

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, October 6, 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 – September 1, 2016
5. Old Business
 - a. Parks and Community Services Commission Goals
 1. Support Efficient Policies
 2. Community Involvement
 3. Park, Facility, and Sports Field Safety
6. New Business
 - a. Receive Comments and Provide Input Regarding the El Pescadero Tracy Dog Park
 - b. Review and Recommend Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME) Funding Priorities through Fiscal Year 2021-2022 for Adoption by City Council
 - c. Review and Provide Input on Revised City of Tracy Sports Field Rental Handbook

7. Items from Staff
 - a. Parks and Community Services Director Report – No Report
 - b. Recreation Division Report - Attached
 - c. Community Facilities Division Report
 - d. Public Works Parks Maintenance Division Report
8. Items from the Commission
9. Items from the Audience
10. Adjournment to next meeting on November 3, 2016

POSTED: September 29, 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
September 1, 2016

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 7:01 p.m.

2. **ROLL CALL:**

- a. Present: Chair Johnson; Vice Chair Levoit; Commissioners Birk; Douglas; Gouveia; Jimenez; Saltzman
- b. Absent:
- c. Staff Present: André Pichly, Parks & Recreation Director; Don Scholl, Public Works Director; Jolene Jauregui, Recreation Services Supervisor; Larry Fisk, ; Christine Mabry, Management Analyst;
- d. Recorded By: Sandra Edwards, Executive Assistant

3. **ITEMS FROM THE AUDIENCE:**

Linda Steffens, 388 Cose Lane, on behalf of dog owners, addressed the Commission and provided them with a binder outlining concerns at the dog park. Ms. Steffens commented on the concerns, including sprinklers not working properly and the ground cover consisting of mostly weeds and foxtails. Linda Steffens added that they have received donations and that they are willing to do their part.

Luz Acosta, 112 Henry Court, addressed the Commission regarding recent robberies at Sullivan Park, requesting a light in the park.

A resident of Mountain House indicated that this was the only dog park in the area and that it is not safe for her dog because of the mud and wet conditions.

Don Scholl, Public Works Director, stated he and staff has been working through some of the issues at this park.

Bob Anderson, 520 W. Ninth Street, mentioned a problem where heavy equipment enters the park gate.

Kay Patterson, 720 Metcalf Court, stated the bench in the small dog area is uncomfortable, full of holes and unsafe for her dog.

Chris Miller, 1241 Claremont Court, indicated he has offered his assistance for fund raising and has not been contacted. Mr. Miller added that water is bubbling up through the concrete.

Charles Gordon, 865 Liberty Court, stated he was a firm believer in the dog park, adding that dogs and lawns are not compatible suggesting mulch be used as a ground cover.

Commissioner Jimenez, thanked everyone for coming and for the binder that was provided to the Commission.

Kathleen Fuhro, 308 Derecho Way, spoke in support of the park. Ms. Fuhro would like to see some exercise equipment in the small dog park.

Nancy Bettencourt, 85 Henry Court, stated vagrants were living by Sullivan Park asking that something be done in the area.

Chair Douglas noted there is a need for lights in the park.

Upon motion by Commissioner Gouveia and second by Commissioner Saltzman, the Commission requested that an item be placed on a future agenda regarding the dog park at El Pescadero Park. Motion passed by unanimous vote.

4. APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JULY 7, 2016

- a. Motion: Commissioner Jimenez made a motion to approve the Minutes of July 7, 2016, as amended, removing the reference to the "City of Antioch" on page three and replacing it with "CAPRCBM".
- b. Second: Commissioner Birk
- c. Abstain: None
- d. Vote: Approved with changes by unanimous vote

5. OLD BUSINESS

- a. Parks and Community Services Commission Goals
 - i. Support Efficient Policies – no report given.
 - ii. Community Involvement – Commissioner Johnson provided the following report:
 - An improvement has been made to the Meals on Wheels program; the meals went from cook to serve (frozen) to hot meals.
 - There will be a community event in Stockton in October on Saturday and Sunday offering free dental services for all ages and income levels.
 - Senior Awareness day may move from Mickie Grove Park in Lodi to the Stockton Fairgrounds (May 2017).
 - iii. Park, Facility, and Sports Field Safety – no report given.

6. ITEMS FROM STAFF:

- a. Hear Offer by City Council to Present a Commission Annual Report to City Council Each Year – André Pichly provided the report.

Commissioner Levoit indicated he believes it is important for all commissions to know what the other commissions are doing and was in favor of the Parks Commission providing an annual report.

Commissioner Gouveia stated the Council has an opportunity to review the Parks Commission minutes and suggested an annual report would be redundant.

Commissioner Jimenez indicated if the Parks Commission does provide an annual report, that it be done in conjunction with the senior report in January.

Public Comment – Robert Tanner stated that every item that the Parks Commission votes on goes to the City Council for consideration.

Alice English echoed Mr. Tanner's comments, adding that the Parks Commission does a great job in looking out for the Community.

Motion: Commissioner Saltzman made a motion to decline the offer by City Council

Second: Commissioner Gouveia
Opposed: Commissioner Johnson
Vote: Approved 6.1.0.

7. ITEMS FROM STAFF

- a. Parks & Recreation Director Report – Andre Pichly gave the following report:
- Legacy Fields – Currently working with the leagues to develop agreements regarding use of the field.
 - Renovation Projects – Money is available for two projects; 1) Community Center Renovation (approximately \$200,000) includes renovating two small classrooms into office space, a face lift for the restrooms and lobby, installation of solid bi-fold doors in the main hall, and a green room behind the stage. 2) Expansion of the Senior Center (approximately \$800,000) to begin in May 2017. Team meeting next week to discuss the scope of the project.
 - Aquatics Center – Finished outreach in July that included 16 design workshops with a variety of groups. Over 350 different suggestions were offered on what they wanted at an aquatic center.
 - South Side Community Park – Will begin discussions with the County regarding the possibility of a park.
- b. Brief video presentation – Mr. Pichly shared a video from Palm Beach County that discussed obesity rates and physical activity. Mr. Pichly provided the Commission with a handout of the City of Tracy Parks & Recreation Department's Purpose, Vision, and Mission.
- c. Recreation Division Report – Jolene Jauregui gave the following update:
1. Upcoming Events and Programs
 - Aquatics – 2016 season wrapping up with two private rentals remaining. Staff is beginning to work on next season.
 - Athletics – Jr. Giants wrapped up in August with over 600 participants. On August 16, over 300 youth attended a San Francisco Giants game.
 - Seniors – Have been very busy this summer and the participants are growing every month.
 - Community Events – August 19 wrapped up the Summer Block Party series with a country theme.
 - Blues Brews and BBQ – Preparing for the upcoming event with 10 brew contestants and 5 BBQ contestants.
 2. Senior Concerns/Comments Quarterly Update
 - During the last quarter three concerns were voice; two of them have been taken care of while the third one will be addressed with the Senior Center Expansion.

Commissioner Jimenez stated she has worked with the Foundation at the drink booth during the Downtown events adding that there is a problem with individuals bringing outside beverages. Ms. Jauregui indicated signage was added during the last couple events.

Commissioner Jimenez stated she had received several complaints by the community regarding hours of operation at the Joe Wilson Pool.

Commissioner Saltzman asked if staff would consider a longer swim season for adults (once children have gone back to school). Ms. Jauregui stated staff was looking into this idea.

- d. Community Facilities Division Report – Christine Mabry provided the following report:
- A new concessionaire, Grillin and Chillin, has been secured and will be serving prepackaged meals at the Sports Complex. Once the pool season is wrapped up, they will be able to use the pool kitchen to prepare items for sale at the Complex. They will also provide concessions during the next swim season.
 - Annual field allocations are coming up with a kick off meeting on September 27, with applications due October 21, for the 2017 year.
 - Homecoming Parades will be beginning and the dates are available on the City's website.
 - Various MOU's are being negotiated which will outline in detail the value of the community benefit.
 - The Water Tower at the Community Center will be repainted in September.

Commissioner Jimenez asked if someone rents the pool for an event, were they required to use the concessionaire. Ms. Mabry stated no.

- e. Public Works Parks Maintenance Division Report
1. Parks Division Update – Don Scholl, Public Works Director, thanked Stephanie Garcia for her many years of service to the Commission and apologized that he did not mention this at the last meeting.
- Legacy Fields: A final walkthrough has been done and there is a small punch list to complete. The soccer fields are being mowed and will be in a maintenance stage. Staff will return to Council in the near future regarding additional amenities at the site. A final agreement with Tracy Little League is being negotiated. The soccer fields will be maintained by staff and will be available for rent.

Larry Fisk gave the following update:

- Post emergent spraying in the parks is still going on and pre-emergent spraying will be starting in October.
- Tracy Sports complex crew has been very busy with irrigation repairs, aerating, mowing, and field preparation for adult league softball and tournaments. Crews have also been working on the ball fields at the Tracy Ball Park, Veterans, Galli Family, and Clyde Bland Parks.
- Park crews have been busy with general maintenance in all parks. There have been a few repairs done at the dog park at El Pescadero, mainly on the fence by putting in boards so that the dogs can't get underneath and get out. There are some plans to relocate the benches in the dog park as well as plant 13 trees throughout the big dog section, along with a couple of trees in the smaller dog park.
- Landscape Maintenance irrigation crew is continually working on irrigation.
- XL Landscape continues to move forward in getting all the parks mowed, edged, trash picked up and shrubs trimmed. They have been working on streetscapes with shrub pruning, weed eradication, mowing and trash pickup.
- West Coast Arborist has been responding to tree emergencies. They will be here next week starting with dead tree removals and grid pruning. The grid

pruning will begin in the older Downtown area along Sixth, Seventh, Eighth and Ninth Streets.

8. ITEMS FROM THE COMMISSION:

- Commissioner Johnson thanked staff for being responsive in working with golf course staff to provide golf classes. Commissioner Johnson referred to Sullivan Park comments that were made, asking if the Commission could get time with Officer Muldron to discuss the issues.
- Commissioner Gouveia stated he was very impressed with the presentation last month and the statistics for zip code 95376.
- Commissioner Levoit thanked the residents for bringing the materials on the dog park, adding that he would like to attend one of the meetings held with the users of the park.
- Commissioner Levoit asked if information was available regarding painting the train at Dr. Powers Park. Mr. Pichly stated there is a cover over the smoke stack, but if the Commission wanted to see it painted, it would be done through a CIP. Commissioner Levoit expressed his desire for a “movie at the hill”.
- Commissioner Birk stated he visited the dog park after the last meeting and was surprised at the number of dogs there.
- Commissioner Birk shared that he invited the Chief of Police to his Lyons Club where the Chief stated there were currently cameras in two parks. Commissioner Birk added that the street trees between Tenth and Eleventh Street, are so low they are touching the cars.
- Commissioner Saltzman stated she also visited the dog park and believes the interaction between dog owners is also important. Commissioner Saltzman spoke about the number of joggers/walkers at Lincoln Park daily.
- Commissioner Jimenez reported that the University of the Pacific would be providing free testing and screenings for seniors on October 27 between 1-6 pm at the Community Center.
- Commissioner Jimenez asked for a cost estimate for a new bench that she could provide to the Parks Foundation to see if there is an opportunity for a donation.

9. ITEMS FROM THE AUDIENCE:

Bob Tanner stated a guard is in place at the Moose Lodge to prevent members from taking alcohol into downtown events. Mr. Tanner also discussed the need for a sidewalk at Dr. Powers Park.

10. ADJOURNMENT:

- a. Motion: Gouveia
- b. Second: Birk
- c. Vote: Unanimous
- d. Time: 9: 01 p.m.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
October 6, 2016

AGENDA ITEM 6.a.

REQUEST

**RECEIVE COMMENTS AND PROVIDE INPUT REGARDING THE EL PESCADERO
DOG PARK**

BACKGROUND

On September 1, 2016, the Parks and Community Services Commission heard comments from members of the community regarding conditions at the El Pescadero Dog Park.

DISCUSSION

At the September 1, 2016, Parks and Community Services Commission meeting, members of the community spoke under Items from the Audience regarding conditions at the El Pescadero Dog Park. The Commission was also provided with handouts from various users of the dog park highlighting their concerns.

Upon unanimous decision of the Commission, a discussion regarding the dog park was to be placed on the next agenda.

RECOMMENDATION

That the Parks and Community Services Commission receive comments and provide input regarding the El Pescadero Dog Park.

Prepared by: André Pichly, Parks & Recreation Director

Reviewed by: Don Scholl, Public Works Director

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
October 6, 2016**

AGENDA ITEM 6.b

REQUEST

**REVIEW AND RECOMMEND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDING
PRIORITIES THROUGH FISCAL YEAR 2021-2022 FOR ADOPTION BY CITY
COUNCIL**

DISCUSSION

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds are allocated to cities and counties by the United States Department of Housing and Urban Development (HUD) for use in projects that make for a viable community, with local programs and services that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income individuals and families. The City of Tracy receives an annual pass-through allocation from San Joaquin County, which serves as the entitlement community.

During fiscal year 2008-09, the City Council directed staff to create a grant allocation process that would best address the local needs of the Tracy community. On October 5, 2010, City Council approved the following four local priorities:

- (1) economic development / job creation
- (2) emergency food and shelter
- (3) domestic violence services
- (4) senior / adult services

CDBG/HOME Grant Funding

Each year San Joaquin County and its partner cities release a Notice of Funding Availability (NOFA) to non-profit, institutional and government organizations seeking to participate in the annual CDBG and HOME grant programs. City staff is assisted by the Parks and Community Services Commission, and its selected Subcommittee, in the annual recommendation and funding allocation process.

CDBG funding may be directed to a variety of public services, public improvements and economic development purposes. The City of Tracy receives an average annual allocation of CDBG funding in the amount of approximately \$400,000, depending on Federal appropriations. CDBG annual allocations are appropriated consistent with Federal regulations as follows:

<u>Amount</u>	<u>Category</u>
15% (est. \$60,000)	Public Services
85% (est. \$340,000)	Public Facilities/Improvements/Economic Development and City Administration

HUD regulations, codified in the Code of Federal Regulations (CFR) Title 24, Part 570, require Public Services activities to be limited to 15% of the City's annual CDBG allocation. City administration charges assist with the reimbursement of staff

administration services of all City grantees and City CDBG programs. The City is using 12% of CDBG funds for program administration and compliance in FY 2016-2017. The remaining allocation balance of 73% is dedicated to public facilities/improvements and economic development activities.

HOME funds average an annual allocation of \$100,000, subject to Federal appropriations. HOME funds are restricted to housing services and housing improvement projects that benefit low income owners and residents. Current City of Tracy programs include the HOME Rehabilitation Program and Downpayment Assistance Program (DAP). Both programs are administered by San Joaquin County with direction and outreach support from the City.

Community Needs and Local Priorities

CDBG

All CDBG funded services and projects must meet a HUD national objective which often includes providing benefits to persons of low and moderate income. Needs of a community can shift over time based on economic and physical growth, availability of funding resources and many other factors affecting community development. Representatives of City Departments including the City Manager's Office, Development Services, Parks & Recreation, and Public Works convened prior to this Commission report to discuss underserved or unmet service delivery and public infrastructure needs in the community. Staff recommends the Commission discuss and consider designation of the following CDBG local funding priorities:

Public Services:

- (1) Homelessness Prevention, Intervention and Transitional Housing Services
- (2) Food Distribution Services
- (3) Senior and Special Needs Services
- (4) Youth Education and Enrichment Services
- (5) Domestic Violence Services

Public Facilities/Improvements:

- (1) Public Parks and Facilities
- (2) Removal of Architectural Barriers (ADA)

CDBG funding can be used for a variety of public services including, but not limited to: employment services, crime prevention and public safety, code enforcement, child and youth services, education programs, public health and substance abuse, services for senior citizens, services for homeless persons and recreational services.

CDBG funding can also be used for projects considered to be public facilities and improvements including, but not limited to: acquisition, construction, rehabilitation or installation of public infrastructure, neighborhood facilities including public schools, libraries, recreational facilities, parks and playgrounds, facilities for persons with special needs such as facilities for the homeless or domestic violence shelters, nursing homes and group homes for the disabled and removal of architectural barriers for persons with severe disabilities.

HOME

HOME funds are restricted to housing services and housing improvement projects that benefit low income owners and residents. City of Tracy programs include the HOME Rehabilitation Program and Downpayment Assistance Program (DAP). City staff, working with San Joaquin County, have evaluated the DAP and will be recommending a reallocation of HOME funding from the DAP to other HOME programs due to the lack of qualifying program applicants and residential properties in Tracy.

Staff recommends the Commission consider supporting a recommendation that Council adopt strategies that use HOME funds to:

HOME Priorities:

- (1) Address issues of public safety, health and welfare;
- (2) Rehabilitate residential properties occupied by low income persons; and,
- (3) Partner to construct income restricted family and senior housing facilities.

RECOMMENDATION

Staff recommends the Parks and Community Services Commission make a recommendation for updated local CDBG/HOME priorities that will be presented for review and adoption by City Council prior to issuance of the NOFA for FY 2017-2018.

Prepared by: Joshua Ewen, Management Analyst

Reviewed by: Ana Contreras, Code Enforcement Manager
Shelley Burcham, Economic Development Manager

Approved by: André Pichly, Parks & Recreation Department Director

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
October 6, 2016

AGENDA ITEM 6.c.

REQUEST

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

BACKGROUND

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

As part of an ongoing review process, staff has updated the Handbook as of September 2016, to clarify policies in response to user feedback. User groups were invited to provide additional feedback on the draft Handbook at the Annual Field Allocation Meeting held on September 27, 2016.

DISCUSSION

The revised Sports Field Reservation Handbook (Attachment) was completed in September 2016, based on the past year of feedback by staff and field user groups. Staff introduced the changes for the 2017 Allocation Year at the annual sports field user group Allocation Meeting on September 27, 2016, to obtain input and feedback from stakeholders. User groups from multiple sports and age groups, non-profit and commercial were represented.

Minimal changes were made to the 2016 Handbook for the 2017 Allocation Year.

Some of the proposed updates include:

- Update to Parks & Recreation Department
- Clarification of \$100 per field damage deposit
- Updated Sports User Fees to include Premier and Standard Fields (adopted in the Master Fee Schedule, July 1, 2016)
- Addition of “Authorized Agent/League Contact” explanation
- Addition of clean-up fees for shells from seeds and nuts charged at Maintenance Worker hourly rate
- Additions to Inclement Weather policy to include frost and excessive heat
- Addition of “Subleasing of Fields” explanation (not permitted)
- Additions to “Turf Management” section
 - Fields closed week prior to tournaments
 - Responsibility of all field users to protect turf from wear and tear
- Addition to “Parking & Overnight Policy”
 - Vehicles greater than 20 feet in length cannot park in municipal lots (TMC 3.08.410)

- City will designate approved parking locations for RVs, campers, school buses, etc.
- Additional requirements for tournaments:
 - First Aid/Medical Station
 - Parking and Traffic Control
 - Cleaning of the Tracy Sports Complex picnic area
- Clarification that game play at Tracy Sports Complex must end by 10:00 pm
- Addition of Legacy Fields to the Sports Facilities Chart

Overall, the user groups continue to respond positively to the Handbook. During the upcoming Allocation Year, City staff will host sports-specific feedback meetings, in addition to the Annual Allocation Meeting.

RECOMMENDATION

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

Prepared by: Christine Mabry, Management Analyst I

Reviewed by: Ed Lovell, Management Analyst II
Don Scholl, Public Works Director

Approved by: Kim Scarlata, Division Manager II

CITY OF TRACY

Sports Field Reservation Handbook

September 27, 2016



Parks & Recreation Department

Community Facilities Division

333 Civic Center Plaza, Tracy, CA 95376

Phone (209) 831-6201

Fax (209) 831-6218

Email sportsfields@ci.tracy.ca.us

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SPORTS FIELD RESERVATION HANDBOOK

INTRODUCTION

Thank you for considering the City of Tracy for your next sporting event, game or practice. The City's **Parks & Recreation** Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated sports fields to non-profit, private and commercial users.

The City of Tracy recognizes the importance of providing safe, well-maintained and aesthetically appealing fields to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for field usage, and sign the Acknowledgement Form on the last page of the Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

Tracy City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours:

Monday – Thursday 8:00 am – 6:00 pm
Friday* 8:00 am – 5:00 pm

*City offices are closed every other Friday. Please call ahead for office availability.

Phone **(209) 831-6201**

Fax (209) 831-6218

Email sportsfields@ci.tracy.ca.us

City website: www.thinkinsidethetriangle.com

Reservations website (view schedule only): www.TracyArtsandRec.com

Facility Attendant (Patrol): (209) 640-2733

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

GENERAL RULES/SCHEDULING

Hours of Use

- Sports field rental hours: 9:00 am – 10:00 pm (may vary based on specific site/facility)
- A minimum one-hour rental is required per field.
- Rentals on City Holidays are contingent upon staff availability.

Allocations & Scheduling

- Fields are initially allocated during the **Annual Field Allocation Process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- Only the **Authorized Agent** listed on the City's field rental account will be allowed to book fields for their affiliated organization. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Tracy will consider the following factors when allocating fields: percentage of Tracy residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, and performance history.
- Tournaments or events that have been occurring on a specific date or weekend for three years or more will be given priority; the dates and tournament rental request must still be submitted.
- Due to space limitations regarding parking and spectator capacity, softball tournaments and soccer tournaments may not be booked simultaneously.
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park.
- All first-come, first-served field reservations and all field prep requests must be submitted and paid for by 12:00 noon on the Wednesday prior to the rental. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule.
- **Submittal of an application does not guarantee that the rental request has been authorized.**

Facility Use Permits

- **Permitted hours of use must include set-up and clean-up time.** Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Facility Use Permit.
- Field users must have a copy of their Facility Use Permit on hand during each rental and must be prepared to present it to City staff on demand; electronic versions are acceptable. Field users without permits may be asked to vacate the field (see **Rules of Conduct**).
- Permission for activities beyond the scope of normal league play (practices or games) must be requested in writing at least 20 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**).
- Use of Placencia Fields and the Tracy Sports Complex is **by permit only**. No drop-in use is permitted.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.
- **The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.**
- **Reservations may not be transferred, assigned, or sublet.**

GENERAL RULES/SCHEDULING, CONT'D

Field Allocation Priority Classification

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

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

In-Season Priority Schedule

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

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

Insurance

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured's name is the same as listed on the sports field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate
- Name the City of Tracy as "Additional Insured"
- If selling items of any kind, a product liability endorsement to the user's general liability is required.
- Certificate Holder: City of Tracy/Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376

Performance History

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

Proof of Non-Profit Status

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

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

GENERAL RULES/SCHEDULING, CONT'D

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior season. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group C, E, F or G. Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, home address, and phone number.

Cancellation & Refund Policy

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

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

If an event is cancelled after it has started due to rain or inclement weather conditions, the base rental fee will be pro-rated to the percentage of games played, less 10% of the whole (e.g., if 70% of games were played, 60% of fee base would apply). All maintenance and light charges will apply for the time period that the fields were in use. Credits/refunds will not be issued for unused hours that were not caused by rainouts or inclement weather.

ANNUAL FIELD ALLOCATION PROCESS

Each fall, the City of Tracy initiates its annual sports field allocation process for user groups interested in renting fields for the approaching calendar year. Field Allocation Applications can be obtained by contacting the Community Facilities Division at (209) 831-6200, in person at Tracy City Hall, or via sportsfields@ci.tracy.ca.us.

Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized.

Allocation Timeline

Date	Process
September 6, 2016	<ul style="list-style-type: none"> Staff sends email invitation to Field User Group Meeting regular user groups with: Handbook, application, and timeline. Information is posted on the City website for new users interested in applying.
September 27, 2016	<p>Field User Group Allocation Meeting</p> <ul style="list-style-type: none"> Field user groups come prepared to discuss their needs, issues and concerns and are encouraged to submit agenda items for discussion. Meetings topics will also include maintenance updates, policy review, and field issues.
October 21, 2016	<p>User groups submit (late submittals forfeit priority):</p> <ul style="list-style-type: none"> Field Allocation Applications for entire calendar year Prior season’s rosters (registration copies will not be accepted) Proof of non-profit status
January-June Allocations	
November 11, 2016	<ul style="list-style-type: none"> Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.
November 2016	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules.
December 1, 2016	<ul style="list-style-type: none"> Staff issues final schedule for permits January-June. Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment and proof of insurance. Proof of insurance is due at least 20 days prior to the first scheduled sports field use.
July-December Allocations	
January 9, 2017	<ul style="list-style-type: none"> Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
January-February 2016	<ul style="list-style-type: none"> Staff works with user groups to negotiate and adjust schedules.
February 10, 2017	<ul style="list-style-type: none"> Staff issues final schedule for permits July-December. Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment and proof of insurance. Proof of insurance is due at least 20 days prior to the first scheduled sports field use.
February 21, 2017	Baseball/Softball Group Meeting – Group discussion and feedback
February 28, 2017	Soccer Group Meeting – Group discussion and feedback
May 9, 2017	Field User Group Meeting: Mid-year check-in with policy review and feedback
July 11, 2017	Baseball/Softball Group Meeting – Group discussion and feedback
July 18, 2017	Soccer Group Meeting – Group discussion and feedback

ANNUAL FIELD ALLOCATION PROCESS, CONT'D

Grounds for Denial or Cancellation of Permit

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

Payments (see **Sports Field User Fees**)

- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**
- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Tournament payments are due 20 days prior to the tournament start date.
- Lighting, fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- Payment for field rental and staffing fees are due at the end of each month for practices/games. The following payment plan options for field rental fees are available:
 - *Month-to-Month Payments:* Renters also have the option of paying their monthly balance in-person via cash, check or credit.
 - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full, or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.

SPORTS FIELD USER FEES (Adopted July 1, 2016)

Fees are reviewed annually and updated according to the Master Fee Schedule adopted by the Tracy City Council, effective each July 1.

Application & Special Fees

Fee	Practice/Game Fees	Tournament Fees
Permit Application Fee	\$35 per application	\$35 per application
Damage Deposit*	\$100 per field	\$100 per field
Deposit for Baseball/Softball Bases*	\$263 per application	\$263 per application
Fencing Fee	\$108 per field/per day	\$108 per field/per day
Gate Fee (if charging admission)	\$100 per day	\$100 per day
Staffing Fee (TSC ballfields only)	\$27/hour	\$27/hour
Vehicle Access Pass	\$10/per vehicle/per season	\$10 per vehicle/per event

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

Field Use Fees

Premier Fields

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$8/hour	\$65 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$15/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$22/hour	\$13/hour	\$130 per field/per day	\$11 per field/per hour
Commercial	\$31/hour	\$19/hour	\$130 per field/per day	\$11 per field/per hour

Standard Fields

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$8/hour	\$8/hour	\$65 per field/per day	\$11 per field/per hour
Non-Profit Adult	\$12/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$22/hour	\$13/hour	\$130 per field/per day	\$11 per field/per hour
Commercial	\$31/hour	\$19/hour	\$130 per field/per day	\$11 per field/per hour

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$5 per field	\$16 per field	\$42 per field
<ul style="list-style-type: none"> • Light watering* of the infield between the lines 	<ul style="list-style-type: none"> • Dragging infield between lines only • Light Watering* • Touch up lines as needed 	<ul style="list-style-type: none"> • Dragging entire field • Heavier watering* for dust and to soften the surface • Re-line entire field • Re-pack holes at batters boxes and pitchers plate as needed (time permitting)
8 minutes per field, approx.	15 minutes per field	45 minutes per field

*Watering may not be available depending on mandated water restrictions in effect at the time.

GENERAL FIELD & FACILITY USE POLICIES

Authorized Agent/League Contact

An applicant representing an organization renting a City facility is required to provide a letter from the agency or organization specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff.

Bases

Bases are included in rentals at the Tracy Sports Complex. Bases are available for rentals at Tracy Ball Park and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases.

Damages

The renter agrees to reimburse the City for all costs incurred by damages including, but not limited to, the facility, furnishings, fixtures, field turf, additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by renter, sponsoring organizations and/or attendees. Clean up of shells from seeds and nuts on fields or in dugouts shall be charged at the Maintenance Worker hourly rate. Reimbursement for such expenses may be deducted from the security deposit.

Equipment Storage

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

Facility Keys

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

Field Lining

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

The following conditions apply for the lining of sports fields:

- Fields must be lined with approved athletic marking paint only
- All paint dispensers and buckets must be removed from the premises
- Paint shall not be dispensed into the storm drain
- Do not "over line" other prepared lines
- Fields cannot be lined before 3:30 pm on weekdays or when other teams are playing on fields.

Food & Beverages

Please limit food and beverages that are brought in from outside at sports facilities. Items that are **not** permitted include: glass containers (TMC 4.16.180(r)), peanuts in shells, sunflower and other seeds in shells. A concessionaire provides food and beverage service at the Tracy Sports Complex, and *no outside food and drink* is permitted at that facility unless specifically designated in writing by City staff.

Field Maintenance

Field conditions are assessed based on both the short-term (Days/Weeks) and the long term (Months/Seasons) impacts to each field's playability. City staff will determine if the fields are open or closed. An annual rest and

renovation of fields is scheduled at the Tracy Sports Complex and Placencia Fields to maintain field sustainability. The City attempts to be flexible in accommodating user groups, but ultimately, the health and safety of the user and the conditions and playability takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or making alternate sites available for use. No user groups shall use fields that are closed for renovation or repair.

Foot Protection

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

Garbage

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

Hours of Use

Soccer games may be scheduled Sunday through Saturday from 8:00 am until 10:00 pm. Fields may be accessed at 7:00 am for warm-ups, but games cannot begin until 8:00 am.

Softball and baseball games may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. Fields may be accessed upon completion of field preparations and approval of City staff, but games cannot begin before 9:00 am. Teams and players may not be on the field at any time during field preparations or maintenance.

Notice of Non-Use of Field

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

Pets & Leashed Animals

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

Rainouts & Inclement Weather

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

Fields may be closed due to frost or other conditions that may damage the turf or playing surface. Play may be suspended due to excessive heat.

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

Subleasing of Fields

When permits are issued, a specific field(s) is reserved for the user, to the exclusion of others. Groups may not assign their scheduled time to other groups. Any such action will result in the loss of rental/allocation privileges. Recognizing this exclusivity, groups should only reserve the fields they intend to use.

Turf Management

To insure the long-term health of City turf and sports fields, the number of games/hours of use at each facility are limited on a seasonal and weekly basis. Without such limitations, the impact on these facilities can have a negative long-lasting effect on the sports fields.

In order to maintain playable fields, fields are limited to no more than 15 hours of field usage per week. In-season field closures may occur if staff determines fields have deteriorated due to wear and tear, or in cases of inclement weather, such as rain or frost. **In preparation for large tournaments, fields will be closed and not scheduled for use the entire week prior to the tournament.**

It is the responsibility of all field users to protect the turf from excessive wear and tear. Users should rotate locations of training and equipment, including but not limited to: ladders, cones, pitching practice, etc. Additionally, users shall not use fences, bleachers or other amenities as targets for practicing or warming up.

RULES OF CONDUCT

Alcohol Consumption/ Public Intoxication

The consumption of alcohol is not allowed in any City sports park or parking lot. As the renter, it is your responsibility to make sure that no alcohol is present during the time of your rental. Those who are witnessed consuming alcohol or who appear to be intoxicated will be asked to leave the premises. The Tracy Police Department may also be notified.

Cooperation with City Staff and Other Field Users

All teams must engage appropriately with staff and with one another, and not interfere with the use of fields by other user groups. Refusal to comply with City staff instructions may result in a directive to vacate the field. These actions will be documented in the renter's file, and may result in disciplinary action. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

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

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

Inappropriate Behavior

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

Police Enforcement

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

SPECIAL PERMITS & REQUESTS

The following items may require approval from multiple City departments and require an advanced written request to process. Upon approval, City staff will add notes and issue a revised copy of your permit.

Audio/Visual Equipment

The City must be notified via the Tournament Application if the renter wishes to project sound or music from a loud speaker or stereo, have a DJ present at their event, or have lighting/visual media displayed at the event.

Barbecues

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. Barbecues must be in an approved designated area at least twenty feet from the nearest tent and supervised at all times to prevent injury to bystanders. Use of barbecues at the Tracy Sports Complex is only permitted in the picnic area located in the northwest corner of the complex.

Concessions & Merchandise Sales

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

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

Facility Electrical Access

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. Approved access will be noted on the Facility Use Permit.

Fencing

If a renter would like to acquire additional fencing from an outside contractor, a written request and a drawn schematic showing the proposed placement of the fencing must be issued to the City for approval no later than 20 days prior to the event. Failure to notify the City of outside fencing services will result in the cancellation of the permit. Additional fencing may not be placed at the baseball/softball diamonds at the Tracy Sports Complex.

Field Preparation Requests

Field maintenance/preparation requests must be received no later than five (5) business days prior to the game or first day of tournament play. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

Gate Access

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

SPECIAL PERMITS & REQUESTS, CONT'D

Parking & Overnight Policy

The south parking lot at the Tracy Sports Complex is for emergency vehicle access and use only. Vehicles parked in that area will be towed at the owner's expense. Vehicles parked in City-only parking spots at Tracy Sports Complex will be towed at owner's expense. **No person shall stop, stand, or park any vehicle over twenty (20) feet in length in any municipal parking lot, either day or night (TMC 3.08.410). City staff will assist tournament hosts to designate approved parking locations for RVs, campers, school buses, etc.**

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

Restrooms/ Portable Toilets

Restrooms are available for use at many of the City of Tracy's rentable parks. Please remind all of your league participants to use the facilities prior to practice or games, as the restrooms are unlocked at the permitted start time. If restrooms are not available, the individual or organization renting the park is responsible for supplying and maintaining portable toilets for participants and attendees. The City of Tracy requires one portable toilet for every 100 attendees; ADA-accessibility required (staff will advise on required ratios).

Contact the Community Facilities Division prior to the delivery of portable toilets to coordinate drop-off with Parks Maintenance staff. Portable toilets must be placed at least 20 feet away from all storm drains and streets, and shall never be situated on top of storm drain inlets or on a public street. Restocking and cleaning the portable toilets will be the renter's responsibility.

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). Requests to subdivide fields for older children and adult leagues (ages 13+) must be submitted in the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields.

Tents and Canopies

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. A request must be submitted in writing to the Community Facilities Division, and upon payment of per-vehicle fee and staff approval, specific conditions of vehicle access will be added to your permit.

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

Vendors

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

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS

In addition to General Field Use Policies, Rules of Conduct, and Special Permits & Requests, the following requirements must be adhered to for tournaments.

Admission Charges

Organizations must indicate on their application their intent to charge admission (additional Gate Fee applies). Failure to receive approval from the City to charge admissions will result in the cancellation of the Facility Use Permit, and/or rental penalties. Because Placencia Fields and the Tracy Sports Complex are public facilities, only participants and spectators can be asked to pay. Individuals using the parks for exercise or access to other areas may not be forced to pay.

Field Schedule & Use

When scheduling softball events at the Tracy Sports Complex, as the number of fields being used is reduced, the schedule shall ensure that the first field to be vacated will be Diamond No. 4, and the second field vacated will be Diamond No. 3. **Within the Tracy Sports Complex, the soccer fields are not available for softball warm-up. Likewise, the softball fields are not available for soccer warm-up.**

First Aid/Medical Station

All tournaments are required to have a minimum of one first aid station(s) at each site with first aid supplies and certified medical person(s). The number of first aid staff you need depends on the tournament and the number of participants. If you do not have volunteers for this, you may hire EMS event support.

Garbage

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

Hours of Use

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

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

Inspection Check-in/ Check-out

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

Meeting Room (Tracy Sports Complex)

The Sports Complex Meeting Room is located on the east end of the soccer fields. Although the Meeting Room is not included in the rental fee for tournaments, it can be rented separately to be used for purposes such as sign-

ins, official's headquarters, or other tournament functions. Tables and chairs can be put in the room upon request, but other furniture located in the room may not be moved. Parking is not permitted on the sidewalk adjacent to the Meeting Room for any reason, including loading and unloading equipment and supplies.

Parking and Traffic Control

Tournaments hosts must provide adequate traffic and parking control, according to the size of their event, and adhere to all City parking regulations. Parking is permitted in parking stalls on hard surfaces only. Fees shall be assessed for additional parking setup by City staff.

Pets & Leashed Animals

For participant and visitor safety, animals are not permitted on site during tournaments or special events.

Picnic Area, Tracy Sports Complex

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at the Tracy Sports Complex, located on the corner of 11th Street and Jefferson Parkway.

MEASURES TO ENSURE ADHERENCE TO POLICY

The permit holder is responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property.

The principle objective of any disciplinary measures shall be to improve adherence to the policies in this Handbook that allow the City to provide safe, well-maintained and aesthetically appealing fields. The City upholds and maintains a progressive disciplinary policy which may include some or all of the following steps. City staff will duly consider an organization's efforts to correct violations when applying disciplinary measures.

- Verbal warning by Facility Attendant
- Verbal warning by Community Facilities Staff
Written warning sent to organization and maintained in organization's file
- Suspension of rental privileges for one month
- Loss of priority classification for the remainder of the calendar year
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

Refund of field rental fees shall follow the City's field rental cancellation policy. If a renter and/or organization are found to be utilizing sports fields following the cancellation of their permit, participants will be asked to vacate the fields. Failure to do so will prompt police and further disciplinary action.

Should fields become released due to the violations listed above, user groups shall be notified by email, and fields shall be made available on a first-come, first-served basis following an application period.

Appealing Denial or Cancellation of Permit

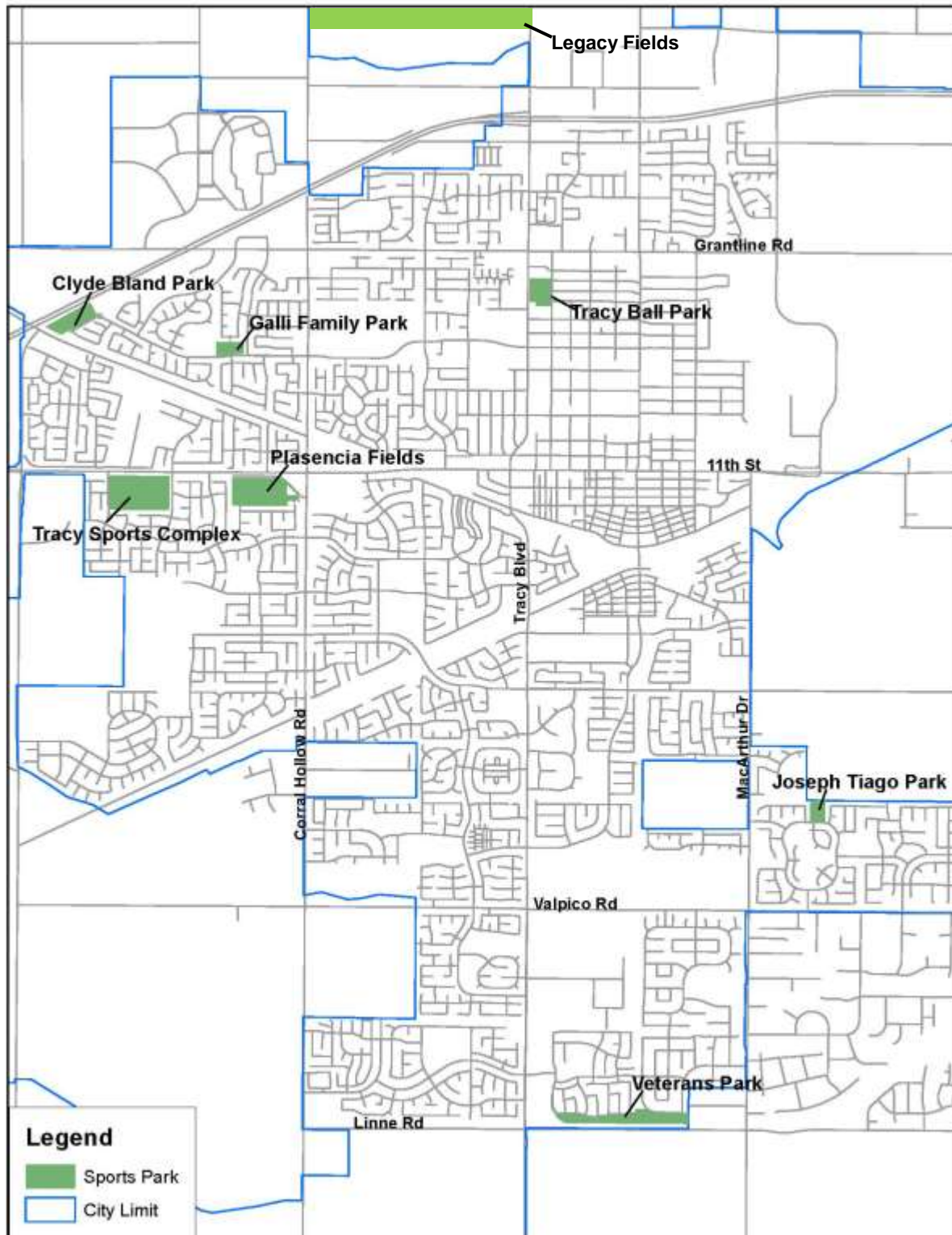
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating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

The appeal must be filed no later than noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 pm, City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.

CITY SPORTS FACILITIES CHART

FACILITY	DESCRIPTION	BASEBALL/ SOFTBALL	SOCCER	FOOTBALL	BASE DISTANCES
Clyde Bland Park 1753 Blandford Ln.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • Soccer turf area • No lighting available 	Yes	Yes	No	60', 65', 70'
Galli Family Park 2341 W. Lowell Ave.	<ul style="list-style-type: none"> • 1 baseball/ softball diamond • No lighting available 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
Tiago Park 1355 Eastlake Cir.	2 baseball/ softball diamonds. No lighting available.	Yes	Yes	No	60' Baseball is limited to ages 12 and under.
Tracy Ball Park 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfields. • Lighting available for ball diamonds. 	Yes	Yes	Yes	North Diamond: 60', 65', 70', 80', 90' South Diamond: 65', 70', 75'
Veterans Park 238 Glenhaven Dr.	<ul style="list-style-type: none"> • 1 baseball/softball diamond • 2 open turf areas for soccer • Lighting available for ball diamond only 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under.
PREMIER FIELDS					
Legacy Fields 20491-20999 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/ softball diamonds • 8 soccer fields • No lighting available 	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under.
Tracy Sports Complex 955 Crossroads Dr. <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/softball diamonds • 4 soccer fields • Lighting available on all fields 	Yes	Yes	No	60', 65', 70' Baseball is limited to ages 12 and under.
Plasencia Fields 11 th St./Corral Hollow Rd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 soccer fields • 1 mini soccer field • Cricket pitch • No lighting available 	No	Yes	No	Not Applicable

MAP OF CITY SPORTS FACILITIES



**SPORTS FIELD RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM**

I, _____ have read and understood the policies and procedures contained in the City of Tracy, Sports Field Rental Handbook, and agree to abide by them. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the organization or league that I represent.

I understand that, as the representative of my organization or league, I am responsible for any and all conduct by players, parents, coaches, and visitors, both on and off the field, while on City property and for enforcing the policies and procedures set forth in this Handbook.

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

Printed name of facility user

Signature of facility user Date

Name of organization

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
October 6, 2016

AGENDA ITEM 7.b.

RECREATION DIVISION UPDATE

ATHLETICS

By Jolene Jauregui

Softball Leagues: The Tracy Adult Softball League is now in its third and final season of the year. This season there are 25 teams registered, with 13 teams in the Men's Division and 12 teams in the Coed League.

Youth Hoops: The City of Tracy Parks and Recreation Division is hosting the Junior Warriors Basketball Program open to participants grades 3rd through 8th. Registration is currently open and we are anticipating at least 200 participants to register. The season will kick off on October 15, 2016 with players participating in the Skills Assessment at Kimball High School.

SENIORS

By Jolene Jauregui

For the month of August there were approximately 3,349 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 17 new seniors visit and tour the center for the month of August.

In the month of August, the Senior Fitness programs had 1,230 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 August, the Senior Center served 445 hot lunches with an additional 20 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 September

- The Senior Gardening Series was held on Thursday, September 8. There were 4 seniors who created herb gardens.
- On Friday, September 9, the Senior Center held "Fun Flick Friday." There were 18 seniors who enjoyed watching a movie on a projection screen and free popcorn was provided. Additional concession items were available for purchase.
- On Monday, September 12, the Senior Center held their annual Grandparents Day Ice Cream Social. There were 54 seniors and 3 grandchildren who enjoyed making fun crafts and spending quality time with their family.
- Senior Tuesdays kicked off on Tuesday, September 13. There were 8 seniors who participated in classes such as: Watercolor Paintings, Dance Wellness and Fabric Painting.
- In partnership with the Lolly Hansen Senior Center, the San Joaquin Department of Aging, SNAP-Ed program hosted a Farmer's Market distribution seminar on September 14. There were 78 seniors who attended and learned about healthy eating and portion control. Free Farmer's Market coupons were distributed for use at the Downtown Tracy Farmer's Market on Saturday mornings.

Upcoming events and programs:

- On Friday, October 7, the Senior Gardening Series will take place at Tracy's Nursery and Gardens. Seniors will get to make a new project and enjoy the relaxing environment of the gardens.
- In partnership with the Lolly Hansen Senior Center, the University of Pacific School of Pharmacy will host a Medicare Health Fair Event. Seniors and other Medicare beneficiaries will have the opportunity to receive free health screenings that include: flu shots, fall risk prevention, diabetes and bone density. Seniors can also schedule an appointment to have a comprehensive look at their current medications and/or review of their Medicare Part D Plan.
- On Monday, October 31, the Senior Center will host their "Halloween Bash." Seniors are invited to wear their scary or silly costumes for a chance to win a prize. Seniors will also enjoy dancing and fun Halloween themed treats.

1. Senior Gardening
2. Grandparents Day
3. Senior Tuesday



SOCIAL INTEREST

By Jolene Jauregui

For the month of September, the K-9 Development classes had a total of 29 participants registered. Participants are taught using a combination of traditional dog training techniques and behavior modifications. The CPR course had 14 participants registered. Participants learned basic first aid and how to use an AED. This course includes learning adult, child and infant CPR.



SPECIAL EVENTS

By Jolene Jauregui

The Summer Downtown Block Party Series concluded with the Boots, Chaps and Cowboy Hats themed Block Party on Friday, August 19, 2016 featuring live music from *Stephan Hogan*. Food was available for purchase by PJR BBQ. Over 800 community members filled the Downtown Plaza at each event. Drinks were also available for purchase.



The second annual Blues, Brews & BBQ event kicked off on Saturday, September 10, 2016 with performances from 3 live bands: *AC Miles*, *Delta Wires* and *Maxx Cabello Jr.* The event included a BBQ Rib Contest with 6 teams registered, a Home Brewed Beer Contest with 9 contestants and a Children's Entertainment Area. Over 1500 people were in attendance during the event time from 12pm to 6pm. The event was held at the Downtown Plaza on the corner of 6th Street and Central Avenue. Food was available for purchase by a variety of food trucks and drinks were also available for purchase.



Staff is preparing for the upcoming events:

- Legacy Fields Ribbon Cutting – October 18, 2016 at 4pm
- Girls Night Out – Witches & Broomsticks – October 21, 2016, 6pm-10pm

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 September, staff coordinated dodgeball tournaments in the gym and taught students to make healthy fruit smoothies. Staff also coordinated fall themed art projects.

For the month of September:

Site	Full Time	Daily	Hourly
Bohn	14	2	8
Hirsch	16	7	11
Poet-Christian	7	1	15



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 & crafts and recreational activities. SAFE has been very fortunate to have its own room to hold the program in. In addition, staff utilizes the gym and outdoor areas to offer other recreation activities. Currently the SAFE program has 46 teens enrolled this school year. For the month of September, staff has coordinated indoor flag football games and painting projects to decorate the classroom.

