

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, August 4, 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 and social distancing protocols will be in place for Tracy City Hall.

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 **June 2, 2022**
6. Old Business
 - a. **REVIEW AND ACCEPT CHANGES TO THE 2023 CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK**
7. New Business
 - a. **RECEIVE PRESENTATION AND PROVIDE FEEDBACK ON A PROPOSED ORDINANCE AMENDMENT OF THE TRACY MUNICIPAL CODE TO UPDATE TITLE 4 "PUBLIC WELFARE, MORALS, AND CONDUCT" PROHIBITING CERTAIN ACTS, SLEEPING, AND STORAGE OF PERSONAL PROPERTY IN PARKS**
8. Items from Staff
 - a. **RECEIVE THE COMMUNITY FACILITIES REPORT** (Verbal Report)
9. Parks & Recreation Director's Report (Verbal Report)
 - a. **AQUATIC CENTER UPDATE**
10. Items from the Commission
 - a. **FY 22/23 COMMISSION GOALS & OBJECTIVES UPDATE**
11. Adjournment

AGENDA POSTED: July 28, 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, June 2, 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 Souza
- b. Tardy: Commissioner Jimenez (7:02pm)
- c. Absent: Commissioner Singh
- d. Staff Present: Jolene Jauregui, Recreation Services Manager; Thien Nguyen, Recreation Services Supervisor; & Katie Akre, Recreation Program Coordinator
- e. Recorded By: JoAnn Ronngren, Administrative Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Souza

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 May 5, 2022

ACTION: Motion was made by Commissioner Souza to approve the May 5th meeting minutes as amended and Vice Chair Krogh seconded the motion. Roll call found Chair Lieberg, Vice Chair Krogh and Commissioners Jimenez and Souza all in favor. Passed and so ordered with a 4,0,0 vote

6. OLD BUSINESS:

- a. **NONE**

7. NEW BUSINESS:

- a. **REVIEW AND PROVIDE FEEDBACK ON THE SPORTS FIELD HANDBOOK UPDATE**

Katie Akre, Recreation Program Coordinator presented the staff report.

Commission question and comments followed.

Katie Akre answered the questions of the commission.

ACTION: No Action Needed

- b. **REVIEW, PRIORITIZE, AND MAKE RECOMMENDATION TO CITY COUNCIL TO APPROVE THE FINAL NAME OF THE TRACY HILLS PHASE 1B PARK**

Thien Nguyen, Recreation Services Supervisor presented the staff report.

Lori Sparger, Tracy community member, thanked the commission for allowing her to speak on who she would like to receive this nomination. Lori spoke on all the great things that Gene Birk has contributed too, however, Brighter Xmas was one that was dear to her heart

as this provides food and toys for the families of Tracy. This was one of the many opportunities he brought forth to help the families of Tracy.

Adrienne McIntyre, Tracy Resident, nominated Walter and Mercedes Gouveia. Adrienne spoke about how they have dedicated their lives to building and growing future generations. Mr. Gouveia worked for TUSD for over 29 years serving as a guidance counselor for Tracy High School, Vice Principal for Tracy Adults School, and Director of Tracy School Board. He has a kind and warm spirit. Mrs. Gouveia was an elementary school teacher and school administrator. She actively participated in many committees and societies that dedicated to educating the future. These include the 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. Both Mr. and Mrs. Gouveia have left an impression on many lives.

Kaylin Delaringa, Tracy Resident and Dan Schack's daughter spoke how she was there to show her son the process to honor his "papa" by having a park named after him. Kaylin stated it would be an honor to have a park named after him to celebrate his successes and all the things he has done for the City of Tracy. Kaylin stated that everyone on this list is deserving and whether he is chosen tonight she has faith in the community that he will be names now or in the future.

Dave McClanahan, Retired Tracy Police Officer spoke in honor on Gene Birk. He stated he was the member of the Tracy Lions Club and has received many rewards. He is very passionate in everything he does. He spear headed the wreaths out at the Tracy Cemetery. He is someone you can rely on and steps in wherever he can to help.

Commissioner Souza feels that educators be named after educational buildings. She feels that it is important to recognize that Gene Birk and Dan Schack their community work dating back 40 yrs. Commissioner Souza stated she would put Gene Birk and Dan Schack first and second.

Jolene Jauregui, Recreation Services manager asked Commissioner Souza to re list her priorities in order and pick her number 3.

Commissioner Souza stated her 1st choice is Gene Birk, 2nd choice is Dan Schack, and third choice is Walter Gouveia.

Commissioner Jimenez stated this is a very difficult task of evaluating all these wonderful community members who have done so much for the community. This is difficult as they have all done great things for Tracy and the members of Tracy. Commissioner Jimenez concurs with Commissioner Souza as she separated the educators and feels that education is so important in that they inspired and instilled in our youth to continue to move on. Commissioner Jimenez feels these individuals should have a school named after them. Commissioner Jimenez looked at all the other names that were nominated and she looked at what they have done for the community. Commissioner Jimenez stated her 1st choice is Gene Birk, 2nd choice is Dan Schack, and 3rd choice is Larry Fragoso. Mr. Palmer previously indicated there is roughly 15 parks coming to Tracy Hills which mean there is 13 parks remaining. She is happy to see that applications returned and hopes they continue to return and reapply.

Commissioner Souza explained the process on how to name a school or school building after someone. She explained they must create committee which is voted on at a school board meeting. This committee is created by each school board member nominating 2 people in which 2 will be chosen and then there will be 3 additional people from the community who apply, for a total of 5 people. That committee will then make a recommendation to the TUSD Board.

Commissioner Jimenez asked if it would be helpful if she went to the school board and requested this and made a picture of this, as there are educators in the community who should be up for consideration.

Commissioner Souza stated this would be hard because the board has to 1st vote on a committee, however, there are some board members who doesn't want to open that door and start renaming buildings. Commissioner Souza stated that Commissioner Jimenez was more than welcome to approach the TUSD Board by attending a board meeting and during public comment, ask for it to be agendaized.

Commissioner Jimenez asked if Tracy Hills was part of Tracy Unified School District.

Chair Lieberg stated that Tracy Hills is part of the Jefferson School District.

Commissioner Jimenez asked if Jefferson works the same.

Commissioner Souza stated she did not know their policy.

Commissioner Jimenez stated she would contact Jefferson and ask their policy on naming schools and buildings.

Chair Lieberg mentioned that the newly proposed schools in Jefferson have already been named.

Commissioner Jimenez asked staff to send her John Palmer's phone contact info, so she could ask him how many schools are proposed for Tracy Hills.

Vice Chair Krogh thanked everyone who spoke on behalf of the nominee as he loves to hear about how they have contributed to our community as he was not born and raised in Tracy.

Vice Chair stated his choice is as follows: Gene Birk as #1, Dan Schack as #2, and Gouveia for #3.

Chair Lieberg thanked everyone for speaking as this is a challenging decision for the Commission. Chair Lieberg encouraged everyone to continue to submit nominees as there are many more parks to be named.

Chair Lieberg reiterated to staff that he would like to not only see a monument, but a plaque that gives a mini bio on whom the park is named after.

Chair Lieberg asked a clarifying question that pertained to Michael Scriven. He asked if he was working for this city at the time of his passing.

Jolene Jauregui, Recreation Services Manager answered his question.

Chair Lieberg stated he has a soft spot for those who lose their life in the line of duty. He stated every applicant/nominee is worthy, therefore, if not selected, please reapply when we have a new park.

Chair Lieberg stated his choices are as follows: Daniel R Shack as #1, Gene Birk as #2 and Michael Scriven as #3.

Vice Chair Krogh asked if City Council must choose 1 of 3 names recommended by the Parks Commission.

Jolene Jauregui, Recreation Services Manager answered the question.

Commissioner Jimenez stated for the record that when the Commission was asked to recommend a name for Legacy Fields, the City Council did not choose the recommended name, however, named it was they wanted.

Commissioner conversation continued.

ACTION: A motion was made by Commissioner Souza to nominate Gene Birk as number 1, Daniel R Schack as number 2, and Gouveia as number 3 to City Council in this order. Vice Chair Krogh seconded the motion. Roll call vote found all in favor; passed and so ordered with a 4,0,0 vote.

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

Jolene Jauregui, Recreation Services Manager recommended they review the current goals, assign/remove commissioners, add/remove goals, or make minor changes to them for the upcoming FY 2022-2023

Chair Lieberg open the floor to the commission.

Commission discussed the following Goals and Objectives with questions answered by staff regarding some goals.

1. Goal – Community Outreach

1.A. - Ensure Representation with the Tracy Friends for Parks, Recreation, & Community Services Foundation.

Assigned to: Jimenez

Commissioner Jimenez made the correction that these meetings are now Bi-monthly.

1.B. - Ensure representation with the Tracy Senior Association.

Assigned to: Jimenez

Commissioner Jimenez stated we should add Golden Agers

1.C. - Public Outreach at community events twice a year (currently on hold due to COVID). Assigned to:

1.C.1 – Attend Farmers Market - Assigned to: Lieberg, Souza, & Krogh

No changes were made

1.C.2 – Attend Block Parties – Assigned to: Singh Added: Souza

Commissioner Souza requested she be added to the assignment

1.C.3 – Attend Blues, Brews, & BBQ – Assigned to: Souza & Singh

No changes were made

1.C.4 – Attend Sponsored Youth Events – Assigned to: Lieberg

No changes were made

1.C.5 – Attend Movies on the Plaza – Assigned to: 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 – Assigned: All Commissioners

No changes were made

1.D.2 – Reach out and meet with other senior organizations

Commissioner Jimenez requested this be removed since we don't meet with any other senior organization other than what is in goal 1.B.1

1.E. – Increase communication with local school districts

1.E.1 – Attend bi-monthly meetings & report back to Commission
Assigned to: Souza

No changes were made

1.E.2 – Attend City/School Liaison meetings and report back to Commission. Assigned to: Souza; Removed Lieberg

Chair Lieberg requested he be removed as he no longer works in the City of Tracy and is hard to attend meetings

Commissioner Souza stated she would be happy to attend

2. Goal - Program Enhancement

2.A. – Sponsor and Support the Rollin' Rec Program

2.A.1 – Attend a Rollin' Rec Event. Assigned to: All Commissioners

No changes were made

2.A.2 – Attend Rollin' Rec Planning Subcommittee Staff Meetings and report back to Commission. Assigned to: Lieberg & Krogh; Removed: Singh

Vice Chair Krogh stated he would like to attend

Chair Lieberg asked if any opposed, no response noted, therefore, Singh will be removed, and Krogh added

2.A.3 – Continue with survey to get feedback on the program. Assigned to no one as this item will be tabled and reviewed at the next subcommittee meeting.

No changes were made

3. Park Facility & Sports Field Safety

3.A. – Safety Need. ADDED 3.A.1 & 3.A.2

Vice Chair Krogh asked if we need a representative or subcommittee to attend meetings that pertain to issues in the parks/facilities.

Jolene Jauregui asked clarifying questions and asked if he wanted to attend the homeless Advisory meetings that held quarterly as well as attend any meeting as needed related to parks/facility issues.

Vice Chair Krogh stated he would like to attend those meetings, therefore, we added 3.A.1 & 3.A.2 (see below)

3.A.1 – Attend Meetings as needed related to Parks and Facility Concerns. Assigned to: Vice Chair Krogh

3.A.2 – Attend Homeless Advisory Quarterly Meetings. Assigned to: Vice Chair Krogh

ACTION: Vice Chair Krogh motioned to adopt the Parks Commission Goals for FY 22/23 as discussed. Commissioner Souza seconded the motion. Roll call found all in favor; passed and ordered with a 4,0,0 vote.

8. ITEMS FROM STAFF

a. RECEIVE THE SENIOR QUARTERLY REPORT ON NEEDS & CONCERNS

This item was tabled to the August meeting.

9. ITEMS FROM THE COMMISSION

Commissioner Jimenez reported that the Tracy Friends for Parks, Recreation and Community Services Foundation monthly meeting was cancelled due to the golf tournament fundraiser event.

Commissioner Jimenez reported that the Tracy Senior Center Associations grant writer submitted a request to Tracy Foundation Hospital in the amount of \$ 17,000.00 and will advise the commission of the results when she receives them.

Commissioner Jimenez stated it is wonderful to see companies in the community invest in our seniors. Keller Williams and Prologis scheduled a volunteer employee workday to assist seniors. Volunteers that were added to the comfort care program was a handyman and a personal shopper.

Commissioner Jimenez reported that Representative Josh Harder voted to cap insulin prices through the Affordable Insulin Act.

Commissioner Souza state that last block party was a huge success with approximately 1000 attendees, and it was an overall great event.

Commissioner Souza report that the school board met, not a lot going on, but mentioned how 1 board member wanted to rename a building but it was voted against by the other members on the board.

Commissioner Souza reported that TUSD held 8th grade and High School Graduations and they all were a success.

Vice Chair Krogh stated he attended the City Council meeting when there was an item regarding the homeless shelter and mentioned that several residents in the area around El Pescadero spoke on the concerns and the issues they are having /seeing at the park.

Vice Chair Krogh stated the next time he was out there, he took a walk along the perimeter of the park and said that once the unsheltered are relocated, the park is going to need a lot of TLC and to put this on our radar. He hopes with the MGRC possibly going there, it will help clean the park. Much funding will be needed to reclaim this park.

Chair Lieberg stated he sympathizes with the residents/ homeowners around El Pescadero.

Chair Lieberg reported that our next block is Country and encourages all to attend.

Chair Lieberg requested an update on the lawsuit filed by Mary Mitracos pertaining to the Aquatic Center as he heard she won.

Jolene Jauregui asked if he wanted a staff report or directors report.

Chair Lieberg stated either is fine. (For the record, there was not a second on the request)

Jolene Jauregui, Recreation Services Manager reminded the commission of the following events:

1. Groundbreaking for the Temporary Homeless Shelter
2. Block Party on June 8

10. ADJOURNMENT:

Time of Adjournment: 8:29 pm

ACTION: Motion was made by Commissioner Souza and seconded by Commissioner Krogh to adjourn the meeting at said time of 8:29pm. All in favor, passed and so ordered with 4,0,0 vote.

The above agenda was posted at Tracy City Hall on May 26, 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
August 4, 2022

AGENDA ITEM 6.A.

REQUEST

REVIEW AND ACCEPT CHANGES TO THE 2023 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, provide feedback to staff, and accept changes on the 2023 Handbook.

DISCUSSION

The policy authority provided in the Tracy Municipal Code 7.16.030 (a) states that the Parks and Recreation Commission has the power to “establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.”

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.

Some of the proposed updates to the 2023 Handbook, that were presented at the Sports Fields Allocation Meetings held on June 13 and 14, 2022, includes proposing new requirements for Concessions/Vendors at Sport Fields and allowing user groups to access Musco Lighting controls and schedules for their rentals. The updated Handbook also includes more updates such as clarifying language designated where youth football can be permitted on sport fields, proposing tournaments to pay field deposits prior to their reservation’s dates, and other updates for efficient and equitable use of fields.

Overall, the user groups continue to respond positively to the Sports Fields Handbook, with changes in this year’s handbook coming directly from suggestions gathered from user groups. 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 accept changes to the 2023 City of Tracy Sports Field Reservation Handbook.

Prepared by: Katie Akre, Recreation Program Coordinator

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

ATTACHMENT

Attachment A – 2023 Sports Field Reservation Handbook

CITY OF TRACY

Sports Field Reservation Handbook

2023 Allocation Year

Finalized by the Parks & Community Services Commission
at its August 4, 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

Facility Attendant (Patrol): (209) 640-2733
Facility Attendant (Tracy Sports Complex): (209) 814-0706
Facility Attendant (Legacy Fields): (209) 362-0076

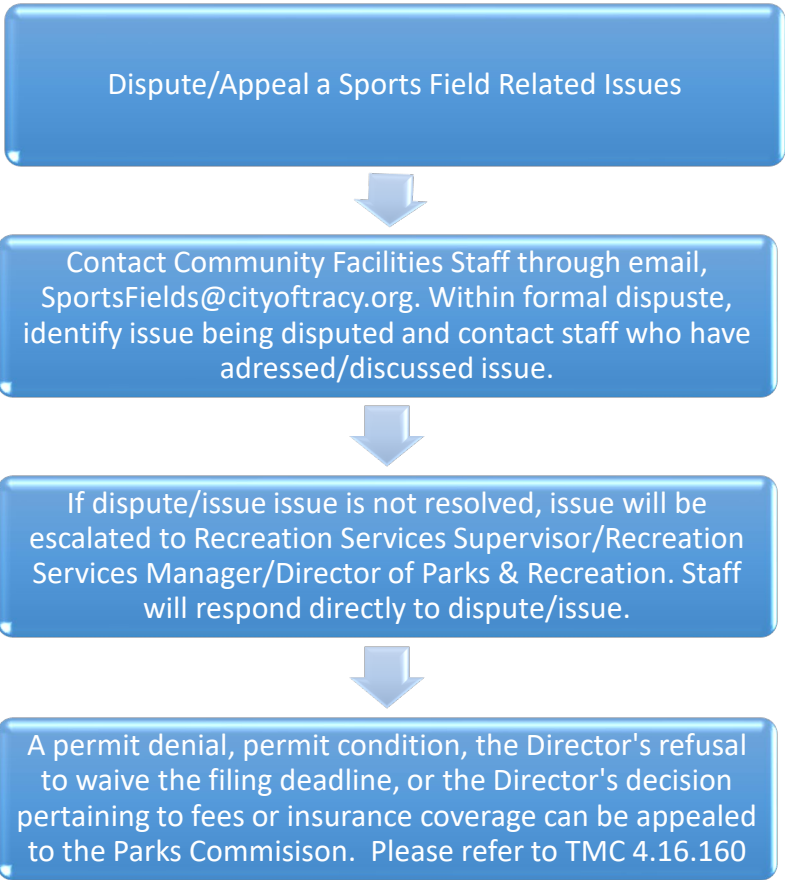
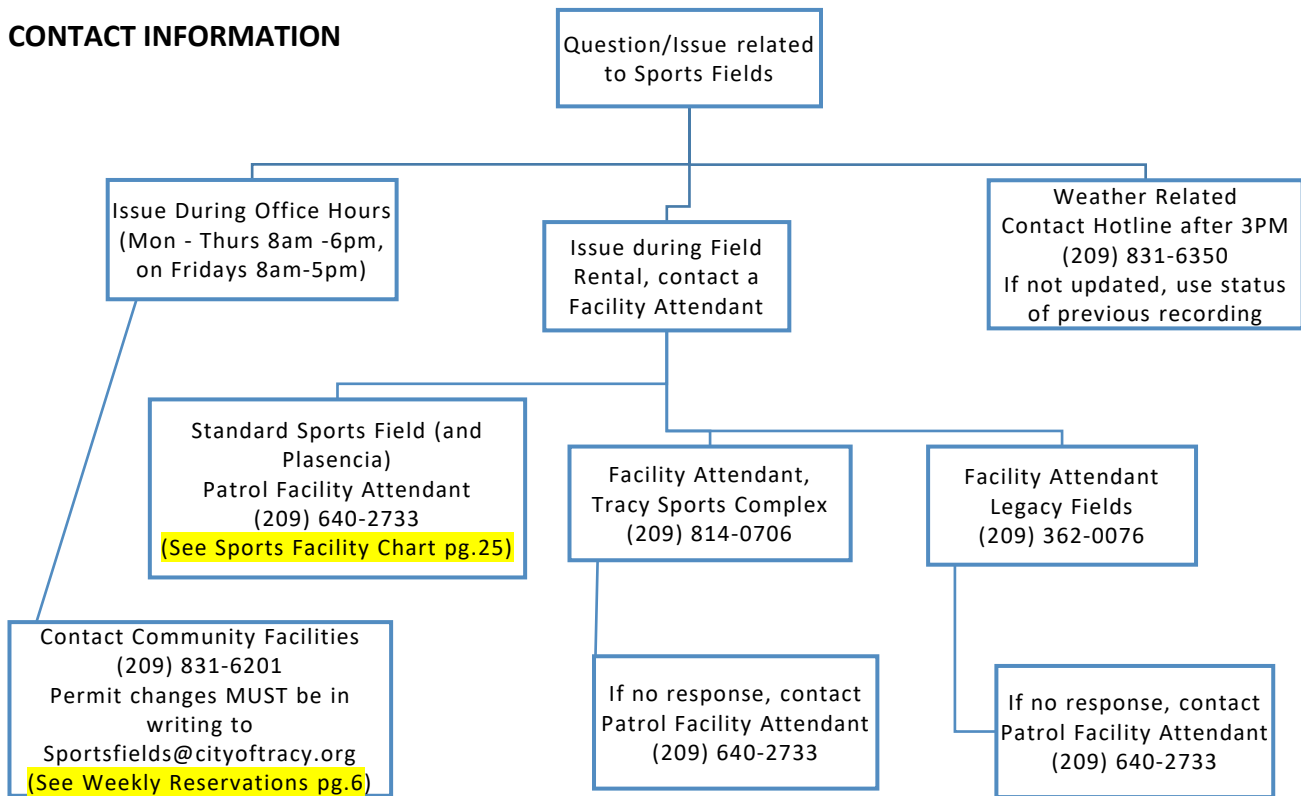
Weather/Field Condition Hotline (*updated by 3 pm with changes*): (209) 831-6350

Musco Light Control (877) 347-3319**

****unique organization login and user code needed to control lights**

Email sportsfields@cityoftracy.org to receive username and code.

CONTACT INFORMATION



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. (See **Live Draft** on p. 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.**

Tournament 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)
- Tournament Directors will be required to pay the non-refundable application fee and deposit at time of submittal of application. (See **Field Use Fees**, p. 13)
- All Tournament Directors are required to have a traffic control plan and additional volunteers/staffing for parking. If additional staffing is needed from the City, staffing and parking fees will be charged to the permit.
- 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

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** p.18).
- 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** p.19).
- 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)

Weekly Reservation Change Type Deadlines	DAY	TIME
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

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

Primary User

Secondary User

January-June

Baseball/Softball/Cricket

Football/Soccer

July-December

Soccer/Football

Baseball/Softball/Cricket

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.

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.

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://bizfileonline.sos.ca.gov/>
2. Select "Search" from the lefthand sidebar
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.

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 alternative locations (i.e. Plascencia, Baseball Outfields, Legacy Soccer Fields in addition to current youth football being permitted at Ritter Family Ballpark) and will align with the turf management policy (See **Turf Management**, p.18) in order to maintain playable fields. City Staff will monitor field usage throughout the Football season. Staff will continue to provide in-season priority to the sport above but will also seek to accommodate other sports to alleviate schedule compaction issues.

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**, p. 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. • Meeting topics will also include maintenance updates, policy review, and field issues.
August 4, 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** p. 24).

Payments (See **Sports Field User Fees**, p.13)

- 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.

Food and Vendor Services Pilot Program Fees (Piloted in 2022)

Sports Field Vendor Fees

(Concession Stand Fee located at Legacy Fields and Tracy Sports Complex)

User Group	Rental Amount
Non-Profit	\$5/daily
Private	\$8/daily
Commercial	\$12/daily

Mobile Food Truck Vendor Fees

(Location must be approved by Parks & Recreation Staff)

Type of Fee	Rental Amount
Daily Fee	\$5/daily

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, Ritter Family Ballpark, Veterans)

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

***NEW** in 2023 will be a Piloted Sports Fields Lighting Program that will allow Sports Organizations 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 invoice organizations. Musco Light Control Phone number is (877) 347-3319. Please see **Sports Fielding Light** pg. 14.

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.

Sports Field Lighting

Sports Organizations will be given access (individual usernames and passwords) to the City’s Musco Lighting system at the following locations Legacy Fields, Tracy Sports Complex and Veterans Park. Organizations will be responsible for scheduling their own field light use by calling Musco’s automated phone system. When a user group calls Musco Lighting Support Services, (877) 347-3319, they will be directed to provide their username and password and then asked for a time to turn the lights on and off for a specific location and sports field. If sports organizations have issues, they can call the Facility Attendant at their facility or on patrol to assist (See **Contact Information** on p. 3).

At the end of each month City staff will pull the monthly report usage for lights and will charge the user groups appropriately (See **Field Use Fees**, p. 13 for light fees).

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 **Subdivision of Fields** p. 17)

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 (See **Introduction** p. 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** p. 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 (See **Introduction** p. 3)

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted including: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells. For additional food and Beverages services onsite sports organizations can rent the concession stand at Legacy Sports Complex and Tracy Sports Complex or can request/coordinate for food vendors to sell on-site (See **Concessions & Merchandise Sales** p. 19-20). Permit holders must abide by the Rules of Conduct (p. 18-19). 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, Plasencia 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 group 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. The **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 **Field Lining – Soccer** p. 15).

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 ensure 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 beverages at facilities where no concessions is provided, must request authorization to do so in writing by obtaining a Sports Facility Use Permit for Concession/Vendors 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. For more information on Concessions and Merchandise Sales, please email sportsfields@cityoftracy.org.

Food vendors will be allowed at Premium Sports Fields and will be reviewed on a case-by-case basis for Standard Fields (i.e Ritter Family Ball Park, Veterans Park, etc). Food Vendors will not be permitted on any site if there are no permitted rentals on a sports field. No selling of food and/or beverages during a rental is permitted without prior written consent of the City.

At Legacy Fields and Tracy Sports Complex, 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.

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.

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.

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 (See **Concessions & Merchandise Sales**, p. 19-20).

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 **Concessions and Merchandise Sales** p. 19-20).

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.

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS, CONT'D

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 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

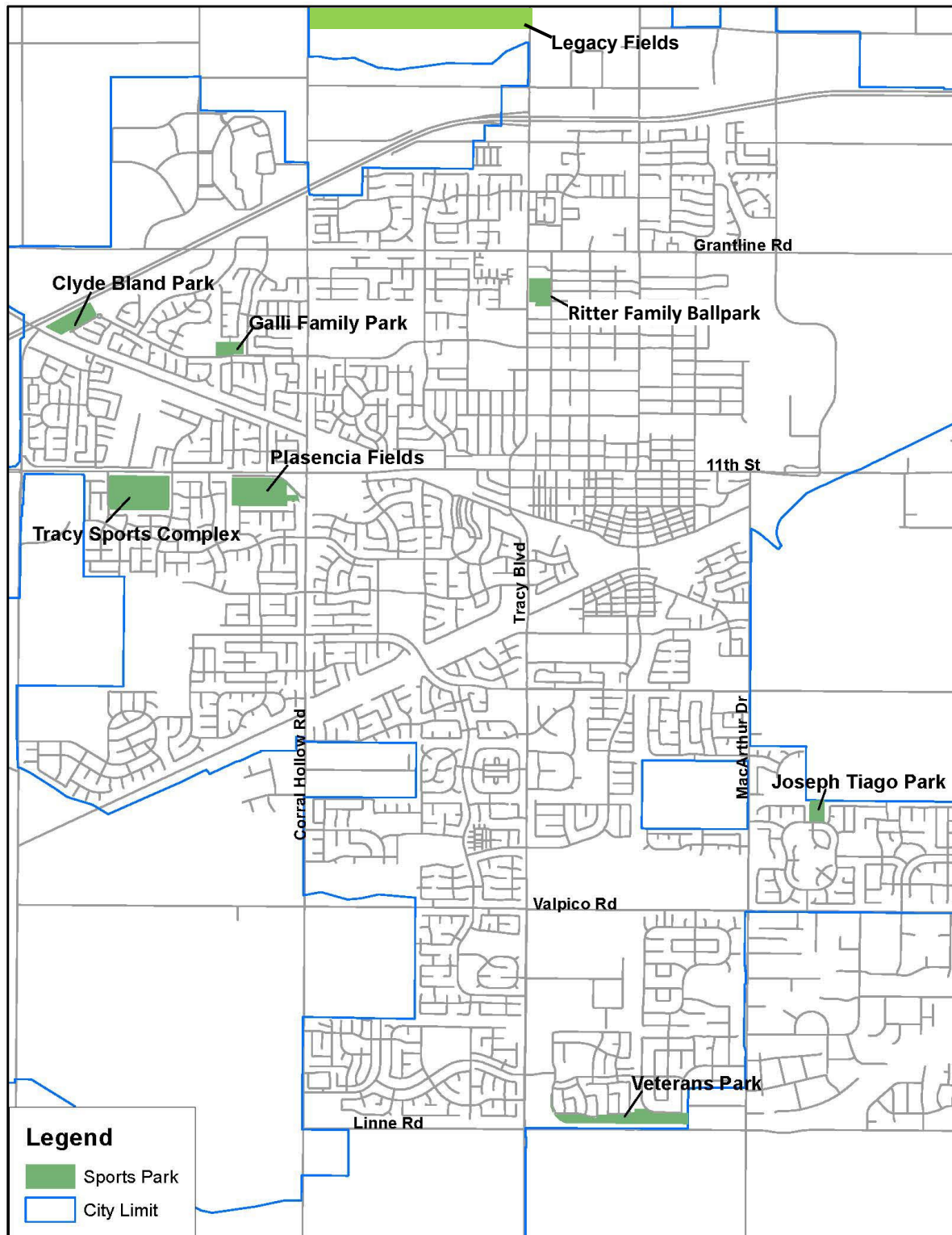
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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 STANDARD FIELDS	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
PREMIUM 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	Yes	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
August 4, 2022**

AGENDA ITEM 7.A

REQUEST

RECEIVE PRESENTATION AND PROVIDE FEEDBACK ON A PROPOSED ORDINANCE AMENDMENT OF THE TRACY MUNICIPAL CODE TO UPDATE TITLE 4 “PUBLIC WELFARE, MORALS AND CONDUCT” PROHIBITING CERTAIN ACTS, SLEEPING, AND STORAGE OF PERSONAL PROPERTY IN PARKS

SUMMARY

Given the development of conditions in local parks and public places, City staff developed amendments to Title 4 of the Tracy Municipal Code to provide clarity related to storage of personal property, certain clarifying changes were required to address certain acts in City parks and other public places. This report outlines the proposed amendments for the Commission’s review and comment.

DISCUSSION

City staff has reviewed the conditions of City parks and other public places and determined that in order to improve enforcement and to clarify unacceptable park activities, code modifications were in order to better address unauthorized acts in City parks and provide safeguards to enable effective enforcement.

Pursuant to the City of Tracy Parks Commission Bylaws, the Commission is tasked with establishing rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks. To this end, staff presents amendments for the Commission’s review and comments.

Amendments to the ordinance include the following:

<i>Existing Language</i>	<i>Amended Language</i>
Chapter 4.16 REGULATIONS PERTAINING TO THE USE OF PARK FACILITIES	Chapter 4.16 REGULATIONS PERTAINING TO THE USE OF PARKS AND PUBLIC AREAS AND FACILITIES
	<u>“Park and Recreation Department” means the Department of Parks and Recreation of the City of Tracy.</u>
	<u>“Public Area” or “Public Areas” means all real property that is owned or controlled by the City and shall include, but not be limited to, any park, street, median strip, sidewalk, building, or structure.</u>
(k) Make or kindle any fire, except in picnic stoves, provided for that purpose, or camp,	(k) Make or kindle any <u>open fire, such as camp fires, bonfires, burning of garbage, or portable outdoor fireplaces in any public area, except in picnic stoves,</u>

except in places designated as such by official action of the City;	provided for that purpose, or camp, except in places designated as such by official action of the City;
	<u>(v) Under no circumstances may persons store, dump or discard water from baths, sinks, washing machines, and other kitchen appliances or sewage water onto sidewalks, streets, parks, open spaces, storm drains, or any other facilities not intended for gray water or black water disposal;</u>
	<u>(w) Public areas shall not be used for storage or a dumping location for any personal items, including without limitation, car parts, bicycle parts, extra bicycles, furniture, appliances, generators, propane tanks, or combustible materials; or</u>
	<u>(x) Under no circumstances may persons create unpermitted electrical connections.</u>
4.16.180 Unlawful acts in park	4.16.180 Unlawful acts in <u>parks and public areas.</u>

FISCAL IMPACT

Adoption of this ordinance has no impact to the General Fund.

STRATEGIC PLAN

The amendments provided in the proposed ordinance fall under the Parks and Recreation Department's Strategic Goal #1, Enhance Community Amenities.

RECOMMENDATION

Staff recommends the Commission receive the report and provide feedback on the proposed amendments to Title 4, "Public Welfare, Morals and Conduct" of the Tracy Municipal Code, prohibiting certain acts and storage of personal property in parks

Prepared by: Ana Contreras, Community Preservation Manager
Reviewed by: Miguel Contreras, Tracy Police Lieutenant

Approved by: Brian MacDonald

EXHIBIT A

OMNIBUS AMENDMENT OF THE TRACY MUNICIPAL CODE TO UPDATE TITLE 4 “PUBLIC WELFARE, MORALS AND CONDUCT” AND TITLE 5 “SANITATION AND HEALTH” AND TO PROHIBIT CERTAIN ACTS, SLEEPING, AND STORAGE OF PERSONAL PROPERTY IN PUBLIC AREAS AND PARKS

Chapter 4.16 REGULATIONS PERTAINING TO THE USE OF ~~PUBLIC AREAS AND~~ PARKS AND ~~RECREATION PUBLIC AREAS~~ AND FACILITIES

Sections:

4.16.010 Name of chapter.

This chapter shall be known as the "Tracy Parks ~~and Public Areas~~ Ordinance".

(Prior code § 4-4.01)

4.16.020 Purpose.

The purpose of this chapter is to regulate the use of City ~~public areas and~~ parks ~~and other public areas~~, and establishes the standards for issuance of park permits so that all persons may enjoy and make use of such parks and to protect the rights of those in the surrounding areas.

(Prior code § 4-4.02)

4.16.030 Definitions as used in this chapter.

"Amplified sound" means music or speech projected or transmitted by electronic equipment, including but not limited to amplifier, loudspeakers or any similar device.

"City Manager" means and refers to the City Manager or his designee.

"Director" means and refers to the Director of the Department of Parks and Recreation or his designee.

"Exclusive use" means the right to use a park, or area thereof, for any activity at a specified time, to the exclusion of all others.

"Facility permit" means written permission by the Director for a specified use of a park or area thereof, including a community building, community ground, barbecue pit area, City pool, athletic facility or any other park facility.

"Parade" means an organized march or procession of persons, animals or vehicles or combination thereof whose march route crosses park property.

"Park" means all City parks, community buildings and grounds, athletic facilities, open space areas and other grounds and facilities owned or operated by the City for park, recreation or open space purposes.

"Parks and Recreation Department" means the Parks and Recreation Department of the City of Tracy.

"Permit application fee" means the nonrefundable fee to be paid by an applicant for a facility permit. The fee shall be set by the City Council and shall cover the full cost (or portion thereof) of processing and investigating the application, and administering the park facility permit program.

"Permittee" means the person or group which has been granted a facility permit.

"Public Area" or "Public Areas" means all real property that is owned or controlled, managed, or maintained by the City and shall include, but not be limited to, any park, street, median strip, sidewalk, building, or structure.

"Publicize" means to inform the public of a planned activity by means of newspaper articles, notices, radio or television notices, announcements at public places, leafletting, posting signs or written notices in places used by the public, or by any other means calculated to notify the public of any activity.

(Prior code § 4-4.03)

4.16.040 Certain park areas restricted to specific users.

The Director may designate in writing and/or by posting at the site, certain parks, park facilities, or areas thereof, which are available for exclusive use only upon obtaining a facility permit pursuant to Section 4.16.050.

(Prior code § 4-4.04)

4.16.050 Facility permit required.

A facility permit must be obtained from the Parks and Recreation Department prior to sponsoring or conducting any of the following activities in a park:

- (a) For the exclusive use of any park area or facility which has been designated by the ~~Park~~ Director pursuant to Section 4.16.040 as requiring a facility permit;
- (b) For any organized activity in which fifty (50) or more persons are expected to participate or attend, or which is publicized prior to the date of the activity, or which requires special City services. Such activity includes, but is not limited to the following: A picnic, rally, group meeting, parade, play, musical event, art show or other show or exhibition;
- (c) Any activity involving the erection or placement on park property of stages, booths, platforms, sculptures and other art works, or other similar structures;
- (d) For the sale or barter of any goods, wares, merchandise, food or beverages (see Section 4.16.140);
- (e) For any activity involving the use of amplified sound (see Section 4.16.150);
- (f) A permit is required to possess or consume any alcoholic beverage in designated City parks.

(Prior code § 4-4.05)

4.16.060 Facility permit applications.

- (a) Any person applying for a facility permit shall file an application on a form provided by the Director, not less than twenty (20) days, nor more than one year (365 days) prior to the proposed use of the park. The Director may waive the application deadline for good cause if sufficient time remains to process the application, and for the City to prepare for the requested use. Good cause can be demonstrated by the applicant, and shall be determined by the Director, showing that the circumstances which gave rise to the permit application did not reasonably allow the participants to file within the time prescribed and the proposed activity is for the purpose of exercising the right of free speech.

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- (b) All applications for the facility permit must be signed or cosigned by a person twenty-one (21) years of age or older who shall agree to be responsible for the requested use of the park.

(Prior code § 4-4.06)

4.16.070 Facility permit application.

The application for a park facility permit shall be completed on a form provided by the Park and Recreation Department and shall provide the following information:

- (a) The name, address, and telephone numbers of the permit applicant, organization sponsoring the activity (if any) and person who shall be in charge of the activity; (b) Park, facility or area thereof requested;
- (c) Any additional park equipment or personnel requested;
- (d) The type of activity planned;
- (e) The starting and finishing time of activity;
- (f) The number of persons expected to attend the activity;
- (g) The type of equipment or structures (if any) which shall be erected or placed on park property;
- (h) Whether the activity will involve amplified sound and the nature thereof;
- (i) Type and amount of insurance coverage for the event;
- (j) Any supplemental information the Director shall find reasonably necessary to determine whether to approve the permit application pursuant to Section 4.16.160.

(Prior code § 4-4.07)

4.16.080 Action or permit application.

The Director shall approve, conditionally approve or deny a facility permit application for any of the grounds specified in section 4.16.090. Such action shall be taken no later than seven (7) days after receipt of a completed application. Notice of the Director's decision shall be mailed to the applicant's address. If the application is denied the Director shall state the grounds for denial in writing and inform the applicant of his/her right of appeal. If a change in the time or location of the proposed activity would allow approval of the application, the Director shall propose an alternative location or time for the activity.

(Prior code § 4-4.08)

4.16.090 Grounds for permit denial.

The Director may deny a facility permit application if he determines from a consideration of the application or other pertinent information, that any of the following conditions exist:

- (a) Information contained in the application or supplemental information requested from the applicant, is found to be false in any material detail;
- (b) The applicant failed to complete the application form after having been notified of the additional information or documents required;
- (c) The proposed activity would conflict with a previously planned City-sponsored activity;

- (d) The applicant refuses in writing to comply with all terms and conditions of the permit;
- (e) A prior application for a permit to use the same location at a conflicting time has been received and such application has been or will be approved;
- (f) The nature or size of the activity would be reasonably likely to injure persons or damage park property, or property adjacent to the park; provided, that the Director shall not consider the content of expression which is proposed or anticipated at the activity;
- (g) The proposed activity is prohibited by law;
- (h) The proposed activity is inconsistent with the purpose for which the facility or park area has been established or designated pursuant to section 4.16.040;
- (i) The sole purpose of the activity is advertising or sale of any product, goods, wares or merchandise and is designed to be held for private profit and not for First Amendment expression;
- (j) That the proposed activity would require the assignment of so great a number of City police officers to properly police the park activity, or areas contiguous thereto, as to prevent normal police protection to the rest of the City. Nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable permit conditions can be imposed to allow for adequate protection of event participants with the number of police officers available to police the event. The determination as to whether a park permit shall be denied for this ground shall be made by the Chief of Police after conferring with the Director.

(Prior code § 4-4.09)

4.16.100 Park permit conditions.

The Director may impose reasonable conditions on approval of a park permit application respecting the time, place, and manner of use of the park. Such conditions may be imposed to ensure the safety of persons, public and private property, the control of noise, and to ensure that other activities at the park will not be unduly disturbed by the proposed activity of the applicant. Such conditions, however, shall not unreasonably restrict the right of free speech. Permit conditions may include, but are not limited to the following:

- (a) Alteration of the time or location of the proposed activity;
- (b) Requirements for the use of security personnel or monitors;
- (c) Requirements that the applicant obtain any legally required permit or license;
- (d) Requirements for notifying the activity participants of park rules and the terms and conditions of the permit;
- (e) Inspection and approval by City personnel of stages, booths or other structures erected or placed in the park in connection with the activity;
- (f) Restrictions on the use of alcohol.

(Prior code § 4-4.10)

4.16.110 Fees and deposits.

Upon the granting of a permit under this chapter, any fees or deposits which are adopted by the City for the use of City personnel, buildings, equipment, parks and facilities, shall be contained in the permit and the fees and deposits shall be paid by the applicant prior to the receipt of the permit.

(Prior code § 4-4.11)

4.16.120 Indemnification.

Prior to the issuance of the facility permit, the permit applicant and authorized officer of the sponsoring organization (if any) must sign an agreement to reimburse the City for all costs incurred by it in repairing damage occurring in connection with the permitted activity and caused by the permittee/sponsoring organization, its officers, employees or agents, or any other person who was or reasonably should have been under the permittee's or sponsoring organization's control. The agreement shall also provide that the permittee/sponsoring organization shall indemnify the City against, and indemnify and hold the City harmless from, any loss, damage, liability or expense which may arise in any way in connection with the permitted activity caused by the actions of the permittee/sponsoring organizations, its officers, employees or agents, or any person who was or reasonably should have been under the permittee's or sponsoring organization's control.

(Prior code § 4-4.12)

4.16.130 Insurance.

- (a) The applicant/sponsor of any activity which requires a facility permit pursuant to section 4.16.050 must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the activity.

Such insurance shall name on the policy or by endorsement as additional insured the City, its officers, employees and agents. Insurance coverage must be maintained for the duration of the activity.

- (b) Coverage shall be a comprehensive general liability insurance policy in an amount prescribed by City resolution. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Services Office (ISO) comprehensive general liability insurance coverage. If food or non-alcoholic beverages will be sold or distributed at the activity the comprehensive general liability coverage must include products liability coverage. If alcoholic beverages will be sold or distributed at the activity, the policy must also include coverage for liquor liability, along with the required Alcoholic Beverage Control permit as required by the permit process.
- (c) A copy of the policy or certificate of insurance along with all necessary endorsements must be filed with the Director no less than twenty (20) days prior to the event, unless the Director for good cause waives the filing deadline.

(Prior code § 4-4.13)

4.16.140 Sale of goods and merchandise.

No person, other than a concessionaire with a current and valid contract with the City for the provision of concession services, shall sell or offer for sale any goods, wares, merchandise or beverages without the prior written approval of the Director. The Director shall determine whether to approve, conditionally approve or deny an application for a vendor permit within seven (7) days after receiving a completed application on a form prescribed by the Director. Written permission shall not be granted by the Director excepting for sales by non-profit organizations in connection with an organized activity whose primary purpose is First Amendment expression and not private profit. The Park Director may impose reasonable conditions of the issuance of a permit as authorized by section 4.16.160 of this chapter. This section shall not apply to the solicitation of donations for distribution of material by individuals for the primary purpose of First Amendment expression and not private profit.

(Ord. 1096 § 1, 2006; prior code § 4-4.14)

4.16.150 Amplified sound.

The use of amplified sound in a park is forbidden unless a facility permit has first been obtained pursuant to section 4.16.050. The Director, upon granting a permit for use of any amplified sound system, may impose reasonable conditions concerning the location of the sound system, and the maximum decibel level for the sound system to minimize the amount of amplified sound audible in adjacent park areas and neighborhoods.

(Prior code § 4-4.15)

4.16.160 Appeal procedure.

- (a) The applicant shall have the right to appeal to the Parks and Recreation 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 required under this chapter. Notice of appeal shall be made on a form prescribed by the Parks and Recreation Director and shall be filed with the Parks and Recreation Director stating the grounds for appeal. Regular meetings of the Parks and Recreation Commission are scheduled in accordance with section 2.04.020 of this Code (usually the first Thursday of each month). The appeal must be filed no later than noon on Thursday a week preceding the Parks and Recreation Commission meeting to be placed on the next regular meeting's agenda. The decision of the Parks and Recreation Commission may be appealed to the City Council who has final authority.
- (b) If there is insufficient time for a timely appeal to be heard by the Parks and Recreation Commission prior to the date on which the event is scheduled, the applicant may, at his or her option, request the Parks and Recreation Director to schedule the appeal to be heard before the City Manager under section 1.12.010. The City Manager shall attempt to hold a hearing no later than three (3) business days after the filing of the appeal, and shall render his decision no later than two (2) business days after hearing the appeal. If the appeal is heard before the City Manager, the City Manager's decision is final.

(Ord. 1111 § 4 Exh. A (part), 2007: prior code § 4-4.16)

4.16.170 Duties of permittee/sponsor.

- (a) Each permittee/sponsor of an activity shall comply with all terms and conditions of the permit issued under this chapter.
- (b) Each permittee/sponsor of an activity shall ensure that the person in charge of the activity shall carry the permit issued under this chapter on his person during the duration of the activity.
- (c) Each permittee/sponsor of an activity shall ensure that the park area or building used for the permitted activity is cleaned and restored to the same condition as existed prior to the activity.

(Prior code § 4-4.17)

4.16.180 Unlawful acts in ~~public areas and parks~~ and public areas.

No person, other than authorized City personnel, shall do any of the following unless written permission has been obtained from the Director:

- (a) Play or engage in any game or contest in any park except in such places suited, specially provided or designated for that purpose;
- (b) Play upon any tennis courts wearing shoes other than those having vulcanized soles and heels, commonly known as tennis shoes. In-line skating, skateboards, or other wheeled items and dogs are prohibited on tennis courts, basketball courts or similar multi-use courts;
- (c) Use any tennis courts for tennis tournaments, team practices or other special events of any kind without the prior written permission of the Director;
- (d) Cut, break, injure, deface or disturb any plant, rock, building, cage, pen, monument, fence, bench or other structure, apparatus or property; or pluck, pull up, cut, take or remove any shrub, bush, plant or flower; or make or write upon any building, monument, fence, bench or other structure;
- (e) Cut or remove any wood, turf, grass, soil, rock, sand or gravel, or any found object, whether above or below the ground;

- (f) Lead or let loose any farm animals of any kind. Dogs are permitted subject to regulations and section 5.08.130 of this Code. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas;
- (g) Post, place or erect any bills, notice, paper or advertising device of any kind on park equipment;
- (h) Tear down, deface or destroy any sign posted pursuant to this chapter;
- (i) Willfully tamper with or damage any water or gas pipes, hydrant, stopcock, sewer, basin or other construction in any park;
- (j) Carry any firearms, air gun, slingshot or archery equipment;
- (k) Make or kindle any open fire, such as camp fires, bonfires, burning of garbage, or portable outdoor fireplaces in any public area, except in picnic stoves, provided for that purpose, or camp, except in places designated as such by official action of the City;
- (l) Ride or drive any horse or other animal or any motorized vehicle, cycle, go cart or scooter elsewhere than on the roads or drives provided for such purpose, or drive a motor vehicle in an erratic or hazardous manner on any park roads, paths or parking areas;
- (m) Enter, remain or stay in the swimming pools in the public parks or the enclosures surrounding the pools at any time when the pools are not open to the public with a lifeguard on duty;
- (n) Play or engage in model aircraft flying or boats, driving of golf balls, archery, hardball or any similar games of a hazardous nature except at such places as are especially set apart for such purposes;
- (o) Throw or place on or in any park any paper, rubbish, garbage or refuse matter of any kind, unless in or adjacent to a receptacle designed for the purpose; but no person shall deposit household rubbish and garbage in any City park, rubbish receptacles or in garbage receptacles;
- (p) Urinate or defecate in a park or recreation facility except in proper fixtures in a restroom facility designed for the purpose;
- (q) To sell refreshments, food stuffs or novelties in any park or on any street immediately adjacent thereto without the prior written permission of the Director or the City Council;
- (r) Use or possess any glass beverage container within the boundaries of any park;
- (s) Alcoholic beverages are prohibited in mini and neighborhood parks adjacent to joint use areas of elementary schools. It shall be unlawful and a misdemeanor to consume any alcoholic beverage, in any park without first obtaining the permission of the City Council or a permit from the Parks and Recreation Department. It shall be unlawful to possess any can, bottle or other receptacle containing any alcoholic beverage as defined by the Alcoholic Beverage Control Act of the State of California that has been opened, or a seal broken or the contents of which have been partially removed in any park without first obtaining the permission of the City Council or a permit from the Parks and Recreation Department. Signs will be posted and shall read "ALCOHOL CONSUMPTION OR POSSESSION PROHIBITED IN CITY PARK WITHOUT A PERMIT BY T.M.C. 4.16.180(s)";
- (t) No person shall go upon any surface in a park with any skateboard, roller skate, rollerblade, in-line skate, coaster, or any similar device, when appropriate signs giving reasonable notice thereof are posted at the park;
- (u) A person shall be permitted to use a skateboard in a park only if: (1) the City Council has adopted a resolution which identifies the park at which skateboarding is permitted; and (2) signs are posted at the park affording reasonable notice that: (i) any person riding a skateboard in the park is undertaking a "hazardous recreational activity" pursuant to California Health and Safety Code section 115800; and (ii) the person must wear a helmet, elbow pads, and knee pads; and (iii) that any person failing to do so will be subject to citation pursuant to this section;

(v) Under no circumstances, may persons store, dump or discard gray water (i.e from baths, sinks, washing machines, and other kitchen appliances) or black water (i.e., sewage water) onto sidewalks, streets, parks, open spaces, storm drains, or any other facilities not intended for gray water or black water disposal;

(w) Public property areas shall not be used for storage or a dumping location for any personal items, including without limitation, car parts, bicycle parts, extra bicycles, household furniture, or appliances, generators, propane tanks, or combustible materials; or

(x) Under no circumstances, may persons create unpermitted electrical connections.

(Ord. 1074 § 2, 2005; Ord. 990 § 1, 1999; prior code § 4-4.18; Ord. No. 1229, § 1, 1-3-2017)

4.16.190 Park closing hours.

It is unlawful and a misdemeanor for any person to enter or remain in a City park, whose closing times have been posted pursuant to section 4.16.200, between dusk and dawn or such other time as is posted by the City Manager or his or her designee. The City Manager is authorized to designate those parks which shall be closed between the hours of dusk and dawn, or such other time as determined by the City Manager, to allow for optimal park use, to prevent potential destruction of public property, to prevent potential nuisance to the residents of adjoining areas, or to prevent hazards to persons using park property. This section shall not apply to the following:

- (a) Any Peace Officer or City employee acting within the course and scope of his employment;
- (b) Any City-sponsored functions or programs;
- (c) Any person who has received a facility permit or other written authorization from the Director for use of the park after closing hours.

(Ord. 1109 § 1, 2007: prior code § 4-4.19)

(Ord. No. 1204, § 1, 12-15-2015 4.16.200 Posting of signs.

- (a) The signs posting closing hours shall be not less than one square foot in area and upon which, in lettering not less than one-half inch in height, appear the time the park is closed with words such as "ENTERING OR REMAINING IN THIS PARK BETWEEN DUSK AND DAWN FORBIDDEN BY LAW TMC 4.16.190" or such other times as the City Manager may designate pursuant to section 4.16.190 of this Code. Any area to remain open shall be posted on a separate sign located within such area.
- (b) Each park shall be posted in the following manner:
 - (1) If the park does not contain any lineal dimension exceeding 350 feet, by posting signs at each corner of the area and at intervals not exceeding 150 feet, and, if such property has a definite entrance or entrances, at each such entrance;
 - (2) If the park has lineal dimensions exceeding 350 feet, by posting signs at each corner of the area and at intervals not exceeding 300 feet, and if such property has a definite entrance or entrances, at each such entrance.
- (c) For alcoholic restriction, each park shall be posted as follows: "ALCOHOL CONSUMPTION OR POSSESSION PROHIBITED IN CITY PARK WITHOUT A PERMIT BY TMC 4.16.180(s)".

(Ord. 1109 § 2, 2007: prior code § 4-4.20)

PARKS COMMISSION GOALS ~ FISCAL YEAR 2022-23

Goal	Objective	Tasks	Timeline	Assignment/ Subcommittee	Status	
1. 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 bi-monthly meetings & report back to Commission	Bi-Monthly meetings	Jimenez		
	1.B. Ensure representation with the Tracy Senior Association and Golden Agers	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 / Souza	
			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.E. Increase communication with local school districts		1.E.1 Attend bi-monthly meetings & report back to Commission	Bi-Monthly meetings	Souza	
			1.E.2 Attend City/School Liaison meetings and report back to Commission	Quarterly meetings	Souza	
2. 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/Krogh		
		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 Attend Meetings as needed related to Parks & Facility Concerns	as needed	Krogh		
		3.A.2 Attend Quarterly Homeless Advisory	Quarterly meetings	Krogh		
PARKING LOT:	Programming for Multi-Generational Recreation Center & Aquatics Center					