

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, September 3, 2015, 7:00 p.m.**
(or as soon thereafter as possible)

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

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

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes: Regular Meeting – August 6, 2015
5. Old Business:
 - a. Parks and Community Services Commission Goals
 - i. Update from sub-committees
6. New Business:
 - a. Review and Provide Input on Revised City of Tracy Sports Field Rental Handbook
 - b. Hear Appeal of Facility Permit Suspension for Tracy Suns Futbol
7. Items from Staff:
 - a. Recreation Division Report
 - i. Upcoming Events and Programs
 - ii. Senior Concerns/Comments Quarterly Update
 - b. Public Works Parks Maintenance Division Report
 - c. Community Facilities Report
 - i. Ellis Marker Dedication September 12, 2015 at Joan Sparks Park
 - d. Director Report
 - i. Projects Update

8. Items from the Commission
9. Items from the Audience
10. Adjournment to next meeting on October 1, 2015

POSTED: August 27, 2015

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

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
August 6, 2015

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 7:00 p.m.
2. **ROLL CALL:** Chair Johnson called out roll call
 - a. Present: Commissioner Birk; Saltzman; Jayne; Jimenez
 - b. Absent: Vice Chair Douglas; Commissioner Gouveia
 - c. Staff Present: Christine Mabry, Management Analyst I; Don Scholl, Public Works Superintendent; Jolene Jauregui, Recreation Services Supervisor
 - d. Recorded By: Stephanie Garcia, Executive Assistant arrived at 7:04 p.m.
3. **ITEMS FROM THE AUDIENCE:** Alex Holguin said that he is back in town and to keep him in mind if there is an open position on the Commission.
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON MAY 7, 2015:**
 - a. Motion: Commissioner Jimenez
 - b. Second: Commissioner Saltzman
 - c. Abstain: Commissioner Jayne
 - d. Vote: Passed by unanimous vote

Deviation

5. **OLD BUSINESS:**
 - a. **Parks and Community Services Commission Goals**
 1. Update from Subcommittee
 - a. **Support Efficient Policies** – The subcommittee said since the City Council provided funds for the leagues to build at Legacy Fields, they felt that they didn't need to meet with the leagues.
 - b. **Community Involvement** – None at this time.
 - c. **Park, Facility, and Sports Field Safety** – None at this time.
6. **NEW BUSINESS:**
 - a. **Appoint Parks Commission Liaison to Serve on Tracy Friends for Parks, Recreation and Community Services Foundation Board** – Commissioner Saltzman nominated Commissioner Jimenez to continue to serve as the liaison to the Tracy Friends for Parks, Recreation Community Services Foundation Board and Commissioner Birk seconded the motion. Passed by unanimous vote.
7. **ITEMS FROM STAFF:**
 - a. Recreation Division Report:
 1. **Upcoming Events and Programs** – Jolene said that the eight week program of the Junior Giants is coming to a close. They served over 586 youth and 75 coaches who volunteered their time.
 - The seniors kicked off their second session of Senior Tuesday at the Grand this past week and received positive feedback.
 - Movies on the Plaza will have their last showing of Big Hero 6 on Friday.
 - The Art Walk is next Friday from 6 to 8:30 p.m.
 - The Block Parties have been successful with over 800 – 1,000 community members. The last two Block Parties are on 8/21 "Old Time Rock & Roll" and 8/28 "Totally Awesome 80's."

➤ The Blues Brews & BBQ event, Saturday, 9/12, Downtown Plaza

Jolene said that as of August 3rd that the Recreation Division and registration is moving to the Grand Theatre which will provide better customer service to all since the office is open Monday thru Friday. City Hall Community Facilities Division will continue to take registrations over the next six months and will advise the customers to use the Grand Theatre or online for future registrations.

- b. Public Works Parks Maintenance Division Report: Don Scholl introduced Mito Martinez, Maintenance Worker II, who works in the General Fund Parks and he keeps things neat and clean. Don said that Mito does a good job and he is glad to have him on board. Don wanted the Commission to get familiar with the faces that take care of the parks.

Don said that Brian, Commissioner Gouveia, and Commissioner Douglas were unable to attend tonight's meeting.

Don gave an update on the Landscape Maintenance Districts; XL Landscape; the Sports Complex; West Coast Arborist; Legacy Fields; El Pescadero Skate Park; Hoyt Park playground and said that there is minor renovations on the major arterials that Mike Contreras' crew is working on.

Commissioner Saltzman asked about the pool at Dr. Powers Park and Don said that staff is taking a closer look at the Consultant's report and this item will go back to Council on 9/15.

Commissioner Jayne asked what's going on with the medians on Eleventh Street. Don said that they've lost some shrubs due to drought and that in the future they may be replaced with drought tolerant plant material. He also noted that Mike Contreras' staff is working in conjunction with XL Landscape on a 're-mulching' project on Eleventh Street (and other areas). The City is trying to keep the shrubs and trees alive due to the cost of replacement materials. Commissioner Jayne asked if the City, under certain circumstances, can subsidize the LMD zones with the medians and Don said that this would be a policy decision for Council.

Commissioner Jimenez complimented the Public Works Department in placement of signs in the areas of the plants and shrubs that are dying and this shows the public that we are complying with the drought regulations. She also complimented the department for placing mulch in areas such as Tracy Boulevard and Schulte Road, it looks very nice!

Commissioner Jimenez attended the South Side Community Organization meeting last night and said that MacDonald Park lights appear not to come on in the evening.
Don said that a work request will be sent to PG&E.

Commissioner Birk thanked staff for the improvement at Thraser Park. He said that it's green and beautiful and it looks very nice! He also said that there is a tree across from his office that is dead, Don said that he is meeting with the regional manager of West Coast Arborist and the priority for this year is to remove dead trees that are a hazard from the LMD's and the General Fund areas.

- c. Community Facilities Report – Christine gave an update on personnel, operational and facility updates. Jun Gandia, Recreation Coordinator I, is now full time as of July 1st. Jun is the sports leagues liaison to the sports fields and with Legacy Fields coming on board his extra hours can focus on Legacy Fields. The Facility Attendant recruitment is underway and this position will help with being more flexible with the hours for service. Operations have made some progress in customer service opportunities by using www.tracyartsandrec.com for all online activity registration, view and reserve facilities, as well as customers taking advantage of withdrawals. As of July 31st picnic areas can now be reserved online by logging into the Active Net account at www.tracyartsandrec.com.

Christine said that the United Cerebral Palsy Applied Abilities Program contacted her for volunteer opportunities in the City. Christine met with Teamsters and is now working with Don to find opportunities for them in the parks to rake mulch or pick up litter and such; this would give them an opportunity to service their community.

Christine gave an update on Plasencia Fields, the Sports Complex, the Tracy Ball Park, and the American Legion.

The Girl Scout Hut on Bessie Avenue has a new roof. The Girl Scouts made a request to extend their MOU term from five years to ten years due to them investing in major improvements.

The ADA Lammersville School House request has been completed with additional directional signs.

On July 8th the Sports Complex held an AASA softball camp event which brought college coaches to come out and watch the high school students play to their best ability.

Commissioner Jimenez said that she appreciates all that the department does at the Tracy Ball Park and that she is aware of how much it is used.

- d. Director Report – None at this time.

8. ITEMS FROM THE COMMISSION:

- Commissioner Birk thanked Jolene for attending several evening meetings on her own time and he said that she should be getting overtime for the hours.
- Commissioner Saltzman thanked Christine for the work she's done thus far.
- Commissioner Jimenez said that it's been a pleasure to serve as the Tracy Friends for Parks Foundation liaison and thanked the Commission for allowing her to continue. She said that the tent at the downtown events is sponsored by the Parks Foundation and the Downtown Tracy Business Association. The proceeds of non-alcoholic and alcoholic drinks are distributed equally amongst the organizations. Also, at every event starting with Latin Rock to Motown that they've consistently sold out of everything and this shows increased attendance. The Foundation asked for a project that they could take back to their board for consideration.

9. ITEMS FROM THE AUDIENCE: None

10. ADJOURNMENT: 7:51 p.m.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
September 3, 2015

AGENDA ITEM 6.a

REQUEST

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

BACKGROUND

In 2012, at the request of the Parks and Community Services Commission, and with feedback from field user groups, staff initiated a review and revision of existing sports field rental policies in an effort to promote more fair, transparent and efficient services. The revised Sports Field Rental Handbook was reviewed and comments were provided by the Commission at their October 3, 2013 meeting.

As part of an ongoing review process, staff has updated the Handbook as of August 2015 to clarify policies in response to user feedback. User groups were invited to provide additional feedback on the draft Handbook at an outreach meeting held on August 26, 2015.

DISCUSSION

The revised Sports Field Rental Handbook (Attachment) was completed in August 2015, based on two years of user feedback by staff and field user groups. Staff held a sports field user group outreach meeting on August 26, 2015 to obtain input and feedback from stakeholders. User groups from multiple sports and age groups, non-profit and commercial were represented.

Content from the 2013 Handbook was consolidated and reorganized to make policies easy to locate. Some of the proposed updates include:

- A simplified cancellation and refund policy, combined with consequences for continued “non-use of field,” to encourage groups to release fields they do not need;
- Clarification of conditions that require additional review and specific inclusion on the Facility Use Permit;
- Addition of a “Good Neighbor” policy;
- Fee updates, adopted by Council as of July 1, 2015;
- Updated consequences for violations of policy

Overall, the user groups responded positively to the revised Handbook. The general consensus of user groups was to continue with an annual allocation process that includes periodic meetings to provide feedback to staff.

RECOMMENDATION

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

Prepared by: Christine Mabry, Management Analyst I

Approved by: David Ferguson, Public Works Director

ATTACHMENTS:

Attachment – A: DRAFT, City of Tracy, Sports Field Rental Handbook



ATTACHMENT "A"

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PUBLIC WORKS DEPARTMENT Community Facilities Division

MAIN 209.831.6200
FAX 209.831.6218
www.ci.tracy.ca.us

SPORTS FIELD RENTAL HANDBOOK DRAFT ONLY: September 3, 2015

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's Public Works 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.

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.

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 the designated league representative(s) listed on the City's field rental account will be allowed to book fields for their affiliated organization. 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.
- Tournaments or events that have been occurring on a specific date or weekend for three years or more will be given priority; the dates and tournament rental request must still be submitted.
- Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously.
- 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.
- All first-come, first-served field reservations and all field prep requests must be submitted and paid for by 12:00 noon on the Wednesday prior to the rental. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule.
- **Submittal of an application does not guarantee that the rental request has been authorized.**

Facility Use Permits

- Permitted hours of use must include set-up and clean-up time. Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.
- Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand. Field users without permits may be asked to vacate the field (see **Rules of Conduct**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 20 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**).
- Use of Placencia Fields and the 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.

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, other governmental agencies, including City recreational programs or leagues
- B. Non-profit youth organizations comprised of 80% Tracy Residents
- C. Non-profit youth organization comprised of less than 80% Tracy Residents
- D. Non-profit adult organizations comprised of 80% of Tracy Residents
- E. Non-Profit adult organization comprised of less than 80% Tracy Residents
- F. All other youth organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.
- G. All other adult organizations. This includes for-profit organizations, tournaments, club teams, clinics and/or camps with individual or team participation fees.

In-Season Priority Schedule

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

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

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/Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376

Performance History

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

Proof of Non-Profit Status

An organization's non-profit status must be on file and current in order to qualify for a non-profit priority classification. An organization must demonstrate its non-profit status by:

- Being registered as a non-profit business or corporation with the State of California **or** an acknowledged IRS 501(c) organization, **and**
- Maintaining good standing (business entity status "Active") with the State of California Secretary of State's office (www.kepler.sos.ca.gov).

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group C, E, F or G. 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, home address, and phone number.

Cancellation & Refund Policy

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

- *Practices/Games:* Cancellations made a minimum of 10 days prior to the practice or game will receive a full credit of rental fees. Any cancellations requested less than 10 days in advance will not receive any credit of fees.
- *Tournaments & Camps/Clinics:* Cancellations made a minimum of 20 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 20 business days in advance will not receive any credit of fees.

If an event is cancelled after it has started due to rain or inclement weather conditions, 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.

ANNUAL FIELD ALLOCATION PROCESS

Allocation Timeline

Date	Process
September 8, 2015	<ul style="list-style-type: none"> Staff sends email invitation to Field User Group Meeting regular user groups with: Handbook, application, and timeline. Information is posted on the City website for new users interested in applying.
September 21, 2015	<p>Field User Group Meeting</p> <ul style="list-style-type: none"> Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. Meetings topics will also include maintenance updates, policy review, and field issues.
October 12, 2015	<p>User groups submit (late submittals forfeit priority):</p> <ul style="list-style-type: none"> Field Allocation Applications for entire calendar year Prior season's rosters (registration copies will not be accepted) Proof of non-profit status
January-June Allocations	
November 2, 2015	<ul style="list-style-type: none"> Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
November 2015	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules.
December 1, 2015	<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 and proof of insurance. Proof of insurance is due at least 20 days prior to the first scheduled sports field use.
July-December Allocations	
January 11, 2016	<ul style="list-style-type: none"> Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
January-February 2016	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules.
February 11, 2016	<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 and proof of insurance. Proof of insurance is due at least 20 days prior to the first scheduled sports field use.
May 9, 2016	<p>Field User Group Meeting: Mid-year check-in with policy review and feedback</p>

Grounds for Denial

- The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- Submittal of an application does not guarantee that the rental request has been authorized.
- 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 Rental 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 (see **Measures to Ensure Adherence to Policy**).

SPORTS FIELD USER FEES (Adopted July 1, 2015)

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$35 per application	\$35 per application
Damage Deposit*	\$100 per application	\$100 per field
Deposit for Baseball/Softball Bases*	\$250 per application	\$250 per application
Fencing Fee	\$103 per field/per day	\$1036 per field/per day
Staffing Fee (TSC ballfields only)	\$26/hour	\$26/hour
Gate Fee (if charging admission)	\$100 per day	\$100 per day

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

Field Use Fees

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$5/hour	\$7/hour	\$62 per field/per day	\$10 per field/per day
Non-Profit Adult	\$11/hour	\$10/hour	\$103 per field/per day	\$10 per field/per day
Private	\$19/hour	\$12/hour	\$123 per field/per day	\$10 per field/per day
Commercial	\$27/hour	\$18/hour	\$123 per field/per day	\$10 per field/per day

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$5 per field	\$15 per field	\$40 per field
<ul style="list-style-type: none"> Light watering of the infield between the lines 	<ul style="list-style-type: none"> Dragging infield between lines only Light Watering Touch up lines as needed 	<ul style="list-style-type: none"> Dragging entire field Heavier watering for dust and to soften the surface Re-line entire field Re-pack holes at batters boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	15 minutes per field	45 minutes per field

Payments

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Tournament payments are due 20 days prior to the tournament start date.
- Lighting, fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- Payment for field rental and staffing fees are due at the end of each month for practices/games. 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.
- 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.
- If payments are not made on time, fields reserved on the account will be released.**

GENERAL FIELD & FACILITY USE POLICIES

Bases

Bases are included in rentals at the Tracy Sports Complex. Bases are available for rentals at Tracy Ball Park 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. Reimbursement for such expenses shall be deducted from the security deposit.

Equipment Storage

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

Facility Keys

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

Field Lining

Access to facilities to line fields must be scheduled in advance with the Community Services Division. Requests to have City staff line fields must be received by 12:00 noon on the Wednesday prior to the rental.

The following conditions apply for the lining of sports fields:

- Fields must be lined with approved athletic marking paint only
- 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 3:30 pm on weekdays or when other teams are playing on fields.

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers, peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at the Tracy Sports Complex.

Field Maintenance

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and renovation of fields is scheduled at the Tracy Sports Complex and Placencia Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

Foot Protection

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

Garbage

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

Hours of Use

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. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance.

Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Owners must clean up after their pets. Animals may not access fields while games are in play.

Notice of Non-Use of Field

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

Rainouts & Inclement Weather

In the case of active rain, all fields are closed during the time of actual rain; the fields are then reassessed once the rain has ceased. On occasion, on a non-rainy day, staff will determine a field to be closed based on excessive rains during the previous day(s), which have left conditions unsafe for use, even though the rain has stopped.

Weather/Field Condition Hotline: (209) 831-6350 (typically updated by 3 pm each day)

Turf Management

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields. In order to maintain playable fields, fields are limited to no more than 15 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear.

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. 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. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

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

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

Inappropriate Behavior

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

Police Enforcement

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

SPECIAL PERMITS & REQUESTS

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. Barbecues must 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.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverage at facilities other than the Complex, must request authorization to do so in writing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. Also see **Vendors**.

At the Tracy Sports Complex, a full service concession facility is on the premise with a contracted concessionaire available. The contracted concessionaire has first right of refusal for all events scheduled at the complex. No additional selling of any kind or providing of food and beverages within the Tracy Sports Complex perimeters during a rental or event is permitted without prior written consent of the City as well as a valid business license.

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.

Field Preparation Requests

Field maintenance/preparation requests must be received no later than five (5) business days prior to the game or first day of tournament play. 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 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.

Gate Access

Access to the gated areas at Placencia Fields will be opened 15 minutes prior to permit start time, as a courtesy. Renters may not access the fields for setup or use prior to the permit start time. Contact the Community Facilities Division to request and arrange access to gated areas (e.g. for lining fields, accessing storage, etc.).

Parking & Overnight Policy

The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. 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.

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

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.

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.

Subdivision of Fields

Soccer fields may be subdivided for players **ages 12 and under (U12)**. Requests to subdivide fields for older children and adult leagues (ages 13+) must be submitted in 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.

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.

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 approval, specific conditions of vehicle access will be added to your permit.

Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(l)).

Vendors

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

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.

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.

Garbage

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

Hours of Use

Soccer tournaments may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am. The last game of a tournament must begin no later than 9:00 pm and the facility must be vacated by 10:30 pm.

Softball and baseball tournaments may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. 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 the facility must be vacated by 10:30 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 out separately to be used for purposes such as sign-ins, official's headquarters, or other tournament functions. Tables and chairs can be put in the room upon request, but other furniture located in the room may not be moved.

MEASURES TO ENSURE ADHERENCE TO POLICY

Should a renter, organization designee, or coach fail to comply with the Field Reservation Policies herein, the following measures shall be taken:

First violation	A record of verbal and written warnings shall be placed in organization's file
Second violation	Suspension of rental privileges for one month
Third violation	Suspension of rental privileges for three months and loss of priority for following calendar year's field allocation
Fourth violation	Suspension of current permit and permanent suspension of rental privileges for the remainder of the year, and loss of priority for subsequent calendar year's field allocation
Fifth violation	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 action.

Should fields become released due to the violations listed above, they will be made available on a first-come, first-served basis.

Appealing Denial

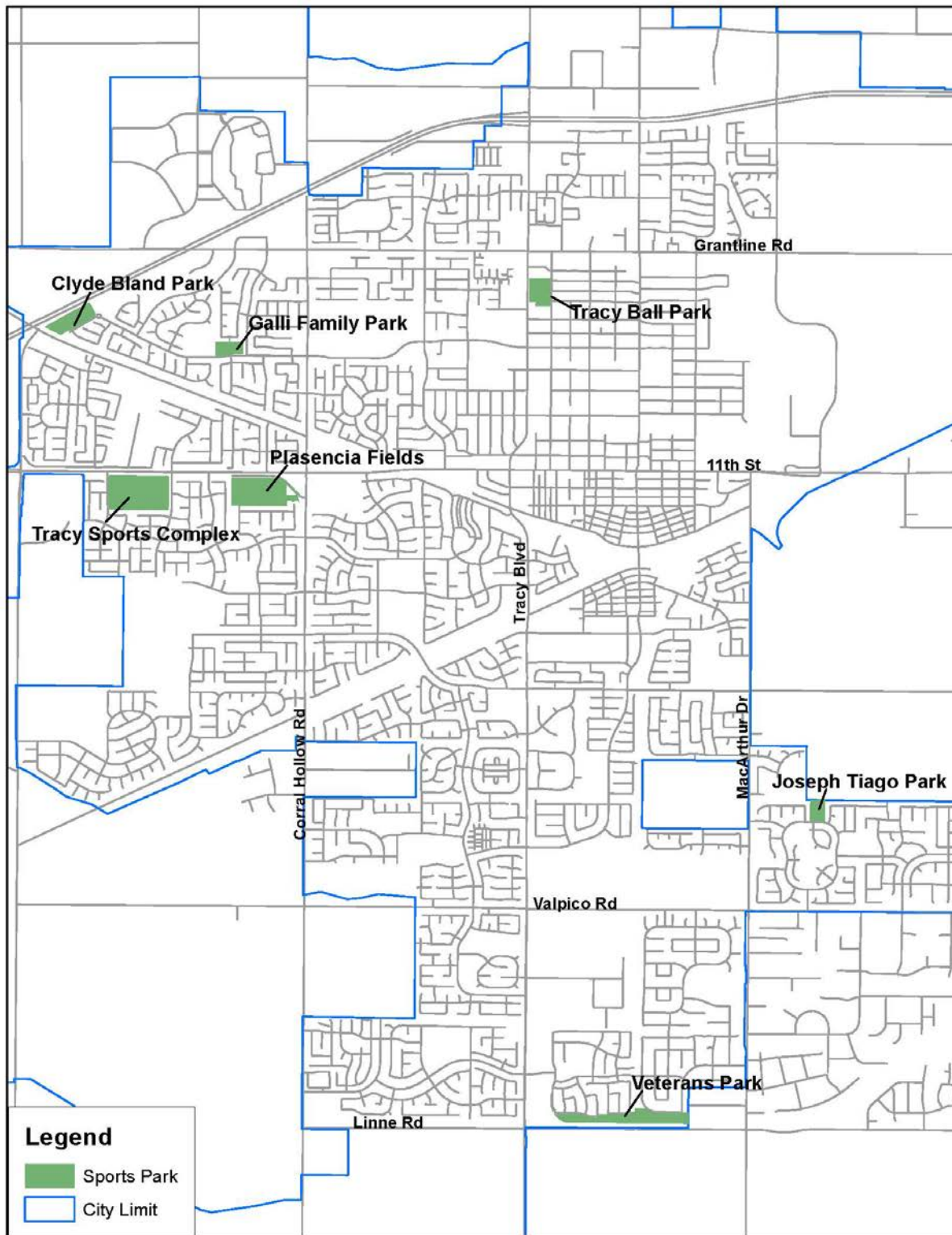
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating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

FACILITY	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL	BASE DISTANCES
Clyde Bland Park 1753 Blandford Ln.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Soccer turf area • No lighting available 	Yes	Yes	No	60', 65', 70'
Galli Family Park 2341 W. Lowell Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • No lighting available 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
Tiago Park 1355 Eastlake Cir.	2 baseball/ softball diamonds. No lighting available.	Yes	Yes	No	60' Baseball is limited to ages 12 and under.
Tracy Ball Park 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfields. • Lighting available for ball diamonds. 	Yes	Yes	Yes	North Diamond: 60', 65', 70', 80', 90' South Diamond: 65', 70', 75'
Veterans Park 238 Glenhaven Dr.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • 2 open turf areas for soccer • Lighting available for ball diamond only 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
PREMIUM FIELDS					
Tracy Sports Complex 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/softball diamonds • 4 soccer fields • Lighting available on all fields 	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under.
Plasencia Fields 11 th St./Corral Hollow Rd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available 	No	Yes	No	Not Applicable

MAP OF CITY SPORTS FACILITIES



**SPORTS FIELD RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM**

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

Printed name of facility user

Signature of facility user

Date

Name of organization

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
September 3, 2015

AGENDA ITEM 6.b

REQUEST

HEAR APPEAL OF FACILITY PERMIT SUSPENSION FOR TRACY SUNS FUTBOL

BACKGROUND

Tracy Suns Futbol, a local soccer organization, has repeatedly violated the City's Sports Field Rental Handbook and was given a written notice of suspension of their facility permit for their 3rd violation. Over the years, the City has documentation of past violations and failures to correct the behavior. Tracy Suns has requested the Parks and Community Services Commission hear their appeal.

DISCUSSION

The purpose of the City of Tracy's Sports Field Rental Handbook is to provide comprehensive information and a transparent allocation and process to permitted users. Included in the Handbook is information regarding the annual field allocation process, priority classification of users, use fees, and policies and procedures that apply to use of the sports facilities.

The Tracy Suns Futbol organization has committed three violations of the policies and procedures. Consequently, they were previously issued a 2 month suspension of their facility permit on January 7, 2015. This was for their 2nd violation of the Sports Field Rental Handbook. At that time, staff notified Tracy Suns that a 3rd violation would result in 4 month suspension, and a loss of priority for the subsequent calendar year's field allocation.

On July 26, 2015, Tracy Suns violated the Handbook again on August 2. In response, the Public Works Director issued the notice of a 4 month suspension on August 19, 2015, which would suspend Tracy Suns use of fields from September 1 through December 31 of 2015. They will also lose priority status for the 2016 field allocation.

Staff has provided the Commission with the Notice of Suspension (with accompanying documentation) as an attachment for more details.

Tracy Suns has submitted a request to appeal to the Parks and Community Services Commission.

Per the Parks and Community Services Commission by-laws, the Commission shall hear the appeal of the facility permit suspension at the September 3, 2015 meeting.

RECOMMENDATION

That the Parks and Community Services Commission hear the appeal of the facility permit suspension for Tracy Suns Futbol, and provide a recommendation to staff.

Prepared by: Christine Mabry, Management Analyst I

Approved by: David Ferguson, Public Works Director

ATTACHMENTS:

Attachment – A: Suspension Notice – Tracy Suns

Attachment – B: Tracy Suns Request to Appeal



ATTACHMENT "A"

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PUBLIC WORKS DEPARTMENT
Community Facilities Division

MAIN 209.831.6200
FAX 209.831.6218
www.ci.tracy.ca.us

August 19, 2015

Mario Guerrero
Tracy Suns S.A.
450 E. Eleventh Street
Tracy, CA 95376

Re: Failure to follow the City of Tracy's Sports Field Rental Handbook policies – 3rd Violation

Dear Mr. Guerrero:

This is a written notice of suspension issued to you for Tracy Suns S.A.'s failure to follow the City of Tracy's Sports Field Rental Handbook. The City has documented repeated violations of City policies by Tracy Suns S.A.

Pursuant to your two previous written warnings (Attachments 1 and 2), Tracy Suns S.A. is hereby suspended from City of Tracy sports field rental privileges for four months, effective September 1 through December 31, 2015, and shall incur a loss of priority for the upcoming calendar year's field allocation. These actions are being taken in accordance with the City of Tracy policies and procedures as detailed in our Sports Field Rental Handbook - which you have acknowledged reviewing and have signed (Attachment 3).

A letter dated January 7, 2015 (Attachment 1), regarding your organization's failure to follow policies in the Sports Field Rental Handbook states:

If your organization fails to follow the Handbook for a third occurrence, you will receive suspension of rental privileges for four months and loss of priority for the subsequent calendar year's field allocation.

Per your sports field permit, on July 26, 2015, Tracy Suns S.A. rented Fields 1 and 4 at Placencia Fields from 8:00 a.m. until 10:00 a.m. and Field 1 at Tracy Sports Complex from 8:30 am until 1:30 pm. Although you were only permitted to be on the fields during these times (which includes set-up time), the City's Facility Attendant documented in their report that your organization finished past your permitted times at both facilities, at 10:30 am on Placencia Fields 1 and 4, and at 1:47 pm on Tracy Sports Complex Field 1 (Attachment 4). Your organization will be charged for this extended time. In addition to these violations, a vehicle was driven onto the Placencia Fields without a City-issued Vehicle Access Permit as noted in the Handbook.

Per your sports field permit, on August 2, 2015, Tracy Suns S.A. rented Fields 1, 2, 4 and 5 at Placencia Fields beginning at 8:00 a.m. The Facility Attendant documented in their report that upon arriving at 7:30 a.m., they found the gate already unlocked and set-up on the fields in progress (Attachment 5). The Facility Attendant also noted that a vehicle was being driven on

August 19, 2015

Page 2 of 2

the field. Your organization has been warned in writing that vehicle access must be requested and added to your permit before approved vehicles can be driven on the fields (Attachment 6).

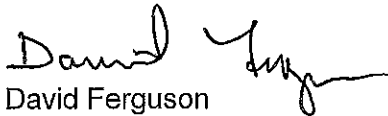
In addition to accessing the fields prior to your approved permit and driving on the field without a Vehicle Access Pass on August 2, 2015 (both of which are violations of the Sports Field Rental policies and procedures), you unlocked the gates. This indicates your organization is still in unauthorized possession of a gate key, but failed to do so. A letter was sent from the City to Tracy Suns S.A. dated July 15, 2015 (Attachment 6), stating that all keys must be returned to the City no later than July 31, 2015:

Please note that organizations found to be in possession of unreturned keys or discovered driving on sports fields without a proper permit will be subject to disciplinary action up to and including permit revocation, effective immediately.

According to our sports field rental policy, fields that were originally issued to you September 1 through December 31, 2015 will be released on a first-come, first-served basis. Should continuing violations of the City's Sports Field Allocation policies and procedures occur, further disciplinary action shall be taken, up to and including permanent suspension of rental of City of Tracy facilities.

The City of Tracy takes the violation of policies and procedures seriously and expects your cooperation moving forward.

Thank you,



David Ferguson
Public Works Director

CC Don Scholl, Superintendent, Parks, Sports Fields & Trees Division
Brian MacDonald, Management Analyst II
Christine Mabry, Management Analyst I
Jun Gandia, Recreation Coordinator I

Enc Attachment 1: Letter re: Failure to follow the City of Tracy's Sports Field Rental Handbook, 3/11/14
Attachment 2: Letter re: Failure to follow the City of Tracy's Sports Field Rental Handbook – 2nd Violation 1/7/15
Attachment 3: *City of Tracy Sports Field Rental Handbook – August 2014: Acknowledgement Form, Tracy Suns S.A. 10/20/14*
Attachment 4: Facility Attendant Log, 7/26/15
Attachment 5: Facility Attendant Log, 8/2/15
Attachment 6: Letter, re: Return of Plasencia Fields gate keys, 7/15/15



ATTACHMENT 1

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PUBLIC WORKS DEPARTMENT
Community Facilities Division

MAIN 209.831.6200
FAX 209.831.6218
www.ci.tracy.ca.us

March 11, 2014

Mario Guerrero
Tracy Suns S.A.
450 E. Eleventh Street
Tracy, CA 95376

Re: Failure to follow the City of Tracy's Sports Field Rental Handbook

Dear Mr. Guerrero:

This is a written warning issued to you for Tracy Suns S.A.'s failure to follow the City of Tracy's Sports Field Rental Handbook.

Per your sports field permit, on March 9, 2014, Tracy Suns S.A. rented Fields 1,2,3,4, and 5 at Placencia Fields from 9:00 a.m. until 1:00 p.m. Although you were only permitted to be on the fields during these times, the City's Facility Attendant documented in their report that your organization started as early as 8:30 a.m. and finished at 2:30 p.m. Your organization will be charged for the extended hours.

According to page 18 of the Sports Field Rental Handbook, you did not comply with the Field Reservation Policy. This is your first occurrence, which results in a verbal and written warning. The Facility Attendant gave you a verbal warning and this notice serves as your written warning.

If your organization fails to follow the Handbook for a second occurrence, you will receive a two month suspension of all rental privileges as well as a loss of priority for the 2015 field allocation process.

The City of Tracy takes the violation of policies and procedures seriously and asks for your cooperation moving forward.

Thank you,

Brian MacDonald
Management Analyst II

CC: David Ferguson, Public Works Interim Director
Don Scholl, Parks Maintenance Superintendent



ATTACHMENT 2

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PUBLIC WORKS DEPARTMENT
Community Facilities Division

MAIN 209.831.6200
FAX 209.831.6218
www.ci.tracy.ca.us

January 7, 2015

Mario Guerrero
Tracy Suns S.A.
450 E. Eleventh Street
Tracy, CA 95376

Re: Failure to follow the City of Tracy's Sports Field Rental Handbook – 2nd Violation

Dear Mr. Guerrero:

This is the second written warning issued to you for Tracy Suns S.A.'s failure to follow the City of Tracy's Sports Field Rental Handbook.

Per your sports field permit, on December 21, 2014, Tracy Suns S.A. rented Fields 1 and 2 at Placencia Fields from 9:00 a.m. until 4:00 p.m. On December 20, 2014, Don Scholl specifically instructed you to use Fields 3 and 4 because Fields 1 and 2 were not playable. After given specific instructions, your group still used Field 1. Severe damages were done during the usage on Field 1 and you were made aware of this on December 23rd. We provided you with photos of the damages to Field 1.

According to page 18 of the Sports Field Rental Handbook, you did not comply with the Field Reservation Policy. **This is your second occurrence, which results in a suspension of rental privileges for two months and loss of priority for the following calendar year's field allocation. Fields become released on a first-come, first serve basis.**

If your organization fails to follow the Handbook for a third occurrence, you will receive a suspension of rental privileges for four months and loss of priority for subsequent calendar year's field allocation.

The City of Tracy takes the violation of policies and procedures seriously and asks for your cooperation moving forward.

If you wish to appeal this decision, you may do so in writing to the Public Works Director who will review your appeal.

Thank you,

Brian MacDonald
Management Analyst II

Cc: David Ferguson, Public Works Director
Don Scholl, Parks Maintenance Superintendent
File

City of Tracy
Sports Field Reservation Handbook
Acknowledgement Form

I, Mario have read and understood the policies and procedures contained in the City of Tracy, Sports Field Rental 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 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).

Asociacion de clubs Unidos / Tracy Subs S. A.
Printed name of facility user

Signature of facility user

Date

Name of organization

FACILITY ATTENDANT PATROL LOG

DATE: 7-26-15

EMPLOYEE: Aiken

3

TIME	LOCATION	INCIDENT-ACTION
	Placensia	I Called Juni today at 10:12 AM to let him know that he needed to leave Field's 1 and 4 because it was after 10 AM and Cricket need to get the Fields ready to play. Mario told Me he would be off in a few more mins that the game was almost Done everybody off the 10:30 AM Cricket was at Parking lot waiting for Soccer game to end. They said they don't want any trouble with Mario because he wants to have his way all the time and they don't want to argue with him so they always just wait until he leaves Mario also Drove his Mule and parked it inside the Fake Grass area where they Play on. I let him know He can't have it there.
1:15	Sports Complex	on Field 1 goals are still up and kids are still playing on Field. at 1:47 PM

730 BASE on Please Charge them For over use of time

FACILITY ATTENDANT PATROL LOG

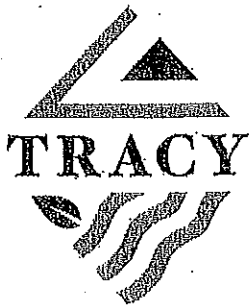
ATTACHMENT 5

DATE: 8-2-15

EMPLOYEE: Arena

TIME	LOCATION	INCIDENT-ACTION
730	Base Placensia 7:35	Check in w/ P.D. gate was already open Mario and his team was already on fields setting up Goals. Just Mario Team is I did Take Pic's out here. No other Teams
740	Base Sports Complex	Still Clear out here.
8AM		Teams are starting to show up now. just Mario's Teams. so far.
805	Placensia	Level is a set up and ready to play on Field 3 now.
	TETS	open and set up for Church Service in Room 103 only. Door UNlocked.
	Civic Center	open and set up for Church
	Tracy Ball	Both room ready lights on, Doors unlock
	Veterians	South in use at this time Barbarian Chase
	Placensia	Clear ok still
	Sports Complex	Field 1 in use at this time
	Galli Park	in use Base Ball

CAH



ATTACHMENT 6

City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PUBLIC WORKS DEPARTMENT
Community Facilities Division

MAIN 209.831.6200
FAX 209.831.6218
www.ci.tracy.ca.us

July 15, 2015

Marlo Guerrero
Asociacion De Clubs Unidos
450 E. 11th St.
Tracy, CA 95376

Dear Mr. Guerrero:

Plasencia Fields is one of the premiere fields for our City's sports organizations. It is City staff's responsibility to provide you with high quality maintained fields throughout the year, and we would like to continue this for the future.

In past years, some organizations were given a key to gates to have access to parking areas and areas to load/unload equipment. Unfortunately, this year we have experienced repeated issues with Plasencia field related to sports organizations having gate keys, including gates being left unlocked and vehicles driving on the fields.

First, if your organization has keys to the Plasencia Fields gates, you will need to return them to the Community Facilities Division, no later than **Friday, July 31**. Second, please inform your coaches and parents that no vehicles may be driven on sports fields without a City-issued Vehicle Access Permit. When vehicles drive on fields, serious damage can be done to the turf, soil, and irrigation system; it also poses a safety risk to participants and bystanders.

Please note that organizations found to be in possession of unreturned keys or discovered driving on sports fields without a proper permit will be subject to disciplinary action up to and including permit revocation, effective immediately.


Moving forward, Facility Attendants will open the gates at the beginning of your facility rental. If you need to make adjustments to your rental start times, please let me know. We will continue to provide you with great customer service and a quality sports facility.

If you have questions, feel free to contact me.

Thank you,

Jun Gandia
Recreation Coordinator I

CC: Christine Mabry, Management Analyst I
Laura Borjon, Administrative Assistant II
Don Scholl, Parks Maintenance Superintendent

Think Inside the Triangle™ 

ATTACHMENT "B"

Diablo Soccer

450 E. 11th st
Tracy, CA 95376
(209)346-7166

August 24, 2015

City Of Tracy
333 Civic Center Plaza
Tracy, CA 95376

To whom it may concern:

City of Tracy Park and Recreation, I'm writing this letter to obtain a favorable response. I will want to give the time to explain all the violations that are against my organization.

From the report that was made on the July 26 we were late on fields 1 and 4. This is impossible for us due from having the Cricket team been there that exact day and having their field started at 10:30 in the morning. My schedule for that Sunday was two games of kids of age 13 and two games for women, which each game in given 25 min each half of the game, which is two for each game. This gives us exactly the two hours that we have the fields for. You might have been talking of 5 or 10 min of been late but it's the same time, the two hours, but the reason might have been that our games have started 5 or 10 min late. At the end the fields are just used two hours exact.

From August 2 was the same reason at sport complex my permit is at 8:30- 1:30, we were late 15 min since we started our games at 8:45 but at he end we used the fields for the exact amount of hours that the fields were assign for.

Apart of all those small problems, which are from the same situation form you not letting us obtain the respectful amount of time limit that my organization needs. Since we are the largest Hispanic organization from Tracy with a trajectory of over 13 years. We count with more than 350 kids and 350 adults which has never been an importance for you and now since I passed 15 minutes from my time limit you are letting the Hispanic community of Tracy without a place to practice this sport.

Isn't Tracy supposed to give an installation to their community to practice a sport, what is it that you want me to do, take the community of Tracy to another location out of Tracy when my people are residence of Tracy.

From getting vehicles inside the fields is impossible I have had long time renting your fields and we know that is illegal to drive vehicles inside the fields. I am the one who is interested of keeping the fields in good shape since it's like our second home, which we will never destroy, our sacred game place since for the Hispanic playing soccer it's not a simple sport it's a religion. For the key, I had not had any time to stop by the city hall and drop it off due to lack of time from my work but that key will be at your hand as soon as possible.

From the time of setting the goals, Jun and Bryan knew that we needed minimum of one hours before and after our start and ending time and believe me that is not that easy to set up 7 to 8 sets of goals in one hour in two different locations. It's impossible from all the reasons of not giving us the fields and time that our league needs in order to not commit any time error.

There for I beg you in the most attentive way to revoke the suspension of the rental agreement as soon as possible since we are in full season of games and it's not fair that a person in your work affects more than 700 people. Since the only thing that they do is to practice a sport realizes that my organization it's not just a club but a giving soccer league which serves several communities in the city of Tracy.

Thank you very much for giving me the opportunity to express myself and letting you know the actual reason that was behind those problems.

Sincerely,

Mario Guerrero

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
September 3, 2015**

AGENDA ITEM 7.a

RECREATION DIVISION UPDATE

ATHLETICS

By Jolene Jauregui

Softball Leagues: The 2015 Fall Adult Softball Season is officially underway. The fall season began on Monday, August 24 with the 12 teams in the coed division and the first pitch for the men's division was Friday, August 28 with 12 teams.

Junior Giants: The 2015 Junior Giants Baseball Season concluded on August 6. This season there were 586 participants registered with over 75 coaches and volunteers. The City of Tracy Junior Giants Night at AT&T Park was held on August 14 and 504 participants from Tracy attended.



AQUATICS

By Jolene Jauregui

Swim Lessons: Sunday, August 30 marked the final session of aquatics programming with Recreational Swim at the Pinkie Philips Aquatic Center under the direction of the YMCA of San Joaquin County. Recreational Swim averaged 100 participants on a daily basis.

SENIORS

By Jolene Jauregui

For the month of July there were approximately 2,939 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 9 new seniors visit and tour the center for the month of July.

In the month of July, the Senior Fitness programs had 850 repeat participants. A variety of fitness classes are offered Monday thru Friday. Many of the seniors enjoy the variety of classes that are offered weekly.

Throughout the month of July, the Senior Center served 374 hot lunches with an additional 15 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered 820 meals to homebound seniors in Tracy in July. Meals are delivered every Tuesday for a 7 day supply.

The Senior Center will begin offering new classes and activities in September:

- **Healthier Living:** A program offered by Stanford University. The program gives support and teaches people how to live with different chronic health problems such as diabetes, arthritis, cancer, heart disease, depression and hypertension.

- Senior Indoor Tennis: Indoor Tennis is a fun and great way for seniors to gain new skills and meet others with similar interests. Additionally, it provides good eye and hand coordination.
- Spades: Seniors can play a trick-taking card game played in groups. This is a great way for seniors to interact with one another in friendly competition.
- Retirement Support Group: Led by a volunteer, the group will discuss what you can do to stay active after retirement and issues that seniors may come across.

Highlights for August:

- In partnership with the Senior Center, the South Bay Health & Insurance Services provided information on “Medicare 101” on August 12. Participants learned about Medicare part A, B, C, and D, when and how a person becomes eligible, and the difference between a Medicare Supplement Plan and a Medicare Advantage Plan. There were 14 seniors in attendance.
- On August 12, 54 seniors enjoyed a 90 minute tour of San Francisco on a vehicle made to resemble a WWII DUKW (D), for utility/amphibious purposes (U), with front wheel drive (K), and two rear driving axles (W). The seniors toured historic streets and neighborhoods of San Francisco before splashing down in McCovey Cove. Seniors were able to tour Pier 39 where they shopped and enjoyed lunch at their leisure.
- The second Taste of the Country was held on August 17. The class gives seniors the opportunity to learn information about different countries and also sample some of the native foods. There were 17 seniors in attendance that learned new facts about the country of China and there was a Tai Chi performance by volunteers.

1. South Bay Health & Insurance Seminar
2. San Francisco Field Trip
3. Taste of the Country Event



SPECIAL EVENTS

By Jolene Jauregui

The Downtown Tracy Art Walk was held on Friday, July 10 and concluded on Friday, August 14. Hundreds of participants were able to shop local downtown businesses, while local visuals and performing artists took the streets in the Downtown area.



The Movies on the Plaza series continued on Friday, July 24 where over 375 community members filled the plaza to see the free viewing of *Annie* (2014). The Movies on the Plaza Series ended on Friday, August 7 with the movie *Big Hero 6*. There were over 350 community members in attendance. Free popcorn was given away and light concessions were sold at each event.



The Summer Downtown Block Party Series continued with the Taste of Country themed Block Party on Friday, July 17, 2015 featuring live music from the Chris Gardner Band. Over 700 members of the community were in attendance. Food was available for purchase by Dickey's Barbecue Pit. On Friday, July 31, 2015 the Block Party continued with the themed Motown featuring live music from the Capital City Band. Over 900 members of the community were in attendance. Food was available for purchase by Doc's Quick n' Pitstop Food Truck. On Friday, August 21, 2015 the Block Party resumed with Old Time Rock & Roll featuring live music from the Hot Rods Band. Over 850 members of the community were in attendance. The final Summer Downtown Block Party will conclude on Friday, August 28 with Totally Awesome 80's featuring live music from the Rebel Yell Band. These evenings of great music, food and dancing were held at the Downtown Plaza on the corner of 6th Street and Central.



Upcoming Events:

- Blues, Brews & BBQ Event – September 12, 2015 from 12pm to 6pm
- Girls Night Out, Witches and Broomsticks Event – October 23, 2015

SPECIAL INTEREST

By Jolene Jauregui

The NASA Journey camp in July had 13 participants registered. Participants performed spacecraft repairs, watched star dust burn and investigated the life cycle of stars. The Science Rockstars camp had 17 participants registered in August. Students explored how equipment and movement work together. Participants built simple machines such as pulleys, wedges and a catapult to take home.



YOUTH DEVELOPMENT

By Jolene Jauregui

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. The new school year has approached, and we have returning participants, as well as new participants. Staff has marketed the program at all Back to School Nights with great review. The program continues to provide health snack, homework help, recreation games, and arts and crafts.



For the month of August:

Site	Full Time	Daily	Hourly
Bohn	8	0	4
Hirsch	23	6	8
Poet-Christian	5	2	10

S.A.F.E. - STUDENTS ADDING FUN TO EDUCATION

By Jolene Jauregui

SAFE is an after school program located at Williams Middle School. Staff provides many activities for the teens to participate in, such as homework help, arts & craft and recreational activities. SAFE has been very fortunate to have its own room to hold the program in. In addition, staff utilizes the multipurpose room and outdoor areas to offer other recreation activities. Currently the SAFE program has 40 teens enrolled this school year. For the month of August, staff has coordinated basketball games and Guitar Hero competitions in the classroom.



Recreation Division Report
Quarterly Senior Update
8-25-2015 Revised

Comments from Senior Center Comment Box

Date	Concern/Comment	Status	How often do you visit?
9/19/2014	We're lucky to have Hyatt (Senior Fitness Instructor)	N/A	Unknown
9/19/2014	Staff is so helpful	N/A	2 times a week
9/19/2014	The staff are all wonderful, loving, and always feel like it's my 2nd home to visit with friends and classes	N/A	Everyday
9/26/2014	No Concerns/Comments		
10/3/2014	It would be wonderful to have ceiling fans in the room where we exercise (maybe we wouldn't open the doors)	Staff is looking into the cost of floor fans. 1/23/2015 Update: Staff purchased 2 floor fans.	4 times per week
10/10/2014	No Concerns/Comments		
10/17/2014	I would like to have Tai-Chi for Health & Wellness at the Senior Center. Currently there are 3 of us from the Senior Center going across town for Tai Chi Class. It would be nice to have a Tai Chi Class here.	10/17/2014 Staff notified the Special Interest Division to see if the Tai Chi instructor would be interested. 10/28/2014 Update: Response from instructor is pending, staff will notify senior about the status. 10/29/2014 Update: Instructor confirmed. Class will be added to the Winter 2015 guide.	3 to 4 per week
10/17/2014	Need more light at the front door exit (outside of the building)	Staff notified PW to have lights checked/replaced Update: Lights have been replaced .	Often
10/24/2014	No Concerns/Comments		
10/31/2014	No Concerns/Comments		
11/7/2014	No Concerns/Comments		
11/14/2014	No Concerns/Comments		
11/21/2014	No Concerns/Comments		
11/28/2014	No Concerns/Comments		
12/5/2014	No Concerns/Comments		
12/12/2014	No Concerns/Comments		
12/19/2014	Several of us are wondering: How about floors fans around the room for exercise class?	Staff is looking into the cost of floor fans. 1/23/2015 Update: Staff purchased 2 floor fans.	4 times per week
12/26/2014	No Concerns/Comments		
1/2/2015	No Concerns/Comments		
1/9/2015	No Concerns/Comments		
1/16/2015	The staff is off the chart good!	N/A	daily
1/16/2015	It is great for all of us to keep healthy with physical exercise daily. It is hot when you exercise and appreciate a few standing fans.	Staff is looking into the cost of floor fans. 1/23/2015 Update: Staff purchased 2 floor fans.	Everyday
1/16/2015	Fans for the exercise rooms	Staff is looking into the cost of floor fans. 1/23/2015 Update: Staff purchased 2 floor fans.	2 to 3 per week
1/16/2015	I attend the dance class at 12:30 every week and every week the jammering people interrupt our class at 1:45 bringing in their equipment, dropping things, talking, knocking on the door, etc.	Staff will speak with the County Jams group about not setting up or disrupting the Line Dancing class before 2pm. 1/20/15 Update: Staff spoke with the Country Jams and reminded the group about not setting up before 2 pm. Staff notified the senior.	Every week
1/23/2015	No Concerns/Comments		
1/30/2015	No Concerns/Comments		
2/6/2015	No Concerns/Comments		
2/13/2015	No Concerns/Comments		
2/20/2015	Get Bocce Ball games set-up for summer classes.	Staff notified the senior that Bocce was offered during our Game Day on Friday mornings. He explained to staff that he was looking for a more organized game play experience. Staff will look into adding the class to the activity guide.	2 times

2/27/2015	No Concerns/Comments		
3/6/2015	No Concerns/Comments		
3/13/2015	No Concerns/Comments		
3/20/2015	No Concerns/Comments		
3/27/2015	No Concerns/Comments		
4/3/2015	No Concerns/Comments		
4/10/2015	"" unable to read		4 times a week
4/17/2015	Please replace the dark blue chairs in the front lobby - the bolts are loosening & the seats feel like you're sitting on a toilet seat.	Staff notified the senior that we are looking into the cost of replacing the chairs. In the mean time, staff has tightened all of the bolts and screws.	3 or 4 times a week
4/17/2015	Can you update the progress of the Wi-Fi install at the Senior Center? Sure is taking a long whole.	Staff notified the senior that per our IT Department the Wi-Fi is still a work in progress and that the estimated time of completion should be the end of July or August. Update: The IT department has updated staff and the estimated date is now late Fall.	3 or 4 times a week
4/17/2015	The usage of this center has increased dramatically since I began using this facility in 2004 and there needs to be a review of the occupancy and plan for a NEW , larger Senior Center in the next few years. All statistics show the senior population increasing and if you plan to continue to meet the needs of this growing and still vital population, the Senior Center needs to be replaced or expanded. I would gladly serve as a volunteer "user" on this committee.	Staff notified the senior that City Council and the Parks & Community Services Commission is aware that a new Senior Center is needed. Staff also notified the senior of the upcoming Community Conversation, where they can also express their concerns or needs for seniors through the Tracy Community.	3 or 4 times a week
4/24/2015	Trips should be better planned for those in walkers and less walking. Provide more information on trips and Seniors were not happy with the April 22 trip.	Staff will speak with the senior and see if they have any recommendations for any future trips. Staff does survey the seniors prior to reserving Senior Trips and typically books the top choice. All trips are ADA accessible however, it is up to the individual as to how much walking they choose to do. Update: Staff has now updated trip descriptions to reflect different various levels of walking.	3 days a week for 5 years
5/1/2015	The Fall Craft show would be great for Saturday, November 7th. This time it should run from 9-2pm.	Anonymous submission. Staff will look into holding the Craft Fair on Saturday, November 7th if there are no conflicting programming. Update: The Holiday Boutique will be held on November 7th.	Unknown

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5/8/2015	Let's have a bowling tournament.	Staff notified the senior of the new discounted bowling rate for seniors at West Valley Bowl. Staff will look into taking a one day trip to the bowling alley or contracting with West Valley Bowl to hold senior classes or tournaments. Update: Staff contacted the West Valley Bowl and they agreed to discuss a senior class.	
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**Comment boxes are checked every Friday

****Parks Commission Updates: March, June, September & December****

Beginning September 19, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past eleven months, 22 seniors have submitted their comments/concerns. The staff at the Senior Center reviews each submission and then notifies each person of what steps will be taken (if needed). The seniors have had a positive response to the process and enjoy seeing comments/concerns being documented.

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