

NOTICE OF REGULAR MEETING

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

Date/Time: **Thursday, June 1, 2023, at 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 PURSUANT TO GOVERNMENT CODE SECTION 54954.3 WHICH STATES THAT EVERY PUBLIC MEETING SHALL PROVIDE AN OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COMMISSION ON ANY ITEM, BEFORE OR DURING CONSIDERATION OF THE ITEM, HOWEVER, NO ACTION SHALL BE TAKEN ON ANY ITEM NOT ON THE AGENDA.

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Items from the Audience - In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, a five-minute maximum time limit per speaker will apply to all individuals speaking during "Items from the Audience/Public Comment". For non-agendized items, the Commission may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to Commission.
5. Approval of Meeting Minutes
 - a. **Review and Approve the Regular Meeting Minutes from May 4, 2023**
6. New Business
 - a. **STAFF RECOMMENDS THE COMMISSION 1) REVIEW AND APPROVE TRACY HILLS PHASE 2 NEIGHBORHOOD PARK 1 CONCEPTUAL MASTER PLAN 2) REVIEW AND APPROVE TRACY HILLS PHASE 2 NEIGHBORHOOD PARK 4 CONCEPTUAL MASTER PLAN**
 - b. **REVIEW AND PROVIDE INPUT ON THE REVISED CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK**
 - c. **APPOINT ONE COMMISSIONER AS CHAIRPERSON AND ONE COMMISSIONER AS VICE CHAIR TO SERVE A ONE-YEAR TERM COMMENCING ON JULY 1, 2023, AND ENDING ON JUNE 30, 2024**
 - d. **REVIEW, UPDATE AND APPROVE THE GOALS AND OBJECTIVES OF THE PARKS AND COMMUNITY SERVICES COMMISSION FOR FY 2023-2024**
7. Staff items (Verbal Reports)
 - a. **PARK MAINTENANCE QUARTERLY REPORT**
8. Items from the Commission
9. Adjournment

AGENDA POSTED: May 25, 2023

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

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

Full copy of the agenda can be found at the Tracy Library as well on the City's Website: <https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
Thursday, May 4, 2023**

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:00 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg & Vice Chair Abercrombie, and Commissioners Arbogast & Jimenez
- b. Absent: None
- c. Staff Present: Brian MacDonald, Director of Parks & Recreation, Lauren Repetto, Recreation Program Coordinator; Deanna Pombo, Recreation Program Coordinator, and Justin Geibig, Recreation Supervisor
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Jimenez

4. ITEMS FROM THE AUDIENCE:

Alice English, Tracy Resident mentioned she just left the presentation from the Tracy Police Department and Crime Stoppers regarding the incident at McDonald Park.

Ms. English wanted to extend her gratitude to the Tracy Police Department and the Parks Department as they worked collaboratively to repaint the walls where graffiti was happening after the incident in McDonald Park.

Ms. English also reported that Ester & Susie, Tracy Residents went to McDonald Park to post a board with markers so the community could express themselves there versus on the walls.

She extended her gratitude on behalf of the Southside and neighbors for also quickly installing cameras at the park.

5. APPROVAL OF MEETING MINUTES

- a. Review and Approved the Regular Meeting Minutes from **March 2, 2023**

ACTION: Vice Chair Abercrombie made a motion to approve the meeting minutes from March 2, 2023 and Commissioner Jimenez seconded the motion. Roll call found Chair Lieberg, Vice Chair Abercrombie and Commissioners Arbogast and Jimenez all in favor. Vote 4,0,0

6. NEW BUSINESS:

- a. **RECEIVE, DISCUSS, AND ACCEPT THE 2022 YOUTH ADVISORY COMMISSION ANNUAL REPORT**

Deanna Pombo introduced the Youth Advisory Commissioner who will be presenting the report.

Commissioner McAdams and Commissioner Bhattacharya presented the annual report to the Commission.

Commission comments and questions followed.

ACTION: Vice Chair Abercrombie motioned to accept the Youth Advisory Commission Annual Report. Commissioner Arbogast seconded the motion. Roll call found all in favor. Passed and so ordered. Vote 4,0,0

7. ITEMS FROM STAFF

a. RECEIVE THE AQUATICS & ATHLETICS REPORT

Brian MacDonald introduced Justin Geibig as our newly promoted Recreation Coordinator to Recreation Supervisor.

Justin Geibig, Recreation Supervisor presented the aquatics & athletics report to the Commission.

Commission comments followed.

b. RECEIVE THE COMMUNITY EVENTS REPORT

Lauren Repetto, Recreation Program Coordinator presented the report to the Commission.

Commission questions and comments followed.

Lauren Repetto, Recreation Program Coordinator answered the questions of the commission.

c. RECEIVE THE SPECIAL INTEREST REPORT

Lauren Repetto, Recreation Program Coordinator presented the report to the Commission.

Commission questions and comments followed.

Lauren Repetto answered the questions of the commission.

8. PARKS & RECREATION DIRECTORS REPORT

Brian MacDonald, Director of Parks & Recreation reported the following updates:

- Aquatics Center – No update other than the city was given direction to bring back to Council on 6/20 to discuss whether the city was going to accept the 16 acres or not as there is a possibility for a lawsuit. Council also directed staff to look at other possible properties.
- MGRC – This project is moving forward quickly. Staff is in process of finalizing CEQA documentation, as this needs to be in draft form within a couple of weeks in order to go through review and then through public review. Staff is anticipating on getting approval in August in which we can then have the project out to bid in September.

Staff took an update to Council on April 18th, and they are very excited about the project.

- Legacy Fields Phase 1E – This project is wrapping up with the contractor finalizing the paving of the parking lots. Next steps will be to complete a punch list and to enter into a 90-day maintenance period, which is the warranty period to ensure that what was planted stays alive for the 90 days. Once this concludes, the city can accept the project. We are looking at August re-opening date of those fields.

9. ITEMS FROM THE COMMISSION

Commissioner Jimenez reported as the liaison to the Tracy Friends for Parks, Recreation, and Community Services Foundation did not meet in April as they meet every other month.

Commissioner Jimenez reported as the liaison to the Tracy Seniors Association that at their meeting, they announced the Tracy PD launched a new website. It is tracypd.com. They also announced that the city has hired an organization to conduct a survey regarding housing. You can find the survey at www.surveymonkey.com/r/tracy/HEsurvey. During their recent meeting, they had the Tracy Volunteers Caregivers as a guest speaker. They offer transportation and minor home repairs for seniors. They will have a booth at the Juneteenth event.

Commissioner Jimenez complimented the staff for the outstanding job they did at the Senior Open House & Resource Fair held at the Lolly Hansen Sr. Center. The attendance was amazing, and the vendors were well represented.

Commissioner Jimenez would like staff to contact Timothy Moreno and (209) 608-1668 as his business, Modern Woodman Financial, has donated many times to different organization within Tracy as well as with the City of Tracy. He donated \$2500 to the city to plant trees in Elissagaray, however, those trees were not well maintained and have since died. Commissioner Jimenez stated he welcomes a phone call to see if he can help the City in anyway.

Commissioner Arbogast commended staff as they have done a great job with programming for our community.

Commissioner Arbogast asked staff if we will be getting more pickleball courts as he has been asked this on several occasions from his fellow constituents.

Director MacDonald answered the question.

Vice Chair Abercrombie mentioned that several years ago, they hosted a triathlon for the youth, and he would like to partner with the recreation staff to bring this back.

Director MacDonald responded and stated that the Youth & Teen Coordinator and Supervisor could work with Vice Chair Abercrombie and possibly the school district as well.

Chair Lieberg mentioned he attended the Rollin' Rec program over Spring break with Commissioner Arbogast in which they were also part of the planning. He thanked Lauren, Deanna, and all other staff that was out there for a job well done.

Chair Lieberg mentioned he requested a few months back an update on how the parks were named, who they were named after, and if there is any plaque that commemorated who they

were and what they did for our community. He thanked staff for the thorough report that was sent to him. He would like for Richard Joaquin, Parks Planning and Development Manager to get him a rough cost for a plaque so that we could possibly have one in each park letting the community know who/why the park was named after. This of course would need to be done gradually on a phased approach.

Director MacDonald mentioned that it has been tough to get ahold of next of kin for the history.

More discussion followed.

10. ADJOURNMENT:

Time of Adjournment: 7:55 PM.

ACTION: Motion was made by Vice Chair Abercrombie and seconded by Commissioner Jimenez to adjourn the meeting at said time of 7:55pm. Roll call found all in favor, passed and so ordered with 4,0,0 vote.

The above agenda was posted at Tracy City Hall on April 28, 2023. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

Jolene Jauregui, Recreation Services Manager

Staff Liaison

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
June 1, 2023

AGENDA ITEM 6.a.

REQUEST

STAFF RECOMMENDS THE COMMISSION 1) REVIEW AND APPROVE TRACY HILLS PHASE 2 NEIGHBORHOOD PARK 1 CONCEPTUAL MASTER PLAN, AND 2) REVIEW AND APPROVE TRACY HILLS PHASE 2 NEIGHBORHOOD PARK 4 CONCEPTUAL MASTER PLAN

BACKGROUND

Integral Communities (Developer) is proposing to build two new neighborhood park in the Phase 2 area of the Tracy Hills Specific Plan Area. The Phase 2 area is located in south Tracy to the west of Interstate 205 and accessed from Corral Hollow Road. Staff is bringing this item to the Commission as per Chapter 7.16 of the City of Tracy Municipal Code, Parks and Community Services Commission, 7.16.030 Powers and Duties (e) *advise the Council on the subject of recreation and facility master planning and development.*

DISCUSSION

Staff have met with the Developer to discuss a new 5.76-acre neighborhood park (Neighborhood Park 1) and a new 2.60-acre neighborhood park (Neighborhood Park 4). Both park sites have been evaluated for programming, amenities, functionality, ongoing maintenance, and overall connectivity of each park to the rest of the Tracy Hills park and open space system.

It is important to note that although some exhibits within the presentation may include graphic representations and images related to the trails and open space areas within the Tracy Hills Phase 2-4 areas, this staff report is not requesting input or approval of these features. This will be a part of a future discussion with the Commission.

Neighborhood Park 1

The design of this park provides the community with amenities include: a playground (2-5 and 5-12 age specific areas), a sport court (pickleball), a butterfly garden, nature play areas (3), shaded picnic areas (2), a large open lawn with ball field backstop, a fenced dog park featuring both large and small dog areas, and a walking loop with trail access that connects to the larger trail network within the Tracy Hills area.

Neighborhood Park 4

The design of this park provides the community with amenities include: a playground (2-5 and 5-12 age specific areas), a standalone shade structure over the playground, a shaded picnic area, two (2) open lawn areas for flexible play, a sport court (full-size basketball) with dedicated shaded seating, and a walking loop around the perimeter of the park.

Staff is asking the Commission to review the presentation and accompanying materials for both neighborhood parks provided by the developer and provide input as to the layout, amenities, and furnishings as proposed. If approved, both parks will go through

the public park naming policy via the Parks & Community Services Commission at a later date.

FISCAL IMPACT

Development of the neighborhood parks will be a part of the development requirements of the Tracy Hills Phase 2 project. There is no fiscal impact to the General Fund for this item at this time.

RECOMMENDATIONS

- 1) Staff recommends the Commission review and approve the proposed Tracy Hills Phase 2 Neighborhood Park 1 park conceptual master plan.
- 2) Staff recommends the Commission review and approve the proposed Tracy Hills Phase 2 Neighborhood Park 1 park conceptual master plan.

Prepared by: Richard Joaquin, Parks Planning & Development Manager

Approved by: Brian MacDonald, Director of Parks and Recreation
Jolene Jauregui-Correll, Recreation Manager

Attachments

Attachment 'A' – Tracy Hills Phase 2A Neighborhood Park 1 Concept Plan
Attachment 'B' – Tracy Hills Phase 2A Neighborhood Park 4 Concept Plan

LEGEND



SPORT COURT



DOG PARK



BUTTERFLY GARDEN



FITNESS AREA



BIKE PARKING



DIRECTIONAL SIGNAGE



BBQS



PICNIC AREA



SHADE STRUCTURE



OPEN SPACE TRAIL ACCESS



LAWN AREA



CHILDREN'S PLAYGROUND



BALL FIELD



DISCOVERY POINT



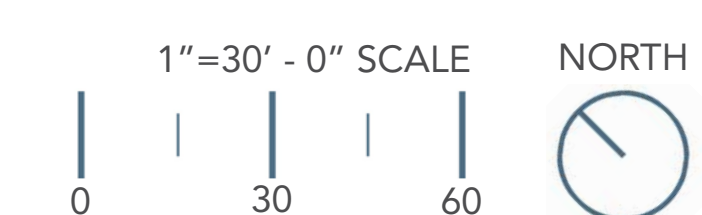
NATURE PLAY



DRINKING FOUNTAIN



TRACY HILLS
 TRACY | CA
 INTEGRAL COMMUNITIES | 21-042
 DATE 06 | 01 | 23



NEIGHBORHOOD PARK 1 - VISITOR EXPERIENCE | L4



LEGEND



SPORT COURT



CHILDREN'S PLAYGROUND



LAWN AREA



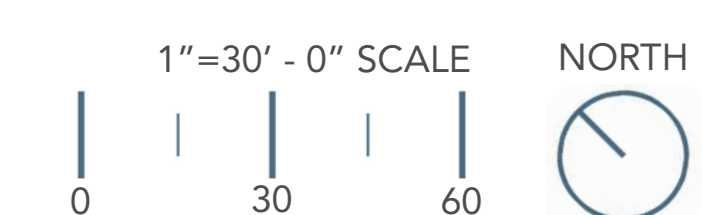
PICNIC AREA



SHADE STRUCTURE



BIKE PARKING



CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 1, 2023

AGENDA ITEM 6.b.

REQUEST

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

EXECUTIVE SUMMARY

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

DISCUSSION

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

In 2022 the Handbook was revised with feedback from staff and field user groups and was subsequently reviewed and adopted by the Parks and Community Services Commission. In 2023, the Parks and Community Services Commission will provide initial review and input to staff prior to meetings with sports user groups. Following discussion with sports organizations, staff will return to the Commission at its August 3, 2023, regular meeting for final review and approval of the 2024 Sports Field Reservation Handbook.

Some of the proposed updates to the 2024 Handbook include:

1. Update user fees to align with the Master Fee Schedule adopted by the Tracy City Council in March 2023
2. Discussion to update the tournament priority process with the completion of Legacy Fields Phase 1E construction
3. Proposing penalties for overbooking or unused hours
4. Discussion on the use of Ritter Family Ballpark 90' Ballfield
5. Proposing to remove COVID-19 language

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

RECOMMENDATION

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

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2024 DRAFT

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Service Supervisor

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

CITY OF TRACY

Sports Field Reservation Handbook

2024 Allocation Year

Finalized by the Parks & Community Services Commission
at its August 3, 2023 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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*Table of Contents will be adjusted in the final Sports Fields Reservation Handbook being presented on August 3, 2023.

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

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

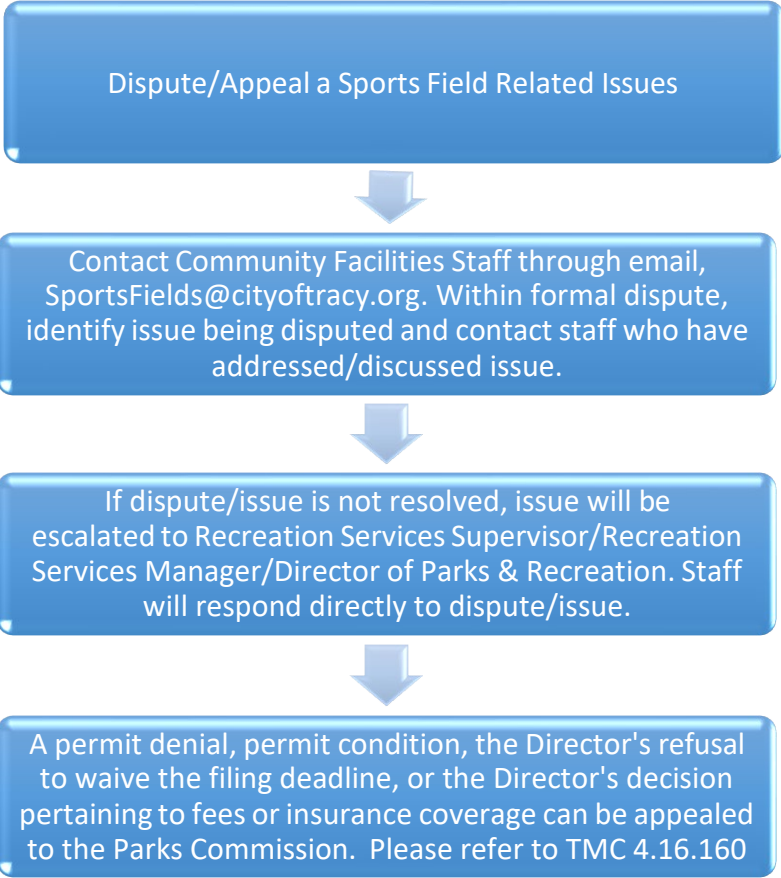
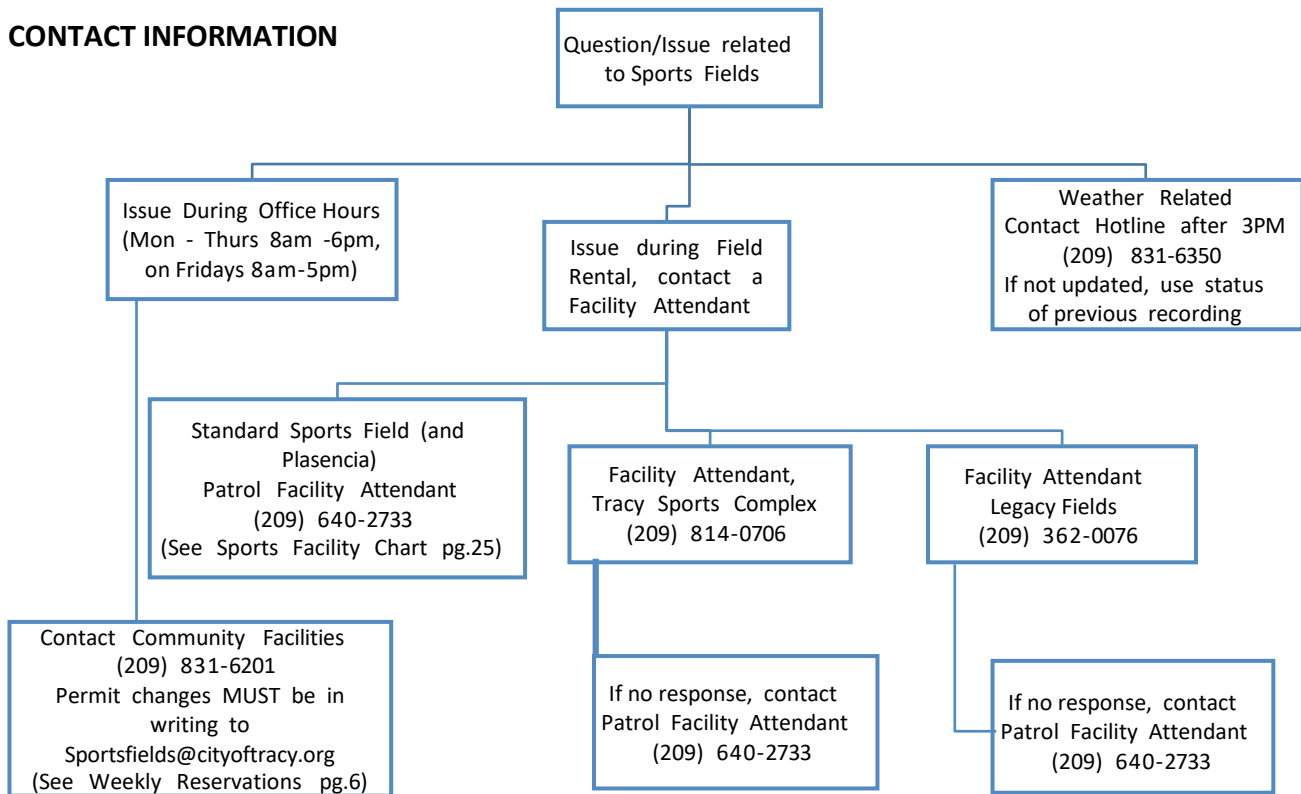
Weather/Field Condition Hotline (*updated by 3 pm with changes*): (209) 831-6350

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.
- **Discussion/Proposal – Update tournament priority process and discussion to allocate fields to incorporate local league play and weekend tournaments to occur simultaneously with the completion of Legacy Fields Phase 1E with additional Eastern Ballfields.**

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

Proposed for 2024 - Return to enforcing these deadlines and educate sports organizations of the *New No Show Penalty Fee* (\$5/per occurrence) for organizations who fail to notify their cancelation or release of reservations. This will avoid fields going unused and overbooking. Discuss if an organization hits a certain limit of no-show penalties and determine the impact it will have on the organizations draft priority.

Field Allocation Priority Classification

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

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

City of Tracy Sports Field Reservation Handbook: 2024 Allocation Year

- D. Organizations comprised of less than 80% Tracy residents
 - 1. Youth non-profit
 - 2. Youth commercial
 - 3. Adult non-profit
 - 4. Adult commercial
- E. General public (private individuals)

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

In-Season Priority Schedule

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

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

Discussion/Proposal – Ritter Family Ballpark 90’ usage discussion to incorporate a priority classification for specific users for the north ballfield (i.e., specific age category)

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, current, and in good standing 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 non-profit status during each allocation period and a *New Non-Profit Verification Fee* will be charged to each organization during the allocation process (See Sports Fields User Fees, pg. 13):

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. Plasencia, 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.

Proposal – To remove all COVID-19 language from the Sports Fields Reservation Handbook due to the COVID-19 State of Emergency ending in February 2023.

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 or in-person 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 12, 2023 Soccer/Cricket/Ultimeate: June 13, 2023	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 3, 2023	<ul style="list-style-type: none"> • Final review and approval of Handbook by Parks & Community Services Commission.
January-June Allocations	
September 29, 2023	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 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 January-June permits.
November 2023	<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 29, 2024	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2024	<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 2024	<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 2024	<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 March 7, 2023)

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
Non-Profit Verification	\$5 per verification	\$5 per verification
No Show Penalty Fee	\$5 per occurrence	\$5 per occurrence
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

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, Placentia 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

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.

*Update all Sports Field User Fees to align with the Master Fee Schedule adopted by the Tracy City Council on March 7, 2023

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

Besides concession vendors no *outside food and drink* is permitted at Legacy Sports Complex and Tracy Sports Complex unless specifically designated in writing by City staff. 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 beverage 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).

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, Placencia Fields, and Legacy Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user 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), obtain a health permit, 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 (i.e Legacy Fields, Tracy Sports Complex, Placentia) 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 Plasencia 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. For soccer tournaments at Tracy Sports Complex, Legacy Fields, and Placencia Fields, tournaments must reserve the entire soccer complex or the entire set of soccer fields (i.e., Legacy soccer field 1-4 or 5-8) to be approved to charge a gate fee.

Proposal – Update language regarding admission charges to only allow tournament directors to charge an admission fee when renting certain sets of fields so it does not impact local league play.

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

Tournament 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

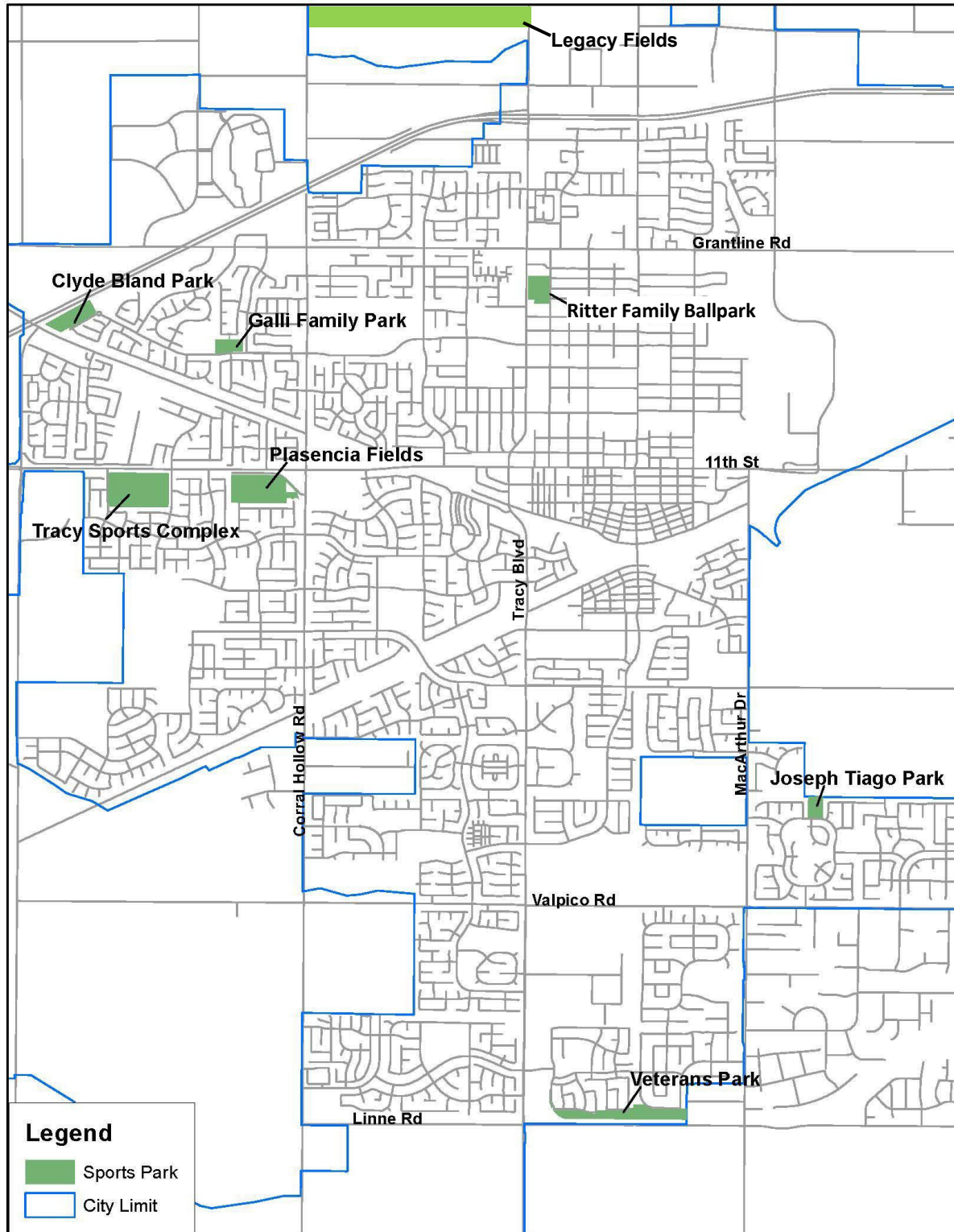
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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 outfield • 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"> • 10 baseball/ softball diamonds • 8 soccer fields • Lighting available on Soccer, West and East Ballfields 	Yes	Yes	Yes	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 AND COMMUNITY SERVICES COMMISSION SPECIAL MEETING
June 1, 2023

AGENDA ITEM 6.c.

RECOMMENDATION

The Commission, by motion, appoint one Commissioner as Chairperson and one Commissioner as Vice Chairperson to serve a one-year term commencing on July 1, 2023, and ending on June 30, 2024.

EXECUTIVE SUMMARY

Per the bylaws of Parks and Community Services Commission revised in June of 2010, officers will be selected by the membership for a one-year term. The annual election of officers shall take place at the last regular meeting in June of each year. The terms of officers shall commence as of July 1st following the election and shall continue through June 30th of the following year. In the first year of formation, the election of officers shall take place at the first regular meeting.

FISCAL IMPACT

There is no fiscal impact associated with the discussion item.

ACTION REQUESTED BY THE COMMISSION

Staff recommends that, by motion, the Commission appoint one Chairperson and one Vice Chairperson to serve for a one-year term commencing on July 1, 2023 and ending on June 30, 2024.

Prepared by: Andrea Pedigo, Executive Assistant

Approved by: Brian MacDonald, Director of Parks and Recreation
Jolene Jauregui, Recreation Services Manager

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION
June 1, 2023**

AGENDA ITEM 6.d.

REQUEST

**REVIEW, UPDATE AND APPROVE THE GOALS AND OBJECTIVES OF THE PARKS
AND COMMUNITY SERVICES COMMISSION FOR FY 2023-2024**

DISCUSSION

The Parks and Community Services Commission creates goals and objectives that they would like to work on each year that coincide with the City's fiscal year of July 1 through June 30. At the March 3, 2023 Parks and Community Services Commission meeting, the commission reviewed, discussed, and approved the Goals and Objectives for FY 2022-2023 and filled all vacancies.

In preparation for this discussion, staff is asking the commission to review the current FY 2022-2023 goals (Attachment A) and make recommendations for any updates or changes for FY 2023-2024.

RECOMMENDATION

That the Commission review and update the goals and objectives of the Parks and Community Services Commission for FY 2023-2024.

Prepared by: Andrea Pedigo, Executive Assistant

Approved by: Brian MacDonald, Director of Parks and Recreation
Jolene Jauregui, Recreation Services Manager

Attachment: Attachment "A" – Parks & Community Services Commission Goals & Objectives

PARKS COMMISSION GOALS ~ FISCAL YEAR 2022-23

Goal	Objective	Tasks	Timeline	Assignment/ Subcommittee	Status		
1. COMMUNITY OUTREACH Look for ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends	1.A.	Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1	Attend 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	Lieberg, & Abercrombie	
			1.C.2	Attend Block Party	Twice per year	Lieberg & Abercrombie	
			1.C.3	Attend Blues, Brews & BBQ	September	Lieberg & Abercrombie	
			1.C.4	Attend Sponsored Youth Events	Twice per year	Lieberg	
			1.C.5	Attend Movies on the Plaza	Twice per year	Abercrombie	
	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	Abercrombie	
			1.E.2	Attend City/School Liaison meetings and report back to Commission	Quarterly meetings	Abercrombie	
2. PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A.	Sponsor and Support the Rollin' Rec Program	2.A.1	Attend a Rollin' Rec Event	Twice per year	Lieberg, Abercrombie, Arbogast & Vacant	
			2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Lieberg/Arbogast	
			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	Abercrombie	
			3.A.2	Attend Quarterly Homeless Advisory	Quarterly meetings	Abercrombie	
PARKING LOT:	Programming for Multi-Generational Recreation Center & Aquatics Center						