

City of Sacramento
Parks and Community Enrichment Commission Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2024-01592

11/7/2024

Discussion Item 7.

Sports Field and Permitting & Events Annual Updates

File ID: 2024-01592

Location: Citywide

Recommendation: Receive and comment.

Contact: Anthony Munoz, Recreation Manager, (916) 808-6251, Amunoz@cityofsacramento.org, Department of Youth, Parks, and Community Enrichment

Attachments:

1-Description/Analysis

Description/Analysis

Issue Detail: The City of Sacramento's Youth, Parks, and Community Enrichment (YPCE) Department is committed to ensuring all community members have equitable access to sports fields. YPCE has approximately 245 Sports Field Listings in our reservation system. All sports fields can be rented out for recreational use. Sports fields are allocated and permitted annually following YPCE's Athletic Field Use and Allocation Guidelines.

[https://www.cityofsacramento.gov/content/dam/portal/ypce/Permits/YPCE%20Field%20Allocation%20Guidelines%209.12.2024%20\(Final\).pdf](https://www.cityofsacramento.gov/content/dam/portal/ypce/Permits/YPCE%20Field%20Allocation%20Guidelines%209.12.2024%20(Final).pdf)

Sports field requests are channeled through the Reservations Office located at the Coloma Community Center. A letter reviewing the criteria and deadlines to apply for an athletic field use is shared with sports organizations/field users at the beginning of August (see Appendix A.) Athletic Field Use Guide/Applications for Long Term Athletic Fields for January through December are due on the third Thursday in September. Application(s) must be received/postdated on or before the third Thursday in September. Any requests received after these deadlines will be considered on a first come-first serve basis after the allocation has been completed. Organizations must be in good financial standing to have their applications for field use considered. Good financial standing means no outstanding invoices greater than 30 days owed to the City of Sacramento.

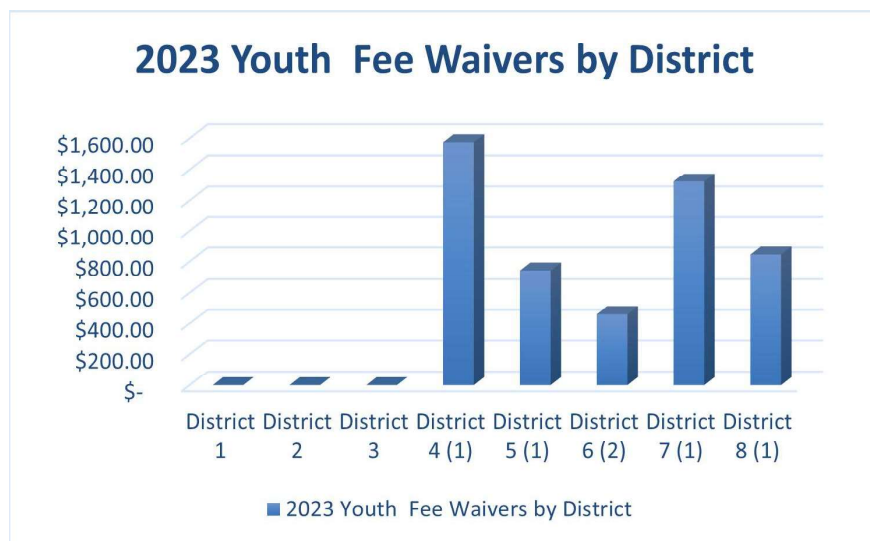
Youth Sports Field fee reduction/fee waiver program

The City of Sacramento continues to offer the Youth Sports Field fee reduction/fee waiver program

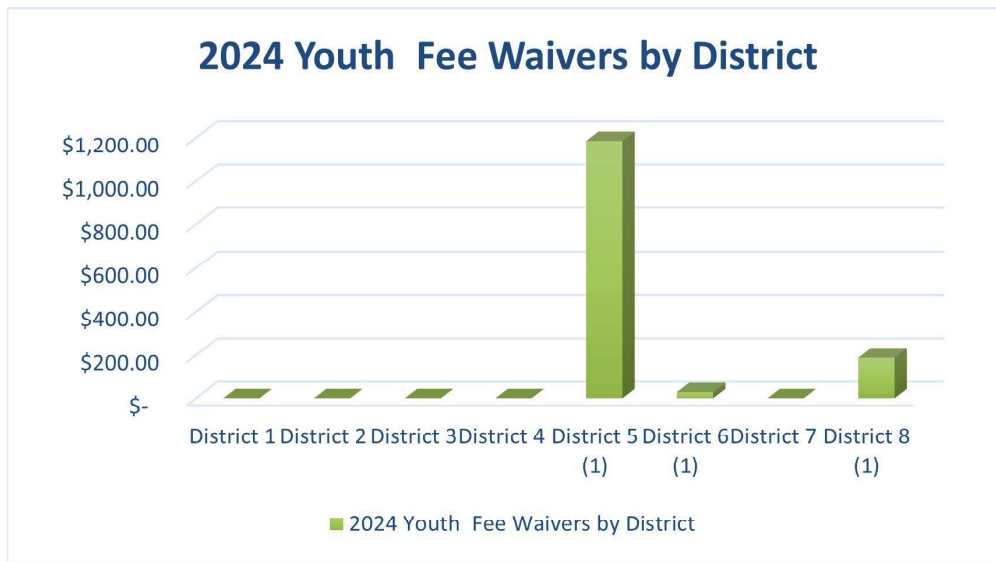
through the Council approved Resolution No. 2022-0221 (see Appendix B.) Fee reduction/waiver forms will be provided when an applicant receives their 2025 Long Term Sports Field permits. The Youth Sports Field fee reduction/fee waiver program has no impact on how fields are allocated and is intended to ensure that all youth sports leagues within the City have an equal opportunity to utilize the available sports fields if they meet the criteria outlined below.

The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager’s designee, is authorized to issue a **Sports Field Permit fee waiver** for an organization who meets the following criteria:

- a) A recreation youth league;
- b) A non-profit in good standing, or governmental agency;
- c) The majority of registered participants are Sacramento residents;
- d) The league does not charge to participate; and
- e) The league uses volunteer coaches only



\$4945.25 in fees waived in 2023



\$1401.00 in fees waived in 2024 thus far

The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager’s designee, is authorized to issue a **Sports Field Permit fee reduction of 50%** for an organization who meets the following criteria:

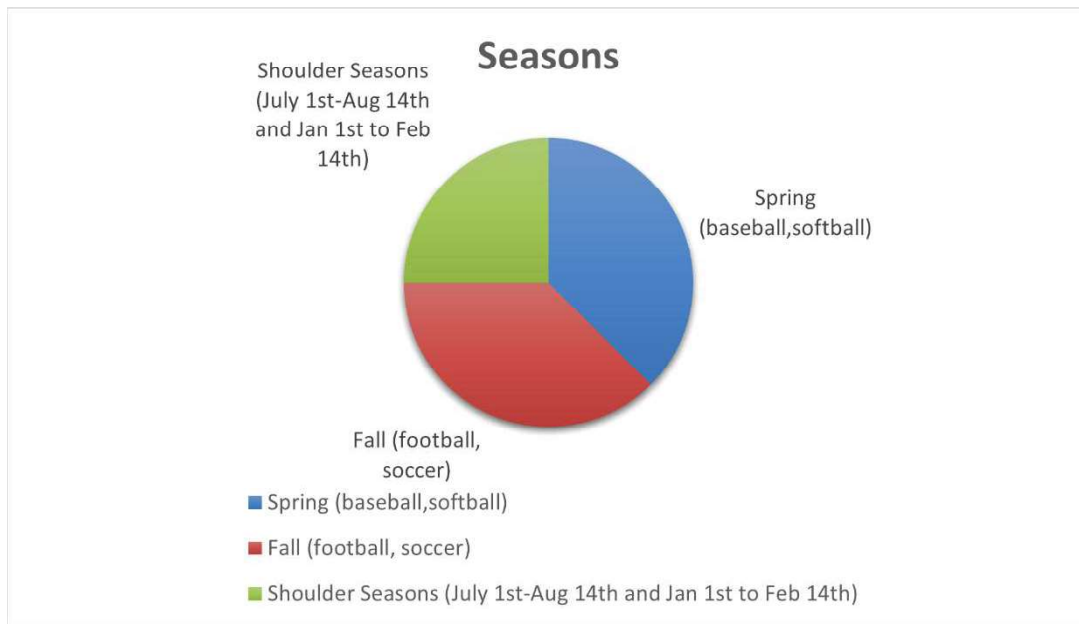
- a) A recreation youth league;
- b) A non-profit in good standing, or governmental agency;
- c) The majority of registered participants are Sacramento residents;
- d) The league uses volunteer coaches only

Seasons

As more sports have become year-round, YPCE has established seasons to assist with the field allocation process.

Sports seasons are defined as follows:

- Spring (baseball, softball): February 15th - June 30th
- Fall (football, soccer): August 15th - December 31st
- Shoulder Seasons: July 1st - August 14th and January 1st - February 14th



In-season sports are given priority over off-season sports. Fees may apply to leagues/teams requesting field space during the shoulder seasons for pre-season and post-season activities, as availability may be limited.

Allocation Criteria

The field splitting process includes the allocation of field space to organizations who have completed long term sports field application by the established application deadline. When conflicting reservations are requested, YPCE staff will allocate the fields as fairly and equitably as possible, taking into consideration a number of factors, including (but not limited to whether a returning organization is in good standing and has met all application requirements.

In allocating fields, the City will prioritize City uses, including:

- City of Sacramento Park Maintenance
- City Programs

In allocating remaining field availability, the City will consider a number of factors regarding the use/applicant, including but not limited to:

- Priority Agreement Holders
- Historic Users (2 or more years of continuous use since 2022 and on-time payments)
- In-season sports vs. off-season and shoulder season use
- Youth programs vs. adult programs

- Non-profit vs. for profit programs

Field Allocations and Permits

A tentative permit is issued to an organization from the City of Sacramento/YPCE Reservations Office. The tentative permit remains in pending status until all additional required documentation and payment has been received by the designated deadline. Only once all additional required criteria have been met, shall the permit move from tentative to firm.

Permits are not transferable.

2023 Application Statistics	Youth	Adults
Applications Received	67	14
Permits Issued	429	187
<i>*Total number of Youth served 11,000-12,000</i>		
2024 Application Statistics	Youth	Adults
Applications Received	75	23
Permits Issued	473	198
<i>*Total number of Youth served 14,000-15,000</i>		

Payments

Permit fees are due on the first of the month. Once an application is issued a contract number, the cancellation policy becomes applicable.

Permitting & Events

Permitting & Events which includes Special Events permitting and Event Support Services, is responsible for permitting City parks and the public right of way (streets, sidewalks, alleys and bike/jogging trails) for special events and providing City and Council sponsored events with equipment requests. Special Event Applications and Permits are required for any park event that includes:

- more than 200 attendees;
- amplified sound or alcohol (regardless of the event size);
- plans to be open to the public; and/or
- street closures.

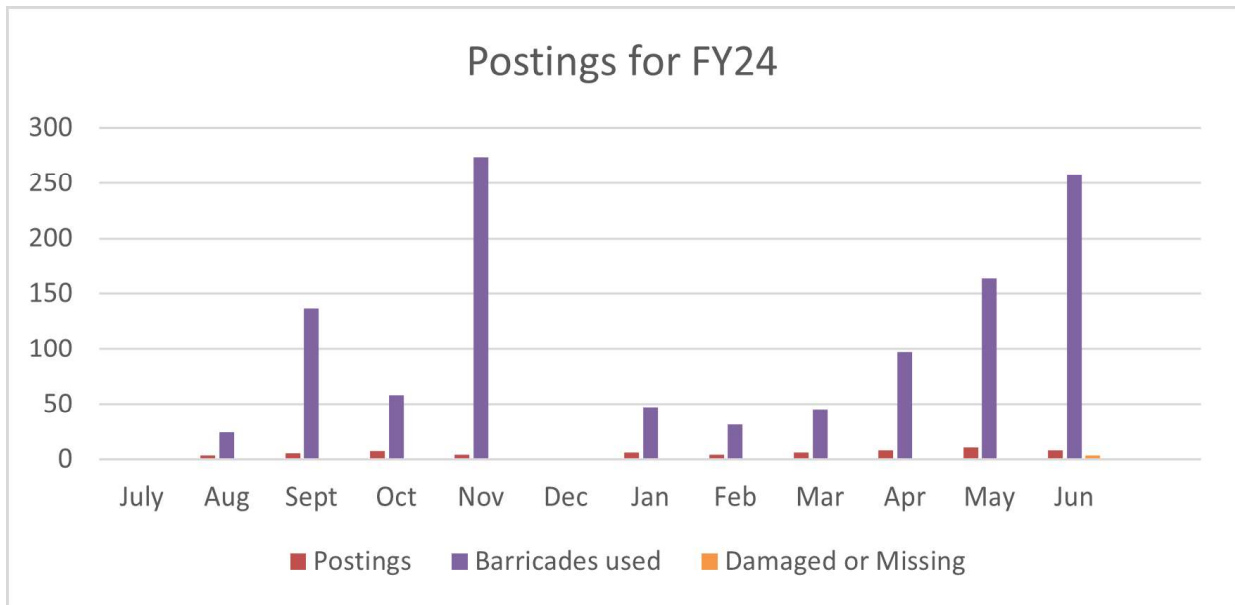
Special Event Applications are due 60 days in advance of the event. Fees are based on attendance and other City department requirements (Police and Fire services, Parking, Traffic Engineering, etc.) The City of Sacramento hosts more than twelve hundred public special events annually, including runs, walks, triathlons, parades, concerts and festivals. Events are held throughout Sacramento

including Old Sacramento, the State Capitol and more than 230 Parks.

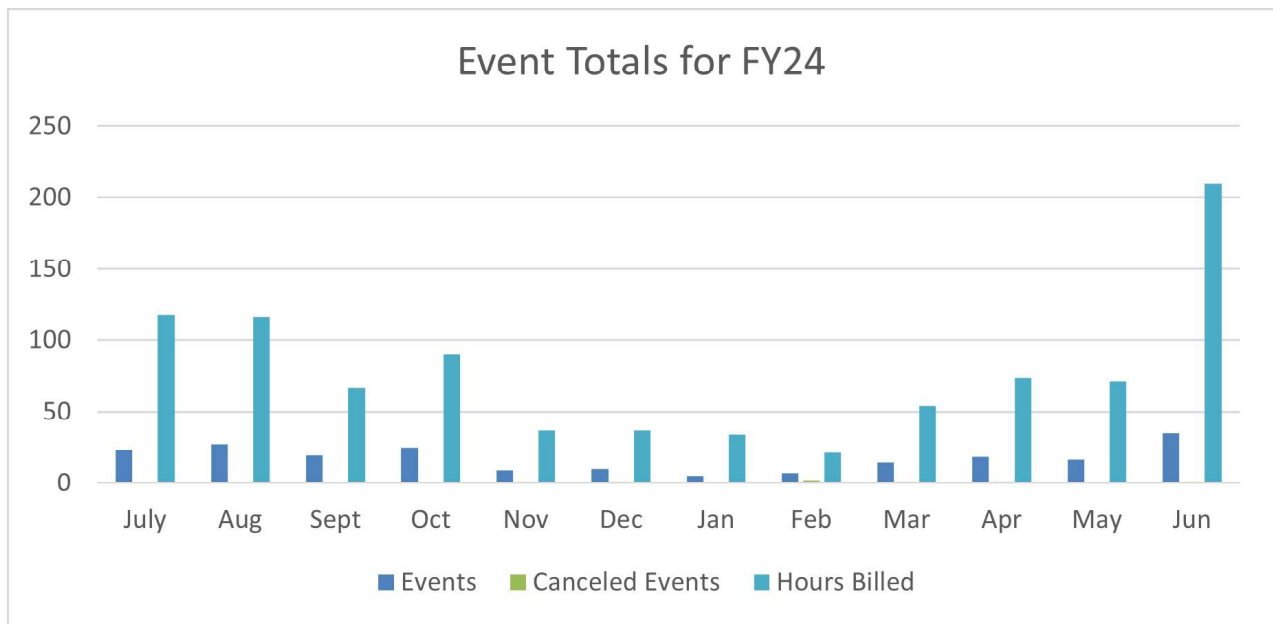
Due to the influx of special events over the years and as part of the FY25 budget, the City of Sacramento has added a division in the Convention and Cultural Services Department to help streamline entertainment related permits. YPCE’s Special Event team also issues Neighborhood Block Party Permits. Neighborhood Block Party Permits are intended for residents to close a street for the purpose of a neighborhood celebration or gathering. Neighborhood Block Parties are not open to the public. The table below shows an increase in all categories of from 2023 to 2024 events.



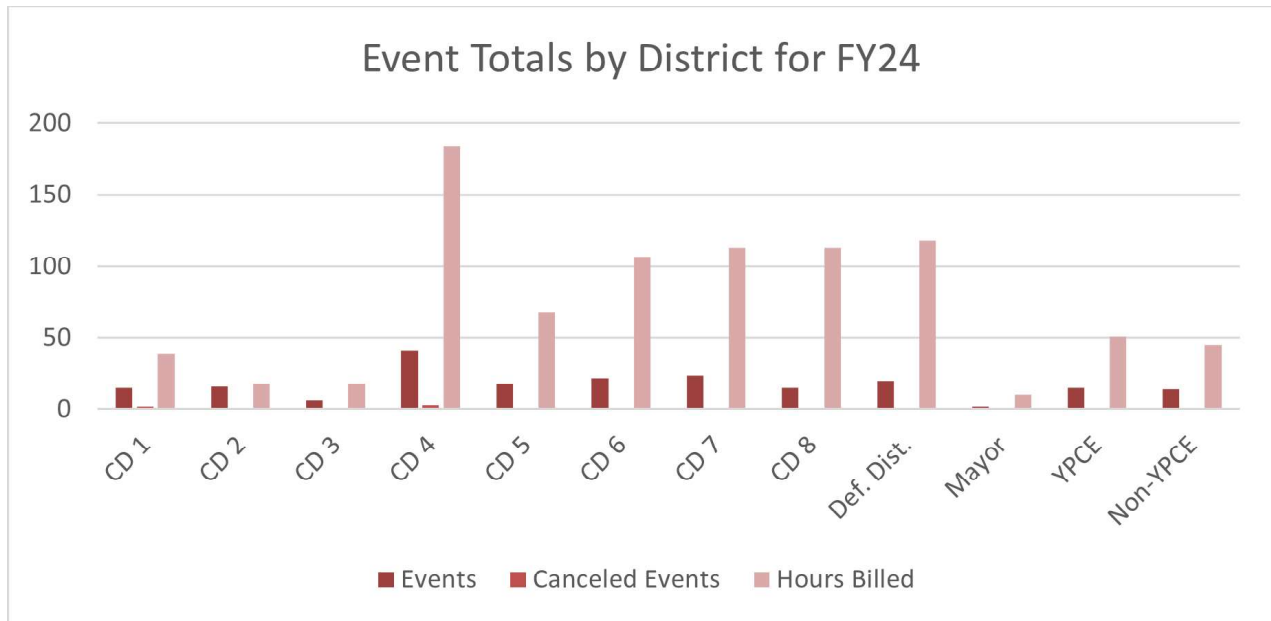
Event Support Services is a sub-section of Permitting and Events that provides support to Mayor and Council Offices for large- and small-scale events. Event Support Services is the initial point of contact for the events and will secure park reservations, coordinate park needs with Park Maintenance and Park Ranger Services. This team utilizes an Equipment Request Form (Appendix C) with Council offices to provide equipment such as tables, chairs, stages, sound equipment and canopies for special events. Posting and events supported for FY24 are outlined in the charts below.



Total Postings 61 Total Barricades 1135 Total Damaged/Missing 5



Total Events 208 Total Canceled 7 Total Hours billed 928.50



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Appendix A.



Dear Athletic Field User,

The City of Sacramento's Park Reservation's Office is committed to providing you with the highest quality customer service in helping to schedule your fields for the season. Applications for Long Term Athletic Field Use for 2025, January through December, are due on **Thursday, September 19, 2024**. Application(s) must be received/postdated on or before September 19, 2024. Applications received after September 19, 2024, will **not** be accepted as part of the Long-Term Permit process, no exceptions.

Fields will be allocated based on the City's field allocation guidelines, which will be available on the City's website before September 19. Organizations must be in good financial standing to have their applications for field use accepted. Organizations are not in good financial standing if they are more than 30 days late on paying any field reservation fees as of September 19th.

All fields will be closed January 1- February 12, 2024, for rest and maintenance. Additional field maintenance/field closures may be added through the year.

The following fields will be closed for additional rest and maintenance Spring 2025 (March – June):

1. Redwood - Softball/Baseball
2. Regency - Soccer

The City of Sacramento continues to offer the **Youth Sports Field fee reduction/fee waiver program**.

Please see the attached Council Resolution for details. Fee reduction/waiver forms will be provided when you receive your 2025 Long Term Sports Field permits.

Our office is open to the public Monday thru Friday from 8:30 a.m. – 6:00 p.m. If you are unable to complete the Long Term Athletic Field Use application form electronically, please mail your form via USPS, postdated no later than September 19, 2024, or drop your form off in person at the Coloma Community Center by the due date.

We look forward to working with you, and good luck in planning for the 2025 season. If you have any questions or concerns, please do not hesitate to contact us at (916) 808-6060.

Sincerely,
The Reservations Office
Youth, Parks, and Community Enrichment
4623 T Street, Suite B
Sacramento, CA 95819
E-mail: sacrecreation@cityofsacramento.org
Phone: 916-808-6060

**All field closure dates subject to change and timelines are estimates*

Appendix B.

RESOLUTION NO. 2022-0221

Adopted by the Sacramento City Council

June 28, 2022

Authorizing Fee Waivers and Fee Reductions for Sport Field Usage

BACKGROUND

- A. The Department of Youth, Parks & Community Enrichment has approximately 245 Sports Field Listings in Active Net. All sports fields can be rented out for recreational use.
- B. The sports field permit fees help to offset the field maintenance and operational costs. The permit fees are set under the City Council-Approved Fees and Charges Report.
- C. With the growing number of youth participation in sports leagues operating year- round, competition for field rentals within the City has increased which has placed some organizations at a disadvantage.
- D. The proposed fee waivers will ensure that all youth sports leagues within the City will have an equal opportunity to utilize the available sports fields.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager's designee, is authorized to issue a Sports Field Permit fee waiver for an organization who meets the following criteria:
 - a) A recreation youth league;
 - b) A non-profit in good standing, or governmental agency;
 - c) The majority of registered participants are Sacramento residents;
 - d) The league does not charge to participate; and
 - e) The league uses volunteer coaches only

Appendix B.

Section 2. The City Manager, or the Director of the Department of Youth, Parks, & Community Enrichment as the City Manager’s designee, is authorized to issue a Sports Field Permit fee reduction of 50% for an organization who meets the following criteria:

- a) A recreation youth league;
- b) A non-profit in good standing, or governmental agency;
- c) The majority of registered participants are Sacramento residents; and
- d) The league uses volunteer coaches only

Adopted by the City of Sacramento City Council on June 28, 2022, by the following vote:

Ayes: Members Ashby, Guerra, Harris, Jennings, Loloee, Schenirer, Valenzuela, Vang, and Mayor Steinberg

Noes: None

Abstain: None

Absent: None

Attest:  07/12/2022
Mindy Cuppy, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the Sacramento City Council.

Appendix C.



Council District Event & Equipment Request Form

*Requests must be received **30 days** prior to the event for approval. Private rentals are not available.*

APPLICANT INFORMATION			
Requestor:		Council District:	
Day Phone:		Cell Phone:	
Email Address:			
Day of Event Contact:		Cell Phone:	
Email Address:			
EVENT INFORMATION			
<input type="checkbox"/> Council Event		<input type="checkbox"/> Council Sponsored Event	
Event Title:			
Event Location:			
Event Address:			
Event Date:	Start Time:	End Time:	
Delivery Date:	Delivery Time:	Pick-up Date:	Pick-up Time:
Estimated Event Attendance:			
EVENT DETAILS-Type of Event (check all that apply)			
<input type="checkbox"/> Park Day	<input type="checkbox"/> Food Truck	<input type="checkbox"/> Movie Night	<input type="checkbox"/> Press Conference
<input type="checkbox"/> Groundbreaking	<input type="checkbox"/> Parade*	<input type="checkbox"/> Small Concert	<input type="checkbox"/> Other:
<input type="checkbox"/> Ribbon Cutting	<input type="checkbox"/> Run/Walk*	<input type="checkbox"/> Large Concert	
<input type="checkbox"/> Park Clean-Up	<input type="checkbox"/> Alcohol Served	<input type="checkbox"/> Street/Sidewalk Closure*	
<i>*Map of route and street closures must accompany this application.</i>			
SUPPLY REQUESTS-Event Support will pick-up and deliver items to location			
<input type="checkbox"/> Water bottles	<input type="checkbox"/> Plates	<input type="checkbox"/> Napkins	
<input type="checkbox"/> Ice/ice chest	<input type="checkbox"/> Plastic utensils	<input type="checkbox"/> Popcorn kernels/bags	
ACTIVITY REQUESTS (will require contract)			
<input type="checkbox"/> Arts & Crafts (no contract)	<input type="checkbox"/> Movie Screen	<input type="checkbox"/> Face Painter (hired/supplies included)	
<input type="checkbox"/> Band/DJ:	<input type="checkbox"/> Movie Title: _____	<input type="checkbox"/> Face Painting Kit (no contract/volunteers needed)	
<input type="checkbox"/> Clown	<input type="checkbox"/> Bounce House	<input type="checkbox"/> Rock Wall	
<input type="checkbox"/> Standard Toilet Unit(s):	<input type="checkbox"/> ADA Toilet Unit(s):	<input type="checkbox"/> Handwashing Unit(s):	<input type="checkbox"/> Hand Sanitizer Unit(s):

Updated 7/11/24

Appendix C.

Notes / Special Instructions:

SPECIAL EVENT EQUIPMENT REQUEST AND LABOR					
Equipment	Quantity	Specifications	Equipment	Quantity	Specifications
Barricades		"A" Frame Style	Cones		<input type="checkbox"/> Small <input type="checkbox"/> Large
Fencing		Contact Us	Delineators		4' tall
Tables		<input type="checkbox"/> Rectangle <input type="checkbox"/> Round <input type="checkbox"/> Highboy	Gold Scissors		Large Medium
Chairs		Brown Folding Chairs	Gold Shovels		<input type="checkbox"/> Rectangle <input type="checkbox"/> Round <input type="checkbox"/> Highboy
Canopies		10' x 10'	Flags		<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> City
Food Tent		10' x 10' canopy w/ enclosure	Sound System		Explain use in notes
Stanchions		Velvet Rope <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage		Explain use in notes
Generator		<input type="checkbox"/> 2K <input type="checkbox"/> 3K <input type="checkbox"/> 5K	Podium (City Logo)		Built in sound w/Mic
Popcorn Machine		Large Regular	Podium		Built in sound w/Mic
Other/Special Requests or Instructions:					
SPECIAL EVENTS					
Special Event Staffing Labor is \$45 per hour, per staff the rate it includes equipment prep, delivery, set-up, pick-up and restocking. All equipment must be placed on the original rack following the event, or additional labor fees will be applied. (No free hours of service except for Y.P.C.E. events.) (Applications are on a first come first served basis.) Items not listed, please ask for in the "Other/Special Requests or Instructions" section.					
Additional fees will be applied for lost, damaged or soiled equipment. A Reimbursement Request will be emailed monthly. The Council office is responsible for payment and must provide Special Event Services with a copy of the transaction number.					

Updated 7/11/24

Appendix C.

<p>RISK MANAGEMENT (ADDITIONAL INSURANCE)</p> <p>Risk Management Staff will determine if additional insurance is needed for the event. If additional insurance is needed, council will be required to pay for the additional coverage. The City Clerk’s Office will contact Risk Management on your behalf. If additional insurance is required, Risk Management will follow up with a request form. Insurance fees will be billed directly from Risk Management.</p>
<p>SACRAMENTO FIRE DEPARTMENT (INSPECTIONS)</p> <p>Tents that are larger than 400 square feet must be permitted and inspected by the Sacramento Fire Department (SFD). A Tent Permit application must be submitted along with the Tent Permit fee of \$216 to the Sacramento Fire Department. If the tent cannot be inspected during normal business hours, SFD will charge for the inspection. The inspection fee is \$254 per hour, with a minimum of three hours. Fees will be billed directly from SFD. Fees for Pyrotechnics \$301, Helistop (Special Events) \$343, and Carnivals \$386.</p>
<p>SACRAMENTO POLICE DEPARTMENT (SECURITY/STREET CLOSURES)</p> <p>You may be required to hire Sacramento Police Department (SPD) officers, a professional security company, or a combination of both. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of event, nature of the event, street closures, and the amount and type of advertising used to promote your event. If you are required to hire Sacramento Police Officers, the Sacramento Police Department, Special Events Unit will issue you a contract for their services. You will be responsible for reimbursing the Sacramento Police Department for the officers’ time. SPD fees are the following: \$100 per hour for an officer, four hours minimum per officer; \$123 per hour for a sergeant, four hours minimum per sergeant; \$33 per vehicle, per day. Events with alcohol require a minimum of one SPD officer on site. Fees will be billed directly from SPD.</p>
<p>PARKING DIVISION (RESERVED PARKING REQUEST)</p> <p>When non-metered parking spaces need to be reserved, City staff will post “No parking/Tow Away” signs 72 hours in advance of the event. The fee for those services will be included in the Special Event Services Labor costs.</p> <p>If the spaces that need to be removed are metered spaces, and the meters will be in service during the time of your reservation, you will be charged an administrative fee of \$25 and lost revenue fee per meter, which is \$7 per meter per day. The bagging/posting fee of \$50 for the first meter/parking space and \$5 for each additional meter/parking space also applies. If the request is less than 10 business days prior to the event an Expedited Fee of \$175 will be charged. If reserving metered parking spaces, you will need to complete the on-street reserved parking application at https://forms.cityofsacramento.org/f/PWParkingmeterspaceres. Fees for metered parking spaces will be billed directly from the Parking Division.</p>
<p>PORTABLE TOILET AND HANDWASHING UNITS</p> <p>Rental fees apply and invoices are sent directly to council offices for payment. We recommend one (1) standard toilet for every 250 attendees, or a portion thereof. In addition, one (1) ADA-accessible toilet must be provided for every 500 expected attendees. The figure is based upon the maximum number at your event during peak time.</p>
<p>SPECIAL EVENT REVIEW BOARD</p> <p>An Event Review may be required if the event includes alcohol, street closures, or any other amenity that may be a concern to other city departments. Special Event Services will contact you to schedule the Event Review.</p>
<p>ADVERTISEMENTS/BANNERS</p> <p>Staff designed advertising creates a professional look to event material. YPCE’s Marketing Team can design print material for the event if requested. A PDF of the requested material will be emailed to council staff. Council offices will need to print and distribute the material. Please see the YPCE Marketing Team Media Request Form for available sizes and pricing.</p>
<p>PARK MAINTENANCE & PARK RANGER SUPPORT</p> <p>For all events, mowing, restroom, pressure washing, and group area pressure washing will be completed Monday through Friday the week of the event. If you are requesting park services on a Saturday or Sunday there is a \$75 per staff, per hour fee for services.</p> <p>If Park Rangers are requested to lock/unlock park gates or to provide additional security for the event, a \$114 per staff, per hour rate will be billed to the specific event and council district.</p> <p>REQUEST SERVICES:</p> <p><input type="checkbox"/> Additional Trash Cans <input type="text"/> (more than 10 requires a trailer at \$276)</p> <p><input type="checkbox"/> Maintenance during event (trash pickup and restroom cleaning) / \$75 per hour x <input type="text"/> hours (minimum of two hours)</p> <p><input type="checkbox"/> Restroom and/or group area pressure washing the day of the event / \$138 (flat fee)</p> <p><input type="checkbox"/> Lock/unlock gates / \$96 (flat fee) <input type="checkbox"/> Ranger Security / \$96 per hour x <input type="text"/> hours (minimum of two hours)</p>

Policy Considerations: None.

Economic Impacts: None.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: Youth, Parks, and Community Enrichment provides annual updates to commission on Community Centers and Community Recreation.

Financial Considerations: Not applicable.

Local Business Enterprise (LBE): Not applicable.