

# 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, April 7, 2016, 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 – March 3, 2016
5. Old Business
  - a. Parks and Community Services Commission Goals
    1. Update Action Steps for 2015/16 through 2016/17
      - a. Support Efficient Policies
      - b. Community Involvement
      - c. Park, Facility, and Sports Field Safety
6. New Business
  - a. Review and Provide Input on Revised City of Tracy Facility Reservation Handbook
  - b. Review and Approve Support of Staff's Recommendation to City Council regarding the Adoption of the Fiscal Year 2016-2017 Recreation Program and Facility Use Fee Schedule

7. Items from Staff
  - a. Recreation Division Report
    1. Upcoming Events and Programs
  - b. Public Works Parks Maintenance Division Report
    1. Parks Division Update
    2. Legacy Fields Update
  - c. Community Facilities Division Report
  - d. Parks and Community Services Director Report
    1. Projects Update
    2. Brief video presentation
8. Items from the Commission
9. Items from the Audience
10. Adjournment to next meeting on May 5, 2016

**POSTED: MARCH 31, 2016**

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**  
**March 3, 2016**

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. Present: Chair Johnson; Commissioner Gouveia; Levoit; Saltzman
  - b. Absent: Vice Chair Douglas; Commissioner Birk; Jimenez
  - c. Staff Present: André Pichly, Parks & Community Services Director; Christine Mabry, Management Analyst I; Larry Fisk, Acting PW Superintendent
  - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** Larry Gamino expressed his concerns on the deterioration of the historical Steam Locomotive 1293 located at Dr. Powers Park. He checked with an engineer at the California State Railroad Museum and was told that if the City wants the locomotive to last three or more generations then 1) the smoke stack should be covered to protect the engine from the rain that's causing corrosion 2) it should be painted every three years to preserve it and 3) shield the engine and the smoke stack.

Mr. Gamino said that there is a conflict with the South Side Community Organization (SSCO) Mexican Independence Day event and the City's Block Party on September 10<sup>th</sup>. Staff will meet with the SSCO in a couple of weeks for discussion.

Elysia Wanless said that she is a dog trainer in Tracy that uses positive reinforcement. She came to show awareness about positive reinforcement dog training. André Pichly, Parks & Community Services Director, said for anyone who is interested in teaching should contact the Parks Department and they will direct them to locate the Instructor Proposal form on the website. Commissioner Levoit thanked Elysia for bringing this forward and said that this would give the community an option on the type of training for their pet.
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON FEBRUARY 4, 2016:**
  - a. Motion: Commissioner Gouveia made a motion to accept the minutes as amended showing Commissioner Birk absent from the February 4, 2016 meeting.
  - b. Second: Commissioner Saltzman
  - c. Abstain:
  - d. Vote: Passed by unanimous vote
5. **OLD BUSINESS:**
  - a. Parks and Community Services Commission Goals
    1. Update from sub-committees – None at this time, however, the Draft Parks Commission Goals ~ Fiscal Year 2015-2016 form was brought back to the Commission. Chair Johnson said that this form was used in 2014 to task the Commissioners with specific goals such as Support Efficient Policies, Community Involvement, and Park, Facility, and Sports Field Safety. At that point, the Commissioners took a depth look at their tasks and divided them into the three categories. Chair Johnson asked

that the Commission bring back an updated list of goals for next month's meeting.

Commissioner Levoit volunteered to support the Park, Facility, and Sports Field Safety subcommittee.

**6. NEW BUSINESS:** None

**7. ITEMS FROM STAFF:**

- a. Recreation Division Report - Report is in the packet. Chair Johnson said that the new dance lessons were awesome and 14 people were in attendance at the Grand Theatre. She thanked the City for bringing Ball Room Dancing back to the community.
  1. Upcoming Events and Programs
  2. Senior Concerns/Comments Quarterly Update
  
- b. Public Works Parks Maintenance Division Report – Acting Superintendent Larry Fisk gave the following updates:
  - ★ Spring pre-emergent spraying is in progress and the turf weed spraying will resume in a couple of weeks.
  - ★ Leveling at the Sports Complex is complete and the Tracy Ball Park backstop fencing and boards have been repaired.
  - ★ Parks crew is in the process of finishing up on trimming shrubs. With the busy rental season approaching in the general fund parks, a crew member will be assigned to cover weekends.
  - ★ Landscape Maintenance District irrigation crews are in the process of repairing some of the irrigation controllers due to the loss of communication.
  - ★ XL Landscape is currently catching up on weeds in the streetscapes and the LMD Parks as well as weed spraying in all areas.
  - ★ West Coast Arborist is currently performing grid pruning in the LMD Districts along with responding to service requests with emergency tree problems. Staff is working on putting together a grid trim list for Fiscal Year 2016-2017 in the general fund areas and the LMD. The replanting of trees has been delayed until March/April.
  
- c. Community Facilities Division Report: Management Analyst Christine Mabry gave the following updates:
  - ★ This weekend starts the opening day for Tracy Babe Ruth and next weekend with Tracy Little League. The sports fields will be full, weather permitting.
  - ★ Parks rentals and picnic areas are filling up quickly.
  - ★ The special events applications are rolling in for the summer and will be routed through all City departments for feedback on safety and conditions which may need to be added to the permit. This will allow CFD to report back to the event holder in a timely manner.
  - ★ The Policies and Procedures update is making its way internally. The goal is to bring it to the Commission at next month's meeting. It will be similar to the Sports Field Handbook.
  
- d. Parks and Community Services Director Report: Director André gave the following update:
  1. Projects Update – the Joe Wilson Pool tent has come down. With the rains coming, we hope it won't have any delays but it's possible. The completion of the project is scheduled for late April to early May.

- ★ Within the next few weeks, hiring of staff for the aquatics program will begin promoting for the positions to bring them on board by early June.
- ★ Legacy Fields is progressing but with the weather approaching it may be a slowing factor. The contractor is making quite a bit of progress with installing the backstops and the dugouts on the non-responsibility field of Tracy Little League and Tracy Babe Ruth. Work on the soccer fields will take place after these fields are complete.
- ★ The Aquatic Center hasn't moved forward until the design workshops have taken place. The various design workshops will include the Boys and Girls Club, schools, parents, seniors, and business groups to get their input.
- ★ At the end of April, the Parks & Community Services will have its first retreat. This will give staff the opportunity to revisit values, vision, and mission objectives. André will bring the idea to the facilitators on the Commission attending the retreat.

**8. ITEMS FROM THE COMMISSION:**

- ★ Chair Johnson asked staff if there is a MOU for the care and upkeep for the train and if the fence can be taken down. André said he will meet with the Public Works Director to discuss a strategic approach on how to resolve some of the issues. Chair Johnson also asked staff for a full report at the next meeting on preserving the train. Staff will follow-up whether or not a MOU exists for the maintenance portion.
- ★ Commissioner Levoit said he would love to see the train repainted especially with the renovation of the pool. Commissioner Levoit read an email from a resident regarding the concrete and maintenance around Traina School. The resident said he supports Tracer and he also said there is a need for a Dog Park closest to Veterans Park and that he is opposed to the water park.
- ★ Commissioner Gouveia said that a month or so ago that the Commission gave a recommendation to promoted permanent restrooms at Legacy Fields. It's been brought to his attention that there may be thoughts of bringing in port-a-potties. He said that if we're going to bring in state of the art fields where tournaments will be held then why can't there be permanent structures. He said we will lose to Manteca.
- ★ Chair Johnson said that their number one unfunded CIP was permanent restrooms at Legacy Fields, has there been any progress. André said there were no changes at this time but staff has been meeting weekly on Legacy Fields in moving the project forward. This project is budget driven and that the City Manager has made it clear that this needs to move forward to completion. André said that port-a-potties are an acceptable alternative until something more can be done. Chair Johnson said that there is a green flush restroom that is \$35,000 that is a basic septic tank. It's not a lot of money and that this would prevent people from leaving the facility for the use of a permanent restroom.

**9. ITEMS FROM THE AUDIENCE:** None

**10. ADJOURNMENT:**

- a. Motion: Commissioner Gouveia
- b. Second: Commissioner Levoit
- c. Vote: Unanimous
- d. Time: 7:59 p.m.

**DRAFT PARKS COMMISSION GOALS ~ FISCAL YEAR 2015/2016 and 2016/2017**

Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)	Commissioners Assigned
<p><b>1</b></p> <p><b>SUPPORT EFFICIENT POLICIES</b> ----- Review of Park, Indoor, and Sports Field Usage Policies, under the Commissions purview, in order to provide for fair, transparent and efficient services.</p>	<p><b>1.1. ANNUALLY REVIEW PARK, INDOOR, AND SPORT FIELD RENTAL POLICIES</b></p>	<p><b>1.1.A.</b> Review of existing policies, challenges and best practices</p>	<p><b>1.1.A.1.</b> Meet with Sports Leagues to obtain feedback on Field Rental Policies. <b>1.1.A.2.</b> Create a customer service survey. <b>1.1.A.3.</b> Review and research all park, indoor, and sports field rental policies. <b>1.1.A.4</b> Redevelop community MOU policies and procedures. <b>1.1.A.5.</b> Approval of revised MOU policies and procedures by the PCS Commission. <b>1.1.A.6</b> Approval of revised MOU policies and procedures by Council.</p>	<p>Ongoing Ongoing Ongoing</p>		Gouveia, Jimenez
<p><b>2</b></p> <p><b>COMMUNITY INVOLVEMENT</b> ----- Look at ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends</p>	<p><b>2.1. OUTREACH</b></p>	<p><b>2.1.A.</b> Volunteer opportunities and/or activities  <b>2.1.B.</b> Increase Access to Park Information  <b>2.1.C.</b> Increase visibility of Commission</p>	<p><b>2.1.A.1.</b> Commission to participate with YAC for volunteer Park clean-up efforts in 2015.  <b>2.1.B.1.</b> Research park history and post park information and photos on website.  <b>2.1.B.3.</b> Investigate ways to consolidate historical resources.  <b>2.1.C.1.</b> Increase Commission visibility in the Senior Community. <b>2.1.C.2.</b> Annual Legacy Fields Update. <b>2.1.C.3.</b> Presentation by Commission on outreach efforts and community resources to Council, neighborhood groups, service clubs, and sports leagues.</p>	<p>TBD TBD TBD TBD TBD Ongoing Annual Ongoing</p>	<p>Commission will research and Staff will post photos and information on website  Commission Commission, leagues</p>	Johnson, Saltzman

**DRAFT PARKS COMMISSION GOALS ~ FISCAL YEAR 2015/2016 and 2016/2017**

Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)	Commissioners Assigned
<p><b>3</b></p> <p><b>PARK, FACILITY, AND SPORTS FIELD SAFETY</b></p> <p>-----</p> <p>Encourage or enhance community and neighborhood support of parks, facilities, and sports fields</p>	<p><b>3.1. BRING CORRECTIVE ELEMENTS THE CITY CAN PROVIDE IN RESPONSE TO PARK, FACILITY, and SPORTS FIELD ISSUES</b></p>	<p><b>3.1.A.</b> Develop safety strategies for various parks</p>	<p><b>3.1.A.1.</b> Support implementation of the pilot camera program.  <b>3.1.A.2.</b> Develop a safety strategy for Lammersville Schoolhouse.  <b>3.1.A.4.</b> Receive quarterly reports on the effectiveness of pilot camera program and provide input for improvements and future camera site locations.  <b>3.1.A.5.</b> Support implementation of the ongoing pilot camera program based on program criteria.  <b>3.1.B.1.</b> Research successful Adopt-A-Park programs from other agencies, identify desirable program elements (with Safety Strategy Team), and present to commission.  <b>3.1.B.2.</b> Identify final program elements for program development.  <b>3.1.B.3.</b> Reach out to the Tracy Friends for Parks, Recreation &amp; Community Services Foundation as a partner  <b>3.1.B.4.</b> Identify commission roles and implement program.  <b>3.1.C.1.</b> Focus efforts on parks that are generating Community Interest.  <b>3.1.E.1.</b> Research successful Park Watch programs from other agencies, identify desirable program elements (with Safety Strategy Team), and present to commission.  <b>3.1.E.2.</b> Review and support final program materials and signage.  <b>3.1.E.3.</b> Identify Commission desired roles and implement program.</p>	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>Ongoing</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>	<p></p>	<p>Birk, Douglas, Levoit</p>
<p><b>PARKING LOT:</b></p>						

**CITY OF TRACY**  
**PARKS & COMMUNITY SERVICES COMMISSION MEETING**  
**April 7, 2016**

**AGENDA ITEM 6.a**

REQUEST

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

BACKGROUND

The "Support Efficient Policies" subcommittee of the Parks and Community Services Commission is tasked with the goal to review "Park, Indoor, and Sports Field Usage Policies, under the Commissions purview, in order to provide for fair, transparent and efficient services."

In an effort to support this published goal, City staff has completed an extensive review of existing facility rental policy and procedure documents, applicable portions of the Tracy Municipal Code, and the annual Master Fee Schedule, and has consolidated these documents into a Facility Reservation Handbook for the Commission's review and feedback.

DISCUSSION

In past years, City staff provided the Parks and Community Services Commission with a biennial report and recommendations concerning facility use policies and facility fees, but the practice appears to have been discontinued after 2005. As a result, multiple versions of procedural documents exist, with no clear paper trail of review and approval.

The revised Sports Field Reservation Handbook, presented to the Commission at their September 3, 2015 meeting, was the first step in updating Community Facilities Division policies and procedures.

The Facility Reservation Handbook is the next step in the process. It represents a consolidation of multiple policy and procedure documents which have been provided to applicants renting City indoor and outdoor facilities, and has been organized in a format procedures apply to indoor and outdoor facility reservations, so it is appropriate to have all applicants acknowledge receipt of these policies.

Once the policies and procedures were consolidated, a draft of the Handbook was distributed internally requesting feedback and updates. City departments which contributed to the Handbook include: Development Services Department (Fire Prevention Division), Fire Department, Police Department, Public Works Department, and Parks and Community Services Department (Community Facilities and Transit Divisions).



Some of the added or amended sections include:

## **BOOKING POLICIES**

### **Priority Classifications (pp. 5-6)**

This section was created to mirror the Priority Classification system in the Sports Field Reservation Handbook. Due to the large number of organizations that request usage of City facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs.

## **GENERAL FACILITY USE POLICIES & PROCEDURES**

### **Audio/Visual Equipment (p. 11)**

This section was added to clarify amenities provided as part of a reservation.

### **Floor Layout Plan, p. 12**

This section was added to ensure safety codes and regulations are adhered to during indoor reservations.

### **Food Preparation and Warming (p. 12)**

This section was updated per Fire Code and policy.

### **Live Animals (p. 13)**

This section was amended to address and include service animals.

## **SPECIAL PERMITS & REQUIREMENTS**

### **Alcohol Permit/ABC License (p. 14)**

Information was added regarding security guard requirements for events requiring an ABC License.

### **BBQ Grills / Cooking Trailers (p. 14)**

Information was added to clarify that applicants may not bring personal BBQs into the park, in addition to specifics regarding placement of approved BBQ/cooking trailers.

### **Channel 26 Filming (p. 14)**

Information was added to clarify services that can be provided by Channel 26.

### **Security Guards (p.16)**

This section was added to inform applicants that security guards may be required for an event per discretion of the Police Department.

### **Street Closures (p. 16)**

Information was added to clarify event street closures and indicate that fees may apply.

### **Tents / Booths / Canopies (p. 16)**

Specific information was added regarding location and placement of tents, etc.

**ACKNOWLEDGEMENT FORM (p. 19)**

Similar to the Sports Field Reservation Handbook, a facility rental applicant will provide a signed copy of the Facility Reservation Handbook Acknowledgement Form with their application, and retain the copy of the Handbook for their reference.

**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

Reviewed by: Ed Lovell, Management Analyst II

Approved by: Andre Pichly, Parks & Community Services Director

**ATTACHMENTS:**

Attachment A – DRAFT City of Tracy Facility Reservation Handbook 2016

CITY OF TRACY

# Facility Reservation Handbook

April 7, 2016  
DRAFT ONLY



Think Inside the Triangle™

**Community Facilities Division**  
333 Civic Center Plaza, Tracy, CA 95376  
Phone: (209) 831-6200  
Fax: (209) 831-6218  
Email: [facilityreservations@ci.tracy.ca.us](mailto:facilityreservations@ci.tracy.ca.us)

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**FACILITY RESERVATION HANDBOOK**  
**DRAFT ONLY: April 7, 2016**

**INTRODUCTION**

Thank you for considering the City of Tracy for your next business, family, or personal gathering or event. The City's Parks and Community Services Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated indoor facilities and outdoor, park and picnic areas.

The City of Tracy recognizes the importance of providing safe, well-maintained and aesthetically appealing facilities 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 facility 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) 831-6200  
Fax (209) 831-6218  
Email [facilityreservations@ci.tracy.ca.us](mailto:facilityreservations@ci.tracy.ca.us)

City website: [www.thinkinsidethetriangle.com](http://www.thinkinsidethetriangle.com)  
Online reservations (picnic areas only): [www.TracyArtsandRec.com](http://www.TracyArtsandRec.com)

## GENERAL FACILITY RESERVATION PROCEDURES

### Reservation Requests

Reservation requests must be submitted no later than 30 calendar days prior to the event date. Applications for reservations that do not require further review (see **Special Permits & Requirements**, p. 14) may be accepted within the 30-day window. An Approved Facility Use Permit is required for all indoor facility reservations, or for exclusive use of a reservable outdoor facility. Additional activities requiring a Facility Use Permit are detailed in TMC 4.16.050.

To hold an available date for a facility reservation or special event on public property, the following must be submitted:

- APPLICATION:** Completed Facility Use Application. Application must be submitted by a person twenty-one (21) years of age or older (TMC 4.16.060(b)).
- POLICIES ACKNOWLEDGMENT:** Signed Facility Reservation Handbook Acknowledgment Form (one required per renter per calendar year)
- APPLICATION FEE:** *Non-refundable* Permit Application Fee (\$35) or Special Event Application Fee (\$75)
- SECURITY/ALCOHOL DEPOSITS:** Payment of security and alcohol deposits, if applicable

The following requirements are due ***no later than 30 calendar days prior*** to the reservation date:

- USE FEES:** Payment of use fees, usually a per-hour rental fee
- INSURANCE:** Provide Certificate outlined in insurance requirements
- ADDITIONAL REQUIREMENTS:** Submit additional requirements, or supplemental permits, required as conditions of your permit (e.g., copies of City of Tracy business license, ABC license, County Health Permit, security guard contract, vendor contract for inflatable, etc.).

When all requirements have been met, the City will approve and issue a:

- FACILITY USE PERMIT:** An Approved Facility Use Permit status indicates that all reservation requirements and full payment have been submitted.

If the above obligations are not met, the City reserves the right to consider the event cancelled and subject to the stated **Cancellation & Refund Policy**. The City also reserves the right to cancel the contract and release the facility. **Submittal of an application does not guarantee that the reservation request has been authorized.**

### Hours of Use

- Reservations may be requested during the following hours. Exceptions may be approved by the Director, or his/her designee, as a condition of the Permit.
  - **Indoor facility hours:** 8:00 am-1:00 am (excluding Transit Station Lobby, Civic Center Lobby)
  - **Outdoor park/facility hours:** 8:00 am to Dusk
- If requesting to set up the night prior to the event in an indoor facility, the reservation will be booked and charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and then starting at 8:00 am the morning of the reservation.
- Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates.

### Facility Tours

Facility tours are available during business hours, respecting the privacy of other facility users and renters using the facility, and are based upon staff availability. Contact the Community Facilities Division at (209) 831-6200 or [facilityreservations@ci.tracy.ca.us](mailto:facilityreservations@ci.tracy.ca.us) to schedule an appointment.

## FACILITY BOOKING POLICIES

### Allocations & Scheduling

- Requests for use of facilities are addressed on a first-come, first-served and as-available basis according to the following, maximum booking windows (see **Priority Classifications**, below):
  - **Priority Classifications A-B:** 18 months prior to event
  - **Priority Classifications C-E:** 12 months prior to event
  - **Priority Classifications F-H:** 10 months prior to event
- Only the designated organization representative(s) listed on the City reservation account or in the Memorandum of Understanding (MOU), or other legal agreement with the City, will be permitted to book facilities for their affiliated organization. Other individuals must receive permission in writing from the organization representative to reserve facilities for the organization, or under the organization's name (see **Authorized Agent**, p. 11).
- 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 facility.
- The City of Tracy will not grant use of its facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry or sex.

### Priority Classifications

Due to the large number of organizations that request usage of City facilities, it is necessary to define and classify users by type of activities and establish a reservation priority to ensure that City facilities are made available to best meet community needs.

#### A. City-sponsored activities, programs and meetings

Any activity related to the operations of the City of Tracy's government including, but not limited to: City Council, official commissions, advisory boards, task forces and study committees, City departments and divisions, City programs and events. City functions may pre-empt lower priority reservations at the discretion of the City Council. There will be no rental fees charged for City reservations in City facilities.

#### B. City co-sponsored activities, events, programs and meetings.

Reservations for City co-sponsored functions may be taken at any time for any date. There will be no rental fees charged for City co-sponsored reservations.

#### C. All other facility user groups which have been recognized by the City of Tracy as providing necessary services to the residents and which have entered into a long-term, cooperative agreement of twelve months or more for use of a facility as specified in the agreement.

#### D. Other tax-supported, government agency-sponsored activities, programs and meetings.

This includes federal, state, county and school district activities.

#### E. Non-profit civic and religious organizations primarily serving Tracy.

Included in this classification are Tracy-based groups and organizations that contribute to the well-being and betterment of the community such as support groups, scout troops, youth athletics, community-service organization and resident groups holding neighborhood meetings.

#### F. Tracy residents.

Use of facilities for personal use such as wedding receptions, family reunions, anniversaries, banquets, parties, etc.

**G. Tracy-based businesses and commercial organizations.**

Businesses and commercial organizations that have a Tracy headquarters as evidenced by mailing address. Use of the facilities for meetings, receptions, conferences, banquets, parties, etc.

**H. All non-Tracy organizations, groups, businesses and individuals.**

Use of the facilities for meetings, receptions, conferences, banquets, parties, etc.

**Consecutive Booking Policy**

- Bookings of large rooms, 1,500 square feet or greater (Tracy Community Center, Civic Center Lobby and Council Chambers, Tracy Transit Station Lobby) and large parks (Dr. Powers, Lincoln, and Veterans Parks) may not to exceed nine (9) bookings within a three (3) month period. Renters are required to complete their first set of bookings prior to renting for an additional period.
- Bookings of small meeting rooms, less than 1,500 square feet, are allowed for as many dates as needed, within a calendar year, for either groups or individuals. Renters may book on a monthly or weekly basis.

**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 and rental rate. Proof of non-profit status must be submitted no later than 20 days prior than the reservation date. 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](http://www.kepler.sos.ca.gov)).



## FACILITY USE PERMIT REQUIREMENTS

### Facility Use Permits

- Reservations may not be transferred, assigned, or sublet.
- Applicant is subject to all conditions listed on the Facility Use Permit.
- Requests for activities beyond the scope of a traditional facility reservation must be included as part of the Facility Use Application, and approved activities must be listed as conditions of the Facility Use Permit (see **Special Permits & Requirements**, p. 14).
- Facility users must have a copy of their Facility Use Permit on hand during each reservation and must be prepared to present it to City staff on demand. Facility users without permits may be asked to vacate the facility.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.

### Permitted Hours

- **Permitted reservation hours must include set-up and clean-up time. Set-up and clean-up are the renter's responsibility.** Users may not access a facility prior to their permitted reservation time, and the facility must be cleaned and vacated by the end time specified in the Facility Use Permit.
- The applicant is responsible to meet all facility clean-up requirements.
- The applicant must be present during the entire reservation. If unavailable, the applicant may authorize another individual, in writing, to act as their representative.
- Fees will not be refunded if actual use time is less than the rental period agreed upon in the Facility Use Permit.
- Supplies and equipment may not be stored in City facilities overnight without prior arrangement and approval, conditions of which shall be listed on the Facility Use Permit. Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional rental, staff, and disposal fees may apply and may be deducted from the security deposit.

### Amending the Permit

- Changes to the reservation must be made in writing, a minimum of 3 business days in advance, but in no case later than 12:00 noon on the Wednesday prior to the reservation.
- Changes to a rental date may be considered as a cancellation and re-booking if amendments are made within the ranges of when cancellation fees would be assessed. (See **Cancellation & Refund Policy**, p. 10.)

### 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:

- The certificate of insurance must be submitted no later than 30 calendar days prior to the reservation date.
- Insured's name is the same as listed on the Facility Use Application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate.
- Naming of the City of Tracy as "Additional Insured."
- Date, time and location of event.
- If serving and/or selling alcohol, a liquor liability endorsement to the user's general liability is required.

- 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

#### Grounds for Permit Denial or Revocation

- The City reserves the right to deny an allocation request in order to accommodate a City-sponsored/co-sponsored program or special event.
- The City of Tracy reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.
- 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 Facility Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code. **Failure to uphold conditions of an approved Permit may result in immediate revocation of the Permit, with no refund of use fees.**

#### Appealing Permit Denial or Revocation

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 12:00 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 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.

**FACILITY DEPOSITS & USE FEES** *(Adopted July 1, 2015)*

**Security and Alcohol Deposits**

A Security Deposit is required to reserve any indoor City facility and is due at time of booking. An additional Alcohol Deposit is required to reserve an indoor or outdoor City facility when alcohol will be served/ sold.

All deposits are fully refundable 3 to 4 weeks after the event if the following criteria are met:

- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The cleaning of the facility is completed per the checklist.
- The hours of use do not exceed those paid for and agreed upon in the rental contract.
- Only the rooms designated on the rental contract were used.
- Police or City staff intervention was not required as a result of the event.

Facility security deposits may be waived by the department for membership, public or business meetings conducted by local non-profit organizations or other governmental agencies, when no other activities are being conducted in association with said meeting.

**Indoor Facility Fees**

See individual facility information sheets for user fees, amenities, and requirements. Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates. Weekend rates begin on Fridays at 5:00 pm.

	No Alcohol	With Alcohol
<b>Entire Community Center/ Main Rooms</b>	\$446	\$892
<b>Conference/Meeting Rooms</b>	\$223	\$669

If requesting to set up the night prior to the event, the reservation will be charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and starting at 8:00 am the morning of the reservation.

**Park & Picnic Area Fees**

For information on reserving sports fields, request a copy of the **Sports Field Reservation Handbook**. For information on reserving sports courts, including tennis courts, see the Sports Courts information sheet.

A security deposit is required for any event with alcohol, approved inflatable(s), and non-traditional activities. Fees related to supplemental permit applications, such as tent and generator permits, may also apply.

Estimated Attendance	Security Deposit
Fewer than 50 + traditional picnic activities	N/A
50-100; or less than 50 + non-traditional activity	\$106
101 to 200 attendees	\$211
201 to 300 attendees	\$317
301 or more attendees	\$528

Group Classification	Hourly Rate (minimum booking hours apply)		
	1-50 People	51-100 People	101+ People
Non-Profit (Max \$106/day)	\$14	\$20	\$26
Private	\$24	\$35	\$46
Commercial	\$35	\$51	\$67

**Facility Use Fee Classifications**

Non-profit/government, private, and commercial rates are available. “Commercial” rates apply for 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 are excluded.

**Payments**

- Non-refundable Permit Application Fee, refundable Security Deposit, and Alcohol Deposit (if applicable) are due upon submittal of Facility Rental Application.
- The balance of all use fees is due no later than thirty (30) calendar days prior to reservation.
- Payments accepted include: American Express, Discover, MasterCard, Visa, check, cash.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organizations. Checks must be issued by the associated organization.
- Payment plans are available by request, as approved by the Director or his/her designee.
- **If payments are not made on time, facilities may be released, and the reservation may be subject to the Cancellation and Refund Policy.**

**Cancellation & Refund Policy**

Cancellation fees are determined by the date the City receives written notification by the responsible party listed on the Facility Rental Permit of their intent to cancel the event. Upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

	NUMBER OF DAYS PRIOR TO EVENT				
	90 Days or More	89-61 Days	60-31 Days	30-15 Days	14 Days or Less
<b>Entire Community Center/ Main Rooms</b>	No penalty	50% of fees held	75% of fees held	100% of fees held	100% of fees held
<b>Conference/Meeting Rooms</b>	No penalty	No penalty	No penalty	50% of fees held	50% of fees held
<b>Park &amp; Picnic Areas</b>	No penalty	No penalty	No penalty	50% of fees held	50% of fees held

Cancellation fees and designated percentages are calculated from the rental fee listed in the Facility Use Permit. Any fees assessed on cancelled events will be deducted from the security deposit, if fees have not been paid. Deposits and rental fees will be refunded in the same form of payment (cash payments are refunded by check), within four (4) weeks of the final permit date.

**Exception:** If the event is cancelled by the permit holder or the City due to inclement weather conditions, a full credit will be issued to the permit holder to apply to another park/picnic area use within 12 months of the permitted date.

## GENERAL FACILITY USE POLICIES & PROCEDURES

### Audio/Visual Equipment

The following audio/visual amenities are included with the facility reservation. The permit holder is responsible for all A/V system set-up during the reservation and must provide additional equipment, including but not limited to: laptop, speakers, and connector cables.

#### Tracy Civic Center (City Hall)

- Council Chambers: Projector and screen
- Room 203: Projector and screen

#### Tracy Community Center

- Main Hall: Lectern with microphone

#### Tracy Transit Station

- Room 103: Portable projector (subject to availability only) and screen
- Room 104: Portable projector (subject to availability only) and screen
- Room 105: Projector and screen

### Authorized Agent

An applicant representing an organization renting a City facility is required to provide a letter from the agency or organization, on official letterhead, 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.

### Cleaning Requirements

See **Cleaning Checklist** at end of this Handbook.

### Damages

The applicant agrees to reimburse the City for all costs incurred in the repair of damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility maintenance, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the security deposit will be invoiced to the renter. Said costs must be paid to the City within thirty (30) days of receipt of the invoice. Failure to meet this deadline may be cause for legal action. The renting party will be responsible for any costs incurred by the City for such legal action and/or any costs to collect on any judgment against that party.

### Decorations

- Tacks, nails, screws, duct tape and scotch tape are not permitted on walls, tables, standards, etc. Painter's tape and removable, self-stick hooks are permissible.
- No decorations are allowed which would damage or discolor the facility or grounds.
- Any special decorations, activities, or amenities must have the written approval of the Parks and Community Services Department.
- All decorations must be non-combustible or non-flammable material, or shall be treated or maintained in a flame-retardant condition.

- Open flames or candles (with the exception of small birthday candles) are not allowed inside any facility.
- All streamers, balloons, signage and other decorations must be removed from the facility and properly disposed of immediately after the event. Fees may be withheld from the deposit if City staff time is required to remove or dispose of any remaining decorations.
- Decorations may not be hung from the room dividers at the Tracy Community Center.

### **Event Promotion**

City staff will not distribute or promote information on rentals and uses held in City facilities. Therefore, ensure fliers, advertisements and other promotional materials list the renter's contact phone number. Applicant must provide copies of all event fliers and/or advertisements, as well as website links for events held at City facilities.

### **Floor Layout Plan**

Applicants with indoor facility reservations with 50 attendees or greater must submit a floor layout plan for approval, including decorations plan and extra amenities, to ensure all safety codes and regulations are adhered to. The City reserves the right to place additional requirements on the Facility Use Permit.

### **Food Preparation and Warming**

Where applicable, the kitchens are to be used for the warming of food and minor preparation only. Per State and County Health Code regulations, full meal preparation is not allowed. Any food/beverage items left on site will be disposed of immediately following the rental period as indicated on the contract. Fees may be withheld from the deposit if City staff time is required to dispose of any leftover food or trash.

The use of chafing dishes for the warming of food will be approved provided the following conditions are met:

- Paper and plastic table coverings shall not be used.
- There are no combustible decorations within 10 feet of the food warming table, including wall hung curtains, drapes or decorations.
- There are no combustible napkins, plates, cups (paper, plastic or cloth) placed on the serving table or within 10 feet of the chaffing dishes.
- All open flame canisters for the chafing dishes must be firmly affixed to the chaffing dish and supported above the serving table surface.
- No open flame for cooking is to take place within the occupancy.
- NOTE: Additional conditions apply and shall be imposed for food preparation and warming in proximity to tents and other membrane structures. (See **Tents / Booths / Canopies**, p. 16.)

The above noted excerpts are from Section 308 of the 2010 California Fire Code.

### **Good Neighbor Policy**

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood. 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. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

### **Live Animals**

Live animals are not allowed inside City buildings with the exception of service animals and Police canines. Owners are responsible for cleaning up after their service animals. Permit holders must indicate a designated waste area for service animals attending their event.

Animals must be leashed at all times at City parks and sports fields. Animals may not access sports fields while games are in play. Farm animals of any type are not allowed on/in public facilities to include public buildings, grounds and parking lots. This includes, but is not limited to, horses and ponies.

### **Parking & Overnight Policy**

Parking is restricted to designated areas only. Parking large vehicles such as RVs, moving trucks and tractor-trailer trucks on City property is prohibited. Vehicles are not permitted to be parked on the grass or sidewalks. Damage done to City property or a facility as a result of a vehicle will be charged against the Security Deposit.

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.

### **Police Enforcement**

If a renter refuses to comply with City Facility Reservation 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.

### **Smoking**

Smoking is not permitted inside City facilities. State Law GC 7597(a) states: "No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state."

### **Temperature Control**

Temperature at the Tracy Community Center and Civic Center (City Hall) are centrally controlled and can only be adjusted 2 degrees in either direction from the thermostat at the location. Thermostat control is not available at the Transit Station. Contact the on-duty Facility Attendant for assistance or concerns.

## SPECIAL PERMITS & REQUIREMENTS

The following items may require further review and approval from multiple City departments, and therefore require an advanced written request to process. Upon approval, City staff will add approved item(s) as a condition(s) of the Facility Use Permit.

### Alcohol Permit/ABC License

Possession or consumption of alcohol is prohibited in all City parks and facilities without a Facility Use Permit and Alcohol Deposit on file. Tracy Municipal Code 4.16.050(f) provides guidelines regarding the possession of or consumption of any alcoholic beverage in designated City parks and facilities. The following criteria have been established by the Parks and Community Services Commission by which permits will be granted or denied:

- Not allowed in locations that are adjacent to schools (TMC 4.16.180(s))
- Restricted to sites with restroom facilities on site
- Not to exceed six (6) hours total facility usage
- Glass beverage containers are not allowed within the boundaries of any park (TMC 4.16.180(r))
- Restricted to beer and wine; distilled spirits are not permitted at any time
- Must have a park permit and alcohol deposit on file

Alcohol served and/or sold at a function held in a City facility requires an Alcohol Deposit and a Host Liquor Liability endorsement to the user's General Liability insurance.

Alcohol sold by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee) also requires the user to obtain a City of Tracy Business License and an Alcoholic Beverage Control (ABC) Liquor License. Both requirements must be on file with the Community Facilities Division prior to the renter being issued an Approved Facility Use Permit with alcohol permit condition. Security guards are required as a condition of an ABC license, 1 security guard per 100 guests. (See **Security Guards**, p. 16.)

### Amplified Sound

A permit is required for use of amplified sound in a park. The Director, upon granting a permit for use of any amplified sound system, may impose reasonable restrictions concerning the location of the sound system, and the maximum decibel level for the sound system (TMC 4.16.150). (See **Facility Electrical Access**, p. 15.)

### BBQ Grills / Cooking Trailers

BBQs are designated and supplied by the City, and are located near the Picnic Areas. Use of private BBQs is not permitted. Requests to use a larger BBQ cooking trailer must be submitted in writing or on the rental application. Such requests will require a detailed Event Map, including trailer location and description of fuel source, size and type. Approved BBQ cooking trailers must be placed in an approved designated area at least 20 feet from the nearest tent or structure and supervised at all times to prevent injury to bystanders. BBQs and cooking trailers are not permitted on the premises of the Tracy Transit Station.

### Channel 26 Filming

Requests for Channel 26 to film an event must be noted on the facility application and are subject to staff availability and additional fees. To discuss your specific filming needs and obtain a quote for services, contact Channel 26 directly at (209) 831-6220 or [channel26@ci.tracy.ca.us](mailto:channel26@ci.tracy.ca.us).

### Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Facility users interested in selling merchandise or food and beverage items at their event held at a City park or facility



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. (See **Vendors**, p. 16.)

The City may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares or merchandise and is designed to be held for private profit and not for First Amendment expression (TMC 4.16.090(i)).

### **County Health Permit**

If you are selling or serving food to the general public, and you are not cooking in an approved kitchen, including the Tracy Community Center, you may be required to obtain a County Health Permit. A Temporary Event Health Permit Application can be obtained from the San Joaquin County Environmental Health Department website: <http://www.sjcehd.com/docs/TEMPORARY%20EVENT%20APPLICATION.pdf>

### **Event Map**

If an event is expected to have more than 100 attendees and/or is intended to utilize areas of the Park, not considered to be the picnic area, an event layout map is required, which requires additional time to process. The City reserves the right to place additional requirements on the event use permit.

### **Facility Electrical Access**

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. The City reserves the right to impose restrictions on electrical access due to outlet load capacities. Approved access and capacity will be noted on the Facility Use Permit.

### **Generators**

Applicant must specify the size(s), type(s) and intended location(s) of generator(s) to be used. The City reserves the right to impose restrictions on use and placement of equipment. Some generators may require an additional permit application and fees.

### **Inflatable Structures**

The Parks and Community Services Commission has established that the erection or placement on park property of portable and inflatable structures is allowed by permit and at the following, designated parks only: Dr. Powers Park, Galli Family Park, Hoyt Park, Lincoln Park, Veterans Park, and Zanussi Park. Applicant must use a vendor from the City's Approved Provider List only to reserve inflatable play equipment, and shall provide written proof of contract. Inflatable shall not remain in the park past the approved, permitted time. Applicant must sign additional **Inflatable Structures Policy**.

### **Mobile Stages**

Size, type, and placement of any mobile stage or platform must be approved by the City as a condition of the permit. Rental of the City's Mobile Stage is available to non-profit organizations only, and is subject to availability.

### **Recycling Program/Bins**

The City of Tracy has adopted a Special Events Recycling program to assist the city to meet mandatory recycling goals. Groups conducting large public events in city parks are requested to contact the City's Recycling Coordinator at (209) 831-6362 to obtain a copy of the program and develop a recycling plan for their event. The City can also provide portable recycling bins to be used during special events and/or park rentals. The applicant

agrees to reimburse the City for all costs incurred by it due to damage or replacement of equipment. It is the renter's responsibility to dispose of the recyclables, and any and all proceeds received from such disposal are the property of the renter.

### Security Guards

Security guards may be required as a condition of a Facility Use Permit at the discretion of the Tracy Police Department. Applicant must include a copy of the security guard contract with facility application packet.

### Street Closures

Street closures are not permitted for private events on public streets. Requests for street closure for parades, fun runs, and other special events will be considered on a case-by-base basis, are contingent upon Transit schedule and needs, and may be subject to additional fees and conditions as determined by the City. There are three (3) City-approved, downtown parade routes: Short, Standard, and Long. Processions generally do not require street closures but require a permit and may be subject to additional permit conditions.

### Tents / Booths / Canopies

All Events with tents or canopies are required to complete an additional form. Tents are defined as having walls; canopies are defined as having no walls. Tents larger than 400 square feet, and canopies larger than 700 square feet will require a Tent Permit and inspection by Tracy Building and Fire Prevention on the day they are set up (additional permit application and fees may apply). Tents and canopies must be adequately weighted; no grass stakes permitted. Tents must be 20 feet from permanent buildings and structures, parking areas, lot lines, generators, and BBQs.

### 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. 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)).

A request must be submitted in writing to the Community Facilities Division, and upon approval, specific conditions of vehicle access and applicable fees will be added to your permit. **Approved requests will be restricted to loading and unloading ONLY**, and a limited number of "Temporary Access Passes" will be issued for the event. The pass must be displayed on the dashboard of the vehicle at all times while in the park or open space and is valid only for the date, time, location and event as indicated on the pass. Violators will be cited and fined appropriately.

### 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 liability insurance. Additional conditions may apply to food vendors. **Tents/Booths/Canopies** policy applies. (See **Concessions & Merchandise Sales**, p. 14.)

The City may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares or merchandise and is designed to be held for private profit and not for First Amendment expression (TMC 4.16.090(i)).

## RESERVABLE CITY FACILITIES

### Indoor Facilities

See individual facility information sheets for fees, amenities, and requirements.

Tracy Civic Center (City Hall), 333 Civic Center Plaza

- Lobby (additional conditions and restrictions may apply)
- Council Chambers
- Conference Room 109
- Conference Room 203

Tracy Community Center, 950 East St.

- Entire Facility (required for weekend rentals)
- Main Hall
- Conference Rooms A and B

Tracy Sports Complex, 955 Crossroads Dr.

- Meeting Room

Tracy Transit Station, 50 E. Sixth St.

- Entire Facility
- Room 103 or Room 104
- Combo Room 103/104
- Room 105
- Lobby (hour restrictions apply)
- Outside Patio

### Outdoor, Park & Picnic Areas

Large Parks and Outdoor Areas:

- Civic Center Outdoor Area (Park/Amphitheatre/Fountain/Patio), 333 Civic Center Plaza
- Dr. Powers Park\*, 900 W. Lowell Ave.
- Lincoln Park\*, East St. & Eaton Ave.
- Veterans Park\*, 238 Glenhaven Dr.

Other Reservable Parks:

- Bland Park, 1753 Blandford Ln.
- Ceciliani Park, Cypress & Hickory
- Galli Park\*, 2341 W. Lowell Ave.
- Hoyt Park\*, 300 3<sup>rd</sup> St.
- Kenner Park, 1850 Kavanagh Rd.
- Larson Park, Central & Ferdinand
- Talley Park, 1551 Dove Ct.
- Thoming Park, 100 Cambridge Place
- Zanussi Park\*, 1500 Promenade Cir.

\* Inflatable Play Structures/Jump Houses permitted at these locations only. Additional fee, Security Deposit and insurance requirements apply.

## CLEANING CHECKLIST – INDOOR FACILITIES

**The renter is expected to provide their own cleaning supplies to clean the facility.** The City will furnish paper towels, bathroom tissue, plastic garbage bags, broom, mop, vacuum and bucket. At the Community Center, these items are located in the storage room to the left of the stage in the Main Hall. The following list is provided to assist you with meeting the facility cleaning requirements.

### ALL MAIN ROOMS AND MEETING ROOMS

- Decorations removed from all walls and ceilings and properly disposed of at the completion of the function. Balloons removed from ceilings.
- Tables and chairs free of all tape and strings, wiped off, stacked neatly, and returned to storage area\*.
  - Tracy Community Center: Maximum 6 chairs per rack, 8 stacked tables.
  - Tracy Sports Complex Meeting Room: Chairs and tables stored according to posted diagram.
- Floor dusted and mopped, if needed.
- Hallways and lobby cleaned of all food and trash.
- Restrooms cleaned of all trash; toilets flushed.
- All debris around exterior of building (walkways and planted areas) disposed of properly.
- Carpets vacuumed, if needed.
- All trash bagged and placed in the dumpster located outside of the facility.
- All lights are turned off and all doors are locked when exiting the facility.

### KITCHEN

- Stovetop and ovens cleaned.
- All food removed from oven and refrigerator.
- Refrigerator wiped clean, inside and out.
- Oven and stove must be turned OFF.
- All sinks scrubbed and cleaned; disposal sink emptied.
- All dishes/utensils/tableware removed from facility.
- All counter tops cleaned.

Any items left in or on the property will be held for (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional facility use, staff, and/or disposal fees may apply.

If emergency maintenance is required during non-business hours, call the Facility Attendant on duty at (209) 640-2733.

## CITY OF TRACY FACILITY RESERVATION HANDBOOK ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, have read and understood the policies and procedures contained in the City of Tracy Facility Reservation Handbook, and agree to abide by them. I understand that failure to adhere to these policies may result in forfeiture of the deposit and any fees that I have paid. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the individuals and/or organization that I represent.

In addition to the policies and procedures listed in this Handbook, all functions conducted on/in City facilities must abide by the Tracy Municipal Codes as listed in Sections 4.16 and 4.40. A complete list of Municipal Codes is located on the City of Tracy web site at [www.ci.tracy.ca.us](http://www.ci.tracy.ca.us).

I understand that the City of Tracy cannot anticipate every situation that may occur, nor can it anticipate all questions regarding a particular policy and that the City reserves the right to amend these policies as necessary. I have clarified any questions I have regarding these policies prior to executing this Acknowledgement.

I understand that the City of Tracy has the right to stop all usage, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, another organization representative(s), or an event or meeting attendee.

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Event Title Event Date

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Printed name of facility user

---

Signature of facility user Today's Date

---

Name of organization (if applicable)

**CITY OF TRACY**  
**PARKS & COMMUNITY SERVICES COMMISSION SPECIAL MEETING**  
**April 7, 2016**

**AGENDA ITEM 6.b**

REQUEST

**REVIEW AND APPROVE SUPPORT OF STAFF'S RECOMMENDATION TO CITY COUNCIL REGARDING THE ADOPTION OF THE FISCAL YEAR 2016-2017 RECREATION PROGRAM AND FACILITY USE FEE SCHEDULE**

DISCUSSION

As the governing body of the City of Tracy, the City Council is required to adopt any fee or service charge to be implemented by the City for programs or services provided or made available to the public. As an "advisory" body to the City Council, the Parks and Community Services Commission is responsible to review, accept public comment on, and make recommendations to City Council on fees and charges proposed by the Community Facilities and Recreation Divisions.

There are two general fee types related to recreation programs and facility/park rentals. They include Facility Use Fees, for use of City parks and facilities, and Recreation Program Fees for participation in recreation activities or admission to events. Staff is presenting new and amended Recreation Program Facility Use Fees for Commission review and action.

**FACILITY USE FEES** – Includes fees charged for use of City parks, facilities, and sports fields. Examples include building rooms and picnic areas at reservable parks.

**Sports Field Fees:** The Community Facilities Division is proposing an increase to the sports field rental fees. Fees, especially non-profit fees, have been historically low over the past several decades. In fact, the City's field rental fees are the lowest in the area by a large margin. Staff is proposing to adjust these fees in order to get closer to the market rate.

As a part of the proposed fee structure, staff is proposing two field classifications: Premier and Standard. Staff has communicated this proposed tiered fee structure to local sports leagues for over a year in order to solicit feedback and to allow organizations sufficient time to adjust their budgets.

The Premier Sports Facilities are: the Tracy Sports Complex, Plasencia Fields, and Veterans Park, and Legacy Fields when it comes online for scheduled public use. These fields are among the best fields in the region due to their amenities and maintenance standards. The City invests close to \$500,000 annually in the maintenance of these fields. However, with higher use and aging infrastructure, these fields are requiring additional resources for maintenance and repair. In adjusting the fees for these fields, the City can increase revenues, which can be applied towards maintaining the current maintenance level and avoid rapid deterioration of these facilities.

The Standard Sports Facilities are: Tracy Ball Park, Galli Family Park, Clyde Bland Park, and Tiago Park. These facilities do not have amenities similar to the Premier facilities and are not maintained as often. Thus, the proposed fees for these sites are lower than our Premier sites. Nevertheless, both fees are still below the surrounding market.

**RECREATION PROGRAM FEES** – The Recreation Division charges a participant fee for many of its recreation programs. There are a number of free, or low cost programs, but generally the majority of recreation programs carry some form of participant fee. Additionally, financial assistance is available for qualified low-income applicants.

In addition to the proposed fees, an ongoing evaluation of the revenue opportunities, alternative revenue sources (i.e. - sponsorships and advertising), programming and expenditure controls will also be pursued.

#### Fee Development/Revision

Several factors were considered and analyzed in the development of the recommended programming fees. Such factors include:

**Market Value:** What other local public agencies charge for like or similar programs and facilities?

**Community Benefit versus Individual Benefit:** A community versus individual pricing guideline means that generally, the higher the benefit of the program is to the community, the greater the program is subsidized. The greater the program benefits the individual, the lower the amount of subsidy.

**Affordability for Segments of the Public:** A fairly low percentage of recovery is projected for the senior and teen programs, community events and facility reservation functions. The City of Tracy continues to make programs affordable to seniors and teens; understands that community events are of high public benefit and therefore little or no revenue is required to present these events; and that City facilities be made affordable for local non-profit organizations.

After consideration of the above factors, staff has developed the FY 2016-2017 Recreation Program and Facility Use Fee Schedule, which shows current fees and those fees that are new or are being amended. Additionally, some recreation programs are showing a minimum and maximum fee range. This range allows staff the flexibility to build on the fee throughout the fiscal year as market value adjusts.

#### RECOMMENDATION

That the Commission review and approve support of staff's recommendation to City Council regarding the adoption of the FY 2016-2017 Recreation Program and Facility Use Fee Schedule.

Agenda Item 6b.  
Regular Meeting – April 7, 2016  
Page 3

Prepared by: Christine Mabry, Management Analyst I  
Jolene Jauregui, Recreation Supervisor

Reviewed by: Ed Lovell, Management Analyst II  
Kim Scarlata, Division Manager II

Approved by: Andre Pichly, Parks and Community Services Director

ATTACHMENTS

Attachment A – FY 2016-2017 Recreation Program and Facility Use Fee Schedule





Think Inside the Triangle™

**City of Tracy**  
**Master Fee Schedule**

Adopted by City Council Resolution No. 2011-101, May 17, 2011

Amended by Resolution No. 2012-111, June 5, 2012

Amended by Resolution No. 2013-047, April 2, 2013

Amended by Resolution No. 2013-086, June 4, 2013

Amended by Resolution No. 2014-059, April 15, 2014

Amended by Resolution No. 2015-075, May 19, 2015

Amended by Resolution No. \_\_\_\_\_, April 19, 2016

Effective July 1, 2016

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## Introduction

The City of Tracy Master Fee Schedule is a compilation of most of the fees charged by the City for services.

It is organized by Department and does not include the following types of fees:

- development impact fees adopted under the Mitigation Fee Act;
- mitigation fees (ie habitat mitigation, agricultural mitigation fees);
- business license fees (taxes);
- enterprise fund charges (water, sewer, storm water, airport, transit);
- fees adopted under franchise agreements (cable franchise under TMC Chapter 8.10; franchise Contractor for collection of solid waste, yard waste and recycling under TMC Chapter 5.20);
- landscape maintenance district assessments;
- fines (imposed as penalties);
- leases of City property; and
- Rates established by separate agreements (ie Tracy Unified School District).

The Master Fee Schedule will generally be updated annually, and most fees will increase by a cost-of-living adjustment (CPI) rounded to the nearest dollar. The fees which are updated by some other method are indicated as such.

**Public services** may be classified as community-supported public services, such as police and fire services. These are typically provided to the community as a whole and are supported by general tax dollars from the City's general fund.

Personal choice services are optional, such as taking a class, and are Requested by the customer.

Property development services (requiring a building permit or land Use entitlement) is done at the Request, and for the benefit, of the owner. Fees are usually charged for these types of services, though some may be subsidized with general tax dollars when they have some social, safety, or welfare benefit.

City Staff whom worked to update this Master Fee Schedule include the following representatives from Each Department:

Administrative Services, Finance Division	Anne H. Bell and Robert Harmon
<b>Administrative Services, Human Resources Division</b>	<b>Midori Lichtwardt</b>
<b>Administrative Services, IT Division</b>	<b>Matt Engen</b>
City Attorney's Office	Judith Robbins
City Manager's Office, City Clerk Division	<b>Stephanie Garrabrant-Sierra, Nora Pimentel, Vanessa Carerra</b>
<del>City Manager's Department, Theater Division</del>	<del>Kim Scarlata, Laura Johnston</del>
City Manager's Department, Cultural Arts and Theater Divisions	Kim Scarlata <del>Laura Smith</del>
<b>City Manager's Department, Recreation Division</b>	<b>Kim Scarlata, Jolene Jauregui-Correll</b>
<del>City Manager's Department, Theater Division</del>	<del>Kim Scarlata, Laura Johnston</del>
Development Services, Building and <b>Fire Prevention</b> Division	Kevin Jorgensen
<b>Development Services, Code Enforcement Division</b>	<b>Ana Contreras</b>
<b>Development Services, Economic Development Division</b>	<b>Shelley Burcham</b>
Development Services, Engineering Division	<b>Robert Armijo</b> <del>Kuldeep Sharma, Interim Engineer</del>
Development Services, Planning Division	William Dean and <del>Scott Claar</del>
Fire Department, Fire Administration Division	<del>Randall Bradley</del> <b>David Bramell</b>
<b>Parks and Community Services Department, Recreation Division</b>	<b>Kim Scarlata and Jolene Jauregui-Correll</b>
<b>Parks and Community Services Department, Community Facilities Division</b>	<b>Christine Mabry</b>
<b>Parks and Community Services Department, Transit Division</b>	<b>Ed Lovell</b>
Police Department, Support Operations Division	Lani Smith and <del>Alicia Carson</del>
Public Works Department, Administration Division	Connie Vieira
<del>Public Works Department, Transit Division</del>	<del>Ed Lovell</del>

## **PARKS AND COMMUNITY SERVICES**

**Department Contact: David Ferguson-Andre Pichly, Director**

Note: This Master Fee Schedule does not include all fees, and excludes the following:

- Enterprise fund charges (water, sewer, storm water, airport, and transit);
- Fees adopted under franchise agreements (cable franchise under TMC Chapter 8.10; franchise Contractor for collection of solid waste, yard waste and recycling);
- Fines (imposed as penalties);
- Rates established by separate agreements;
- Rates established by landscape maintenance districts

**Public Works Department Parks and Community Services Department Facilities Division**

Division Contact: Christine Mabry ~~Brian MacDonald~~, Management Analyst II

SERVICE OR APPLICATION	FEE			LEGAL AUTHORITY
<b>ADMINISTRATION</b>				TMC §3.36.010
Special Event Application Review	<del>\$75</del> <b>\$77</b>	Non-profit	<del>\$150</del> <b>\$153</b>	For-profit
<b>COMMUNITY CENTER RENTALS</b>				TMC §3.36.010 Reso. 2013-086
<b>Main Hall (5,300 Sq Ft)</b>				
<b>Week Day Only (4 hour minimum)</b>				
Non-Profit Classification		<del>\$39</del> <b>\$38</b>		/hour
Private Classification		<del>\$66</del> <b>\$65</b>		/hour
Commercial Classification		<del>\$93</del> <b>\$91</b>		/hour
<b>Conference Room A or B (250 Sq Ft)</b>				
<b>Week Day Only (2 hour minimum)</b>				
Non-Profit Classification			\$8	/hour
Private Classification		<del>\$13</del> <b>\$12</b>		/hour
Commercial Classification			\$17	/hour
<b>Entire Facility (6,200 Sq Ft)</b>				
<b>(4 hour minimum)</b>		Week Day/ Hour	Week End/ Hour	
Non-Profit Classification	<del>\$43</del> <b>\$42</b>		<del>\$64</del> <b>\$63</b>	
Private Classification	<del>\$76</del> <b>\$75</b>		<del>\$109</del> <b>\$107</b>	
Commercial Classification	<del>\$108</del> <b>\$106</b>		<del>\$156</del> <b>\$153</b>	
<b>Additional Fees</b>				
Extra dumpster disposal fee			\$100	/ rental / dumpster
<b>Deposits</b>				
An additional Deposit is required for all activities where alcohol is sold or served.				
Main Hall		<del>\$456</del> <b>\$446</b>		/ rental
Conference Room A or B		<del>\$228</del> <b>\$223</b>		/ rental
Entire Facility		<del>\$456</del> <b>\$446</b>		/ rental
Alcohol Deposit		<del>\$456</del> <b>\$446</b>		/ rental
<b>TRACY SPORTS COMPLEX MEETING ROOM RENTAL</b>				
<b>TSC Meeting Room (700 Sq Ft)</b>				
<b>Week Day &amp; Week End (2 hour minimum)</b>				
Non-Profit Classification			\$16	/hour
Private Classification			\$28	/hour
Commercial Classification		<del>\$40</del> <b>\$39</b>		/hour
<b>Deposits</b>				
An additional deposit is required for all activities where alcohol is sold or served.				
Meeting Room		<del>\$228</del> <b>\$223</b>		/ rental
Alcohol Deposit		<del>\$228</del> <b>\$223</b>		/ rental

Legend:

* Not subject to CPI adjustment	CBC - CA Building Code	CFR - Code of Federal Regulations	BPC - CA Bus. & Professions Code
TMC - Tracy Municipal Code	PEN- Penal Code	DOJ - CA Department of Justice	CCR - CA Code of Regulations
GOV - CA Government Code	VEH - VEH	HSC - CA Health and Safety Code	
PRC - CA Public Resources Code	CFC - CA Fire Code	FAC - CA Food & Agriculture Code	

SERVICE OR APPLICATION	FEE			LEGAL AUTHORITY
<b>TRACY TRANSIT STATION</b>				TMC §3.36.010
<b>Room 103 or 104 (590 Sq Ft)</b>				Reso. 2013-086
<b>(2 hour minimum)</b>	Week Day/Hour		Week End/Hour	
Non-Profit Classification	\$19		\$29	
Private Classification	<del>\$34</del>	<del>\$35</del>	<del>\$51</del>	<del>\$50</del>
Commercial Classification	<del>\$48</del>	<del>\$49</del>	<del>\$73</del>	<del>\$72</del>
<b>Rooms 103-104 Combined (1,180 sf)</b>	Week Day/Hour		Week End/Hour	
(2 hour minimum)				
Non-Profit Classification	\$38		\$57	
Private Classification	<del>\$67</del>	<del>\$68</del>	<del>\$103</del>	<del>\$100</del>
Commercial Classification	<del>\$95</del>	<del>\$97</del>	<del>\$146</del>	<del>\$143</del>
<b>Room 105 (913 Sq Ft)</b>	Week Day/Hour		Week End/Hour	
(2 hour minimum)				
Non-Profit Classification	\$30		<del>\$45</del>	<del>\$44</del>
Private Classification	<del>\$52</del>	<del>\$53</del>	<del>\$80</del>	<del>\$78</del>
Commercial Classification	<del>\$74</del>	<del>\$76</del>	<del>\$113</del>	<del>\$111</del>
<b>Lobby or Patio (1,762 Sq Ft)</b>	Week Day/Hour		Week End/Hour	
(2 hour minimum)				
Non-Profit Classification	\$19		\$29	
Private Classification	<del>\$34</del>	<del>\$35</del>	<del>\$51</del>	<del>\$50</del>
Commercial Classification	<del>\$48</del>	<del>\$49</del>	<del>\$73</del>	<del>\$72</del>
<b>Entire Facility (4,445 Sq Ft)</b>	Week Day/Hour		Week End/Hour	
(4 hour minimum)				
Non-Profit Classification	<del>\$87</del>	<del>\$89</del>	<del>\$133</del>	<del>\$130</del>
Private Classification	<del>\$152</del>	<del>\$156</del>	<del>\$233</del>	<del>\$228</del>
Commercial Classification	<del>\$217</del>	<del>\$222</del>	<del>\$333</del>	<del>\$325</del>
<b>Deposits</b>				
An additional deposit is required for all activities where alcohol is sold or served.				
All Conference Rooms	<del>\$211</del>	<del>\$206</del>		/rental
Entire Facility	<del>\$456</del>	<del>\$446</del>		/rental
Alcohol Deposit	<del>\$456</del>	<del>\$446</del>		/rental
<b>TRACY CIVIC CENTER RENTAL</b>				
<b>Council Chambers (3,500 Sq Ft)</b>	Week Day/Hour		Week End/Hour	
(4 hour minimum)				
Non-Profit Classification	<del>\$21</del>	<del>\$22</del>	<del>\$38</del>	<del>\$37</del>
Private Classification	<del>\$59</del>	<del>\$61</del>	<del>\$91</del>	<del>\$89</del>
Commercial Classification	<del>\$85</del>	<del>\$86</del>	<del>\$130</del>	<del>\$127</del>
<b>Conference Room #109 (500 Sq Ft)</b>	Week Day/Hour		Week End/Hour	
(2 hour minimum)				
Non-Profit Classification	\$16		<del>\$25</del>	<del>\$24</del>
Private Classification	<del>\$27</del>	<del>\$28</del>	<del>\$42</del>	<del>\$41</del>
Commercial Classification	<del>\$40</del>	<del>\$41</del>	<del>\$61</del>	<del>\$59</del>

Legend:

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PRC - CA Public Resources Code	CFC - CA Fire Code	FAC - CA Food & Agriculture Code	

SERVICE OR APPLICATION			LEGAL AUTHORITY
<b>Conference Room #203 (825 sf) (2 hour minimum)</b>			TMC §3.36.010 Reso. 2013-086
	Week Day/Hour	Week End/Hour	
Non-Profit Classification	\$27 <del>\$26</del>	\$41 <del>\$40</del>	
Private Classification	\$48 <del>\$46</del>	\$71 <del>\$70</del>	
Commercial Classification	\$68 <del>\$65</del>	\$102 <del>\$99</del>	
<b>Lobby and Both Conference Rooms (4 hour minimum)</b>			
	Week Day/Hour	Week End/Hour	
Non-Profit Classification	\$43 <del>\$42</del>	\$43 <del>\$44</del>	
Private Classification	\$76 <del>\$74</del>	\$76 <del>\$78</del>	
Commercial Classification	\$108 <del>\$106</del>	\$158 <del>\$162</del>	
<b>Special Events in Civic Center Park (May through October)</b>			
Full Service Event Coordination		\$1,584 <del>\$1,621</del>	
<b>Deposit</b>			
An additional deposit is required for all activities where alcohol is sold or served.			
<b>All Conference Rooms</b>	\$228	\$223	/ rental
<b>Entire Facility</b>	\$456	\$446	/ rental
<b>Alcohol Deposit</b>	\$456	\$446	/ rental
<b>PARK AND PICNIC AREA RENTAL</b>			
<b>Park/Picnic ~ 1 to 50 people (4 hour minimum)</b>			
Non-Profit Classification		\$14	/hour
Private Classification	\$25	\$24	/hour
Commercial Classification	\$36	\$35	/hour
<b>Park/Picnic ~ 51 to 100 people (4 hour minimum)</b>			
Non-Profit Classification	\$21	\$20	/hour
Private Classification	\$36	\$35	/hour
Commercial Classification	\$52	\$51	/hour
<b>Park/Picnic ~ 101 + people (4 hour minimum)</b>			
Non-Profit Classification	\$27	\$26	/hour
Private Classification	\$48	\$46	/hour
Commercial Classification	\$68	\$67	/hour
<b>Inflatable Structures Administrative Fee</b>			
<b>All Classifications: Fee is applied to all approved inflatable Requests to accompany a park rental.</b>	\$49	\$48	/ Day / structure
<b>Non-Profit Org ~ \$100 Max</b>			
Non-Profit Classification	\$108	\$106	/ rental

Legend:

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SERVICE OR APPLICATION	FEE		LEGAL AUTHORITY
<b>Deposits</b>			TMC §3.36.010 Reso. 2013-086
Less than 50, traditionally activity		\$0 /rental	
50-100; or less than 5 non-traditional	\$108	\$106 /rental	
101-200 attendees	\$216	\$211 /rental	
201-300 attendees	\$324	\$317 /rental	
301 and above attendees	\$540	\$528 /rental	
<b>PARKING LOT RENTAL</b>			
<b>Locations and Availability at City Discretion (10 hour maximum)</b>			
<b>Base Fee</b>	\$106	Plus:	
<b>Use Fee:</b>	Per Parking Space		
Non-Profit Classification		\$2	
Private Classification	\$370	\$4	Error Correction
Commercial Classification		\$5	
<b>MOBILE STAGE RENTAL</b>	Non-Profit Per Rental	Private Per Rental	
"A" Set Up (36' X 14')	\$328 \$338	\$840	
"B" Set Up (36' x 18')	\$513 \$528	\$2,292	
"C" Set Up (36' x 22')	\$585 \$602	\$2,963	
<b>Deposits</b>			
All Stage Rentals	\$446	\$410 / rental	Error Correction
<b>TENNIS COURT RENTAL</b>			
	Per Hour / Per Court		
<b>Rental</b>	Private	League	Tournament
Non-Profit Youth Classification	\$0	\$5	\$10 \$11
Non-Profit Adult Classification	\$0	\$5	\$12
Private Classification	\$5	\$7	\$15 \$16
Commercial Classification	\$10 \$11	\$10 \$11	\$15 \$16
	Per Hour / Per Court		
<b>Lights Fee</b>	Private	League	Tournament
Non-Profit Youth Classification	\$0	\$5	\$7
Non-Profit Adult Classification	\$0	\$5	\$10 \$11
Private Classification	\$5	\$10 \$11	\$12 \$13
Commercial Classification	\$5 \$0	\$10 \$11	\$12 \$13
<b>Deposits</b>			
Tennis Court Rental Deposit	\$54	\$53	/ Day / crt

Legend:

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SERVICE OR APPLICATION	FEE		LEGAL AUTHORITY
<b>LOLLY HANSEN SENIOR CENTER RENTAL</b>			TMC §3.36.010
<b>Multi-Purpose Room (2,225 Sq Ft)</b>			Reso. 2013-086
<b>Week Day &amp; Week End (4 hour minimum)</b>			
Non-Profit Classification		\$14 /hour	
Private Classification	\$25	\$24 /hour	
Commercial Classification		\$0 /hour	
<b>Arts and Crafts Room (675 Sq Ft)</b>			
<b>Week Day &amp; Week End (4 hour minimum)</b>			
Non-Profit Classification		\$5 /hour	
Private Classification		\$10 /hour	
Commercial Classification		\$0 /hour	
<b>Entire Facility (4, 350 Sq Ft)</b>			
<b>Week Day &amp; Week End (4 hour minimum)</b>			
Non-Profit Classification	\$28	\$27 /hour	
Private Classification	\$50	\$49 /hour	
Commercial Classification		\$0 /hour	
MOU – Hrs Provided to Non-Profits/Gov		\$0 /hour	
<b>Deposits</b>			
An additional deposit is required for all activities where alcohol is sold or served.			
Multi-Purpose Room	\$216	\$211 / rental	
Arts and Crafts Room	\$216	\$211 / rental	
Entire Facility	\$216	\$211 / rental	
Alcohol Deposit	\$456	\$446 / rental	

PARADES ON DOWNTOWN STREETS		
<b>Short Parade Route</b>		
Non-Profit Classification		TBD /hour
Private Classification		TBD /hour
Commercial Classification		TBD /hour
<b>Standard Parade Route</b>		
Non-Profit Classification		TBD /hour
Private Classification		TBD /hour
Commercial Classification		TBD /hour
<b>Long Parade Route</b>		
Non-Profit Classification		TBD /hour
Private Classification		TBD /hour
Commercial Classification		TBD /hour

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SERVICE OR APPLICATION	FEE			LEGAL AUTHORITY
SPORT FACILITIES (TBP, TSC, Plasencia Fields, Tiago, Galli, & Bland, Veterans & Legacy Fields)				TMC \$3.36.010
Standard Field Hourly Fee ~ League/Individual (TBP, Tiago, Galli, & Bland Ball Fields)				
<b>Hourly Fee ~ League/Individual</b>				
Non-Profit Youth Classification	\$8	\$5 / hour / field		Reso. 2013-086  3-21 Sent C Mabry Request for
Non-Profit Adult Classification	\$12	\$11 / hour / field		
Private Classification	\$22	\$19 / hour / field		
Commercial Classification	\$31	\$27 / hour / field		
Premium Field Hourly Fee ~ League/Individual (TSC, Plasencia Fields, Veterans, Legacy Fields Ball Fields)				
Non-Profit Youth Classification		\$10 / hour / field		
Non-Profit Adult Classification		\$15 / hour / field		
Private Classification		\$22 / hour / field		
Commercial Classification		\$31 / hour / field		
SPORT FACILITIES (TBP, TSC, Plasencia Fields, Tiago, Galli, & Bland Ball Fields)				
<b>Hourly Fee ~ League/Individual</b>				Reso. 2013-086
Non-Profit Youth Classification		\$5 / hour / field		
Non-Profit Adult Classification		\$11 / hour / field		
Private Classification		\$19 / hour / field		
Commercial Classification		\$27 / hour / field		
<b>Lights Fee ~ League/Individual</b>				
Non-Profit Youth Classification		\$7	\$8	/ hour / field
Non-Profit Adult Classification		\$10	\$11	/ hour / field
Private Classification		\$12	\$13	/ hour / field
Commercial Classification		\$18	\$19	/ hour / field
Deposit for Baseball/Softball Bases		\$250	\$263	/rental
Storage Container License		\$0.40	\$0.42	/square foot of ground space
<b>Daily Fee ~ Tournaments</b>				
Non-Profit Youth Classification		\$62	\$65	/ Day hour / field
Non-Profit Adult Classification		\$103	\$108	/ Day hour / field
Private Classification		\$123	\$130	/ Day hour / field
Commercial Classification		\$123	\$130	/ Day hour / field
<b>Lights Fee ~ Tournaments</b>				
Non-Profit Youth Classification		\$10	\$11	/ hour / field
Non-Profit Adult Classification		\$10	\$11	/ hour / field
Private Classification		\$10	\$11	/ hour / field
Commercial Classification		\$10	\$11	/ hour / field
<b>Gate Fee ~ Tournaments</b>				
All Classifications		\$100 / tournament		
<b>Staff for Sports Complex Use</b>				
Non-Profit Youth Classification		\$26	\$27	/ hour / complex
Non-Profit Adult Classification		\$26	\$27	/ hour / complex
Private Classification		\$26	\$27	/ hour / complex
Commercial Classification		\$26	\$27	/ hour / complex
<b>Softball Field Preparations</b>				
A Prep – Light Watering			\$5	/ preparation
B Prep – Light Watering, Minor Dragging		\$15	\$16	/ preparation
C Prep – Full Field Preparation		\$40	\$42	/ preparation
Use of Temporary Outfield Fencing		\$103	\$108	/ field
<b>NEW JERUSALEM AIRPORT RENTAL</b>				
Runway Area		\$1,150	\$1,176	/ Day
				TMC \$3.36.010

**Latest Fee Study or Staff Report Explanation:**

- City Council Resolution No. 2015-075 and associated staff report.
- City of Tracy Parks and Community Services Department, General Fund, Cost of Services Study Findings, –June, 2008, prepared by MGT of America, Inc.
- \* Approved by Parks Commission on March 13, 2014.

Legend:

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SERVICE OR APPLICATION	FEE	LEGAL AUTHORITY
<b>JOE WILSON COMMUNITY POOL RENTALS</b>		
<b>*All Rentals a Minimum 2 hours</b>		
<b>Any Size Groups, When Organization Provides Own Lifeguards &amp; Includes 1 Senior Lifeguard</b>		
Non-Profit Classification	\$70 /hour	
<b>Up to 50 People, Includes 1 Senior Lifeguard &amp; 1 Lifeguard</b>		
Non-Profit Classification	\$85 /hour	
Private Classification	\$95 /hour	
Commercial Classification	\$105 /hour	
<b>Up to 75 People, Includes 1 Senior Lifeguard &amp; 2 Lifeguards</b>		
Non-Profit Classification	\$100 /hour	
Private Classification	\$110 /hour	
Commercial Classification	\$120 /hour	
<b>Up to 100 People Max, Includes 1 Senior Lifeguard &amp; 3 Lifeguards</b>		
Non-Profit Classification	\$115 /hour	
Private Classification	\$125 /hour	
Commercial Classification	\$135 /hour	
<b>Deposits</b>		
All Classifications, All Group Sizes	\$150 / rental	
<b>Additional Joe Wilson Pool Rental Fees</b>		
Extra lifeguard (as deemed necessary by staff, based on event)	\$15 / hour / lifeguard	

Legend:

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**City Manager's Office Parks and Community Services Department**  
**Recreation Division, Continued**  
**PROPOSED SPECIAL INTEREST (ContractOR) CLASSES, CONTINUED**

SERVICE OR APPLICATION	FEE			LEGAL AUTHORITY
*Kidz Love Soccer Mommy/Daddy	\$84/non-res	\$76/res	/6-week session	
*Kids Love Soccer Pre-soccsr	\$84/non-res	\$76/res	/6-week session	
*Kidz Love Soccer Soccer 1	\$84/non-res	\$76/res	/6-week session	
*Kidz Love Soccer Soccer 2	\$84/non-res	\$76/res	/6-week session	
*Tennis Camp - Teens	\$165/Non-Res	\$150/Res	1-week session	
*Action Gym Music & Moves 1	\$83/Non-Res	\$75/Res	/8-week session	
*Zumba	\$55/Non-Res	\$50/res	5-Day pass	
*Tae Kwon Do MMA	\$107/Non-Res	\$97/res	/12-week session; 1-Day class/week	
*Tae Kwon Do MMA	\$134/Non-Res	\$122/Res	/12-week session; 2-Day class/week	
*Tae Kwon Do Teens	\$89/Non-Res	\$81/Res	/10-week session; 1-Day class per week	
*Tai Chi Beginning	\$68/Non-Res	\$62/res	/9-week session	
*Young Authors	\$66/Non-Res	\$60/Res	4-week	
*Mother Goose	\$66/Non-Res	\$60/res	/4-week session	
*Tia Chi Yang Style	\$68/Non-Res	\$62/res	/9-week session	
*Tai Chi Sun Style	\$68/Non-Res	\$62/res	9-week session	
*Athletic Perfection Rolls	\$66/Non-Res	\$60/Res	4-week session	
*On-Line Drivers Training	\$76/Non-Res	\$68.50/Res	/per class	
*You Are What You Eat	\$28/Non-Res	\$25/Res	5-week session	
*Athletic Perfection Bridges	\$66/Non-Res	\$60/Res	4-weeks session	
*Athletic Perfection Pre-School	\$66/Non-Res	\$60/Res	4-weeks session	
*Let's Get Cookin' Minimum	\$33/Res	\$30/Res	1 or 2 Day class	
Maximum	\$66/Non-Res	\$60/Non-Res	*Fees range based # of Days	
*PiYo	\$53/Non-Res	\$48/Res	4-week session	
<del>Golf Lessons Adult</del>	<del>\$66/Non-Res</del>	<del>\$60/Res</del>	<del>/4-week session</del>	
<del>Gymnastic Camps</del>	<del>\$66/Non-Res</del>	<del>\$60/Res</del>	<del>/per week</del>	
<del>Just 4 Kicks-Preschool</del>	<del>\$79/Non-Res</del>	<del>\$72/Res</del>	<del>/8-week session</del>	
<del>Just 4 Kicks-Youth</del>	<del>\$79/Non-Res</del>	<del>\$72/Res</del>	<del>/8-week session</del>	
*KidSAFE	\$99/Non-Res	\$90/Res	/10-week session	
*LEGO Camp (Half Day)	\$189/Non-Res	\$172/Res	/per week	
*Mad Science (Half Day)	\$185/Non-Res	/\$169/Res	/per week	
<del>Preschool AM</del>	<del>\$193/Non-Res</del>	<del>\$175/Res</del>	<del>/per calendar Month</del>	
<del>Preschool PM</del>	<del>\$418/Non-Res</del>	<del>\$380/Res</del>	<del>/per calendar Month</del>	
<del>Safety Club</del>	<del>\$21/Non-Res</del>	<del>\$18/Res</del>	<del>/1-Day workshop</del>	
<del>SNAP Summer Day Camp</del>	<del>\$55/Non-Res</del>	<del>\$50/Res</del>	<del>/per week</del>	
<del>SNAP After-School Program</del>	<del>\$28/Non-Res</del>	<del>\$25/Res</del>	<del>/per week</del>	
*Tennis-Adult	\$55/Non-Res	\$50/Res	/4-week session	
*Tennis-Tiny Tots	\$48/Non-Res	\$44/Res	/4-week session	
*Tennis-Youth	\$55/Non-Res	\$50/Res	/4-week session	
*Tracy Online Learning	\$97/Non-Res	\$88/Res	/6-week session	
*Yoga	\$44/non-res	\$40/Res	5-Day pass	
*Yoga	\$83/Non-Res	\$75/res	10-Day pass	
*Yoga-Adults	\$35/Non-Res	\$32/Res	/4-week session	
*Yoga-Seniors	\$33/Non-Res	\$30/Res	/per calendar Month	
*Action Gymnastics	\$83/Non-Res	\$75/Res	/8-week session	
*Action Gymnastics Parent/Tot Beginner	\$28/Non-Res	\$25/Res	/4-week session	
*Action Gymnastics Parent/Tot Advanced	\$33/Non-Res	\$30/Res	/4-week session	

Reso. 2013-086

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**City Manager's Office Parks and Community Services Department**

**Recreation Division, Continued**

**PROPOSED SPECIAL INTEREST (ContractOR) CLASSES, CONTINUED**

SERVICE OR APPLICATION	FEE			LEGAL AUTHORITY
*Zumba 10-Day Pass	\$88/Non-Res	\$80/Res	/10-Day pass	TMC §3.36.010
*Zumba 20-Day Pass	\$165/Non-Res	\$150/Res	/20-Day pass	
*Zumba Drop In	<del>\$13/Non-Res</del>	<del>\$13/Non-Res</del>	<del>\$13/Non-Res</del> \$5/per class	<del>13/Non-Res</del>

*Tai Chi	\$44/Non-Res	\$40/Res	/6-week session
<b>*Tai Chi-Seniors</b>	<b>\$22/Non-Res</b>	<b>\$20/Res</b>	<b>4/week session</b>
<b>*Tai Chi- Wellness</b>	<b>\$94/Non-Res</b>	<b>\$85/Res</b>	<b>12/week session</b>
*Tiny Tots Hooked on Books	\$53/Non-Res	\$48/Res	/4-week session
*Basic Gardening	\$28/Non-Res	\$25/Res	/4-week session
*Bowling for Beginners	\$99/Non-Res	\$90/Res	6-week session
*Camps-Biology Camp	\$220/Non-Res	\$200/Res	/per week
*Camps-Build a Robot	\$198/Non-Res	\$180/Res	/per week
*Camps-Chess	\$59/Non-Res	\$54/Res	/3-week session
*Camps-Eagal Lakes	\$94/Non-Res	\$85/Res	/3-Day session
*Camps-Kidsafe	\$99/Non-Res	\$90/Res	/3-week session
*Computer Tech Camp			
*Minimum	\$149/Non-Res	\$135/Res	/5-Day session
*Maximum	\$204/Non-Res	\$185/Res	/5-Day session
*Fly Fishing	\$33/Non-Res	\$30/Res	/1-Day workshop
<b>Just 4 Hoops</b>	<b>\$59/Non-Res</b>	<b>\$54/Res</b>	<b>/6-week session</b>
<b>Just 4 Kicks Camps Preschoolers</b>	<b>\$94/Non-Res</b>	<b>\$85/Res</b>	<b>/5-Day session</b>
<b>Just 4 Kicks Camps Youth</b>	<b>\$110/Non-Res</b>	<b>\$100/Res</b>	<b>/5-Day session</b>
*Kindergarten Tutoring	\$63/Non-Res	\$57/Res	/4-week session
*Tae Kwon Do Tots	\$47/Non-Res	\$43/Res	/4-week session
*Tennis Camp Preschoolers	\$50/Non-Res	\$45/Res	/1-week session
*Tennis Camp Youths	\$55/Non-Res	\$50/Res	/1-week session

**NEW SPECIAL INTEREST (ContractOR)**

*Adventure ThursDays Field Trip	\$65/Non-Res	\$59/Res	/per trip	
<b>Arthritis Foundation Tai Chi</b>	<b>\$64/Non-Res</b>	<b>\$58/Res</b>	<b>/8-Day session</b>	
*Athletic Perfection - Play Date	\$23/Non-Res	\$20/Res	/1-Day session	
*Athletic Perfection - Discover the	\$50/Non-Res	\$45/Res	/4-week session	
<b>*Camps - Fencing</b>	<b>\$220/Non-Res</b>	<b>\$200/Res</b>	<b>/per week</b>	
	<b>\$252/Non-Res</b>	<b>\$229/Res</b>	<b>/1-week</b>	
*Camp - Flag Football	\$165/Non-Res	\$150/Res	/per week	
<b>Camps - Skyhawks Basketball</b>	<b>\$54/Non-Res</b>	<b>\$49/Res</b>	<b>/4 sessions</b>	
<b>Camps - Skyhawks Baseball</b>	<b>\$54/Non-Res</b>	<b>\$49/Res</b>	<b>/4 sessions</b>	
*Camps - Skyhawks Sports	\$175/Non-Res	\$159/Res	/per week	
*Camps - Tennis	\$165/Non-Res	\$150/Res	/per week	
<b>Classic Gym - Open Gym</b>	<b>\$13/Non-Res</b>	<b>\$10/Res</b>	<b>/per drop-in</b>	
<b>Classic Gym - Crafty Time</b>	<b>\$72/Non-Res</b>	<b>\$65/Res</b>	<b>/4-week session</b>	
<b>Classic Gym - School's Out Party</b>	<b>\$20</b>		<b>/per drop-in</b>	
*Fencing for Beginners	\$99/Non-Res	\$90/Res	/4-week session	
<b>Get Up &amp; Moving Fitness</b>	<b>\$66-\$220/Non-Res</b>	<b>\$60-\$200/Res</b>	<b>/4, 10, 20-Day passes</b>	
*Leaders in Training: Jr Rec Leaders	\$83/Non-Res	\$75/Res	/2-Day session	
*Tai Chi Arthritis Foundation	\$70/Non-Res	\$64/Res	/6-sessions	
*Tennis - Cardio Workshop	\$28/Non-Res	\$25/Res	/1-Day workshop	
*Workshop Series for Adults	\$8/Non-Res	\$5/Res	/1-Day workshop	
Error	<b>Yoga - Adults</b>	<b>\$83/Non-Res</b>	<b>\$75/Res</b>	<b>/10-Day pass</b>

TMC \$3.36.010  
Reso. 2013-086

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**City Manager's Office Parks and Community Services Department**

**Recreation Division, Continued  
New Special Interest (Contractor), Continued**

SERVICE OR APPLICATION	FEE	LEGAL AUTHORITY
<b>YOUTH &amp; TEENS</b>		
*BBQ and Game Day	\$3 / Person	
*Teen Swim Events	\$5 / Person	
*Teen Events		
* Minimum	\$5 / Person	
* Maximum	\$20 / Person	
*Girls Retreat	\$10 / Person	
<b>*Girl Talk Camp</b>	<b>\$55/Non-Res/Week</b>	<b>\$50 Res/Week</b>
*Teen Camps	\$77/Non-Res/week	\$70/Res/week
*Teen Chill Out Night (Movie & Popcorn)	\$3 / Person	
*Extreme Sports Day (competition registration)	\$10 / Person	
*Fashion Show	\$10 / Person	
*Ski/Snowboard Trip	\$90 / lift ticket only	

		\$125 /rental & lift ticket \$125 /rentals, lift & lesson \$55 / transportation only \$5 / helmet rental	
*S.A.F.E. (Teen After School Program)	Minimum: Maximum:	\$50 / membership/school yr \$100 / membership/school yr \$0 / drop-in for members \$5 / scrapbooking class \$5 / cooking class	
*Fee ranges based on direct costs			
<b>TMC YSN</b>			TMC §3.36.010
*Mobile recreation (Roll'n Rec)		\$0 / Person	Reso. 2013-086
<b>YOUTH DEVELOPMENT</b>			
*ROC (Recreation on Campus After School)*			
*Fee ranges based on direct costs			
* Minimum		\$180 / regular-per Month	
*Maximum		\$240 / regular-per Month	
*ROC (Recreation on Campus After School)*			
*Fee ranges based on direct costs			
Late Registration			
*Minimum		\$10 / daily-per Day	
*Maximum		\$20 / daily-per Day	
*Late Pick-Up			
*Minimum		\$1 / per minute	
*Maximum		\$30 / per half hour	
*Minimum		\$15 / daily-per Day	
*Maximum		\$24 / daily-per Day	
*ROC (Recreation on Campus After School)*			
*Fee ranges based on direct costs			
*Minimum		\$105 / Hourly-per Month	
*Maximum		\$144 / Hourly-per Month	
Summer Camp (Full Day) 7am-6pm*			
*Fee ranges based on direct costs			
*Minimum		\$140 / week	
*Maximum		\$192 / week	
Summer Camp Extended Care Fees (7am-9am, 3pm-6pm)		\$35 / week	
Summer Camp 9am-3pm ONLY*		\$150 / week	
*Fee ranges based on direct costs			
Summer Camp (Half Day) 9am-12pm or 1pm-4pm*			
*Fee ranges based on direct costs			
*Minimum		\$65 / week	
*Maximum		\$90 / week	

**City Manager's Office Parks and Community Services Department**

**Recreation Division, Continued**

SERVICE OR APPLICATION	FEE	LEGAL AUTHORITY
<b>SENIORS</b>		
<b>Senior Health &amp; Wellness</b>		
*Wii Jubilee Fitness	\$0 / class	
<del>Virtues</del>	<del>\$0 / class</del>	
*Power Walk	\$0 / class	
<del>Cardio and Core</del>	<del>\$1 / class</del>	
<del>Cardio and Stretch</del>	<del>\$1 / class</del>	
<del>Tone Your Body</del>	<del>\$1 / class</del>	
<del>Abs, Backs and Gluts</del>	<del>\$1 / class</del>	
<del>Cardio Drill</del>	<del>\$1 / class</del>	
<b>Senior Fitness</b>		
*Daily Drop-In	\$1 / class	
*25 - Visit Pass	\$20 / pass	
*Senior Self Defense	\$1 / class	
*Senior Indoor Tennis	\$1 / class	
*5 Visit - Ballroom Dance Pass	\$20 / pass	
<b>Senior Arts &amp; Music</b>		
<del>Senior Idol</del>	<del>\$0 / class</del>	
<del>Wood Carving</del>	<del>\$0 / class</del>	
*Arts & Craft Class	\$0 / class	
*Arts & Craft Project	\$5 min/\$10 max / project	
*Painting	\$0 / class	
*Scrapbooking	\$0 / class	
<del>Sewing—Needle Art</del>	<del>\$0 / class</del>	
*Beading Jewellery Making 101 Beading	\$7 / Month	
*Jewelry Making	\$10 / class	
*Card Making	\$2 / class	
<del>Tap Dancing</del>	<del>\$2 / class</del>	
*Line Dancing	\$2 / class	
*Country Jams	\$2 / class	
<b>Senior Recreation</b>		
*Tea Social	\$0 / class	
*Bingo	\$0 / class	
*Social Recreation Programs	\$0 / class	
*Table Games	\$0 / class	
*Ping Pong	\$0 / class	
<b>Senior Special Events</b>		
*Minimum	\$5 / event	
*Maximum	\$20 / event	
*Booth for Special Events	\$25/non profit; \$50 for profit per event	
*St. Patty's Day & Oktoberfest Lunch	\$5 / Person	
*Dances	\$5 / Person	
*Fashion Show	\$0 / class	
<del>SNAP Fri Day Night Dance</del>	<del>\$0 / class</del>	
*Tea Social	\$0 / class	
*Bingo	\$0 / class	
*Social Recreation Programs	\$0 / class	
*Table Games	\$0 / class	

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**City Manager's Office Parks and Community Services Department**

**Recreation Division, Continued**

**Senior Recreation, Continued**

SERVICE OR APPLICATION	FEE	LEGAL AUTHORITY
<b>Senior Special Events</b>		
*Minimum	\$5 / event	
*Maximum	\$20 / event	



*Booth for Special Events	\$25/non profit; \$50 for profit per event
*St. Patty's Day & Oktoberfest Lunch	\$5 / Person
*Dances	\$5 / Person
*Fashion Show	\$0 / class
SNAP FriDay Night Dance	\$0 /class-
<b>20 Visit Drop-In Activities Card</b>	<b>\$20 /card</b>
*12 Visit Drop-In Activities Card	\$20 / card
*Grandparents & Me Picnic	\$5 / Person
*Halloween Bash	\$5 / Person
*Lunch & a Movie	\$5 / Person
*Spring Time in Paris	\$5 / Person

<b>Senior Trips</b>	
*Bus Trips	\$33/Non-Res \$30/Res

<b>Senior Social Services</b>	
*Lunch Program	\$0 / Month
*AARP Programs	\$0 / Month
*Other Services	\$0 / Month
*Clubs	\$0 / Month

**ATHLETICS**

<b>Adult Sports</b>	
Adult Slow Pitch Leagues*	
*Minimum	\$280 / Team
*Maximum	\$520 / Team
*League fees pending format, number of games & srVEHs	
Adult/Youth Fast Pitch Leagues*	
*Minimum	\$450 / Team
*Maximum	\$600 / Team
*League fees pending format, number of games & srVEHs	
Adult/Youth Softball Tournament*	
*Minimum	\$250 / Team
*Maximum	\$500 / Team
*Tournaments vary based on type of tournament and awards provided	

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SERVICE OR APPLICATION	FEE		LEGAL AUTHORITY
<b>ATHLETICS</b>			TMC §3.36.010
<b>Adult Sports, Continued</b>			Reso. 2013-086
Adult Softball Protest Fee	\$25	/ per protest	
Adult Flag Football League			
*Minimum	\$400	/ Team	
*Maximum	\$600	/ Team	
*League fees pending format, number of games & services			
<b>Adult Kick Ball League <sup>1</sup></b>			
*Minimum	\$275	/ Team	
*Maximum	\$400	/ Team	
<sup>1</sup> League Fees pending format, number of games & services.			
<b>Youth Sports</b>			
Youth Basketball League (Youth Hoops)	Per Non-Res Player	Per Res Player	
<del>Minimum</del>	\$75	\$75	
<b>Maximum</b>	\$85	\$80	
*Minimum	\$83	\$75	
*Maximum	\$88	\$80	
Jr. Giants Youth Baseball (Free Program)	\$0	\$0	
Youth Sports Camps	Per Non-Res Player	Per Res Player	
*Minimum	\$60	\$60	
*Maximum	\$88	\$80	
Flag Football League	Per Non-Res Player	Per Res Player	
*Minimum	\$75	\$75	
*Maximum	\$99	\$90	
<b>AQUATICS</b>			
<b>General Recreation Swim</b>			
<b>Individual Entrance Fee</b>			
*Minimum	\$2	/ Person	

*Maximum	\$5	/ Person	
<del>10 Visit Pass</del>	<del>\$25</del>	<del>/ pass</del>	
*10 Visit Pass			
*Minimum	\$15	/ pass	
*Maximum	\$45	/ pass	
<b>Swim Lessons</b>			
*Parent/Tot	\$55	/ parent/tot	
Learn To Swim*			
*Minimum	\$29/Non-Res	\$26/Res/Team	
*Maximum	\$66/Non-Res	\$60/Res	2 week sessi
*Fees vary based on number of instruction Days			
<b>Water Aerobics</b>			
Drop-In			
*Minimum	\$4	/ Person	
*Maximum	\$8	/ Person	
*10 Visit Pass			
*Minimum	\$35	/ pass	
*Maximum	\$75	/ pass	
Senior Water Exercise			
Drop-In	\$4	/ Person	
6-Visit Pass	\$20	/ pass	
<b>Lap Swimming</b>			
Individual Entrance Fee			
*Minimum	\$3	/ Person	
*Maximum	\$5	/ Person	
*10 Visit Pass			
*Minimum	\$25	/ pass	
*Maximum	\$45	/ pass	

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SERVICE OR APPLICATION		FEE		LEGAL AUTHORITY
<b>Other Classes/Programs</b>				TMC §3.36.010
Introduction to Lifesaving			2 week session	Reso. 2013-086
	*Minimum	\$61/Non-Res	\$55/Res	
NEW	*Maximum	\$66/Non-Res	\$60/Res	
Swim Camp			2 week session	
	*Minimum	\$82.50/Non-Res	\$75/Res	
NEW	*Maximum	\$110/Non-Res	\$100/Res	
Diving			2 week session	
	*Minimum	\$61/Non-Res	\$55/Res	
NEW	*Maximum	\$66/Non-Res	\$60/Res	
Basic Water Polo			2 week session	
	*Minimum	\$61/Non-Res	\$55/Res	
NEW	*Maximum	\$66/Non-Res	\$60/Res	
Lifeguard Training		\$253/Non-Res	\$230/Res	1 week session
Private Swim Lesson (one ½-hour session)		\$105/Non-Res	\$100/Res	2 week session
NEW	*Minimum	\$55/Non-Res	\$50/Res	Error - Non Res should be \$110
NEW	*Maximum	\$121/Non-Res	\$110/Res	
*Fees vary based on number of instruction Days				
Discover SCUBA				
	*Minimum	\$18/Non-Res	\$15/Res	
NEW	*Maximum	\$22/Non-Res	\$20/Res	
<b>SPECIAL EVENTS</b>				
Event Ticket				
	*Minimum	\$18	/ Person	
	*Maximum	\$40	/ Person	

Event Booth Fee		
*Minimum		\$25 / booth
*Maximum		\$150 / booth
<b>NEW</b> Contest Entry Fee		
*Minimum		\$25 / entry
*Maximum		\$40 / entry

\*Added Contest Entry Fee for Blues, Brews, BBQ

**Latest Fee Study or Staff Report Explanation (available for review upon Request):**

- City Council Resolution No. 2013-086 and accompanying staff report.
- City of Tracy Parks and Community Services Department, General Fund, Cost of Services Study Findings, June, 2008, prepared by MGT of America, Inc.
- City Council Resolution No. 2015-075 and associated staff report.

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**CITY OF TRACY**  
**PARKS AND COMMUNITY SERVICES COMMISSION MEETING**  
**April 7, 2016**

**AGENDA ITEM 7.a**

**RECREATION DIVISION UPDATE**

**AQUATICS**

***By Jolene Jauregui***

The City of Tracy Parks and Community Services Department is in the process of hiring a Recreation Coordinator, Pool Managers, Senior Lifeguards and Lifeguard positions for the Aquatics Summer 2016 season. The first session of the 2016 Aquatics season will begin on June 4 with recreational swim at the newly renovated Joe Wilson Pool.

**ATHLETICS**

***By Jolene Jauregui***

**Softball Leagues:** The 2016 Spring Adult Softball league is officially underway. This season there are 23 teams registered, with 11 teams in the Coed League and 12 teams in the Men's Division.

**SENIORS**

***By Jolene Jauregui***

For the month of February there were approximately 2,603 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 13 new seniors visit and tour the center for the month of February.

In the month of February, the Senior Fitness programs had 1,069 repeat participants. A variety of fitness classes are offered Monday thru Friday. Each class has very little to no impact on the body and is adaptable for every fitness level.

Throughout the month of February, the Senior Center served 340 hot lunches with an additional 6 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered 820 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 5 day supply.

Highlights for February:

- AARP Tax Assistance began on February 1. There were 61 seniors that had their taxes filed by AARP tax volunteers. Tax appointments are also available on Tuesdays from 9:00 am to 11:00 am until April 14.

Highlights for March:

- The second session of Senior Tuesday began on March 8. There were 13 seniors who participated in various activities such as: Tai Chi, Pottery Painting and Deco Paging Easter Egg Crafts. This month four new classes were introduced: Recycled Glass Bowls, African Dance & Fitness, Hand Drumming and Fabric Painting.
- On March 9, the Alzheimer's Association gave a presentation on "Dementia Conversation." There were 12 seniors that attended and listened to helpful tips about when it is the best time to stop driving and what questions to ask the doctor.
- The annual St. Patty's Day Luncheon was held on March 15. Over 100 seniors were served a St. Patty's Day themed lunch while listening to Irish music and enjoying the company of friends.

Staff continues to promote upcoming events and programs that the Senior Center will offer this Winter/Spring. Events and programs include:

- Senior Trip to Sierra Repertory Theatre, Hank Williams Lost Highway: On Wednesday, April 20 the Senior Center will be taking a trip to Historic Columbia to see a musical biography recounting the

rise of country music star, Hank Williams. Before the play, seniors will be able to venture around the Historic State Park and have lunch.

- Spring Time in Paris: Spring is here! On Wednesday, April 27, the seniors will enjoy a wonderful spring afternoon filled with activities and food in the Senior Outdoor Recreation Area. There will be a hat contest for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for the most festive hat.
- Staff is also preparing for Older American's Month in May. In recognition of our older adults, the Senior Center will offer a full month of presentations, events and fun activities to celebrate the contributions of our seniors.

1. Senior Tuesday
2. Alzheimer's Association
3. St. Patty's Day Lunch



**SECIAL INTEREST**

*By Jolene Jauregui*

For the month of March, the Kidz Love Soccer program had 32 participants registered. Students learn the basic techniques of the game of soccer while building self-esteem and socialization skills. The Crossfit Pre-Teens and Crossfit Kids classes had 12 participants registered. The Crossfit fitness program is designed for students to learn the fundamentals of Crossfit, proper movements and a healthy lifestyle while having fun.



**YOUTH DEVELOPMENT**

*By Jolene Jauregui*

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. Staff is continuing to provide healthy snack, homework help, recreation games, and arts and crafts at each site. For the month of March staff coordinated St. Patrick's Day themed crafts and students also participated in basketball shooting challenges.



**For the month of March:**

Site	Full Time	Daily	Hourly
Bohn	11	2	5
Hirsch	24	11	9
Poet-Christian	9	6	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 program in. In addition, staff utilizes the gym and outdoor areas to offer other recreation activities. Currently the SAFE program has 45 teens enrolled this school year. For the month of March, students decorated the SAFE classroom with spring themed pictures and the students also participated in indoor soccer games.

