

NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

Date/Time: **Thursday, June 2, 2022, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

This meeting will be open to the public for in-person participation. In accordance with the California Department of Public Health Guidelines, universal masking indoors is recommended for all persons regardless of vaccination status.

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Commission on any item, before or during consideration of the item, however, no action shall be taken on any item not on the agenda.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Items from the Audience - In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Commission.
5. Approval of Meeting Minutes
 - a. Review and Approve the Regular Meeting Minutes from **May 5, 2022**
6. Old Business
 - a. **NONE**
7. New Business
 - a. **REVIEW AND APPROVE THE SPORTS FIELD HANDBOOK UPDATE**
 - b. **REVIEW, PRIORITIZE, AND MAKE RECOMMENDATION TO CITY COUNCIL TO APPROVE THE FINAL NAME OF THE TRACY HILLS PHASE 1B PARK**
 - c. **REVIEW, DISCUSS, AND APPROVE THE COMMISSION GOALS AND OBJECTIVES FOR FY 2022/2023**
8. Items from Staff
 - a. **RECEIVE THE SENIOR QUARTERLY REPORT ON NEEDS & CONCERNS**
9. Items from the Commission
10. Adjournment

AGENDA POSTED: May 26, 2022

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

<https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
Thursday, May 5, 2022**

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:01 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg, Vice Chair Krogh & Commissioner Singh
- b. Tardy: Commissioner Souza (7:03pm) & Commissioner Jimenez (7:05pm)
- c. Absent: None
- d. Staff Present: Brian MacDonald, Director of Parks & Recreation; Richard Joaquin, Parks Planning and Development Manager; Thien Nguyen, Recreation Services Supervisor; Justin Geibig, Recreation Program Coordinator; Katie Akre, Recreation Program Coordinator; and Todd Rocha, Public Works Superintendent
- e. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Richard Joaquin, Parks Planning and Development Manager

4. ITEMS FROM THE AUDIENCE:

There were no public comments via the audience.

5. APPROVAL OF MEETING MINUTES

- a. Reviewed and Approved the Regular Meeting Minutes from **April 7, 2022**

ACTION: Motion was made by Commissioner Souza and seconded by Vice Chair Krogh to approve the minutes from April 7, 2022. Roll call found Vice Chair Krogh and Commissioners Jimenez and Souza all in favor. Chair Lieberg and Commissioner Singh abstained. Passed and so ordered with a 3,0,2 vote

6. OLD BUSINESS:

- a. **REVIEW AND PROVIDE RECOMMENDATION TO CITY COUNCIL ON THE CITYWIDE PARKS, RECREATION, AND TRAILS MASTER PLAN**

Richard Joaquin presented the presentation to the Commission.

Commission questions and comments followed.

Brian MacDonald, Director of Parks & Recreation and Richard Joaquin, Parks Planning & Development Manager answered the questions of the Commission.

John Palmer, Project Manager with Integral Communities thanked the Commission and City of Tracy staff. He really does believe with the commissions guidance and staffs help that Tracy Hills and the COT will get really good parks out of the Master Plan.

John Palmer also explained to the commission that there are standards you will have in the parks, but he stated they are trying to implement the fact that they are looking at

these parks as a park system instead of individual parks that will create and experience for the community by making these parks all different with different amenities to you want to continue to visit all the parks.

Commissioner comments followed.

Commissioner Souza asked about the email from Mr. Aslam that was on the dais and if they needed to respond to him.

Thien answered the question of the commission regarding the email sent.

The Parks and Recreation department received an email from Mr. Aslam expressing his desires for and upgrade at Placencia Fields. This was not read into the record as it was over the 250-word limit but placed on the website as a handout as all commissioners and staff received a copy.

ACTION: Motion was made by Vice Chair Krogh and seconded by Commissioner Souza to make a recommendation to City Council to adopt the Citywide Parks, Recreation, and Trails Master Plan Update. Roll call found Chair Lieberg, Vice Chair Krogh and Commissioners Jimenez, Singh, and Souza all in favor. Passed and so ordered with a 3,0,0 vote

7. NEW BUSINESS:

a. REIVEW AND APPROVE THE FACILITYH HANDBOOK

Katie Akre presented the staff report to the commission.

Commissioner Jimenez provided feedback to staff.

Thien Nguyen thanked Commissioner Jimenez for her feedback.

Commissioner Jimenez had questions that followed.

Thien Nguyen, Recreation Services Supervisor answered the questions from Commissioner Jimenez.

ACTION: Motion was made by Vice Chair Krogh and seconded by Commissioner Souza to accept the revised Facility Handbook. Roll call found Chair Lieberg, Vice Chair Krogh and Commissioners Jimenez, Singh, and Souza all in favor. Passed and so ordered with a 3,0,0 vote.

8. ITEMS FROM STAFF

a. RECEIVE THE AQUATICS REPORT

Justin Geibig, Recreation Program Coordinator presented the aquatics report to commission.

Commission comments and questions followed.

Justin answered the questions of the commission.

9. PUBLIC WORKS REPORT

Todd Rocha, Public Works Superintendent presented the public works and sports fields division report to the commission.

Commissioner Jimenez complimented staff as she has been going by the parks where construction has been happening and they look great.

10. ITEMS FROM THE COMMISSION

Commissioner Jimenez apologized for being late. Commissioner Jimenez reminded everyone that this Friday, May 6 is the first Downtown Block Party which will be a Latin theme.

Commissioner Souza reported she has a school board meeting on Tuesday.

Commissioner Singh stated he is looking forward to all the summer events coming up.

Vice Chair Krogh mentioned he attended the 2nd MultiGen Rec Center Workshop at North School, and he was super impressed with the turnout. He stated there was well over 120 people that were very engaged. He found the community very receptive with having the rec center at El Pescadero Park. Vice Chair Krogh expressed he was super impressed 1) with the community participation and 2) the work that staff and the consultant put in to make sure they engaged with the community. One being having a translator for those who spoke Spanish.

Vice Chair Krogh thanked staff for working so hard and being away from their families the last 3 nights and he appreciates all of them and appreciated their dedication to the City of Tracy.

Chair Lieberg asked if there was discussion to move the Multi Gen Rec Center to El Pescadero Park and did the homeless situation come up.

Vice Chair Krogh and Brian Macdonald answered his question.

Commissioner Jimenez thanked staff for having a translator at the Multi Gen Rec Center Workshop.

Brian MacDonald asked Commissioner Souza please extend our gratitude to Dr. Pecot and the board for a job well done by the liaison at North School who helped translate.

Chair Lieberg mentioned that City Council named the Linear Park in Tracy Hills after Raymond Morelos. It was a 5,0,0 vote.

Chair Lieberg had a clarifying question of is Legacy Field 1E the final phase or will there be anymore phase 1's.

Brian MacDonald and Richard Joaquin answered his question.

Chair Lieberg questioned with us being in a drought, will the splash pads be on.

Brian MacDonald and Thien Nguyen answered the question.

11. ADJOURNMENT:

Time of Adjournment: 8:15 pm

ACTION: Motion was made by Commissioner Souza and seconded by Commissioner Singh to adjourn the meeting at said time of 8:15pm. All in favor, passed and so ordered with 5,0,0 vote.

The above agenda was posted at Tracy City Hall on April 28, 2022. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

Jolene Jauregui, Staff Liaison

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 2, 2022

AGENDA ITEM 7.a

REQUEST

**REVIEW AND PROVIDE INPUT ON REVISED CITY OF TRACY SPORTS FIELD
RESERVATION HANDBOOK**

EXECUTIVE SUMMARY

As part of an ongoing review process, staff has updated the City of Tracy Sports Field Reservation Handbook (Attachment A) for use in the upcoming calendar year and annual field allocation process. The Parks and Community Services Commission is requested to review and provide feedback to staff on the current Handbook draft prior to its presentation to the sports field user groups at the annual pre-allocation meetings. After said discussions, staff will present the final Handbook for final feedback at a future Commission meeting.

DISCUSSION

The Sports Field Reservation Handbook establishes the guidelines for staff to allocate City-owned and operated sports fields to applicants on an annual allocation basis. The Handbook designates priority classification groups, in-season priority sports, and the Annual Field Allocation process and schedule, in addition to codifying rules and regulations for sports field rentals.

In 2021 the Handbook was revised with feedback from staff and field user groups and was subsequently reviewed and adopted by the Parks and Community Services Commission. In 2022, the Parks and Community Services Commission will provide initial review and input to staff prior to meetings with sports user groups. Following discussion with sports organizations, staff will return to the Commission at its July 7, 2022, regular meeting for final review and approval of the 2023 Sports Field Reservation Handbook.

Some of the proposed updates to the 2023 Handbook include:

1. Proposing new requirements on Concessions/ Vendor Process
2. Allowing user groups to access Musco Lighting using their own device
3. Proposing penalties for overbooking or unused hours
4. Football Priority on fields such as Ritter, Legacy, and Placencia and discussion of use of 90' Ballfield
5. Proposing tournaments to pay prior to their reservations

Overall, the user groups continue to respond positively to the Sports Fields Handbook. During the upcoming year, City staff will continue to host sports-specific feedback meetings, in addition to the annual pre-allocation meetings, to ensure the Handbook meets the needs of both the City and its sports user groups.

RECOMMENDATION

That the Parks and Community Services Commission review and provide input on the revised City of Tracy Sports Field Reservation Handbook.

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2023 DRAFT

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Thien Nguyen, Recreation Service Supervisor
Jolene Jauregui-Correll, Recreation Services Manager
Brian MacDonald, Parks and Recreation Director

CITY OF TRACY

Sports Field Reservation Handbook

2023 Allocation Year

Finalized by the Parks & Community Services Commission
at its July 7, 2022 regular meeting



Think Inside the Triangle™

Parks & Recreation Department
Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376
Phone (209) 831-6201
Fax (209) 831-6218
Email sportsfields@cityoftracy.org

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SPORTS FIELD RESERVATION HANDBOOK

INTRODUCTION

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Parks & Recreation Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The City of Tracy recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage, and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

Tracy City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours (During the COVID-19 Pandemic, City Hall may be closed):

Monday – Thursday 8:00 am – 6:00 pm

Friday 8:00 am – 5:00 pm*

*City offices are closed every other Friday. Please call ahead for office availability.

Phone (209) 831-6201

Fax (209) 831-6218

Email sportsfields@cityoftracy.org

City website: www.cityoftracy.org

Reservations website (view schedule only): www.TracyArtsandRec.com

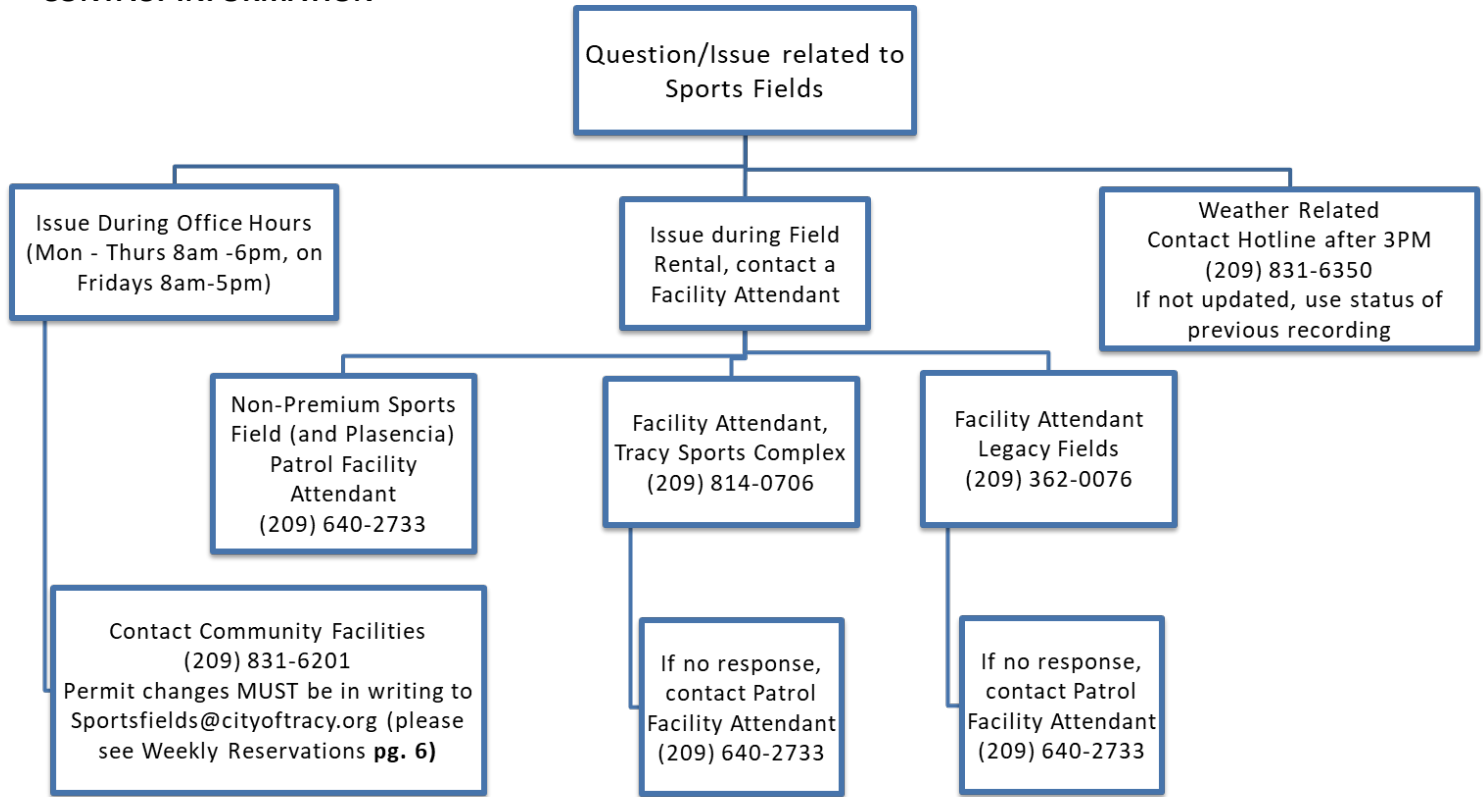
Facility Attendant (Patrol): (209) 640-2733

Facility Attendant (Tracy Sports Complex): (209) 814-0706

Facility Attendant (Legacy Fields): (209) 362-0076

Weather/Field Condition Hotline (*updated by 3 pm with changes*): (209) 831-6350

CONTACT INFORMATION



Dispute/Appeal a Sports Field Related Issues



Contact Community Facilities Staff through email, SportsFields@cityoftracy.org. Within formal dispute, identify issue being disputed and contact/staff who have addressed/discussed issue



If dispute/issue is not resolved, issue will be escalated to Recreation Services Supervisor/Recreation Services Manager/Director of Parks & Recreation. Staff will respond directly to dispute/issue.



A permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage can be appealed to the Parks Commisison. Please refer to TMC 4.16.160

GENERAL RULES/SCHEDULING

Hours of Use

- Sports field rental hours: 9:00 am – 10:00 pm (may vary based on specific site/facility)
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability.

Allocations & Scheduling

- Fields are initially allocated during the **Annual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- Only an Authorized Agent listed on the City's field rental account will be allowed to book fields for their affiliated organization or request changes to organization's permit(s). Organizations are allowed up to five (5) authorized agents. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Tracy will consider the following factors when allocating fields: percentage of Tracy residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, and performance history. Please see Live Draft on pg. 10 for more information
- During initial allocations, fields will be assigned to organizations by size of rosters as a total percentage of all groups within the classification group, of all available hours and/or fields are at a single complex
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- All first-come, first-served field reservations requests and all field prep requests must be submitted and paid for a minimum of five (5) business days in advance AND by 12:00 noon on the Monday prior to the rental. Permit changes (different from field requests) must be submitted by 6:00 PM, Monday to be processed by 12:00 noon, Wednesday of the week. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule.
- **Submittal of an application does not guarantee that the rental request has been authorized.**

Tournaments Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend that are rooted in historical significance (i.e hosted for multiple years) will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period.
- For Legacy Fields and Tracy Sports Complex, in season priority will be given to local team's weekend games, while tournaments will be given priority for secondary use (i.e. baseball/softball tournaments will have priority July-Dec)
- In 2022 and 2023 field scheduling (including Tournaments) will be heavily impacted due to Legacy Phase 1E construction. Following completion of construction, staff will work with Tournament Directors/Groups that are rooted in historical significance to re-establish their historical dates
- **Proposed for 2023 – Requiring tournaments to pay an application fee and deposit prior to tournament start date, sharing historical tournament significance with user groups, additional fees to be discussed for tournaments (pre-payments and cancellation charges, additional staffing, parking and traffic control plans, enforcement of rules, history of compliance, etc.)**

Facility Use Permits

- **Permitted hours of use must include set-up and clean-up time.** Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.
- Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Field users without permits may be asked to vacate the field (see **Rules of Conduct pg.17**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests pg.18**).
- Use of Placencia Fields, Legacy Fields, and Tracy Sports Complex is **by permit only**. No drop-in use is permitted.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.
- The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.
- Reservations may not be transferred, assigned, or sublet.

Weekly Reservation/Field Prep Processing Schedule/Deadlines

*Please note: Requests, Changes, and Field Prep must be submitted at least five (5) business days in advance.

Requests for changes to your permit need to be submitted in writing through email to SportsFields@cityoftracy.org (phone calls/verbal permit changes will not be accepted)

First Come - First Serve Field Request	Monday	Noon
Field Prep Requests	Monday	Noon
Request for Permit Changes	Monday	6:00 PM
New Field Requests that are Approved are Published	Wednesday	Noon
Field Prep Schedule Published	Wednesday	Noon
Permit Changes that are Approved and sent to requestor		As processed

Proposed for 2023 – Return to enforcing these deadlines and discussion of penalties for non-compliance such as additional fees (½ cost of reservation fees, loss of field cap hours for upcoming draft/allocation of fields, discuss if an organization hits a certain limit for unused hours and determine the impact it will have on the organizations draft priority)

Field Allocation Priority Classification

Field allocations will be established based on the following priority classification groups.

- A. City-sponsored or co-sponsored events and programs, including City recreational programs or leagues
- B. Tracy Unified School District, including Tracy High School softball program
- C. Organizations comprised of at least 80% Tracy residents
 1. Youth non-profit
 2. Youth commercial
 3. Adult non-profit
 4. Adult commercial
- D. Organizations comprised of less than 80% Tracy residents
 1. Youth non-profit
 2. Youth commercial

- 3. Adult non-profit
- 4. Adult commercial
- E. General public (private individuals)

“Commercial” use shall be defined as “Any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations excluded.” **Please note, if all things are considered equal, special consideration will be given to organizations with historical significance to the City of Tracy and organizations’ past performance history.**

In-Season Priority Schedule

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

Usage	January-June	July-December
Primary User	Baseball/Softball/Cricket	Football/Soccer
Secondary User	Football/Soccer	Baseball/Softball/Cricket

Discussion/Proposal - Football Priority on other Premium and Standard fields, Ritter Family Ballpark 90’ usage/priority and providing more details of sport priority within in-season priority schedules.

Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured’s name is the same as listed on the sports field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Tracy as “Additional Insured”
- If selling items of any kind, a product liability endorsement to the user’s general liability is required.
- Certificate Holder:
 - City of Tracy
 - Attn: Community Facilities Division
 - 333 Civic Center Plaza
 - Tracy, CA 95376

Performance History

The City reserves the right to limit or revoke field allocations/access based upon an organization’s performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user’s account.

Proof of Non-Profit and Business Status

An organization's non-profit status must be on file and current in order to qualify for a non-profit priority classification. An organization must also demonstrate its business status. The following websites will be checked to confirm during each allocation period:

Tax Exempt Status – Used to check Non-Profit Status

1. Go to <https://apps.irs.gov/app/eos/>
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

Franchise Tax Board: Entity Status

1. Go to https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

Secretary of State, State of California

1. Go to <https://businesssearch.sos.ca.gov/>
2. Select "Search Type"
3. Enter corresponding "Search Criteria" and click on the Search icon
4. Click on organization name (blue link)
5. Note "Status" (must be ACTIVE)
6. Print the page and attach to application packet.

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior applicable season (i.e. Previous Spring Rosters for current Spring Application). Rosters must be submitted as sortable spreadsheets, i.e. Microsoft Excel. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D (they will then be re-prioritized by priority classification). Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, gender, birthdate, home address, and phone number.

Cancellation & Refund Policy

Any requested cancellations or changes made to the Facility Use Permit must be submitted in writing to the Community Facilities Division.

- *Practices/Games:* Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain, air quality, or inclement weather conditions, such as high temperatures or weather that impairs vision, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

Temporary Handbook Changes in Response to CORONAVIRUS/COVID-19

During the Coronavirus/Covid-19 pandemic the City of Tracy will be piloting various programs including but not limited to allowing Youth Football at pre-determined fields and having multiple sports allocated to fields that are traditionally "out of season". Staff will continue to provide in-season priority to the sports above, but will also seek to accommodate other sports to alleviate schedule compaction issues.

Proposed for 2023 – Football reservations to pilot at alternative locations (i.e. Placentia) and to align with the turf management policy (see also: Turf Management p.17) in order to maintain playable fields and field usage will be monitored.

Staff will align with and follow City, County and State orders and guidelines for use of sports fields which may include but is not limited to mandatory submission of "Safety Plans" and/or Assumption of Risk Waivers to be kept on file with the City during any type of health pandemic.

ANNUAL FIELD ALLOCATION PROCESS

Each fall, the City of Tracy initiates its annual sports field allocation process for user groups interested in renting fields for the approaching calendar year. Field Allocation Applications can be obtained by contacting the Community Facilities Division at (209) 831-6201, in person at Tracy City Hall, or via email to sportsfields@cityoftracy.org.

Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized. Please remember to include map of planned field lining/subdivisions with dimensions for EACH field when requesting to paint fields.

Live Draft Process

1. Organizations will be prioritized using applications that were submitted by the application deadline (see Allocation & Scheduling and Field Allocation Priority Classification, pg. 5-6).
2. Organizations will be “capped” on the initial allocation process, only being able to reserve a maximum number of premium field hours based on the prior year’s Premium Field usage. Organizations are expected to select fields at locations/facilities they reserved in the past unless they are looking to transition to fields that offer different amenities (i.e selecting fields at a complex that has lights where they were at a complex that did not offer lights). Once the initial allocation process has been completed, any open field availability will be allocated on a “first come first serve” basis.
3. Each organization will be given a scheduled time and date to meet with staff virtually to discuss/allocate fields. A “One Drive” Excel (or public shareable) document will be used as the initial field scheduler to track all organization’s requests. This Excel document will present “real time” field availability and will aid in the tracking of “capping” field usage. A link to the “One Drive” Excel document will be sent to all organizations prior to each live draft.
4. Virtual/In person meeting/invitations for draft time slots for each organization will be sent 1-week prior to each organizations draft time (based on the contact person/information submitted on their application).
5. **Staff will NOT go beyond the allocated time for each organization.** Organizations that do not finalize allocating fields during their scheduled time, will forfeit their priority during allocations.
6. After the Live Draft process, staff will send all organizations a “Draft” permit based on the fields allocated during the live draft for review. Organizations are responsible for reviewing and ensuring their permits are accurate (following the draft, but also throughout the season)

ANNUAL FIELD ALLOCATION PROCESS, CONT'D

Date	Process
Baseball/Softball/Football: June 13, 2022 Soccer/Cricket/Ultimeate: June 14, 2022	Field User Group Allocation Meetings <ul style="list-style-type: none"> • Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. • Meetings topics will also include maintenance updates, policy review, and field issues.
July 7, 2022	<ul style="list-style-type: none"> • Final review and approval of Handbook by Parks & Community Services Commission.
January-June Allocations	
September 30, 2022	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2023. (Late submittals forfeit priority.)
October 2022	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Live Draft of fields will be conducted by staff • Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
November 2022	<ul style="list-style-type: none"> • Staff issues final schedule for permits January-June. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and all field deposits, plus proof of insurance.
July-December Allocations	
March 30, 2023	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2023	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Live Draft of fields will be conducted by staff • Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
May 2023	<ul style="list-style-type: none"> • Staff issues final schedule for permits July-December. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and field deposits, plus proof of insurance.
June, 2023	<ul style="list-style-type: none"> • Deadline for organizations to submit (in writing) handbook feedback/changes/proposals for staff to present to user groups at annual handbook meetings

ANNUAL FIELD ALLOCATION PROCESS, CONT'D

Grounds for Denial or Cancellation of Permit

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (see **Measures to Ensure Adherence to Policy pg. 23**).

Payments (see **Sports Field User Fees**)

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.
- Tournament payments are due 30 days prior to the tournament start date.
- Fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- The following payment plan options for field rental fees are available:
 - *Month-to-Month Payments:* Renters also have the option of paying their monthly balance in-person via cash, check or credit.
 - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full, or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**

SPORTS FIELD USER FEES (Adopted January 1, 2021)

Fees are reviewed and updated according to the Master Fee Schedule adopted by the Tracy City Council, effective on or around each July 1.

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$38 per application	\$38 per application
Damage Deposit*	\$110 per field	\$110 per field
Deposit for Baseball/Softball Bases*	\$275 per application	\$275 per application
Fencing Fee	\$124 per field/per day	\$124 per field/per day
Gate Fee (if charging admission)	\$114 per day	\$114 per day
On-site Staffing Fee	\$31/hour	\$31/hour
Vehicle Access Pass	\$11/per vehicle/per season	\$11 per vehicle/per event
Portapotty Fee**	As billed by vendor	As billed by vendor
Dumpster Rental/Disposal Fees**	As billed by vendor	As billed by vendor
Traffic & Parking Control	Actual costs (to be determined by Director)	Actual costs (to be determined by Director)

*Damage Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.

** May be pro-rated and shared by facility user groups.

Field Use Fees

Premium Fields (Legacy Fields, Placencia Fields, Tracy Sports Complex)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$11/hour	\$9/hour	\$99 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$17/hour	\$12/hour	\$132 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$255 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$352 per field/per day	\$12 per field/per hour

Standard Fields (Clyde Bland, Galli, Tiago, Tracy Ball Park, Veterans, Legacy East Ballfields during Phase 1E)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$9/hour	\$9/hour	\$74 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$14/hour	\$12/hour	\$119 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$148 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$148 per field/per day	\$12 per field/per hour

***Proposed for 2023, Sports Organizations will be granted access to an individual light code to call in their own Field Light Use at Legacy Fields, Tracy Sports Complex, and Veterans Park. City Staff will pull monthly reports based off actual field light usage and City staff will invoice organizations.**

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$6 per field	\$18 per field	\$48 per field
<ul style="list-style-type: none"> Light watering* of the infield between the lines 	<ul style="list-style-type: none"> Dragging infield between lines only Light Watering* Touch up lines as needed 	<ul style="list-style-type: none"> Dragging entire field Heavier watering* for dust and to soften the surface Re-line entire field

		• Re-pack holes at batters boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	15 minutes per field	45 minutes per field

*Watering may not be available depending on mandated water restrictions in effect at the time.

GENERAL FIELD & FACILITY USE POLICIES

Authorized Agent/League Contact

An applicant representing an organization renting a City facility, an authorized agent also known as a league contact, is required to provide a letter on letterhead from the agency or organization specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization’s behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Organizations are allowed up to five (5) authorized agents per organization.

Bases

Bases are included in rentals at the Tracy Sports Complex and Legacy Fields. Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases.

Damages

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Clean up of shells from seeds and nuts on fields or in dugouts shall be charged at the Maintenance Worker hourly rate. Reimbursement for such expenses may be deducted from the security deposit.

Equipment Storage

Items are not permitted to be left at or locked to any of the City of Tracy property. The City of Tracy is in no way responsible for storing any items belonging to a renter unless said renter has paid a rental fee for storage space.

Facility Keys

No organization shall be in possession of City keys. Organizations found to be in possession of unreturned keys will be subject to disciplinary action up to and including permit revocation, effective immediately.

Field Lining – Soccer

Access to facilities to line fields must be scheduled in advance with the Community Services Division. *See also: Subdivision of Fields pg. 16*

The following conditions have been agreed upon by current soccer user groups for the lining of soccer fields and shall be enforced unless an alternative has been specifically approved in writing by the Director:

- Prior to painting, field diagrams and paint must be submitted and approved by City Staff
- Fields must be lined with approved athletic marking paint only.
 - Full-size (11v11) fields shall be marked in WHITE paint
- Modified fields shall be contained fully within a standard full-size field and shall be marked in BLUE or another color with the written approval from City Staff
- All paint dispensers and buckets must be removed from the premises

- Paint shall not be dispensed into the storm drain
- Do not “over line” other prepared lines
- Fields cannot be lined before 3:00 pm on weekdays or when other teams are playing on fields.

Please note: failure to comply with established guidelines may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Monday prior to the reservation with a minimum of five (5) business days’ notice. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

Premium Fields vs. Standard Fields for Baseball/Softball Rentals

Fields are classified as Premium or Standard Fields depending on the level of service and amenities offered at the facility. Premium baseball/softball fields are located at Legacy Fields and the Tracy Sports Complex. The following Field Preparations are available at Premium Fields:

- Initial field preparation (prep) including a dragging and watering are performed daily for each field
- Bases are included and set-up for each reservation (if requested)
- City Staff (Facility Attendant) is on site and can be reached through phone please see **Introduction pg. 3**
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

Standard Field Rentals for fields such as Clyde Bland, Galli, Tiago, Veterans Park and Ritter Family Ballpark do not include the same level of service as above. Standard fields do include:

- Daily field inspections by maintenance staff to ensure safe play and fields are prepared routinely when in high use
- Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases (See: **Sports Field User Fees Pg. 13**).
- City Staff (Facility Attendant - Patrol) is available to assist with issues or questions regarding ballfields or reservations. Renters are encouraged to call the phone number listed on their permit for the Patrol Facility Attendant on **Introduction pg. 3**

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells.

Proposed for 2023 is the opportunity for Sports Organizations to “rent” concession facilities daily at Legacy Sports Complex, Tracy Sports Complex or to request/coordinate for food vendors on-site at either location as well as Ritter Family Ballpark or Plasencia. Rental fees will be proposed for rental of concession stands or for an on-site food vendor. Besides concession vendors **no outside food and drink** is permitted at these facilities unless specifically designated in writing by City staff.

Field Maintenance/Closure

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field’s playability. City staff will determine if the fields are open or closed. An annual rest and

renovation of fields is scheduled at the Tracy Sports Complex and Placencia Fields, and Legacy Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

Foot Protection

Metal cleats are not allowed during softball, baseball, or soccer play at the Tracy Sports Complex, with the exception of men's and women's fast pitch softball. This includes shoes with rounded spikes and detachable football cleats. Sandals, flip-flops, slippers, etc., are not allowed on the playing fields.

Garbage
The City of Tracy provides garbage cans and dumpster(s) at most sport field locations. All renters are responsible for cleaning up debris and trash on all fields and common areas following field use. Any trash left behind by the renter will be picked up by City Staff and labor costs will be deducted from the deposit.

Hours of Use

Following Good Neighbor Policy and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

Soccer games may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am.

Softball and baseball games may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm at Tracy Sports Complex and 8:00 AM until 10:00 PM at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. Teams and players may not be on the field at any time during field preparations or maintenance.

Other sports, games and practices may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am

Notice of Non-Use of Field/Releasing Fields

Field users must notify the Community Facilities Division to report any reserved time that can be released for general public use or to other groups. Continued non-use of a rented, permitted field may result in revocation of the permit of the allocated field.

Pets & Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas. No farm animals as defined by the Tracy Municipal Code are allowed at any park or sports field as regulated by TMC 4.16.180.

Rainouts & Inclement Weather

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped. Fields may be closed due to frost or other conditions that may damage the turf or playing surface. Play may be suspended due to excessive heat. **Weather/Field Condition Hotline: (209) 831-6350** (typically updated by 3 pm

each day). If a field is closed due to weather, credit for field closures will be applied the following month to organizations account based on the Field Closure Calendar.

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). All requests to subdivide fields **must** be submitted with the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields. See *also: Field Lining – Soccer pg. 14*

Soccer user groups have collectively agreed on the following guidelines:

- 9v9 fields must run in the same direction as 11v11 fields
- 7v7 and smaller fields may run in the opposite direction as 11v11 fields

Subleasing of Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use.

Turf Management

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields.

In order to maintain playable fields, fields are limited to no more than 15 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear, or in cases of inclement weather, such as rain or frost. **In preparation for large tournaments, fields will be closed and not scheduled for use the entire week prior to the tournament.**

It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

RULES OF CONDUCT

Alcohol Consumption/ Public Intoxication

The consumption of alcohol is not allowed in any City sports park or parking lot. As the renter, it is your responsibility to make sure that no alcohol is present during the time of your rental. Those who are witnessed consuming alcohol or who appear to be intoxicated will be asked to leave the premises. The Tracy Police Department may also be notified.

Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Permit holders are responsible for the conduct of their player, coaches, and guests. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action and/or impact future organization allocation or scheduling requests. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after the late games.

Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property. For assistance, contact the Facility Attendant.

Inappropriate Behavior

Any type of indecent exposure including public urination or any other inappropriate exposure will not be tolerated. Vulgarity of any kind including but not limited to foul or offensive language shall not be used during any time of the duration of the rental. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Police Enforcement

If a renter refuses to comply with City Field Rental Policies or follow the request of a City staff member, the Tracy Police Department Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, please call 911. The Tracy Police can also be reached through Tracy Police Department Dispatch, (209) 831-4552.

Parking and Parking Enforcement

It is the renter's responsibility to communicate directions, traffic control, and parking instructions to City Staff and all users and guest. Parking regulations from the Tracy Municipal Code, TMC 3.08 Article 9 are applicable to all Sport Fields. Failure of renter to communicate and manage site parking may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

Decorations and Signage

All decorations and signage must adhere to standards set forth in the Tracy Municipal Code Article 35: Signs. No decorations or signage will be allowed that damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Parks & Recreation Department. Any decorations or signage must be limited to daily reservation times and must be removed each day as noted on the renter's permit unless written permission is granted from the Parks & Recreation Department.

SPECIAL PERMITS & REQUESTS

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

Audio/Visual Equipment

The City must be notified via the Tournament Application if the renter wishes to project sound or music from a loud speaker or stereo, have a DJ present at their event, or have lighting/visual media displayed at the event.

Barbecues

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. All barbecues and/or cooking on site must be approved by Fire Inspection and/or County Health if vending or serving to the public.

Barbecues must also be in an approved designated area at least twenty feet from the nearest tent and supervised at all times to prevent injury to bystanders. Use of barbecues at the Tracy Sports Complex is only permitted in the picnic area located in the northwest corner of the complex. Use of barbecues at Legacy Fields is only permitted in specific designated areas. Please contact Community Facilities for more information (209) 831-6200.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverage at facilities where no concessions is provided, must request authorization to do so in writing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. Also see **Vendors pg. 17**

Food vendors will be allowed at Legacy Fields, Tracy Sports Complex, Ritter Family Ballpark, and Placencia and must have a rental permit with the City of Tracy Parks and Recreation Department. No additional selling of any kind or providing of food and beverages within these Sport Complexes perimeters during a rental or event is permitted without prior written consent of the City. If no Concession services is provided, organizations still need to contact City Staff and receive written consent prior to offering alternative services. A sign will be provided at each entry gate listing these rules:

- NO outside food or drink permitted inside gates.
- ONE ice chest filled with water may be brought into the facility per team. No other ice chests, coolers, or containers permitted.
- NO alcoholic beverages/intoxication or glass containers on site, including in the parking lot.
- NO shelled nuts or seeds of any kind.
- NO warm-ups permitted on the soccer fields.

Facility Electrical Access

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. Approved access will be noted on the Facility Use Permit.

Fencing

If a renter would like to acquire additional fencing from an outside contractor, a written request and a drawn schematic showing the proposed placement of the fencing must be issued to the City for approval no later than 20 days prior to the event. Failure to notify the City of outside fencing services will result in the cancellation of the permit. Additional fencing may not be placed at the baseball/softball diamonds at the Tracy Sports Complex or Legacy Fields.

Gate Access

Access to the gated areas at Placencia Fields and Legacy Fields will be opened 15 minutes prior to permit start time, as a courtesy. Contact the Community Facilities staff for gate access at other times (storage access, etc.).

Parking & Overnight Policy

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs, trailers, and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. Facility gates close nightly when permitted use of the facility ends. Vehicles parked in that area will be towed at the owner's expense. Vehicles parked in City-only parking spots at Tracy Sports Complex will be towed at owner's expense. No person shall stop, stand, or park any vehicle over twenty (20) feet in length in any municipal parking lot, either day or night (TMC 3.08.410). City staff will assist tournament hosts to designate approved parking locations for RVs, campers, school buses, etc.

Restrooms/ Portable Toilets

Restrooms are available for use at many of the City of Tracy's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Tracy requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios).

Contact the Community Facilities Division prior to the delivery of portable toilets to coordinate drop-off with Parks Maintenance 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. Restocking and cleaning the portable toilets will be the renter's responsibility.

Tents and Canopies

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another. Please ensure all Fire and Building Code regulations are followed when used.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your permit. Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(l)).

Vendors

If you would like to host a vendor(s) during your rental, submit a written request to the Community Facilities Division. Each vendor must be in possession of a business license and insurance. Tent and canopy policy applies. Also see ***Concessions & Merchandise Sales pg. 18***

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS

In addition to General Field Use Policies, Rules of Conduct, and Special Permits & Requests, the following requirements must be adhered to for tournaments.

Admission Charges

Organizations must indicate on their application their intent to charge admission (additional Gate Fee applies). Failure to receive approval from the City to charge admissions will result in the cancellation of the Facility Use Permit, and/or rental penalties. Because Placencia Fields and the Tracy Sports Complex are public facilities, only participants and spectators can be asked to pay. Individuals using the parks for exercise or access to other areas may not be forced to pay.

Tournament permit holders at the Tracy Sports Complex ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate. Should representatives not be provided, the City shall assign City staff and charge the permit holder accordingly. *See also: **Concessions and Merchandise Sales pg.18.***

Field Schedule & Use

When scheduling softball events at the Tracy Sports Complex, as the number of fields being used is reduced, the schedule shall ensure that the first field to be vacated will be Diamond No. 4, and the second field vacated will be Diamond No. 3. **Within the Tracy Sports Complex, the soccer fields are not available for softball warm-up. Likewise, the softball fields are not available for soccer warm-up.**

First Aid/Medical Station

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

Garbage

Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the sport fields (i.e Tracy Sports Complex). Recycling containers are also available through the City by calling the Public Works Department at (209) 831-6300.

Hours of Use

Soccer tournaments may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm.

Softball and baseball tournaments may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm at Tracy Sports Complex and 8:00am until 10:00 pm at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. Teams and players may not be on the field at any time during field preparations or maintenance. The last game of a tournament must begin no later than 9:00 pm and gameplay must end by 10:00 pm.

Inspection Check-in/ Check-out

Applicant or applicant's designee shall inspect all areas of the facility prior to each day's play, to determine the acceptability of playing conditions for that day. Any problems should be reported immediately to the Facility Attendant on-site. In addition, the applicant is responsible for policing the facility and surrounding area during and after use each day to assure the area is kept litter free. The applicant shall forfeit their deposit for any damages or excessive cleanup required.

Meeting Room (Tracy Sports Complex)

The Sports Complex Meeting Room is located on the east end of the soccer fields. Although the Meeting Room is not included in the rental fee for tournaments, it can be rented separately to be used for purposes such as sign-ins, official's headquarters, or other tournament functions. Tables and chairs can be put in the room upon request, but other furniture located in the room may not be moved. Parking is not permitted on the sidewalk adjacent to the Meeting Room for any reason, including loading and unloading equipment and supplies.

Parking and Traffic Control

Tournaments hosts must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls on hard surfaces only. Fees shall be assessed for additional parking setup by City staff.

Picnic Area, Tracy Sports Complex/Legacy Fields

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at the Tracy Sports Complex/Legacy Fields

MEASURES TO ENSURE ADHERENCE TO POLICY

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principle objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allow the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all of the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures.

- Verbal warning by Facility Attendant
- Verbal warning by Community Facilities Staff
- Written warning sent to organization and maintained in organization's file
- Suspension of rental privileges for one month
- Loss of priority classification for the upcoming allocation period(s)
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis following an application period.

Appealing Denial or Cancellation of Permit

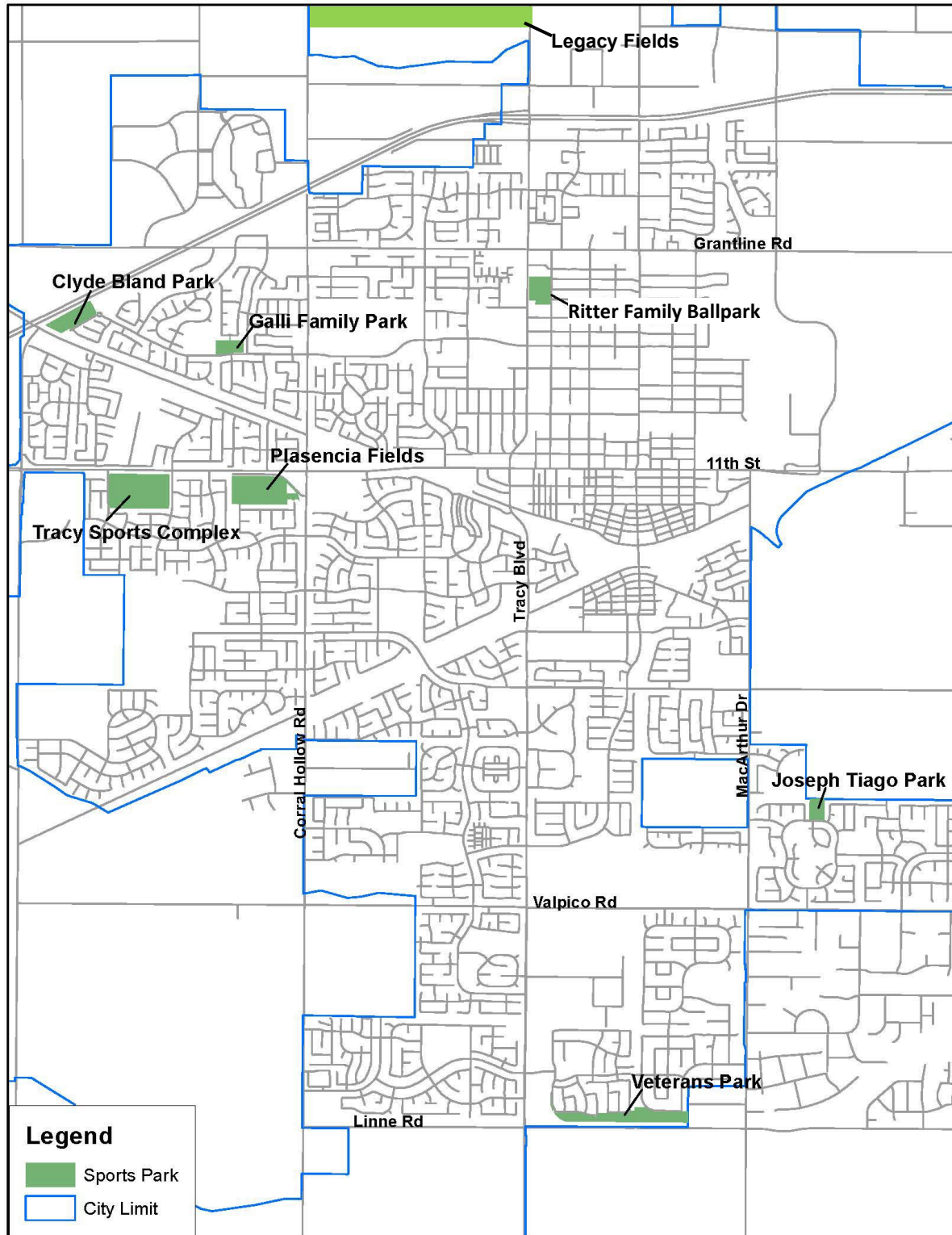
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating the grounds for appeal.

The appeal must be filed no later than noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 pm, City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.

CITY SPORTS FACILITIES CHART

FACILITY	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL	BASE DISTANCES
Clyde Bland Park 1753 Blandford Ln.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Soccer turf area • No lighting available 	Yes	Yes	No	60', 65', 70'
Galli Family Park 2341 W. Lowell Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • No lighting available 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
Tiago Park 1355 Eastlake Cir.	<ul style="list-style-type: none"> • 2 baseball/ softball diamonds • No lighting available 	Yes	Yes	No	60' Baseball is limited to ages 12 and under
Ritter Family Ballpark (formerly Tracy Ball Park) 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfields • Lighting available for ball diamonds 	Yes	Yes	Yes	North Diamond: 90' South Diamond: 60'
Veterans Park 238 Glenhaven Dr.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • 2 open turf areas for sport use • Lighting available for ball diamond only 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
PREMIER FIELDS					
Legacy Fields 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 9 baseball/ softball diamonds • 8 soccer fields • Lighting available on Soccer, West Ballfields 	Yes	Yes	TBD	60', 65', 70' Baseball is limited to ages 12 and under
Tracy Sports Complex 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/softball diamonds • 4 soccer fields • Lighting available on all fields 	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under
Plasencia Fields 2040 Krohn Road (11 th St./Corral Hollow Rd) <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available 	No	Yes	No	Not Applicable

MAP OF CITY SPORTS FACILITIES



**SPORTS FIELD RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM**

I, _____ have read and understood the policies and procedures contained in the City of Tracy, Sports Field Reservation Handbook (“Handbook”), and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

I understand that the City of Tracy has the right to stop all play, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, a coach, player or other league representative(s).

Printed name of facility user

Signature of facility user

Date

Name of organization

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 2, 2022

AGENDA ITEM 7.b

REQUEST

REVIEW APPLICATION(S) RECEIVED FROM THE PUBLIC PROCESS FOR A NEW NEIGHBORHOOD PARK IN TRACY HILLS PHASE 1B AND PRIORITIZE THE TOP THREE (3) NAMES FOR CONSIDERATION BY THE CITY COUNCIL

EXECUTIVE SUMMARY

On January 6, 2022, the Parks & Community Services Commission approved the Tracy Hills Phase 1B Neighborhood Park conceptual master plan. Shortly after on February 7, 2022, Integral Communities (Developer) submitted a request to initiate the Park Naming Process for this project. Procedures to name a new park go through the formal naming process since the City Council amended Council Policy D-2, Naming Public Buildings, Parks and Facilities on February 2, 2021 (Resolution No. 2021-013). Staff is bringing this item to the Commission as per Chapter 7.16 of the City of Tracy Municipal Code, Parks and Community Services Commission, 7.16.030 Powers and Duties (e) advise the Council on the subject of recreation and facility master planning and development.

DISCUSSION

On February 24, 2022, the Parks & Recreation Department initiated the solicitation of names for the new neighborhood park in Tracy Hills Phase 1B in the Tracy Press, on social media, and an email went out to stakeholders and community group which ran for a period of 30 days. The Parks & Recreation department received and processed 8 complete applications with a total of 7 recommended names for the park.

Staff is asking the Commission to review the application(s) received from the public naming process for a new neighborhood park in Tracy Hills 1B and prioritize the top three (3) names for consideration by the City Council. A future agenda item will be taken to the City Council where they will ultimately decide the final name of the new park.

FISCAL IMPACT

A park monument with the name of the park will be included in the park. There is no fiscal impact to the General Fund for this item currently.

RECOMMENDATION

Staff recommends the Commission review the application(s) received from the public naming process for the new Neighborhood Park in Tracy Hills 1B and prioritize the top three (3) names for consideration by the City Council.

Prepared by: Thien Nguyen, Recreation Services Supervisor

Reviewed by: Jolene Jauregui-Correll, Recreation Services Manager
Brian MacDonald, Parks and Recreation Director

ATTACHMENT

Attachment 'A' – (List of submissions)



Think Inside the Triangle™

**NOMINATION FOR NAMING
PUBLIC BUILDINGS, PARKS, AND FACILITIES**

DATE OF NOMINATION 2/7/2022

NOMINATOR: John Palmer

ADDRESS: _____

PHONE: _____

RECOMMENDED NAME: MICHAEL ROY SCRIVEN JR. PARK

LOCATION: Tracy Hills - Phase 1B Tract 4004

- | | |
|--|---|
| <input type="checkbox"/> MINI PARK | <input checked="" type="checkbox"/> NEIGHBORHOOD PARK |
| <input type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible.**

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parks@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376



February 7, 2022

Brian MacDonald
Parks & Recreation Director
City of Tracy – Parks & Recreation Department
333 Civic Center Plaza
Tracy, CA 95376

Subject: Park Naming Recommendation MICHAEL ROY SCRIVEN JR. PARK
Tracy Hills – Phase 1B, Tract 4004

Dear Mr. MacDonald-

With the City of Tracy Park and Community Services Commission's approval of the concept plan for the Tracy Hills Phase 1B Neighborhood Park on January 6, 2022, I request to initiate the park naming process.

I include attached a Park Naming Nomination form where on behalf of the Project Ownership and the Tracy Hills Development Team, we recommend the Tracy Hills Phase 1B neighborhood park be named as "**MICHAEL ROY SCRIVEN JR. PARK**". It is with heavy hearts that we make this recommendation to honor Mr. Michael Scriven, City of Tracy Construction Inspector, who died in a car accident while on the job traveling between inspections on January 18, 2022.

Michael Scriven was a dedicated City employee that focused and specialized in landscape inspection. Michael was instrumental in getting the current Tracy Hills landscaping including the public ROW, three Ph1A City neighborhood parks, and open space and trail facilities constructed and properly inspected. Michael spent countless hours over the last several years working on Tracy Hills. Where the inspector role can be adversarial in nature, Michael was always positive and solution oriented. He worked with purpose to facilitate and guide our team and our contractors to ensure the landscaping improvements were installed properly to protect the development investment and to ensure that the City expectations and standards were met. The entire Tracy Hills team believes that Michael played a large role in ensure that the 1st phase of Tracy Hills looks as it good as it does.

To say Michael spent countless hours on Tracy Hills does not give justice to the time that Michael dedicated to just Tracy Hills. We saw Michael at all hours from early morning to evenings, weekdays, and weekends. We viewed Michael as a part of our team and are proud and honored to say this. We have heard from others that he was just as dedicated to other development projects that he worked on throughout the City of Tracy. Michael was respected and well-liked by all.

To be able to name this park as "Michael Roy Scriven Jr. Park" would be a great honor for Tracy Hills and a well-deserved recognition for Michael Scriven. I ask that you provide this nomination to the City Parks Commission and to City Council for consideration.

Park Naming Recommendation
Tracy Hills Phase 1B, Tract 4004
MICHAEL ROY SCRIVEN JR. PARK
February 7, 2022
Page 2

As always, I appreciate your time and attention to initiate the Park Naming process. I continue to believe that the delivery of the overall Tracy hills park vision including the Phase 1B Park is a collaboration with you, Richard Joaquin and many of City staff.

Sincerely,

A handwritten signature in black ink that reads "John Palmer". The signature is written in a cursive, flowing style.

John Palmer
V.P. of Entitlements

Cc:

Mike Souza, V.P. of Entitlements

Lisa Mikelonis Senior V.P of Operations

Richard Joaquin, City of Tracy Parks Planning & Development Manager

Paul Verma, City of Tracy Senior Engineer

Thomas Ward, City of Tracy Construction Inspector

Carlos Garcia, City of Tracy Construction Inspector



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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS, AND FACILITIES

DATE OF NOMINATION 22 December 2021

NOMINATOR: Robin Stromberg

ADDRESS: [REDACTED]

PHONE: [REDACTED]

RECOMMENDED NAME: Frank Hagerty

LOCATION: New park in Tracy Hills

- | | |
|--|--|
| <input type="checkbox"/> MINI PARK | <input type="checkbox"/> NEIGHBORHOOD PARK |
| <input checked="" type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parks@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

As a retired educator in Tracy area schools, I was well acquainted with Frank Hagerty. He served Tracy schools for 40 years as a special education teacher. He worked with these special needs students with professionalism and compassion. He was truly dedicated to his work.

In addition to his teaching duties, Frank also served as the Tracy High track coach for many years (and even has an annual award named after him). This was truly a labor of love for Frank. He dedicated many hours in his capacity as track coach.

Frank was a volunteer for both Boy Scouts and Girl Scouts, working with his own children and countless others.

One of Frank's proudest achievements was as the originator of the Bean Fest Run here in Tracy. As with his involvement with the Tracy High track team, this endeavor was also very close to his heart.

I hope that you will consider Frank Hagerty a worthy candidate as you make your decision about naming the newest park in Tracy Hills.

Sincerely,

Robin Stromberg



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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS, AND FACILITIES

DATE OF NOMINATION 12/14/2021

NOMINATOR: Adrienne M McIntyre

ADDRESS: [REDACTED]

PHONE: [REDACTED]

RECOMMENDED NAME: Gouveia Neighborhood Park

LOCATION: Tracy Hills Community

- | | |
|--|---|
| <input type="checkbox"/> MINI PARK | <input checked="" type="checkbox"/> NEIGHBORHOOD PARK |
| <input type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? No relation

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parcs@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

Adrienne M McIntyre

[REDACTED]
Tracy, CA 95304

December 14, 2021

City of Tracy
Parks & Recreation Department
333 Civic Center Plaza
Tracy, CA 95376

To Whom It May Concern;

My name is Adrienne McIntyre and I am a 6 year resident of the City of Tracy. I am writing in response to the posting on Instagram regarding naming the new park in the Tracy Hills Community.

I would like to recommend naming the park after Walter and Mercedes Gouveia. Walter and Mercedes have lived in Tracy over 40 years. They have dedicated their lives to building and growing future generations.

Mr Gouveia (Walter) worked for Tracy Unified School District for 29 years. Serving as a guidance counselor for Tracy High School, Vice Principal for Tracy Adult School, and Director of the Tracy School Board. He has inspired many to achieve their dreams. He has a kind and warm spirit and takes joy in having his former students visit him to this day, as adults with children of their own. Mr Gouveia celebrates their success openly with family, friends, and neighbors like a proud community father.

Mrs Gouveia (Mercedes) was an elementary school teacher and school administrator. She too invested and dedicated her live to the youth of Tracy. She actively participated in many committees and societies dedicated to educating our future. These include: Jose M. Hernandez Reaching for the Stars Foundation as President, San Joaquin Delta College Citizens Oversight Committee, California Teachers Association San Joaquin County, Commission on the Status of Women, Stockton Business and Professional Women, League of Women Voters, Tracy Arts Commission, Tracy Hispanic Business Group, United Way, Democratic Central Committee, Mayor's Community Youth Support Network, and the Institute of American Culture Coordinator for California. Just to name a few! In addition, Mrs Gouveia has contributed to maintaining cultural awareness and traditions of our community.

One of the things I love most about the Gouveia's is their love for their community. They actively participate in the Portuguese Hall and do acts of service for friends and strangers alike. They work diligently to maintain their home, which includes a large garden and vineyard. Mr Gouveia is known for his grapes which are used to make Portuguese wine. They teach lessons even today from their garden. Offering to show our children how to apply math and science to agriculture.

Lastly, one of the things Mr Gouveia says to me often as his neighbor is that the best music in the world is the sound of children playing. He will tell me how he loves to hear my children play outside as he works in his yard and tends to his gardens. A park named after them would be the culmination of a life's work dedicated to building a better future and the thing I know they enjoy most... children playing.

Thank you for your consideration,

Mrs. Adrienne M McIntyre





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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS, AND FACILITIES

DATE OF NOMINATION 12/17/2021

NOMINATOR: Wendy Greene

ADDRESS: [REDACTED]

PHONE: [REDACTED]

RECOMMENDED NAME: Hagerty City Park

LOCATION: Tracy Hills

- | | |
|--|--|
| <input type="checkbox"/> MINI PARK | <input type="checkbox"/> NEIGHBORHOOD PARK |
| <input checked="" type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parcs@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

Nomination Form – Tracy City Park – Supplemental Information

Prior to moving from the city of Tracy, I was well acquainted with both Frank Hagerty and his wife, Cyndi Hagerty. Both were extremely talented and dedicated teachers that gave a total of 75 combined years to the city of Tracy through their work as teachers as well as active leaders in Boy and Girls scouts. Frank Hagerty worked for Tracy Unified School District for 40 years as a special education teacher, working with elementary school-aged children. He was an inspiration to all he worked with and known throughout the district for his tireless dedication to children who are often left in the shadows.

Cyndi Hagerty worked for Tracy Unified School District for 40 years as a preschool special education teacher, performing assessments and helping prepare special needs youth for mainstream educations, or teaching them vital coping skills to navigate the world. She worked tirelessly with her students, their families, and the school district to help and teach those that passed through her doors.

Frank and Cyndi worked tirelessly to advocate for children with developmental challenges in their community. They led by example and served as an important bridge between their student and the community. They were such inspiring teachers that their daughter, Siobhan Hagerty, also became a special education educator and worked at Tracy Unified School District until this year.

Both Cyndi and Frank were dedicated scout leaders, Frank with the Boy Scouts, and Cyndi with the Girl scouts. Under their supervision, scouts in their troops achieved the highest awards possible in scouting – for Boy Scouts, the Eagle Scout and for Girl Scouts the Gold Award.

These Tracy residents dedicated their entire careers to the community of Tracy. Unfortunately, Frank Hagerty passed away in 2019, and is sorely missed by those who knew and loved him. Cyndi Hagerty still resides in Tracy, having retired to care for Frank prior to his passing, but she still supports the community through volunteer work and philanthropic involvement.

I strongly encourage the city of Tracy to recognize the years of service given by this family to this community by naming the new park to be located in Tracy Hills the Hagerty City Park.

Please don't hesitate to contact me with questions or comments.

Sincerely,

Wendy Greene (former Tracy Resident)



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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS, AND FACILITIES

DATE OF NOMINATION 03/01/22

NOMINATOR: Gloria Gomez

ADDRESS: _____

PHONE: _____

RECOMMENDED NAME: Larry Fragoso

LOCATION: City of Tracy

- | | | | |
|-------------------------------------|-------------------|--------------------------|-------------------|
| <input type="checkbox"/> | MINI PARK | <input type="checkbox"/> | NEIGHBORHOOD PARK |
| <input checked="" type="checkbox"/> | COMMUNITY PARK | <input type="checkbox"/> | LINEAR PARK |
| <input type="checkbox"/> | SPORTS COMPLEX | <input type="checkbox"/> | SPECIAL USE PARK |
| <input type="checkbox"/> | OPEN SPACE / | <input type="checkbox"/> | PUBLIC BUILDING |
| | CONSERVATION LAND | | |
| <input type="checkbox"/> | PUBLIC FACILITY | <input type="checkbox"/> | OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? _____

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parks@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

Larry Fragoso has a list of contributions he's made to the local community as well as the city as his time as a fire fighter of 35 years.

Larry organized movie nights in the late 70's during summer in his own back yard renting a projector and popcorn machine for the neighborhood kids to give them something safe to do off the streets. He spearheaded the first mural in Mc Donald's park to help stop the production of graffiti in the park. He also started a boxing club for the youth in south side. He was responsible for organizing the coaching and boxing tournaments. He helped get sponsors and eventually helped the boxing club get into an actual building to do training. He also would transport the kids to matches down to LA. None of Larry Fragoso's kids were participants in the boxing club he did this for neighborhood kids. He was orchestrated the original consolidation between the city of Tracy and the rural fire districts. Over seen the construction of 3 new fire departments. Was fire fighter of the year and union president. He was on the board for the Hawkins Thompson preschool for many years. Helped with tons of events with the south side community organization. Remodel of the Guadalupe center and personally helps donate to keep the Guadalupana celebration going every year. Now that he's retired, he grows mandarin oranges on his property in Oroville ca and donates to the brighter Christmas program in Tracy every December

Thank you

Gloria Gomez

Director of Administration



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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

**NOMINATION FOR NAMING
PUBLIC BUILDINGS, PARKS, AND FACILITIES**

DATE OF NOMINATION 2-21-2021

NOMINATOR: Dorlane Thrasher, Steve Abercrombie, Lori Sparger

ADDRESS: [REDACTED]

PHONE: [REDACTED]

RECOMMENDED NAME: Gene Birk

LOCATION: _____

- | | |
|--|--|
| <input type="checkbox"/> MINI PARK | <input type="checkbox"/> NEIGHBORHOOD PARK |
| <input type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> <small>Tracy Hills Park</small> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? N/A

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible**.

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parks@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

There are many reasons Gene Birk is deserving of recognition in the Tracy area. A few known are:

1. Gene co-founded the “Brighter Christmas” of Tracy program and remains involved. Brighter Christmas will celebrate 45 years in 2022. He was chairman of this program, until recently when he passed the torch to Steve Abercrombie. He raises funds to purchase food and toys, and organized the program that gives baskets to approximately 650 families (over 1200 children). This program now also includes providing scholarships to graduating seniors that have volunteered in Brighter Christmas. This has become a year-round task of purchasing, organizing and coordinating since there is no paid staff or clerical help. Gene has been a member and past chairman of Good Samaritan Community Services/San Joaquin County Bank.
2. Gene is an active member of the Tracy Breakfast Lions. He regularly volunteers for all of their fundraising and other activities.
3. Gene is an active member of the Elks and has served many roles within that brotherhood.
4. Gene volunteered with the California Dry Bean Festival committee for nine years overseeing entertainers and assisting Tom Hawkins, Chair.
5. Gene was nominated for the JC Penney Golden Rule Award in 1990 for his unselfish volunteerism.
6. Gene served as the foreman for the Grand Jury for San Joaquin County in 1991-92
7. Gene is a “Friend of the Club” and active supporter of the Boys and Girls Clubs of Tracy.
8. Gene has served as Past President, Vice President and Treasurer of the Sister City Organization. He made goodwill trips to Tracy’s sister city Memuro, Japan. He was also instrumental in setting up a Sister City in the Azores, Portugal, the city of Veles.
9. Gene was the recipient of the 1996 Special Friends of Education award.
10. Gene has served on the City of Tracy Parks and Recreation commission.
11. Gene was the founder of Tracy Savings
12. Gene was a board member for DVI – Duel Vocational Institution
13. Gene is on the Board of Tracy Public Cemetery District

For many years, Gene has been contributing time, money and energy (and his big heart and many tears) to enhance the lives of people of all ages. He has definitely contributed to the Tracy community and deserves to be recognized for his accomplishments; don't you agree

Submitted by Dorlane Thrasher, Steve Abercrombie, Lori Sparger and many others



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City of Tracy
Parks & Recreation Department

333 Civic Center Plaza
Tracy, CA 95376

(209) 831.6200

NOMINATION FOR NAMING PUBLIC BUILDINGS, PARKS, AND FACILITIES

DATE OF NOMINATION 12/22/2021

NOMINATOR: Alyssa Wooten

ADDRESS: _____

PHONE: _____

RECOMMENDED NAME: Daniel R. Schack

LOCATION: Tracy Hills Park

- | | |
|--|---|
| <input type="checkbox"/> MINI PARK | <input checked="" type="checkbox"/> NEIGHBORHOOD PARK |
| <input checked="" type="checkbox"/> COMMUNITY PARK | <input type="checkbox"/> LINEAR PARK |
| <input type="checkbox"/> SPORTS COMPLEX | <input type="checkbox"/> SPECIAL USE PARK |
| <input type="checkbox"/> OPEN SPACE / | <input type="checkbox"/> PUBLIC BUILDING |
| <input type="checkbox"/> CONSERVATION LAND | |
| <input type="checkbox"/> PUBLIC FACILITY | <input type="checkbox"/> OTHER |

IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP? Daughter

The policy for naming public buildings, parks and facilities is attached. The City of Tracy requests that the nominator review the attached policy and prepare a 1-2 page summary of how the recommended name meets one or more of the considerations listed in items #1-#7 attached. Please be as **complete as possible.**

Example:

- Involvement and Commitment to Community
- Local Clubs and Organizations Served
- Schools Attended
- Significance to City of Tracy
- Why nominating the person

Submit this form and summary via mail to the address below or email directly to: parks@cityoftracy.org

Parks & Recreation Department
Attn: Parks & Recreation Director
333 Civic Center Plaza
Tracy, CA 95376

Daniel R. Schack was born and raised in Tracy. After moving away for college, where he met Cynthia L. Johnson, the two of them moved back to Tracy to raise their family and start their lives. Dan grew up right around the corner from where he now has his business. Dan, our dad, is an integral part of the positive aspects of Tracy and he continues to work selflessly to improve our growing community, to ultimately leave our town a little better today than it was yesterday.

Since 1987, Dan has owned Schack & Company, Inc., a local civil engineering, architecture, and project development firm in downtown Tracy. This office building is not only a place of business, but a hub for many hours of community service and humanitarian work. What most do not know, is there is so much more that Dan gives to the community than is ever seen. As a quick synopsis, he has been honored for the following awards in our Tracy community due his dedication to his family, friends, business, and community.

- 1995 - City of Tracy, Professional of the Year
- 2003 - City of Tracy, Citizen of the Year
- 2004 - Tracy Unified School District, Outstanding Acts of Good Character Award
- 2006 - City of Tracy, Outstanding Acts of Good Character Award
- 2009 - Organization of the Year, Good Sam Community Services (Dan R. Schack, Pres)
- 2010 - Boys & Girls Clubs, Distinguished Service Award
- 2014 - Best of Tracy Engineering Firm, Tracy Press Readers Award
- 2018 - Best of Tracy Engineering/Architectural Firm
- 2019 - City of Tracy, From The Heart Award
- 2019 - Best of Tracy Engineering/Architectural Firm

Dan's dedication started at an early age as a native Tracyite. It has been noted that he is recognized for his valued reputation and commitment to the community. Dan is known by ALL (not an understatement) to be loyal, professional, and understanding of the community as a whole. He values relationships and a good handshake promise.

More notable contributions to our community that I think of when speaking about my father are the Glover/Schack Flu Shot Clinics, Paws 4 Friends Pet Therapy Program, involvement in "Good Samaritan Community Services", "Tracy Friends for Parks, Recreation, & Community Services Foundation", and being the founding President of Tracy City Center Association.

Dan has been the director of the Glover/Schack Flu Shot Program since 2006, more recently partnering with Sutter Tracy Hospital to provide free flu shots to the community. This program was founded, with Dan's mentor Dr. A.R. Glover, to serve those in our community. After Dr. Glover passed, Dan has still committed to this program and promised to carry on Dr. Glover's legacy to continue the clinic for Tracy.

Dan also was the founding chairman and President of Tracy Friends for Parks, Recreation and Community Services Foundation (a non-profit organization) since 2010. This program promotes the social, cultural, and leisure needs of the residents of Tracy. Furthermore, it provides scholarship opportunities for Tracy youth, provides funding for special projects, enhances programs, activities, and events that are offered by the City Parks and Recreation Department of Tracy.

In 2010, Dan founded and served as the President of Tracy City Center Association (TCCA), and currently serves as the Vice President. As mentioned on their website, TCCA's goal is to support public improvements for business and property owners within the TCCA district and downtown Tracy. TCCA organizes and puts on events in downtown Tracy such as the local farmer's markets, Wine Strolls, community parades, and also facilitates public improvements to our downtown. Without a doubt, this organization has positively transformed our city's Downtown and we are proud that our father was an integral part of that development.

As a way to continue building capacity from within, Dan provides job shadowing and mentorship for high school aged students at Kimball High School, West High School, Millennium High School, and Tracy High School. Students come into the office to learn the trade of owning a business and the aspects of his engineering firm. Furthermore, Dan speaks at career events to inspire others and has done so for the past fifteen years, alongside housing approximately 10 students at Schack and Company each year.

Dan has served as the Chairman of Good Samaritan Community Services (non profit) since 1998. Good Sam is specifically focused on supporting the poor, underprivileged, distressed, and elderly members of Tracy. Additionally, the group fosters and sponsors local organizations on their quest to develop their own organization into a full fledged 501c3 organization. Some of the more notable Tracy organizations who got their start through Good Sam include Case for Kids, D.A.R.E., Tracy Firefighters Charity, Tracy Senior Association, Tracy Repertory Theatre, Habitat for Humanity Tracy chapter, Noah's Ark, and so many more.

Many people that know Dan, or Danny as he was known as an adolescent, know his love for animals, especially his love for his three Bernese Mountain Dogs: Braemar, Rio, and Nico. Dan became a member of the Paws 4 Friends Pet Therapy Program in 2006 in which his dogs became certified to provide comfort visits to schools, elder care facilities, VA hospitals, library visits, and reading opportunities for students with special needs. This was a special opportunity for Dan and he took a lot of pride in making others smile. He often mentions that the reluctant readers often found strength in

reading to his dogs. Much of the community service he still participates in is for animals, which is a special way of feeding his own soul.

It is difficult to put into a short summary all of the accomplishments of Daniel R. Schack. He has and continues to put others before himself and does so without others often knowing. To have his name at a park in the Tracy community would be a respected reminder that good things do happen to great people. Your consideration for this nomination is much appreciated. And we are most certain that his Tracy-raised young grandkids will surely love seeing their Papa's name at a place they can smile, dance, and play at.

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
June 2, 2022

AGENDA ITEM 7.c

REQUEST

REVIEW, DISCUSS AND APPROVE THE COMMISSION GOALS AND OBJECTIVES FOR FY 2022/2023

DISCUSSION

The Parks and Community Services Commission creates goals and objectives that they would like to work on each year that coincide with the City's fiscal year of July 1 through June 30. At the beginning of this new fiscal year, it is time for the commission to discuss what items they would like to work on for the coming year.

It is important for the commission to consider their goals and objectives in the context of the commission's purpose and roles and responsibilities as outlined in the Parks Commission bylaws. As the commission considers their potential goals and objectives, consideration should be given to the following items:

- What will be the outcome for each goal?
- Does the goal tie into the Parks and Community Services purposes or roles and responsibilities?
- How are we ensuring that there is community involvement for all ages including the senior population?

Additionally, when creating a new plan for the commission, it is also important to know the difference between a goal and an objective. A goal establishes where you want to go or what you want to do. An objective is a specific step that is needed in order to reach your goal. Goals are generally broader in nature while an objective will be more specific and will have a timeline attached to it.

In preparation for the discussion on new goals and objectives for FY 2022/2023, staff is asking the commission to review the current FY 2021/2022 goals (Attachment B) and purpose, roles, and responsibilities of the Parks & Community Services Commission (Attachment A) and come prepared to share ideas and discuss future goals for the commission.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item currently.

RECOMMENDATION

That the Commission review, discuss and approve the commission goals and objectives for FY 2022/2023.

ATTACHMENT

Attachment A – Purpose, Roles and Responsibilities of the Parks and Community Services Commission

Attachment B – Current Goals and Objectives for FY 21/22

ATTACHMENT A

PURPOSE, ROLES AND RESPONSIBILITIES OF THE PARK AND COMMUNITY SERVICES COMMISSION

A. Purpose

The purpose of the Parks and Community Services Commission is to:

1. Establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.
2. Establish rates, charges, and deposits for the use of any and all recreation facilities.
3. Hold public hearings on recreation programming and facility usage and conduct investigations and surveys for the purpose of obtaining facts and data concerning recreation programs.
4. Review grants, facility developments and designs and recreation programs.
5. Advise the Council on the subject of recreation and facility master planning and development.
6. Make recommendations to the Council regarding the right to exclude persons; to regulate traffic, including pedestrian, equestrian, and vehicular; and to regulate the operations and use of bicycles; the keeping or use of animals; the conducting of assemblies, contests, games, and sports; and the regulation of activities, such as the merchandising, advertising, gambling, solicitation, and imbibing of alcohol, from or in any and all recreation facilities.
7. Forward appeals of any actions of the Commission to the Council.
8. Hear appeals of decisions made by the Parks and Community Services Department Director under TMC 4.40.150 (Special Events Permits).
9. Hear appeals of park permits issued or denied by the Parks and Community Services Department Director under TMC 4.16.160 (Regulations Pertaining to The Use of Park and Recreation Areas and Facilities).

B. Role and Responsibilities

The role of the Parks and Community Services Commission is to provide citizen and community perspective and input on the development of park and recreation facilities and the delivery of recreation and community services programs.

PARKS COMMISSION GOALS ~ FISCAL YEAR 2021-22

Attachment B

Goal		Objective		Tasks	Timeline	Assignment/ Subcommittee	Status	
1.	COMMUNITY OUTREACH Look for ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends	1.A.	Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1	Attend monthly meetings & report back to Commission	Monthly meetings	Jimenez	continuous
		1.B.	Ensure representation with the Tracy Senior Association	1.B.1	Attend TSA monthly meetings & report back to Commission; Attend other non-profit meetings & report back to Commission	Monthly meetings; Quarterly meetings	Jimenez	
		1.C.	Public Outreach at community events twice per year	1.C.1	Attend Farmers Market	Twice per year	Krogh, Lieberg, & Souza	
				1.C.2	Attend Block Party	Twice per year	Singh	
				1.C.3	Attend Blues, Brews & BBQ	September	Singh and Souza	
				1.C.4	Attend Sponsored Youth Events	Twice per year	Lieberg	
				1.C.5	Attend Movies on the Plaza	Twice per year	Souza	
		1.D.	Public outreach to senior community	1.D.1	Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	Annually in November	All Commissioners	
				1.D.2	Reach out and meet with other senior organizations	Quarterly	Tabled - will determine if needed	
		1.E.	Increase communication with local school districts	1.E.1	Attend bi-monthly meetings & report back to Commission	Monthly meetings	Souza	
1.E.2	Attend City/School Liasion meetings and report back to Commission			Quarterly meetings	Lieberg			
2.	PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A.	Sponsor and Support the Rollin' Rec Program	2.A.1	Attend a Rollin' Rec Event	Twice per year	All Commissioners	
				2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Lieberg/Singh	
				2.A.3	Develop a survey to get a feedback on the program	Complete	Will review survey at next subcommittee mtg	
3	PARK FACILITY & SPORTS FIELD SAFETY	3.A.	Safety need	3.A.1				
	PARKING LOT:	Programming for Multi-Generational Recreation Center & Aquatics Center						