maintenance events in their respective areas. This report is a summary of those events.

DISCUSSION

Routine maintenance activities for July 2023 through December 2023 included: as-needed turf mowing, pesticide applications, fertilizer applications, mulch installation, tree removals, irrigation system repairs and programming, turf renovation, tree installation, plant installation, stump grinding, equipment maintenance, ball field preparation, weekly play area safety inspections, and water conservation efforts including locating and repairing leaks, monitoring water use, and irrigation system adjustments.

The City’s tree trimming vendor, West Coast Arborist, Inc. (WCA), worked primarily in District 7, which includes areas bordered by Hopyard Road, Valley Avenue, Santa Rita Road, and Del Valle Parkway.

The street median maintenance contractor, Terra Landscape, Inc., focused their efforts on regularly scheduled maintenance.

Listed below are highlights of additional work performed by Parks staff during this period:

Ken Mercer Sports Park:

- Parks staff removed three 60 ft. redwood trees in Phase 5 (east side) of the park
- Staff completed the renovation of the softball lips
- Staff assisted in locating and marking irrigation in preparation for the construction of the cricket pitch. Staff periodically assisted the contractor by answering questions about the irrigation and other park infrastructure items
- All fields were aerated and topdressed with compost twice. The first round was done in September with solid core tines and the second round was done with deeper hollow tines. Aeration helps mitigate the compact that accumulates over the playing season. In total approximately 600 cubic yards of compost were applied to the fields
- 160 cubic yards of infield mix were added to the ball fields
- Work began to remove 14 dead and declining redwood trees, 2 declining willow trees, 5 declining Raywood ash trees, and 2 eucalyptus trees. Of the eucalyptus trees, one was removed due to the presence of wood decay fungi, and one was removed due to an excessive lean. The project, which included trees at Tennis and Community Park, was competitively bid on with the project being awarded to Best Quality Tree Care
- Zone 7 Water Agency began drilling a monitoring well in Phase 5 (east side) parking lot. As part of the groundwater basin management, Zone 7 maintains a groundwater monitoring network of over 200 wells. The wells are used to assess groundwater elevations and monitor water quality. This location will act as an early warning system to detect any per- and poly-fluoroalkyl substances (PFAS) in the groundwater before they reach the adjacent drinking water supply wells. The target total depth is 800 ft. The monitoring well is not for groundwater production or pumping. When complete, only a small utility cover will be observable in the parking lot.

Amador Valley Community Park:

- The area three crew completed field closure turf renovation work on the Amador Park soccer fields. The crew deep-tine aerated, seeded, and topdressed the soccer fields with compost
- The horseshoe pits were renovated
- Staff worked with youth volunteers to spread mulch in various planters and around trees.

Val Vista Community Park:

- The Val Vista Community Park underdrain project continued during this summary period and was completed in October. The focus of the project is to capture recycled water draining from the sand base soccer fields and redirect it to the

sanitary sewer system. Several corrugated metal drainpipes leading to the canal were also relined

- The replacement of the 5–12-year-old and 2–5-year-old playgrounds located near the community garden was completed. Feedback from the community has been positive
- After many years the public art memorial bench, known as Ryan’s Bench, had to be removed due to internal damage that was beyond repair. Tiles from the bench were saved and a new public art project using the Ryan’s Bench tiles was completed. An on-call contractor was utilized to install a concrete band with hardened decomposed granite for the tiles to be placed in.

Muirwood Community Park:

- Staff planted five new *Quercus rugosa* (Netleaf Oak) trees in the planter east of the pickleball courts. This is a new species of oak tree that is supposed to be drought-tolerant and well-adapted to the region.

Bernal Community Park:

- In Phase 2 of the park, staff prepared planting beds for new plants by removing the old plants, tilling in amendments, and adjusting and repairing the irrigation system. 129 new plants were installed along with 1 tree
- Staff planted 35 one-gallon plants and 6 new trees in Phase 1 of the park
- Staff performed the annual owl box cleanout at this park. Six owl boxes were occupied by seven owls
- Staff installed 40 cubic yards of infield mix to the ball fields.

Pleasanton Tennis and Community Park:

- 11 declining redwood trees were removed along with one leaning Aleppo pine. This work was done in conjunction with the tree removals at Ken Mercer Sports Park.

Upper Field Park:

- Staff installed 20 cubic yards of infield mix on the softball fields.

Nielsen Park:

- One of the two damaged slides was repaired at this park. Once parts were received staff quickly installed the new portion of the slide. The repaired slide was inspected by one of our staff Certified Playground Safety Inspectors and opened to the public. The other slide was cost-prohibitive to repair. Records show the current playground was installed in 2004.

Creekside Park:

- There has been a big increase in graffiti, some gang-related, at Creekside Park. Staff have spent more time than usual cleaning off, or painting over, graffiti on the tennis wall, fence, and picnic tables. The tennis wall was tagged multiple times
- The damaged backstop at Creekside Park was repaired. The bottom portion of the backstop was damaged, possibly by mowing, and needed to be repaired.

Meadowlark Park:

- Work began on the sewer line replacement project at Meadowlark Park. The alignment of the replacement sewer line had to be changed due to not having enough slope present between the connection points and this caused a delay in the completion of the project. Any impacts to the park will be repaired as part of the project.

Valley Trails Park:

- A section of buckled concrete pathway near Wind Cave Court was removed and replaced. This section of the pathway had progressively gotten worse and was beyond repair
- The City's tree maintenance contractor removed three large Monterey pine trees near Harpers Ferry Court. The large stumps remain and will be removed later. The trees were in decline or dead. New trees will be planted this winter to replace the removed trees.

Veterans Plaza Park:

- Staff removed three declining ornamental pear trees and repaired the irrigation at the tree locations. New Kentucky coffee trees were planted in the park to replace the declining pear trees that were removed.

Senior Center/Centennial Park:

- Three new concrete benches were installed.

Veterans Memorial Building:

- Staff planted 21 one-gallon plants.

City of Pleasanton Library:

- Staff planted 152 one-gallon plants.

Kottinger Community Park - Upper Kottinger Creek:

- Staff completed the removal of dead and overgrown vegetation along Upper Kottinger Creek. The project began below Adams Way and finished near Bernal Ave. In total, 56 cubic yards of chipped brush were removed.

Main Street:

- Eight declining purple robe locust trees were removed on Main Street. Staff ground all eight stumps. Fifteen new trees were planted to replace the trees that were removed and to fill vacant planting locations that were created throughout the year.

Museum on Main:

- Staff installed lights on the Christmas tree for the annual tree lighting event. The tree looked great. At some point, the tree may get too tall to decorate all the way to the top without specialized equipment.

Medians and Trails:

- A median infill planting project was completed with new plants being installed in the median at El Charro north of Stoneridge Dr., W. Las Positas east of Santa Rita, Bernal Ave near the 680 underpass, and Stanley Blvd. near Valley Ave. Prior to planting all of the irrigation was checked and repaired. Additional irrigation oversight was required during the plant establishment period
- Staff installed new infill plants at the Greentree Court roundabout. In all, 20 1-gallon *Hypericum moserianum* shrubs were planted
- Staff installed eight large boulders on the northbound 680 exit at Bernal Ave. This spot had become a parking area for semi-trucks. The trucks were damaging the plant material and irrigation
- Throughout the summer and fall seasons, staff manually watered 245 young trees throughout the streets and medians. Each tree is watered approximately every two weeks. Trees are typically watered for the first three years after planting to help with establishment
- Staff closed Augustin Bernal Park on October 30th for trail and erosion repairs that were carried out by an as-needed contractor. The contractor installed erosion control measures on a landslide near the top of the Valley View Trail. They also cleaned out the culverts that pass below the trail Valley View Trail at two locations and installed jute netting on the hillside to help reduce additional erosion. The areas addressed were damaged in last winter's storms
- During the closure of Augustin Bernal Park Staff performed vegetation management work, which consisted of trimming brush back from a section of the Valley View trail and management of an area of invasive French broom weed
- Staff cleared deposited soil from the drainage swales on the Valley View Trail.

- A team of Parks staff line trimmed tall grass away from the Callippe Preserve Trail from the driving range to Inspiration Terrace. In all 1.36 miles of trail were addressed
- The Callippe Open Space solar water pump station was renovated by Freitas Rangeland Improvements to a modern-style pump which will increase the water supply to the 5000-gallon reservoir tank at the top of the property. The new pump is more reliable and will reduce the overall maintenance costs. The solar pump provides water for cattle grazing on the Callippe Preserve property, which is located above Clubhouse Dr.

Callippe Preserve Golf Course:

- A new decorative windmill was installed near the green of hole number 15. The new windmill replaces the original windmill that blew over approximately two years ago. The windmill is popular for wedding photos. The project was managed by the Operations and Maintenance Manager, David Luera.

Bonde Ranch Open Space:

- Tree work began in the Bonde Ranch open space on November 13th and the project was completed on November 30th. The project was competitively bid on with A Plus Tree Service selected as the lowest responsive bidder. In all, 24 eucalyptus trees were removed, 10 trees were pruned, and one stump was removed. The trees were in the eucalyptus tree windrow behind the homes in the Ventana Hills neighborhood. The trees were removed either due to poor structure, decline, evidence of disease, or a combination thereof. The decision to remove the trees was not made lightly and the list was determined through collaboration with a consulting arborist and a certified arborist city staff member.

Division Street Bridge Tree Work:

- A tree contractor completed the removal of two trees that were jeopardizing the Division Street bridge. One tree was rubbing on conduits running on the side of the bridge and the other was a dead tree that could impact the bridge if it were to fall. The tree work required the closure of the bridge for a day and a crane was used for the removals.

First Street Railroad Bridge Debris Jam:

- Zone 7 notified the City in late September about a large jam of logs and debris piled up against the old railroad bridge that runs parallel to First Street. A tree contractor with specialized equipment was hired to remove the debris from this difficult-to-access site. The debris removal was completed in October before winter rains. In all, approximately 150 cubic yards of debris was hauled out.

Arroyo del Valle Creek Debris Removal:

- A tree contractor completed the removal of downed trees, dead trees, and hazardous trees from the Arroyo del Valle Creek that were a result of winter storms. The work took place from the Main Street Bridge west to the railroad bridge along a portion of the Centennial Trail. The contractor utilized a 40-ton crane staged along the walkway near Del Valle Parkway. The area looks much improved as these parcels have not been touched in any substantial way for a long time. The City owns the two parcels on the north side of the Arroyo west of Main Street. Most of the Arroyo is privately owned or belongs to the Zone 7 Water Agency.

Lund Ranch Open Space:

- The water system has been installed and completes the infrastructure required for grazing cattle on the property. Water from the meter located near the end of Sycamore Creek Way fills a 5,000-gallon tank which then gravity-feeds two troughs in the grazing area. There is also a trough at the corral. The grazing infrastructure was installed by Toll Brothers as part of the Diamond Canyon development
- A Request for Proposals for grazing the property was advertised and resulted in the awarding of the grazing license agreement to Walking C Livestock, which is owned by the local Koopmann family. Clayton Koopmann is a Certified Rangeland Manager and is well-qualified to manage the property. The property is divided into two management areas; a 76-acre conservation easement that needs to be grazed per a specific management plan to provide habitat for the endangered California Tiger Salamander, and the remainder of the property that can be conventionally grazed. The 76-acre conservation easement area is monitored by the Tri-Valley Conservancy. In addition to promoting California Tiger Salamander habitat, grazing reduces the fuel load for wildfire mitigation
- On November 6th 30 cattle were delivered to the property. The property hasn't been grazed for many years so the cattle will stay on the property year-round and be rotated from pasture to pasture.

Water Conservation:

- Implementing water conservation strategies was ongoing during this review period. Parks was able to meet its fifteen percent water conservation goal in the calendar year 2023. A water use reduction of 27.7% was achieved for 2023 compared to 2020. This is partially due to the abundant winter rainfall and relatively cool spring that delayed the start of the irrigation season. The values noted above include both park and median potable water use.

Ban on Gasoline-Powered Leaf Blowers:

- Per Pleasanton Municipal Code Chapter 9.06, Beginning June 1, 2024, it shall be unlawful for any person to operate a gasoline-powered leaf blower at any time in the City. This includes City maintenance staff
- The Parks Division is currently researching strategies for charging and storing batteries and the required associated upgrades
- The impact of the ban will not be fully realized until the conversion is made and the staff cycles through the different maintenance seasons. In addition, technology may improve over time, which could lessen the impacts.

Staffing Updates:

- The Parks Division currently has three vacancies in the Park Maintenance Worker I position. Three candidates are in the background check process to fill the vacant positions
- Jason Annicchero, a twenty-year Parks Division employee, has been promoted to Lead Worker. Jason will oversee the maintenance of parks in Area 1, which consists of Orloff Park, Creekside Park, Harding Park, Owens Plaza Park, Amaral Park, Stoneridge Creek Park, Nielsen Park, Bicentennial Park/Century House, Meadows Park, Fairlands Park, Sutter Gate Park, and the Operations Service Center. Jason was raised in Pleasanton and is a longtime resident
- Three new Maintenance Workers were hired on October 2nd.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a routine matter of City business.

OUTREACH

No outreach was conducted, as this item is a routine matter of City business.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this item is a routine matter of City business.

FISCAL IMPACT

None.

Submitted by:



Giacomo Damonte
Parks Division Manager

January 11, 2024
Item 6

**SUBJECT: REVIEW AND DISCUSS THE LANDSCAPE ARCHITECTURE
PROJECTS STATUS REPORT FOR JULY 2023 – DECEMBER 2023**

SUMMARY

This report is submitted for informational purposes and summarizes the landscape architecture projects and tasks from the last six months. The report intends to inform the Commission of the status of ongoing landscape architecture projects for the period from July 2023 through December 2023. Items that are *italicized* and marked with this symbol ❖ denote new information since the last report.

For brevity's sake, only project tasks from the last two years are shown.

RECOMMENDATION

Review and discuss the landscape architecture projects status report for July 2023 – December 2023.

BACKGROUND

The Landscape Architecture Division is comprised of the City's Landscape Architect and Landscape Architect Assistant. The Division works under the City Engineer for the Public Works Department and works on a range of projects and tasks including trail and park design and construction, master planning of the City's trail system, park system, and urban forest, landscape and irrigation renovations, oversight of the City's Tree Preservation Ordinance, management of the City's five landscape maintenance districts, and plan development review.

DISCUSSION

Landscape Architecture activities for July 2023 through December 2023 included planning and management of our parks, trails, and urban forest. Items that are *italicized* and marked with this symbol ❖ denote new information since the last report.

LIONS WAYSIDE AND DELUCCHI PARKS

The Lions Wayside and Delucchi Parks Master Plan was adopted in 2014. The Master Plan, by R.J. Larson and Associates, proposed to cover a portion of the drainage channel through Lions Wayside Park, relocate the bandstand and provide a larger lawn area for concerts. The City was unable to obtain approval for the project as proposed from the California Regional Water Quality Control Board (RWQCB) and spent 8 years working on a design acceptable to the RWQCB. In December 2021, staff and their consultant presented a concept plan that was acceptable to the various regulatory agencies, including the RWQCB, and conducted outreach for a year to obtain public input on the updated concept. The final concept plan and outreach results were presented to the City Council in February 2022.

Due to concerns with potential project costs, the City Council directed staff to cease working on the master plan and proceed with a project that can be delivered for the available budget – approximately \$1.9 million. The revised Lions Wayside and Delucchi Parks renovation project reflects the community's prioritization and the importance of the bandstand and mature trees and focuses the available budget on the priority items. Proposed improvements include a new bandstand, walkways, seating, additional trees, and upgrades to the existing park infrastructure including irrigation. The goal is to have the park renovations completed before the 2025 summer concert series.

Project Status: The construction document phase of the project is underway.

- On December 7, 2021, staff and their consultants presented the hydraulic modeling, preliminary creek design, and basis of design to the regulatory agencies. The agencies indicated that the design met their expectations and that the design would likely be approved if submitted as shown
- On February 10, 2022, the conceptual plan was presented to the Parks and Recreation Commission for review and approval
- On April 12, 2022, the City Council reviewed the updated conceptual plan, expressed their support of the design, including the orientation of the Chan Henderson Bicentennial Band Stand and regional trail as indicated on the plan and directed staff to proceed with public outreach
- At the end of May 2022, staff removed the shade structure for the Chan Henderson Memorial Bandstand due to safety concerns
- A community survey regarding the design of Lions Wayside and Delucchi parks was advertised from May 11 – July 11
- On May 14, 2022, staff set up a booth at the Pleasanton Farmers Market from 9 a.m. – 1 p.m. to obtain feedback from people attending the farmers' market
- On June 17, 2022, staff set up a booth at the Concert in the Park from 5:30 p.m. – 7:30 p.m. to obtain feedback from people attending the Summer Concert in the Park event
- On June 22, 2022, staff set up a booth in Lions Wayside Park at the Railroad Avenue and Neal Street intersection across from the Meadowlark Dairy
- On August 22, 2022, staff presented the project to the Bicycle, Pedestrian, and Trails Committee (BPTC) for their review of the project and public comments

- On September 8, 2022, staff presented the public outreach results and BPTC input to the Parks and Recreation Commission
- On February 7, 2023, the City Council directed staff to cease work on the updated master plan and instead focus on making park improvements for the budget currently available for the project – approximately \$1.9 million
- In June 2023, staff began evaluating potential bandstand locations and park improvements that could/should be made without encroaching on the regulatory agencies' jurisdiction while also addressing aging infrastructure challenges and public comments received during the outreach, including replacing the bandstand
- ❖ *On July 28, 2023, the City approved a task authorization with its on-call landscape architecture consultant, Callander Associates, to provide preliminary design options for the Lions Wayside and Delucchi Parks renovations*
- ❖ *On September 1, the City's on-call surveyor provided a topographic survey of Lions Wayside and Delucchi Parks*
- ❖ *On September 14, staff and their consultant presented two conceptual plans to the Parks and Recreation Commission for review and a recommendation. The Parks and Recreation Commission recommended Concept A and was fairly evenly split between bandstand Option A and Option B*
- ❖ *In early October, staff sent out notifications to all occupants and property owners within 1,000 feet of the parks regarding the Lions Wayside and Delucchi Parks agenda item on the upcoming City Council meeting agenda*
- ❖ *On October 17, staff presented the concepts to the City Council. The Council directed staff to proceed with Concept A and bandstand Option B and approved a contract with the consultant to complete construction documents for the project.*
- ❖ *On November 7, staff met on-site with the consultant to confirm project limits and discuss refinements to the conceptual plan*
- ❖ *The design development documents are currently being prepared.*

SKATEPARK

The city of Pleasanton prioritized a skatepark as part of the Capital Improvement Program process for FY 2019/20.

Project status: The construction document phase of the project is underway.

- The skatepark conceptual plan was finalized and presented to the Parks and Recreation Commission for approval on January 13, 2022. The Commission approved the draft conceptual plan on a 4-2 vote
- On March 15, 2022, the skatepark conceptual plan was presented to the City Council for review and approval. The City Council unanimously approved the conceptual plan and directed staff to complete the design of the skatepark through to biddable documents but also directed staff to consider value engineering or other alternatives, such as phasing portions of the work, to reduce anticipated costs
- On May 17, 2022, the City Council approved a contract amendment with the design consultant, RRM Design, to complete the design of the skatepark with a

targeted construction budget of \$6 million with \$5 million as the base bid and another \$1 million in bid alternates

- On May 31, 2022, the City Council allocated a total of \$2 million in funding for construction of the skatepark
- On June 21, 2022, the City Council allocated an additional \$1 million for construction of the skatepark, bringing the total skatepark budget to \$3 million
- Staff held a construction design kick-off meeting with the consultant on August 2, 2022
- On March 15, 2023, the consultant submitted the 50 percent complete construction documents
- On June 6, 2023, the City Council adopted a resolution to approve the 2-year Capital Improvement Program budget, which included \$6.4 million in funding for the skatepark
- ❖ *On July 5, 2023, the consultant provided the City with an updated cost estimate and bid alternatives exhibit to show how the project would be able to be constructed for the available budget*
- ❖ *On July 20, staff provided the consultant with comments on the 50 percent complete plan submittal*
- ❖ *On October 6, the consultant provided the city with 90 percent complete construction documents*
- ❖ *On October 31, staff provided the consultant with their plan comments for the 90 percent complete construction documents.*

CRICKET

The city of Pleasanton prioritized cricket as part of the Capital Improvement Program process for FY 2021/22.

Project status: *Construction is complete.*

- Staff conducted community outreach for cricket at the farmer's market on February 5, 2022, and at Muirwood Community Park on February 12, 2022
- On April 12, 2022, the City Council considered additional feedback from the community and directed staff to identify a location at Ken Mercer Sports Park that could accommodate a cricket field
- On June 17, 2022, staff posted a questionnaire regarding potential cricket field locations at Ken Mercer Sports Park. The advertisement ran through July 11 and 536 people responded to the questionnaire
- On June 21, 2022, the City Council allocated an additional \$250,000 for the cricket field project during the Fiscal Year 2022/23 Mid-Term Operating and Capital Improvement Program process, bringing the total project budget to \$500,000
- Staff met multiple times with the sports organizations to obtain their input June – August
- On August 11, 2022, staff presented the public outreach results to the Parks and Recreation Commission (PRC). The PRC recommended option 2

- On September 6, 2022, the City Council reviewed and approved the location of a cricket field at Ken Mercer Sports Park based on the PRC recommendation to locate the cricket field at option 2
- Staff obtained a proposal for construction design services from one of their on-call landscape architecture firms to design the cricket field in late September
- On January 20, 2023, the consultant submitted 50 percent of construction documents for review
- The cricket project was advertised for bid in May
- On June 6, 2023, the City Council allocated another \$50,000 for the construction of the cricket field based on the estimated project costs for a total project budget of \$550,000
- Bids were opened on June 14, 2023. Six bids were received with a low bid of \$414,430
- ❖ *On July 18, 2023, the City Council awarded the construction contract to the low bidder, ELLA*
- ❖ *Construction of the cricket field began on September 11*
- ❖ *Construction of the cricket field was deemed substantially complete on December 5, which started the 90-day maintenance period with the expectation that the construction fencing will be removed shortly before the field opens on March 1, 2024.*

URBAN FOREST MASTER PLAN

The city of Pleasanton identified the preparation of an Urban Forest Master Plan as a priority during the Climate Action Plan 2.0 process and allocated funding for the master plan during the FY 2021/22 capital improvement program funding process.

Project status: *Work on the master plan is currently underway.*

- On March 21, 2023, the City Council approved a professional services contract for \$325,178 with Dudek for the preparation of an Urban Forest Master Plan
- On May 16, staff held a kick-off meeting with Dudek
- On June 12, staff met with the consultant and began the tree inventory
- ❖ *At the beginning of August, staff posted an online survey regarding the urban forest master plan and created a website for the project: www.ptowntrees.com*
- ❖ *On August 10, 2023, staff presented the urban forest master plan process and schedule to the Parks and Recreation Commission for review*
- ❖ *Staff held public outreach events for the Urban Forest Master Plan on August 5 at the Pleasanton Farmer's Market, August 11 at the Concert in the Park, and September 16 at the Farmer's Market*
- ❖ *On October 4, staff and their consultant met with James Paxson with Hacienda Business Park to discuss the urban forest master plan*
- ❖ *On November 1, staff closed the public survey. Over 600 people took the survey*
- ❖ *In December, staff completed the draft update to the City's Tree Preservation ordinance, Chapter 17.16 of the municipal code.*

PLEASANTON PIONEER CEMETERY

The Pioneer Cemetery Master Plan was adopted by City Council on November 18, 2014. The cemetery improvements consist of the implementation of the Pioneer Cemetery Master Plan. The first phase was the construction of the Veteran's Memorial, the second phase included a storage and parking area, the third phase included entry and wayfinding improvements, and the fourth phase included improvements to the southern portion of the cemetery including a committal shade structure and further wayfinding improvements. The next phase of the project is proposed to provide more burial options and to expand the capacity of fiscal sustainability of the cemetery.

Project status: *The conceptual design of the fifth phase of the cemetery is complete.*

- ❖ *On September 8, 2023, staff prepared the draft conceptual design for the installation of columbariums (which house people's cremains) in the cemetery*
- ❖ *On November 13, staff completed the final conceptual design and estimate for the columbariums. The project is estimated to cost approximately \$660,000.*

COURT RESURFACING

The city of Pleasanton annually budgets for court repair and replacement in order to maintain the playability of the basketball, tennis, and pickleball courts in our city parks. During the 2023/24 Capital Improvement Program budgeting process, the City budgeted for the replacement of the court at Fairlands Neighborhood Park and for the conversion of tennis court 10 to pickleball courts and repainting courts 1 – 9 and 11 – 12 at Tennis and Community Park.

Project status: *The design of the court resurfacing project is underway.*

- ❖ *On August 3, 2023, staff met at Fairlands Park to confirm the extent of repair required for the two tennis courts*
- ❖ *In late November, staff started putting together the construction documents for the repair and replacement of the courts at Tennis and Community Park and Fairland Neighborhood Park*
On December 13, staff conducted a site reconnaissance at Tennis and Community Park and Fairlands Neighborhood Park to confirm measurements and the accuracy of the draft construction plans.

WEST LAS POSITAS

The city of Pleasanton identified the repair and replacement of West las Positas as a priority infrastructure project along with prioritizing it as a major on-street bicycle route in the Bicycle and Pedestrian Master Plan. On December 6, 2022, the City Council approved a design agreement with Mark Thomas to prepare two design alternatives: Alternative 1 being a "quick build" concept identifying the necessary work within the existing roadway with limited changes to the existing infrastructure, and Alternative 2, an "ultimate build" concept identifying work to build a multimodal trail permanently. Based on the conceptual plan, it is estimated that the construction cost of the project

including construction services for Alternative 1 and 2 is \$14.5 million and \$38.5 million, respectively.

Project status: *The design of the street project is underway.*

- In October 2021, the City Council awarded a contract to BSK Associates to conduct an extensive geotechnical study to identify the causes of road failures and develop recommended repair strategies for West Las Positas Boulevard between Hopyard Road and Stoneridge Drive
- On November 15, 2022, the City Council reviewed and adopted the West Las Positas Boulevard Bicycle and Pedestrian Corridor Improvement Plan and authorized the Phase 1 “quick build” improvements between Hopyard Road and Hacienda Boulevard
- In May 2023, the “quick build” construction was completed
- ❖ *On July 24, the concept plans were presented to the Bicycle, Pedestrian & Trails Committee*
- ❖ *On August 10, the concept plans were presented to the Parks and Recreation Commission*
- ❖ *On October 24, staff received the 35 percent complete construction plans and estimate from Mark Thomas.*

AUGUSTIN BERNAL MOUNTAIN BIKE TRAIL

The city of Pleasanton prioritized a one-way downhill mountain bike trail as part of the Capital Improvement Program process for FY 2019/20.

Project status: *Construction is complete.*

- In February 2022, the Golden Eagle Homeowners Association stated their support of allowing the necessary trail easement through Golden Eagle property. The City then contracted with a surveyor to provide the map exhibit and legal description for the trail easement document
- In March 2022, Dudek provided the final draft Initial Study and trail decommissioning plan for City review
- In April 2022, Dudek completed the 100 percent trail construction plans and submitted the environmental documents to the State
- The public comment period for the environmental documents for the Augustin Mountain bike trail project ended in June
- In November 2022, the City and the Golden Eagle Homeowners Association entered into a public access trail agreement for the portion of the proposed trail through Golden Eagle’s property
- The Initial Study and proposed Mitigated Negative Declaration for the trail project was circulated for public review on April 30, 2022, for 30 days
- The trail construction documents were advertised for bid in November 2022. Sealed bids were opened on December 21, 2022, with a sole bid of \$265,217
- On February 7, 2023, City Council approved the construction contract and adopted a resolution adopting the mitigated negative declaration for the project.

- On May 15, the contractor received environmental training from the biologist and construction began on the mountain bike trail
- Construction of the mountain bike trail itself was substantially complete on June 29
- ❖ *Trail decommissioning work was completed, and a final construction inspection was performed on November 14, 2023*
- ❖ *On December 20, the contractor submitted their final pay application to complete payment for the work performed.*

LUND RANCH TRAIL

The Lund Ranch property is located on the east side of town to the east of Lund Ranch Road and adjacent to the Bonde Ranch Open Space. The 168-acre property was donated to the City as part of the development agreement with the Lund Ranch property owner. The proposed trail in the open space surrounding the Lund Ranch development will be approximately 3 miles in length and will connect Sunset Creek Lane through the hills and past the creek on the east side of the development up around to the North with the Bonde Ranch Open Space trails. There will also be a trail extension that leads to the southeast property line near the Upper Sycamore Water Tank.

Project status: *Staff met on-site with the trail contractor and developer on November 2 and 30, 2023, to discuss the final trail alignment and construction details. Weather-willing, construction of the trail is expected to be complete by Spring 2024.*

BERNAL COMMUNITY FARM

Based on the support of the community, the City agreed to explore the design of a community farm for Pleasanton residents at the Bernal property. In March of 2017, the City accepted the design of a community farm on Sub-Area 7 and Sub-Area 16 of the Bernal property and approved an agreement with M.D. Fotheringham to prepare a Bernal Community Farm Master Plan. The Council adopted the draft master plan on May 1, 2018, and identified funding for the design of Phase 1 during the 2019-20 two-year CIP work plan process. The Bernal Community Farm Master Plan was adopted.

Project status: The City is currently working with the Master gardeners on the first phase of the project.

- On June 21, 2022, the City Council approved a memorandum of understanding with the Master Gardeners for a demonstration garden at the Bernal Community Farm site and authorized the Master Gardeners to proceed with the installation of a cover crop on a portion of the site
- In August 2022, the City installed an approximately 2,500-square-foot temporary parking lot
- In late 2022, the City disked, ripped, and added compost to the approximately 1-acre portion of the community farm scheduled for use by the Master Gardeners
- In December 2022, the Master Gardeners seeded the area with a pollinator-friendly cover crop

- The City held a cover crop kick-off event with the Master Gardeners on May 22, 2023, which was attended by the mayor and other council members
- In May 2023, the compost hub was open to the public
- ❖ *On July 19, 2023, staff met with the Master Gardeners to discuss fence design, placement, and installation*
- ❖ *On September 12, staff prepared a fence exhibit for the Master Gardeners utilizing AutoCAD and the City's GIS system and went out to the site to stake the corners of the fence posts*
- ❖ *In November, the Master Gardeners started mulching the site of their garden in preparation of the installation of the fence*
- ❖ *Staff is currently working with the Master Gardeners on the placement of their storage container.*

MISCELLANEOUS PARK AND TRAIL PROJECTS

The following is a list of small projects that fall into the categories of "routine replacement," "minor renovation" or "public art installation."

CALFIRE grant

The threat of the recent Canyon Fire on Pleasanton Ridge, which burned 71 acres in June 2022, prompted an internal discussion between the Livermore-Pleasanton Fire Department (LPFD) and city staff regarding fire management and future fire protection along the City's western edge. Staff discussed some of the opportunities, such as grants, that would help to address the challenges of the "Very High Fire Severity Zones" that are located along Pleasanton Ridge.

In early 2023, a grant opportunity presented itself via the CAL FIRE California Climate Investments Wildfire Prevention Grants Program. CAL FIRE allocated \$115 million in funding for three types of activities: hazardous fuels reduction, wildfire prevention planning, and wildfire prevention education. The program is funded through California Climate Investments, which "puts cap-and-trade dollars to work," and does not require matching funds from the agency applying for the grant.

The city of Pleasanton and the LPFD reviewed the grant opportunity and partnered to apply for a grant in March 2023 for the Augustin Bernal Fuels Reduction project for Augustin Bernal Community Park in the amount of \$1,049,100 under the Hazardous Fuels Reduction portion of the CAL FIRE Wildfire Prevention Grants Program.

The Augustin Bernal Fuels Reduction Grant will cover approximately 125 acres and focus on the sections of Augustin Bernal Community Park adjacent to housing, the old fire road, generally known as the Golden Eagle and Valley View trails, as well as up to 100 feet on both sides of the trail network.

- On May 16, 2023, the City Council adopted a resolution acknowledging the submission of the grant application
- ❖ *On July 27, CALFIRE notified the City of Pleasanton and LPFD that they were awarded the grant*

- ❖ *On September 29, CALFIRE provided the City with a copy of the grant agreement for signature*
- ❖ *On October 26, the City submitted the signed agreement and resolution to CALFIRE*
- ❖ *On December 27, CALFIRE notified the City that the agreement has been executed and will be sent to the City.*

Playground Renovation (Minor Renovation)

Consistent with the City's ongoing playground replacement plan, the City replaced the play areas near the community garden at Val Vista Community Park (one for two- to five-year-old children and one play area for five- to twelve-year-old children).

- In August 2022, staff advertised a Request For Qualifications (RFQ) for the Design, Supply, and Installation of Replacement Play Apparatus for Val Vista Community Park
- Four playground design companies submitted qualifications packages for the Val Vista playground renovation project on August 31, 2022
- Miracle Playsystems was chosen as the preferred design company in September
- Two conceptual designs were created and shared with the public for feedback at a community meeting and through an online survey in November 2023
- The conceptual plans and public input were shared with the Parks and Recreation Commission on December 7, 2023. The Commission directed staff to proceed with the option preferred by the public with some modifications to address public comments
- On January 7, 2023, the City Council approved the design with updates per the recommendation of the Parks and Recreation Commission and awarded the contract to Miracle Playsystems
- Construction began on June 5, 2023
- ❖ *Construction was completed in July 2023, the City conducted its final inspection of the project on July 27, and the contractor completed the construction punch list in early August*
- ❖ *On October 17, the City Council accepted the \$332,770 playground project for Val Vista Community Park.*

200 Old Bernal Avenue Landscape Renovation (Minor Renovation)

To complement the improvements to the Council Chamber and to be consistent with the City's goal to reduce water use and lead by example, the City sheet mulched a portion of the front lawn of 200 Old Bernal Avenue and removed and replaced the other lawn and planting areas with primarily native and all low-water-use plants and a new more efficient irrigation system.

- ❖ *On October 18, 2023, staff completed draft plans for converting the lawn and high-water-use plants in front of 200 Old Bernal Avenue to low-water-use and mostly native plants*
- ❖ *On November 3, staff met with the City's landscape contractor, Terra Landscape, to discuss the project and review construction details and schedule*

- ❖ *On November 16, Terra Landscape provided the city with its landscape renovation proposal*
- ❖ *On November 20, staff provided Terra with a Notice to Proceed with the work*
- ❖ *On November 29, construction began*
- ❖ *On December 27, the planting and irrigation improvements were substantially completed, but completion of the decomposed granite pathway was placed on hold until after the New Year due to the weather.*

EQUITY AND SUSTAINABILITY

Not applicable, as this item is a routine update regarding City business.

OUTREACH

This is an update regarding specific projects and tasks performed by the Landscape Architecture Division. Any outreach conducted is indicated as part of the project/task update.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this item is a routine update regarding City business.

FISCAL IMPACT

None.

Submitted by:

A handwritten signature in black ink, appearing to read "Matt Gruber", with a stylized, flowing script.

Matt Gruber
City Landscape Architect