

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, November 7, 2024, 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: September 5, 2024**
6. New Business
 - a. **REVIEW AND RECOMMEND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) LOCAL FUNDING PRIORITIES THROUGH FISCAL YEAR 2030-2031 FOR ADOPTION BY CITY COUNCIL AND APPOINT A THREE-MEMBER SUBCOMMITTEE TO EVALUATE, SCORE, AND RANK THE CDBG AND HOME PROGRAM APPLICATIONS AND MAKE FUNDING ALLOCATION RECOMMENDATIONS FOR THE FISCAL YEAR 2025-2026**
 - b. **STAFF RECOMMENDS THAT THE COMMISSION REVIEW AND APPROVE THE CONCEPTUAL DESIGN FOR THE CLYDE BLAND PARK BMX PUMP TRACK CIP 78190**
 - c. **APPOINT A TWO MEMBER SUB-COMMITTEE TO WORK WITH STAFF AND THE CONSULTANT FOR COMMUNITY OUTREACH AND DESIGN OF THE AQUATIC CENTER**
 - d. **DISCUSS THE TOURNAMENT ALLOCATION PROCESS LISTED IN THE CITY OF TRACY SPORTS FIELDS RESERVATION HANDBOOK AND PROVIDE INPUT TO EXPAND TOURNAMENT OFFERINGS**

7. Director Report
8. Items from the Commission
9. Adjournment

AGENDA POSTED: October 31, 2024

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>

**PARK AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
Thursday, September 5, 2024**

1. CALL TO ORDER:

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

2. ROLL CALL:

- a. Present: Chair Lieberg, and Commissioners Arbogast, Jimenez, and Shrout
- b. Absent: Vice Chair Abercrombie
- c. Staff Present: Brian MacDonald, Director of Parks, Recreation, and Community Services, Jolene Jauregui, Recreation Services Manager, Justin Geibig, Recreation Services Supervisor; Katie Akre, Recreation Program Coordinator; Richard Joaquin, Parks Planning & Development Manager
- d. Recorded By: Andrea Pedigo, Executive Assistant and Norma Padilla, Administrative Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Shrout

Chair Lieberg proposed to move item 8 before item 7. He asked the commission if any opposed. Seeing none, proposal stands.

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 June 6, 2024

ACTION: Commissioner Arbogast motioned to approve the meeting minutes as written for June 6, 2024, and Commissioner Shrout seconded the motion. Roll call found all in favor with a 4,0,0 vote.

6. OLD BUSINESS:

- a. **REVIEW AND ACCEPT CHANGES TO THE 2025 CITY OF TRACY SPORTS FIELD RESERVATION HANDBOOK**

Katie Akre, Recreation Coordinator presented the staff report to the commission.

Commission questions and comments followed.

Justin Geibig, Recreation Supervisor; Jolene Jauregui, Recreation Manager; Brian MacDonald, Director answered the questions and responded to the comments of the commission.

Brian MacDonald, Director has a quick discussion with commission of implementing field closures for maintenance.

ACTION: Commissioner Shrout motioned to approve and accept the changes to the 2025 City of Tracy Sports Field Reservation Handbook and Commissioner Jimenez seconded the motion. Roll call vote found all in favor with a 4,0,0 vote.

7. NEW BUSINESS:

a. STAFF RECOMMENDS THE COMMISSION 1) REVIEW AND APPROVE TRACY HILLS PHASE 2B VILLAGE 15 NEIGHBORHOOD PARK CONCEPTUAL MASTER PLAN, AND 2) REVIEW AND APPROVE TRACY HILLS PHASE 2B VILLAGE 6

Richard Joaquin, Acting Assistant Director of Park, Recreation, and Community Services presented the staff report to the commission and introduced our developer for their presentation.

John Palmer, Project Manager with Tracy Hills introduced himself and turned over the presentation to Urban Arena.

Michael Schrock, Principal with Urban Arena presented the PowerPoint and the conceptual master plans for Tracy Hills Phase 2B Villages 15 & 16 to the commission.

Commission questions and comments followed.

Michael Schrock from Urban Arena answered the questions of the commission along with Richard Joaquin, Acting Assistant Director of Park, Recreation, and Community Services.

John Palmer, Project Manager for Tracy Hill answered the question of the commission regarding whether or not the pools are public or HOA.

There were no comments or questions from the public on this item.

ACTION: Commissioner Arbogast motioned to approve the Tracy Hills Phase 2B Village 15 Neighborhood Park conceptual plan and Commissioner Shroud seconded the motion. A roll call vote found all in favor with a 4,0,0 vote.

ACTION: Commissioner Shroud motioned to approve the Tracy Hills Phase 2B Village 16 Neighborhood Park conceptual plan and Commissioner Jimenez seconded the motion. A roll call vote found all in favor with a 4,0,0 vote.

b. REVIEW THE DOWNTOWN VISION PLAN, WHICH INCLUDED CONCEPTS FOR A GRAND PARK IN THE WESTERN BOWTIE AREA AND RECOMMEND THAT THE CITY COUNCIL APPROVE THE VISION PLAN.

Scott Claar, Acting Planning Manager presented the staff report to the commission and introduced the consultant for the presentation.

Ben Ritchie, Principal with De Novo Planning Group presented the concept for the Downtown Vision Plan, and the Grand Park in the Western Bowtie.

Commission comments and questions followed.

Ben Ritchie and Scott Claar responded to the questions of the commission.

Additional comments of the commission followed.

Mary Mitracos, Tracy Resident wants to share her enthusiasm for this project. She stated she doesn't think she has ever seen such a grand project like this come from the city. She knows this will take a long time and feels our downtown is floundering because of the bowtie. She mentioned it has been 40 years since the railroad left and many developers have looked at this location, but dealing with the railroad can be difficult. She mentioned that Sacramento went through something similar, and the city had to be the one to build it. She feels the City of Tracy needs to be the one to build this. She stated there are grants out there that can help with the remediation. Ms. Mitracos stated she knows that this is a long-term project, but we need to start with the first steps. She stated she is thrilled with this project and encourages the commission to vote yes and move it onto City Council.

No further comments from the public.

ACTION: Commissioner Arbogast motioned to make a recommendation to City Council to approve the Downtown Vision Plan which included the concepts for a grand park in the Western Bowtie. Commissioner ShROUT seconded the motion. A roll call vote found all in favor with a 4,0,0 vote.

8. ITEMS FROM STAFF:

a. RECEIVE THE SPORTS FIELD QUARTERLY REPORT

Katie Akre, Recreation Coordinator presented the staff report to the commission.

No questions of the commission or the public on this item.

b. RECEIVE THE SENIORS QUARTERLY REPORT ON NEEDS AND CONCERNS

Justin Geibig, Recreation Supervisor presented the staff report to the commission.

No comments or questions of the commission or the public.

9. ITEMS FROM THE COMMISSION:

Commissioner Jimenez stated she attended the Tracy Senior Association meeting, and they will be hosting a brief seminar on September 10, 2024, at 10:30am until noon titled Maximum Your Home & Retirement at Keller William Realty on 10th street.

Commissioner Jimenez stated she wasn't able to attend the Tracy Friends for Parks, Recreation, and Community Services Foundation as there was a sudden death in the family.

Commissioner Jimenez thanked Jolene Jauregui, Recreation Manager for the outstanding leadership she provided to the commission as the Acting Director. Jolene did an outstanding job and Commissioner Jimenez appreciated her work and effort.

Commissioner Jimenez welcomed back Director MacDonald. She is happy to have him back; however, she feels the city erred on not looking at Director MacDonald to be promoted and help the city and its residents. Commissioner Jimenez stated that Director MacDonald has an outstanding track record of successful accomplishments. She stated he has been very supportive to this commission, and she feels that employees like him should be promoted within. Commissioner Jimenez expressed that she hopes he considers future opportunities as we need him in the higher level.

Commissioner Arbogast stated that he attended several Rollin' Rec events at several different locations and says this is a fantastic program. He spoke with several parents, and they have mostly positive comments.

Commissioner Arbogast would like to see something for the older kids and the parents has some good suggestions.

He felt that this year was an upgrade from last year with a lot of new activities and a great environment.

Commissioner Arbogast complimented the staff and volunteers who run the program saying they were outstanding.

Commissioner Arbogast reported he went on a ride a long with Tracy PD and got an idea of how they monitor our parks. He stated they are doing a great job keeping the parks clear. He stated he got a good look at how they handle the homeless and all the good services we provide to them.

Commissioner Shroud mentioned to staff that he would like a further discussion on the Tournament Policy. Brian MacDonald, Director of Parks suggested they ask staff to bring back an item for discussion.

Commissioner Shroud motioned to the commission for support on bringing a discussion item back to the commission regarding the Tournament Policy. Chair Lieberg seconded the motion.

Director MacDonald asked when they would like this item to come back and Commissioner Shroud stated October/November, sooner than later as the next round of allocation is set to begin.

Director MacDonald stated this discussion will be an in-depth discussion as we will need to have a balance in tournament play and it will be nice to have the policy supported by the Commission.

Commissioner Arbogast asked about the fee increase that was previously discussed.

Andrea Pedigo, Executive Assistant stated that Jolene Jauregui, Recreation Manager previously stated that this year was a trial period so we can collect the data which is why we are now bringing the quarterly sports field update report to the commission. This data will help us for when we have a future discussion on raising the fees.

Commissioner Arbogast asked when we will take the master fees back to council. Director MacDonald stated we take them in the Spring to make them effective July 1.

Chair Lieberg mentioned the emails they received regarding the MGRC Groundbreaking on the 17th of September at 4pm, The October 1st ribbon cutting for Ray Morelos & Gene Birk Parks. He also questioned the ribbon cutting for Ellis Dog Park, Western & Orchard Parks.

Director MacDonald stated he would really like it if all the Commissioner could be in attendance as they will be saving them seats. Director MacDonald mentioned that parking is limited.

Andrea Pedigo, Executive Assistant informed the Commission that the October 1st ribbon cutting has been moved to October 29th. More info to come.

Brian MacDonald informed the Commission that the ribbon cutting for Ellis Dog Park, Western & Orchard Parks is still being determined. More info to come.

10. ADJOURNMENT:

Time of Adjournment: 8:40pm

ACTION: Motion was made by Commissioner Shroust and seconded by Commissioner Arbogast to adjourn the meeting at said time of 8:40pm. 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 August 30, 2024. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

Jolene Jauregui, Staff Liaison

Interim Parks, Recreation, and Community Services Director

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
November 7, 2024**

AGENDA ITEM 6.a

REQUEST

REVIEW AND RECOMMEND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) LOCAL FUNDING PRIORITIES THROUGH FISCAL YEAR 2030-2031 FOR ADOPTION BY CITY COUNCIL AND APPOINT A THREE-MEMBER SUBCOMMITTEE TO EVALUATE, SCORE, AND RANK THE CDBG AND HOME PROGRAM APPLICATIONS AND MAKE FUNDING ALLOCATION RECOMMENDATIONS FOR THE FISCAL YEAR 2025-2026

BACKGROUND

The Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) grant funds, allocated to cities and counties by the United States Department of Housing and Urban Development (HUD), have a profound impact on our community. These funds are used in projects, programs, and services that benefit low—and moderate-income persons, providing decent housing, a suitable living environment, and expanding economic opportunities. As a sub-recipient of the grant, the City of Tracy receives an annual pass-through allocation from San Joaquin County, the entitlement county that receives funding directly from HUD.

The Parks and Community Services Commission (Commission) recommends local funding priorities to the City Council for the CDBG and HOME programs. A community survey establishes the priorities every five years. All eligible community non-profit, institutional, and government organizations may apply for CDBG and HOME grant funding, but those applicants that most fully satisfy the local funding priorities will receive priority preference in the annual funding allocation process. Five years have passed since the last adoption of the local funding priorities. Establishing and adopting local funding priorities commencing in the Fiscal Year 2025-26 grant funding cycle through Fiscal Year 2030-31 this year is necessary.

The Commission also assists staff with the application process every grant funding cycle by appointing a three-member subcommittee to evaluate, score, and rank the received applications and make funding allocation recommendations to the City Council. The appointment of a subcommittee is necessary for the upcoming Fiscal Year 2025-26 grant funding cycle.

DISCUSSION

Estimated CDBG and HOME Funding Allocations

The City of Tracy's estimated CDBG allocation for FY2025-2026 is approximately \$527,994. There are two main CDBG program categories: public service and public facilities.

Funding for public service activities is capped at 15% of the City's annual allocation. Public service activities include but are not limited to:

- Employment services
- Crime prevention and public safety

- Code enforcement
- Education programs
- Services for senior citizens
- Economic development
- Child and youth services
- Public health and substance abuse
- Homeless services
- Recreational services

The remaining 85% of the CDBG annual allocation will be dedicated to public facilities, public improvement projects, and program administration. Public facilities and improvement activities include but are not limited to:

- Acquisition, construction, rehabilitation, or installation of public infrastructure
- Neighborhood facilities, including public schools, libraries, recreational facilities, parks and playgrounds
- Facilities for persons with special needs, such as facilities for the homeless or domestic violence shelters, nursing homes, and group homes for the disabled
- Removal of architectural barriers for persons with severe disabilities

The estimated CDBG funding allocation amount by program category is detailed below.

CDBG Program Category	Estimated Funding Allocation Amount
Public Services	\$79,199
Public Facilities/Improvements	\$361,676
Program Administration	\$87,119

An estimated annual allocation of HOME funds of \$143,836 will be available for general housing activities such as homeowner housing reconstruction and/or rehabilitation, new construction of affordable housing, and other eligible activities.

Local Funding Priorities Survey

A community survey is conducted every five years to establish local funding priorities in priority rank order and encourage meaningful citizen involvement in the CDBG and HOME grant program application process. These priorities are used in the application scoring process and as a guide to determine where to allocate funding based on community priorities. This year marks the need to conduct a survey and adopt the priorities.

The survey was conducted for two weeks during the month of October 2024. The survey comprised 11 questions about the respondent's demographics and ranking preferences for public service, public facility improvements, and housing projects, programs, and services. The City made several outreach and engagement efforts to solicit responses from the community in both English and Spanish. These attempts include:

- City Website
- Press Release
- Tracy Press Advertisement
- Farmer's Market Attendance
- Social Media (Facebook, Instagram, and LinkedIn)

There were 79 responses received, with 97% being from residents. The survey was completed primarily by women, with a 66% gender rate. Approximately 57% of those that responded were between the ages of 35-61. The survey revealed homeownership at 72%, with no respondents residing in public housing or receiving Section 8 rental assistance. The average household size for 50% of the respondents was 3-4. Approximately 22% responded that they or a family member have a disability or an access/functional need. Most respondents, 46%, indicated a household income greater than \$100,000.

Public Services Category

The results of the survey ranked the following local funding public services priorities as follows:

1. Youth Education and Enrichment Activities
2. Senior and Special Needs Services
3. Homelessness Prevention, Intervention, and Transitional Housing Services
4. Food Distribution Services
5. Economic Development – Workforce Training Programs/Technical Business Assistance and Training
6. Domestic Violence Services
7. Economic Development – Support and Expansion of Micro-Businesses (less than five employees)

Public Facilities/Improvements Category

The results of the survey ranked the following local public facilities improvement priorities as follows:

1. Public Parks and Community Facilities e.g., community centers, libraries, parks, etc.
2. Local Infrastructure Improvements e.g., streets, sidewalks, water/sewer, etc.
3. Handicap Accessibility Improvements (ADA)

Housing Activities

The results of the survey ranked the following local housing activities priorities as follows:

1. Homeless Shelters
2. Accessibility Improvements
3. Affordable Housing
4. Traditional Housing
5. Homeownership Assistance
6. Owner Occupied Housing Rehabilitation
7. Rental Housing Rehabilitation
8. Senior Housing
9. Housing for Disabled Individuals
10. Fair Housing Services
11. Housing for Larger families

The survey results establish the local funding priorities for public services, public facilities, housing projects, programs, and services commencing in the Fiscal Year

2025-26 grant funding cycle through Fiscal Year 2030-31.

Parks and Community Services Commission Subcommittee Appointment

A Commission subcommittee is established to evaluate, score, and make funding allocation recommendations to promote public examination and appraisal of the CDBG and HOME grant program application process and enhance program accountability.

The subcommittee will review submitted applications for consistency with adopted local funding priorities, score the applications, and recommend funding allocations to the entire Commission, providing a formal recommended action to the City Council. The subcommittee comprises three commission members, selected each year by the Commission Chair. The appointment of a subcommittee is necessary for the upcoming Fiscal Year 2025-26 grant funding cycle.

CDBG and HOME Grant Application and Process Timeline

Each program year, San Joaquin County and sub-recipient cities release a Notice of Funding Availability (NOFA) to non-profit, institutional, and government organizations seeking to apply for CDBG and HOME grant funds. The NOFA for the Fiscal Year 2025-26 grant program applications is intended to be made available to the public no later than mid-December 2024. The deadline for application submittals to the City of Tracy is proposed to be mid-January 2025. Staff will hold a public outreach meeting at Tracy City Hall in early January 2025 to answer questions regarding the application requirements and process.

The Commission subcommittee will review and score the applications following the application deadline. The process will incorporate a scoring template and funding allocation formula previously approved by the Commission. The subcommittee's recommendations will be presented to the Commission in February 2025. The Commission's recommendations will then be presented to the City Council during a public hearing in March 2025. The City Council will be asked to review and accept the Commission's recommendations and make a formal recommendation for final approval to the San Joaquin County Board of Supervisors.

RECOMMENDATION

That the Commission reviews and recommends the CDBG and HOME local funding priorities commencing in the Fiscal Year 2025-26 grant funding cycle through Fiscal Year 2030-31 for adoption by the City Council and appoints a three-member subcommittee to evaluate, score, and rank the CDBG and HOME program applications and make funding allocation recommendations for Fiscal Year 2025-25.

Prepared by: Isabel Espinosa, Administrative Technician

Reviewed by: Jorge T. Barrera, J.D., Economic Development Manager

Approved by: Forrest Ebbs, Director of Community and Economic Development
Brian MacDonald, Director of Parks, Recreation and Community Services

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
November 7, 2024**

AGENDA ITEM 6.b

REQUEST

**STAFF RECOMMENDS THAT THE COMMISSION REVIEW AND APPROVE THE
CONCEPTUAL DESIGN FOR THE CLYDE BLAND PARK BMX PUMP TRACK CIP 78190**

BACKGROUND

A BMX Pump Track (Pump Track) has been identified as a community need in the City of Tracy's park system, including being identified in the Citywide Parks, Recreation, and Trails Master Plan (Master Plan) as a recommendation to diversify recreational offerings in the community. A pump track is a progressive circular course structure designed for riders to propel themselves forward using an up and down 'pumping' motion, instead of pedaling. The Master Plan includes a goal of constructing three (3) pump tracks by 2040 to meet the growing need of the community.

As part of the Fiscal Year 2022/2023 City budget process, the City Council approved the creation of the Clyde Bland Park BMX Pump Track, CIP 78190, and allocated \$1 million in funding for the project.

In February 2023, the City hosted two (2) public outreach meetings soliciting feedback on the project including the proposed idea of constructing a Pump Track as an added amenity at the existing Clyde Bland Park.

At the March 2, 2023, Parks & Community Services Commission meeting, staff presented the recommendation to construct an asphalt Pump Track at Clyde Bland Park. The Commission made a formal recommendation to the City Council to codify the location.

Staff is bringing this item to the Commission per Chapter 7.16.30 of the Tracy Municipal Code, Parks and Community Services Commission Powers and Duties *(d) Review grants, facility development and designs and recreation programs; and (e) Advise the Council on the subject of recreation and facility master planning and development.*

DISCUSSION

Over the last several years, the non-profit organization Tracy Life Youth Program has been gaining traction in the community and been a vital proponent of a Pump Track to promote biking and offering the residents a new amenity. Additionally, a number of Tracy residents have expressed their desire for the City to build a Pump Track and have expressed this at several City Council and Parks & Community Services Commission meetings.

During the budget process for Fiscal Year 2022/2023, the Council approved and funded a new capital improvement project to construct approximately a half-acre asphalt Pump Track at Clyde Bland Park. Clyde Bland Park is an existing 8.6-acre neighborhood park and is positioned well to accommodate this new amenity as there is roughly one-acre of undeveloped land. By having undeveloped land, nothing will be displaced when the Pump Track is

constructed. Moreover, cost savings may be realized as demolition of existing amenities is non-existent and other critical infrastructure for a project such as this, including walkways, parking lot, restrooms, storm drainage systems and more already existing.

On October 28, 2024, the City held a public outreach meeting at the Tracy Community Center from 6 – 8 p.m. for the Pump Track design proposed at Clyde Bland Park. The purpose of the meeting was to introduce the project team, share preliminary Pump Track design layouts, and to gain feedback on the most preferred rideable features. Approximately 20 community members were in attendance. There were passionate and enthusiastic community members who offered valuable input for the various design elements and features.

Community members were asked to rank their favorite Pump Track features with colored dots in order to determine the most desired features for the Pump Track design. Based on the feedback garnered during the meeting on October 28, 2024, the community prioritized the following design elements:

1. 180 Berm (18 votes)
2. Jump Line (15 votes)
3. Chicane/Snake Line (14 votes-tie)
4. Split Line Full Transfer with Rails (14 votes-tie)
5. Curved Wallride (11 votes)
6. Split Line (10 votes)
7. Triple Berm (9 votes)
8. Flat Wallride (5 votes)

Additionally, the community shared their preferences on complementary elements to propose, including a dedicated small loop for little kids and wheelchair users, synthetic turf, mulch in non-active areas at the ends of the track, lighting and/or conduit preparation for future lighting, shade via new trees and/or shade structures, seating for viewers, bike racks, bike repair station, charging stations, and train car/box car as a rideable design feature. These features will be considered and incorporated as the budget allows.

Next Steps

Following the Commission's approval of a conceptual plan, the City is tentatively planning for the following schedule:

- | | |
|--|-----------------------|
| • Construction Documentation | Fall 2024-Spring 2025 |
| • Advertise project for Public Bidding | Late Spring 2025 |
| • Award Construction Contract | Summer 2025 |
| • Construction Start | Late Summer/Fall 2025 |
| • Construction End/Completion | Early 2026 |

FISCAL IMPACT

This Project was previously approved by the City Council as CIP 78190 with a total budget of \$1,000,000. The proposed conceptual plan aligns with that the available budget for construction costs, therefore there are no impacts to the General Fund at this time.

RECOMMENDATION

Staff recommends that the Commission review and approve the conceptual design for the Clyde Bland Park BMX Pump Track CIP 78190.

Prepared by: Nilo Velazquez, Management Analyst

Reviewed by: Richard Joaquin, Acting Assistant Director of Parks, Recreation & Community Services

Approved by: Brian MacDonald, Director of Parks, Recreation & Community Services

ATTACHMENTS

Attachment A – Conceptual Design

ATTACHMENT A



Full Transfer with One Rail Possible



Jumpline



Split Line



Curved Wallride

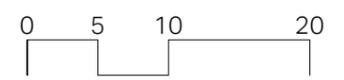
Chicane/Snake Line



Triple Berm 180 Entire



Tight Turn 135 Berm



City Of Tracy
Pump Track Preferred

Track Design:	Tech. Drawer:	Client:	Project number:
Claudio Caluori	Tasos Nydraios	City of Tracy	

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Preliminary

23.10.2024

Scale: 1:500 / A3

**CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
November 7, 2024**

AGENDA ITEM 6.c

REQUEST

**APPOINT A TWO MEMBER SUB-COMMITTEE TO WORK WITH STAFF AND
THE CONSULTANT FOR COMMUNITY OUTREACH AND DESIGN OF THE
AQUATIC CENTER**

DISCUSSION

The City Council has identified the need for a state-of-the-art Aquatic Center to serve our community's recreational and fitness needs. In response to the community's growing interest in the upcoming Aquatic Center project, staff proposes the formation of a Parks and Community Services Commission subcommittee to work with staff and the City's design consultant, Group 4 Architecture, Research + Planning, Inc., during Phase One of the pre-design work. This includes community outreach and looking at concept design and developing a master plan. The subcommittee will work with staff to bring back this information to the full Commission for final recommendation to the City Council.

The subcommittee will consist of two Parks Commission members. This pre-design process will allow for a well-rounded perspective on design elements and features. Through regular meetings and open communication with design consultants, the subcommittee will ensure that the final design not only meets functional requirements but also resonates with the community's vision for the Aquatic Center. Establishing this subcommittee is a vital step in fostering a collaborative and transparent planning process that prioritizes community engagement.

RECOMMENDATION

That the parks and community services commission appoint a 2-member subcommittee to work with staff and the consultant for community outreach and design of the aquatic center

Prepared by: Andrea Pedigo, Executive Assistant

Approved by: Brian MacDonald, Director of Parks, Recreation, and Community Services

**CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
November 7, 2024**

AGENDA ITEM 6.d

REQUEST

DISCUSS THE TOURNAMENT ALLOCATION PROCESS LISTED IN THE CITY OF TRACY SPORTS FIELDS RESERVATION HANDBOOK AND PROVIDE INPUT TO EXPAND TOURNAMENT OFFERINGS

EXECUTIVE SUMMARY

As part of an ongoing review process, the Parks and Community Services Commission is requested to review the City of Tracy Sports Fields Reservation Handbook (Attachment A) which includes the tournament allocation process and provide feedback to staff to expand tournament offerings.

DISCUSSION

The policy authority provided in the Tracy Municipal Code 7.16.030 (a) states that the Parks and Community Services 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 City of Tracy Sports Fields 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 scheduling priorities to local organizations during the following traditional, in-season timeframes while tournaments will be given priority for secondary use:

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

New for 2024, one full ballfield wagon wheel (5 fields) at Legacy Fields will be reserved for tournaments to occur on weekends during the July-December allocation period for baseball and softball tournaments.

The Community Facilities Division meets with all sports organizations annually in June, to discuss proposed changes to the Sports Fields Reservation Handbook and to seek input and feedback. With the completion of Legacy Fields phase 1E construction, and the demand for tournaments to occur year-round, staff would like to initiate discussions to receive the Commission’s feedback and direction to expand tournament offerings, while limiting impacts to the local users.

FISCAL IMPACT

There is no fiscal impact associated with the discussion item.

RECOMMENDATION

That the Parks and Community Services Commission discuss the tournament allocation process listed in the City of Tracy Sports Fields Reservation Handbook and provide input to expand tournament offerings

Prepared by: Katie Akre, Recreation Program Coordinator

Reviewed by: Justin Geibig, Recreation Services Supervisor
Jolene Jauregui-Correll, Recreation Services Manager

Approved by: Brian MacDonald, Parks, Recreation and Community Services Director

ATTACHMENT

Attachment A – 2025 The City of Tracy Sports Fields Reservation Handbook
Attachment B – 2025 Sports Tournament Schedule

CITY OF TRACY

Sports Field Reservation Handbook

2025 Allocation Year

Finalized by the Parks and Community Services Commission
at its September 5, 2024, regular meeting



Think Inside the Triangle™

Parks, Recreation, & Community Services Department
Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376
Phone (209) 831-6201
Fax (209) 831-6218
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 and Community Services 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

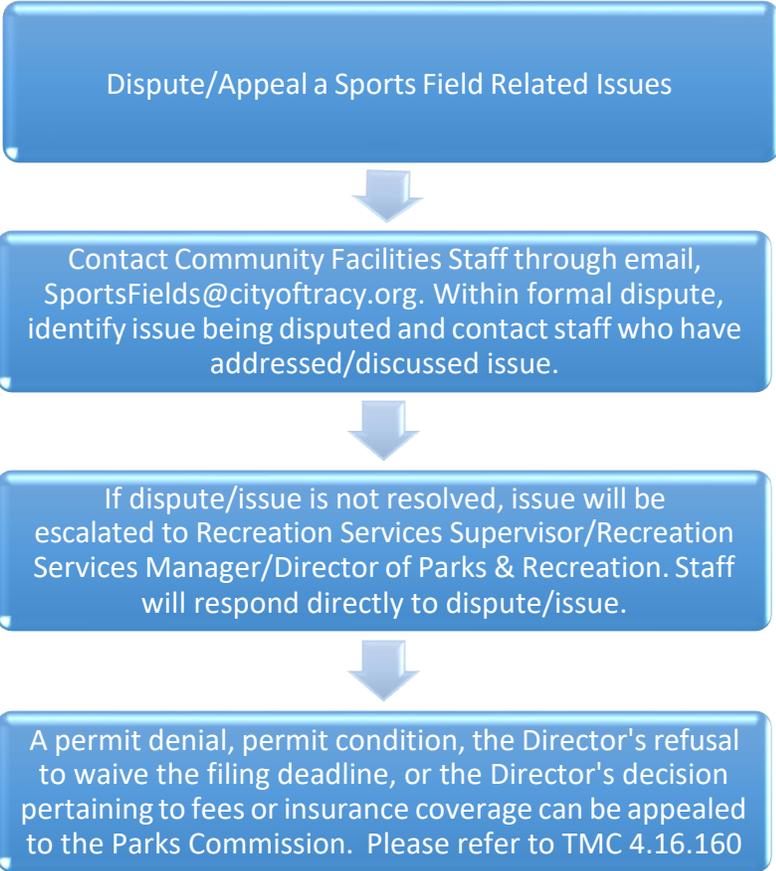
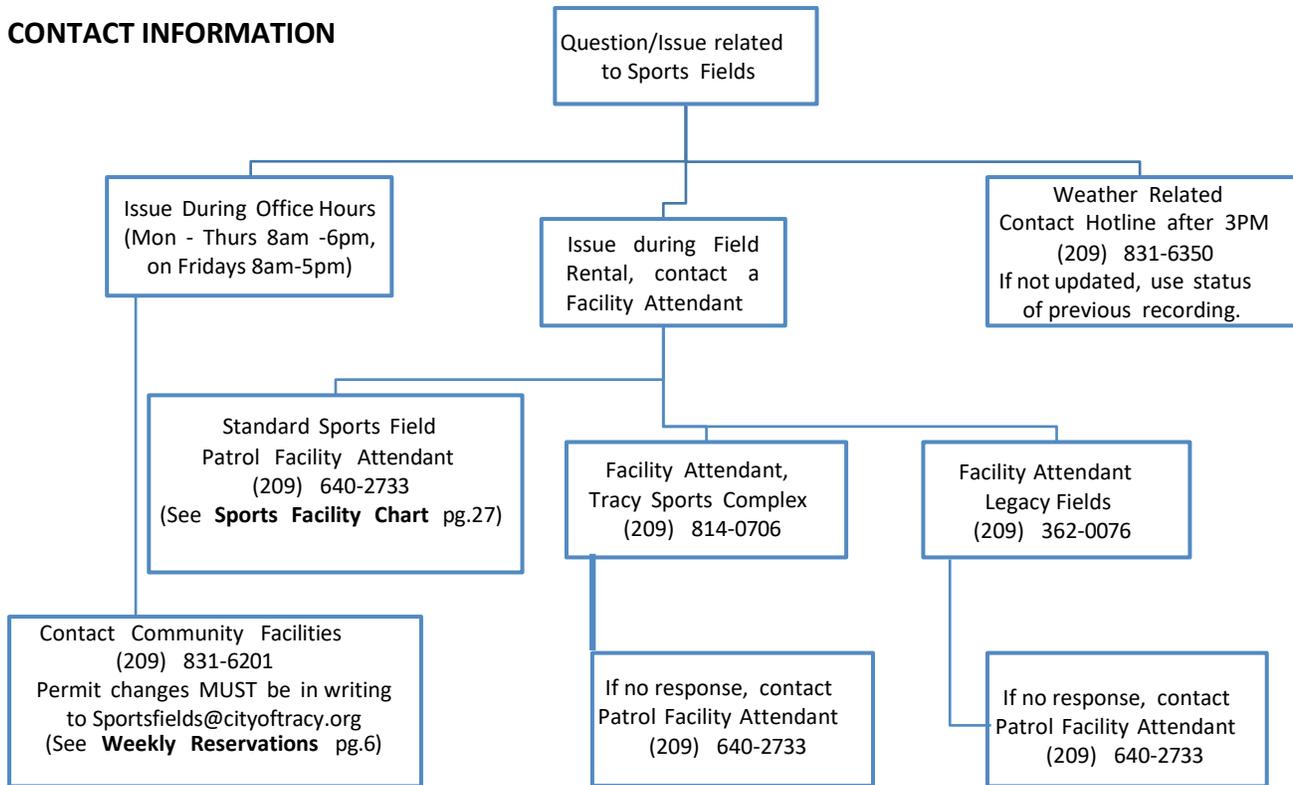
City website: www.cityoftracy.org

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: (209) 831-6350
**Weekdays (Monday-Friday) are updated by 3 pm*
***Weekends (Saturday-Sunday) are updated prior to a permitted reservation*

Musco Light Control (877) 347-3319
Unique organization login and user code needed to control lights.
Email sportsfields@cityoftracy.org to setup an account to receive a 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 pg. 10 for more information).
- During initial allocations, fields will be assigned to organizations by size of rosters as a total percentage of all groups within the classification group, of all available hours and/or fields are at a single complex.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- **Submittal of an application or a field request in writing does not guarantee that the rental request has been authorized or approved.**

Tournament Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend for three (3) consecutive years are considered historical and will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period. If the tournament or event is cancelled due to rain, air quality, or inclement weather conditions, an alternative date or location may be provided and will not impact the historical significance. If the organization cancels the tournament or event on their own accord, the organization forfeits the historical significance of that tournament or event. Tournaments considered historical and to remain historical, cannot change age categories (youth or adult) or tournament title from prior years.
- For Legacy Fields and Tracy Sports Complex, in season priority will be given to local teams on the weekends, while tournaments will be given priority for secondary use (i.e. baseball/softball tournaments will have priority July-December and soccer tournaments will have priority January-June). Additionally, one ballfield wagon wheel (5 fields) at Legacy Fields Sports Complex will be designated for weekend tournament usage, July-December.
- Tournament Directors will be required to pay the non-refundable application fee and deposit at time of submittal of application. (See **Field Use Fees**, pg. 13) Tournament payments are due in full 30 days prior to the tournament start date and any previous outstanding balances must be paid in full prior to your next approved tournament. If payment is not made in full 30 days prior, the tournament will be cancelled.
- Tournament organizations cannot submit additional dates to accommodate for rain outs.
- Field Prep request for Tournaments are due on Monday, two weeks prior to tournament.

City of Tracy Sports Field Reservation Handbook: 2025 Allocation Year

- 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.
- Tournament Directors must submit the following items within 30 days prior to their tournament date: a promotional flyer or social media page link and link to register.
- If a tournament application is submitted less than 30 days, all permit fees must be paid at time of application submittal and any previous outstanding balances must be paid in full. Approval is subject to staffing and availability. If the tournament is cancelled less than 30 days prior to the tournament date, tournament directors will be held to the **Cancelation and Refund Policy**.
- Any issues regarding your tournament must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

Facility Use Permits

- Permitted hours of use must include set-up and clean-up time. Setup and clean-up time should not exceed 1-hour.
- The field(s) must be vacated at the time specified in the Facility Use Permit. Users may not access field(s) prior or exceed their permitted rental time. Users that violated their permitted rental time, will be subject to disciplinary measures following the **Measures to Ensure Adherence to Policy**, see page 25.
- Permit holders must have a copy of their Facility Use Permit on hand during each rental (electronic versions are acceptable) and the permit holder must be present onsite during each reservation or designate an Authorized Agent (See **Authorized Agents** pg. 15). Field users without permits may be asked to vacate the field (See **Rules of Conduct** pg.20).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 30 days in advance, and approved activities must be listed on the Facility Use Permit (See **Special Permits & Requests** pg.21).
- Use of 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 and monitor all field closure impacts.
- Reservations may not be transferred, assigned, or sublet.

Weekly Reservation/Field Prep Processing Schedule/Deadlines

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
Field Prep Requests – two weeks prior to games/tournaments	Monday	Noon
Request for Permit Changes (excluding cancellations, see pg. 7)	Monday	6:00 PM
New Field Requests that are Approved are Published	Wednesday	Noon
Field Prep Schedule Published	Wednesday	Noon

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 7 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 7 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.

Any issues regarding your reservation must be addressed no later than 30 days after your event. (i.e., permit charge disputes, etc.) Any disputes after the 30 days will remain on the permit and fees will be charged if applicable.

Temporary Handbook Changes in Response to Health Pandemics

In an event of a health pandemic, the City of Tracy may pilot various programs at alternative locations (i.e. Plasencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.18) in order to maintain playable fields. Staff will continue to provide in-season priority to each respective sport 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.

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.

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.**

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.

In-Season Priority Schedule

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

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

City of Tracy Sports Field Reservation Handbook: 2025 Allocation Year

Additional Insurance Requirements if applicable: If a renter is requesting to utilize a golf cart and/or mule-type vehicles onsite at any sport complex for a tournament/game/practice or one day event, a separate additional motorcycle/LSV policy will be required. The following items are required on the insurance certificate:

- General auto liability of \$15,000 per person/ \$30,000 per accident for bodily injury
- \$5,000 for property damages
- Said policy or policies of insurance, shall include an endorsement naming the City of Tracy and its officers, elected officials, agents, volunteers, and employees as additionally insured.
- Organization agrees to not operate the golf cart/ mule type vehicle on City property prior to the effective date of insurance coverage.
- Acknowledge and sign City of Tracy Release and Waiver of Liability Golf-Cart Use on City Property Form

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 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

2. Go to <https://bizfileonline.sos.ca.gov/>
3. Select "Search" from the lefthand sidebar
4. Enter corresponding "Search Criteria" and click on the Search icon
5. Click on organization name (blue link)
6. Note "Status" (must be ACTIVE)

Print the page and attach to application packet.

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 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 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**, pg. 5).
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. New or existing organizations requesting premium fields will be given a minimum of 20 hours to allocate if their prior year’s usage is less than the minimum or have never previously reserved premium fields. 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. Individuals renting fields under the umbrella of another organization (I.e., utilizing the organizations insurance and/or non-profit status) and share the same player rosters, are not eligible to participate in the live draft process. Individuals will be able to reserve fields once they become available during “first come, first serve”.
7. 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 10, 2024 Soccer/Cricket/Ultimeate: June 11, 2024	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.
September 5, 2024	<ul style="list-style-type: none"> • Final review and approval of Handbook by Parks and Community Services Commission.
January-June Allocations	
September 30, 2024	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2025. (Late submittals forfeit priority.)
October 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 January-June permits.
November 2024	<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 31, 2025	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2025	<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 2025	<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 2025	<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

**Dates are subject to change*

ANNUAL FIELD ALLOCATION PROCESS, CONT'D

Grounds for Denial or Cancellation of Permit

- **Submittal of an application does not guarantee that the rental request has been authorized.**
- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (See **Measures to Ensure Adherence to Policy** pg. 25).

Payments (See **Sports Field User Fees**, pg.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 July 1, 2024)

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	\$41 per application	\$41 per application
Damage Deposit*	\$121 per field	\$121 per field
Non-Profit Verification Fee	\$5 per verification	\$5 per verification
No Show Penalty Fee	\$5 per occurrence/field	\$5 per occurrence/field
Unauthorized Permit Violation Fee	\$5 per occurrence/field	\$5 per occurrence/field
Deposit for Baseball/Softball Bases*	\$288 per application	\$288 per application
Fencing Fee	\$143 per field/per day	\$143 per field/per day
Gate Fee (if charging admission)	\$125 per day	\$125 per day
On-site Staffing Fee***	\$33/hour	\$33/hour
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.

***Staffing Fee subject to availability

Field Use Fees

Premium Fields (Legacy Fields, Tracy Sports Complex)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$12/hour	\$10/hour	\$109 per field/per day	\$10 per field/per hour
Non-Profit Adult	\$19/hour	\$13/hour	\$145 per field/per day	\$13 per field/per hour
Private	\$34/hour	\$17/hour	\$281 per field/per day	\$18 per field/per hour
Commercial	\$46/hour	\$24/hour	\$387 per field/per day	\$25 per field/per hour

*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 14.

Standard Fields (Plasencia Fields, Clyde Bland, Galli, Tiago, Ritter Family Ballpark, Veterans)

User Group	Practice/Game Fees	*Light Fee	Tournament Fees	Tournament *Light Fee
Non-Profit Youth	\$10/hour	\$10/hour	\$81 per field/per day	\$10 per field/per hour
Non-Profit Adult	\$15/hour	\$13/hour	\$131 per field/per day	\$13 per field/per hour
Private	\$28/hour	\$17/hour	\$163 per field/per day	\$18 per field/per hour
Commercial	\$39/hour	\$24/hour	\$163 per field/per day	\$25 per field/per hour

*Field Chalking is not included in initial fees. See Field Prep Fees, pg. 14.

Field Prep Fees

Light Watering	Chalking	Light Field Prep	Full Field Prep
\$13 per field	\$15 per field	\$19 per field	\$50 per field
<ul style="list-style-type: none"> • Light watering* of the infield between the lines 	<ul style="list-style-type: none"> • Full field chalk** (batter’s boxes and pitching circles included) 	<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.	10 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.

**Organizations requesting an initial chalk of the fields for their first game, will be charged a Chalking Fee
Only authorized city staff may perform field preps for any practice/ game/ tournament.

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 City Staff)

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

City of Tracy Sports Field Reservation Handbook: 2025 Allocation Year
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 pg. 4).

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**, pg. 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 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 in writing with the Community Facilities Division. 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 colors must be submitted with field use application 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 (9v9) fields shall be marked in BLUE paint
 - Modified (7v7) fields shall be marked in ORANGE paint
 - Modified fields shall be contained fully within a standard full-size field and shall be marked in the appropriate color 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 (User groups requesting to paint the fields prior to 3:00pm must get written approval from the Community Facilities Division staff and will be approved based on field maintenance schedules.) Organizations shall not contact Park Operations Staff directly for requests and/or changes to field linings.
- Fields must be restriped at least twice during a regular season to preserve the turf and rotate the high worn areas (See **Turf Management**, pg.18).

Please note, failure to comply with established guidelines may result in permit violation fee charges, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

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.

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

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. Only authorized city staff may perform field preps for any practice/ game/ tournament. Failure to comply with the established guidelines may result in permit violation fee charges and organizations will be held to the **Measures to Ensure Adherence Policy**, pg. 25.

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 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** pg. 3)
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

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

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

Pilot Programs

The City of Tracy may pilot various programs at alternative locations (i.e. Placencia, Baseball Outfields, Legacy Soccer Fields) and will align with the turf management policy (See **Turf Management**, pg.18) in order to maintain playable fields. Staff will continue to provide in-season priority to each respective sport but will also seek to accommodate other sports to alleviate schedule compaction issues.

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. Additionally, exclusions apply to teams to provide snacks for players only following activity. Items that are **not** permitted including: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells.

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.

Field Closure During Inclement Weather:

During periods of active rain, the fields will be closed for the safety of the players and to maintain the integrity of the fields; the fields are then reassessed once the rain has ceased. An infield glistening from rain is too wet for safe play. The fields will remain closed until all puddling is gone and the surface is again firm enough to allow cleats to grip without slipping. A localized wet area, including those on warning tracks, will cause the affected field to remain closed. It is important to note that each field at any time might have conditions unique to that field, causing one or more fields to be closed while others remain open.

Sports Fields staff will implement procedures to return fields to play as soon as possible. However, efforts by Sports Fields staff to mitigate wet areas will not be implemented when the fields are too wet, or if further rain is imminent per forecast or as observed by staff.

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. For updates on field closures, please call the **Weather/Field Condition Hotline: (209) 831-6350**. 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.

Foot Protection

Metal cleats are not allowed during softball, baseball, or soccer play at the Tracy Sports Complex and Legacy Fields, 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. Renters may be asked to supply additional dumpsters and trash receptacles based off the number of participants estimated to attend.

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

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 20 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.

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.

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 penalty charges and/or 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.

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.

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 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 the 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. For Tracy Sports Complex and Legacy Fields only, barbecues can only be requested and permitted when there is not an active concessionaire onsite during the tournament/game. Please contact the Community Facilities Division 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) 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. If there is a permanent concessionaire onsite, all requests for additional food vendors or concessions will need to go through the concessionaire for approval first.

At Legacy Fields and Tracy Sports Complex, a sign will be provided at each entry gate listing these rules:

- NO Alcoholic beverages
- NO Glass containers
- NO Gum
- NO Nuts with shells
- NO Outside Food/Drinks
- NO Smoking
- NO Sunflower seeds
- NO Tobacco products
- NO Vaping

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 which includes an additional insurance policy (motorcycle/LSV policy) to drive a golf cart and/or mule-type vehicle onsite. (See **Insurance**, pg. 8-9) 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(I)).

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 and baseball tournaments at Tracy Sports Complex, Legacy Fields, and Placencia Fields, tournaments must reserve the entire complex specific to that sport or the entire set of fields (i.e., Legacy soccer fields 1-4 and/or 5-8, Legacy baseball fields Western #1-5 and/or Eastern #1-5) to be approved to charge an admission fee.

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.

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, Legacy Fields). Recycling containers are also available through the City by calling the Public Works Department at (209) 831-6300.

Hours of Use

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

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

Inspection Check-in/ Check-out

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

Meeting Room (Tracy Sports Complex)

The Sports Complex Meeting Room is located on the east end of the soccer fields. Although the Meeting Room is not included in the rental fee for tournaments, it can be rented separately to be used for purposes such as official’s headquarters, or other tournament functions. 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 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 Tracy Sports Complex and 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. If an organization has permits for youth and adults, the specific permit in violation of the policies would be in jeopardy and would not affect other permits within the organization.

First Violation: Verbal warning by Facility Attendant to the organization violating the policy.

- Facility Attendant will track the interaction with the organization by noting it on the Facility Attendant Log and Tracking Sheet.

Second Violation: Written warning by Community Facilities Staff to correct and update the organizations permit. Staff will issue the No Show Penalty Fee and/or Permit Violation Fee.

Third Violation: Continual violations will result in and not limited to:

- Additional No Show Penalties and/or Permit Violation Fee issued
- 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

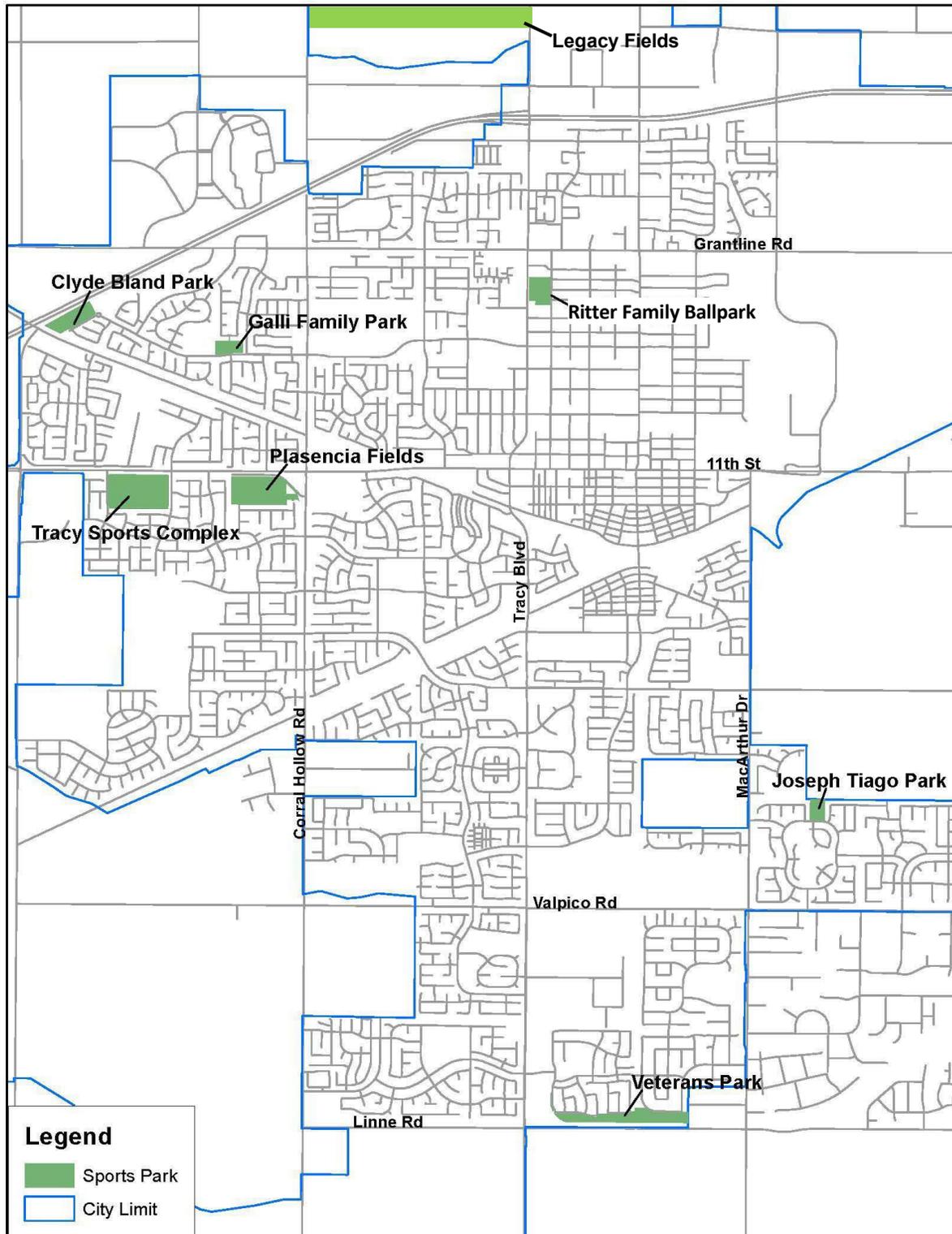
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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	CRICKET	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	Yes	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	Yes	60', 65'
Tiago Park 1355 Eastlake Cir.	<ul style="list-style-type: none"> • 2 baseball/ softball diamonds • No lighting available • No restrooms 	Yes	Yes	No	Yes	60'
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	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	Yes	60', 65'
Plasencia Fields 2040 Krohn Road (11 th St./Corral Hallow Rd.)	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available • No restrooms 	No	Yes	Yes	Yes	Not Applicable
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 all fields 	Yes	Yes	Yes	No	60', 65', 70'
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	No	60', 65', 70'

MAP OF CITY SPORTS FACILITIES



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**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

**Attachment B
Community Facilities Division
2025 Sports Tournament Schedule**

	DATE	Tracy Sports Complex Ballfields	Legacy C1-C5 Ballfields	Legacy A1-A5 Ballfields	Legacy Soccer B1-B8	Tracy Sports Complex Soccer	Notes
JANUARY	4-5						
	11-12						
	18-19						
	25-26						
FEBRUARY	1-2						
	8-9						
	15-16		Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Approved)			
	22-23		Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Approved)			
MARCH	1-2				Soccer Tournament Requested (Approved)		
	8-9	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)			Legacy A1-A5 reserved by local league during in-season priority. TSC provided as alternative location.
	15-16				Ultimate Frisbee Tournament Requested (Approved)		
	22-23	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
	29-30	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 used by local league during inseason priority. TSC provided as alternative location.
APRIL	5-6	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
	12-13	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 used by local league during inseason priority. TSC provided as alternative location.
	19-20						
	24-25 (Th-F)	Softball Tournament B Requested (Approved)	Softball Tournament B Requested (Approved)	Softball Tournament B Requested (Approved)			
MAY	26-27	Softball Tournament B Requested (Approved)	Softball Tournament B Requested (Denied)	Softball Tournament B Requested (Denied)			Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
	3-4						
	10-11						
	17-18	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)	Ultimate Frisbee Tournament Requested (Approved)		Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
JUNE	24-25		Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)			Legacy A1-A5 used by local league during inseason priority. TSC provided as alternative location.
	May 31-Jun 1	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
	7-8						
	14-15	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)	Softball Tournament A Requested (Denied)			Legacy C1-C5 & A1-A5 reserved by local leagues during in-season priority. TSC provided as alternative location.
JULY	21-22	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Approved)	Softball Tournament A Requested (Denied)			
	28-29	Softball Tournament C Requested (Approved)					
	5-6						
	12-13	Softball Tournament E Requested					
AUGUST	19-20		Softball Tournament A Requested	Softball Tournament A Requested			
	26-27		Softball Tournament D Requested	Softball Tournament D Requested			
	2-3				Soccer Tournament Requested		
	9-10						
SEPTEMBER	16-17						
	23-24						
	30-31						
	6-7						
OCTOBER	13-14						
	20-21		Softball Tournament A Requested	Softball Tournament A Requested			
	27-28		Softball Tournament A Requested	Softball Tournament A Requested			
	4-5		Softball Tournament A Requested	Softball Tournament A Requested			
NOVEMBER	11-12	Softball Tournament E Requested	Softball Tournament D Requested	Softball Tournament D Requested			
	18-19		Softball Tournament A Requested	Softball Tournament A Requested			
	25-26						
	1-2		Softball Tournament A Requested	Softball Tournament A Requested			
DECEMBER	8-9		Softball Tournament A Requested	Softball Tournament A Requested	Soccer Tournament Requested		
	15-16						
	22-23						
	29-30						
DECEMBER	6-7						
	13-14						
	20-21						
	27-28						

	Local In-Season Play Priority
	Annual Maintenance Closure
18	Approved Tournaments
10	Denied Tournaments
13	Requested Tournaments