

NOTICE OF REGULAR MEETING

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

Date/Time: **Thursday, September 7, 2017, 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. Old Business
 - a. Parks and Community Services Commission Goals
 1. Update from Sub-committees
5. New Business
 - a. Review and Provide Input on Revised Sports Field Reservation Handbook
 - b. Provide Input on Commission Goals and Objectives for FY 2017/18 and FY 2018/19
6. Items from Staff
 - a. Parks & Recreation Director Report - Verbal
 - b. Recreation Division Report – Report Attached
 - c. Aquatics, Athletics, and Community Facilities Division Report – Report Attached
 - d. Public Works Parks Maintenance Division Report - Verbal
7. Items from the Commission
8. Items from the Audience

9. Adjournment to next meeting on October 5, 2017

POSTED: August 30, 2017

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.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
September 7, 2017

AGENDA ITEM 5.a.

REQUEST

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

EXECUTIVE SUMMARY

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

DISCUSSION

The policy authority provided in the Tracy Municipal Code 7.16.030 (a) states that the Parks and Recreation Commission has the power to “establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.”

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.

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

In 2015 and 2016, the Handbook was revised with feedback from staff and field user groups, and was subsequently reviewed and adopted by the Parks and Community Services Commission. In 2017, the Parks and Community Services Commission will provide initial review and direction to staff prior to the pre-allocation meetings for sports user groups. During the pre-allocation meetings, staff will present the Handbook with any amendments by the Parks Commission and will solicit feedback from the sports user groups. Finally, staff will return to the Commission at its October 5, 2017, regular meeting for final review and approval of the 2018 Sports Field Reservation Handbook.

Some of the proposed updates to the 2017 Handbook include:

1. Two application submittal periods for permits covering January through June and

for July through December.

Because it is difficult for most leagues to determine their actual field needs for an entire calendar year, particularly for those groups that play in the latter part of the year, it is more efficient to separate the allocation process into two parts, with deadlines for each half of the year. As a courtesy, only one permit application fee shall be charged per sports league/team per calendar year, even if two, 6-month permits are issued.

2. Clarification of monthly payment procedure as responsibility of the permit holder to make payments by the 15th of the month, without monthly invoices provided.
3. Addition of new fees approved by the Parks & Community Services Commission, which have been approved by City Council at its July 6, 2017 (existing fees), and September 21, 2017 (new fees) regular meetings.
4. Clarification of soccer field lining and field subdivision procedures, as collectively agreed to by current soccer field user groups which have met together twice in the past three months.
5. Clarification of “no outside food and drink” rules at the Tracy Sports Complex in line with existing vendor contract.
6. Adding requirement for tournament permit holders at the Tracy Sports Complex to provide representatives at each point of entry to the ball fields to enforce “no outside food and drink” rules as teams and individuals enter the complex.

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

RECOMMENDATION

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

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2018 DRAFT

Prepared by: Christine Mabry, Management Analyst I

Reviewed by: Ed Lovell, Management Analyst I

Reviewed by: Craig Bronzan, Special Advisor, Management Partners, Parks & Recreation

CITY OF TRACY

Sports Field Reservation Handbook

~~October 4, 2016~~

2018 Allocation Year DRAFT:

To be approved by Parks & Community Services Commission
at its October 6, 2017 regular meeting



Think Inside the Triangle™

Parks & Recreation Department
Community Facilities Division
333 Civic Center Plaza, Tracy, CA 95376
Phone (209) 831-6201
Fax (209) 831-6218
Email sportsfields@cityoftracy.org, 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@cityoftracy.org ~~tracy.ca.us~~

City website: www.thinkinsidethetriangle.com www.cityoftracy.org
Reservations website (view schedule only): www.TracyArtsandRec.com

Facility Attendant (Patrol): (209) 640-2733
[Facility Attendant \(Tracy Sports Complex\): \(209\) 814-0706](tel:(209)814-0706)
[Facility Attendant \(Legacy Fields\): \(209\) 362-0076](tel:(209)362-0076)

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~~an 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~~Tuesday 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, Legacy 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) 831-6201~~10~~, in person at Tracy City Hall, or via email to sportsfields@cityoftracy.org. **Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized.**

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Allocation Timeline

Date	Process
<u>September 7, 2017</u>	<ul style="list-style-type: none"> • <u>First review of Handbook revisions by Parks & Community Services Commission.</u>
September 8 6, 2017 6	<ul style="list-style-type: none"> • Staff sends email invitation to Field User Group Meeting <u>to regular current</u> user groups with: Handbook <u>draft</u>, application, and timeline. • Information is posted on the City website for new users interested in applying.
<u>Baseball/Softball/Football:</u> <u>September 25, 2017</u>	<p><u>Field User Group Allocation Meetings</u></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.
<u>Soccer/Cricket/Ulimate:</u> September 26 7, 2017 6	
<u>October 5, 2017</u>	<ul style="list-style-type: none"> • <u>Final review and approval of Handbook by Parks & Community Services Commission.</u>
<u>January-June Allocations</u>	
October 32 1, 2017 6	<p><u>User groups submit Deadline to submit applications for practices/games, tournaments, and special events (e.g., Opening Day) for January – June allocations. (Late submittals forfeit priority.)</u></p> <ul style="list-style-type: none"> • <u>Field Allocation Applications for entire calendar year</u> • <u>Prior season's rosters (registration copies will not be accepted)</u> • <u>Proof of non-profit status</u>
<u>January-June Allocations</u>	
<u>November 11, 2016</u>	<ul style="list-style-type: none"> • <u>Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.</u>
November 2017 6	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • <u>Staff issues draft field rental schedules and rental fee statements to each user group for January-June permits.</u>
December 1, 2017 6	<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 <u>of permit application fee and all field deposits, plus and</u> proof of insurance. • Proof of insurance is due at least 20 days prior to the first scheduled sports field use.
<u>July-December Allocations</u>	
<u>January 9, 2017</u> <u>March 29, 2018</u>	<p><u>Deadline to submit applications for practices/games, tournaments, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)</u></p> <ul style="list-style-type: none"> • <u>Staff issues draft field rental schedules and rental fee</u>

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	statements to each user group for July-December permits.
January-February 2018 April	<ul style="list-style-type: none"> • Staff works with user groups to negotiate and adjust schedules. • Staff issues draft field rental schedules and rental fee statements to each user group for July-December permits.
February 10, 2017 May 1, 2018	<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 <u>of permit application fee and field deposits, plus</u> 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 Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (see **Measures to Ensure Adherence to Policy**).

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.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.
- Tournament payments are due 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.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- ~~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.~~
- ~~**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.**~~

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SPORTS FIELD USER FEES (Adopted July ~~6~~, 2017 and September 21, 2018)

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*	\$25063 per application	\$25063 per application
Fencing Fee	\$11208 per field/per day	\$11208 per field/per day
Gate Fee (if charging admission)	\$1040 per day	\$1040 per day
<u>On-site Staffing Fee (TSC ballfields only)</u>	\$287 /hour	\$287 /hour
Vehicle Access Pass	\$10/per vehicle/per season	\$10 per vehicle/per event
<u>Portapotty Fee**</u>	<u>As billed by vendor</u>	<u>As billed by vendor</u>
<u>Dumpster Rental/Disposal Fees**</u>	<u>As billed by vendor</u>	<u>As billed by vendor</u>
<u>Traffic & Parking Control</u>	<u>Actual costs (to be determined by Director)</u>	<u>Actual costs (to be determined by Director)</u>

*Damage Deposits and Deposits for Baseball/Softball Bases are refunded at the conclusion of the rental period.
** May be pro-rated and shared by facility user groups.

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Field Use Fees

Premium Fields (Legacy Fields, Placentia Fields, Tracy Sports Complex)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$8/hour	\$9065 per field/per day	\$841 per field/per hour
Non-Profit Adult	\$165 /hour	\$11/hour	\$108-120 per field/per day	\$11 per field/per hour
Private	\$292 /hour	\$13/hour	\$130-232 per field/per day	\$11 per field/per hour
Commercial	\$4031 /hour	\$2049 /hour	\$130-320 per field/per day	\$11 per field/per hour

Standard Fields (Clyde Bland, Galli, Tiago, Tracy Ball Park, Veterans)

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$8/hour	\$8/hour	\$6572 per field/per day	\$11-8 per field/per hour
Non-Profit Adult	\$12/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$232 /hour	\$13/hour	\$130-207 per field/per day	\$11 per field/per hour
Commercial	\$324 /hour	\$2049 /hour	\$130-288 per field/per day	\$11 per field/per hour

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$65 per field	\$16 per field	\$442 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 – Soccer

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

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The following conditions apply have been agreed upon by current soccer user groups for the lining of sports soccer fields:

- Fields must be lined with approved athletic marking paint only.
 - Full-size (11v11) fields shall be marked in WHITE paint
 - Modified fields shall be contained fully within a standard full-size field and shall be marked in BLUE or another color collectively agreed upon by the soccer user groups
- 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 weekday now days-or when other teams are playing on fields.

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Wednesday prior to the reservation. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

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 ~~Plasencia Legacy~~ Fields ball 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. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas.

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)

Subdivision of Fields

Soccer fields may be subdivided for players ages 12 and under (U12). All requests to subdivide fields must be submitted with the Facility Rental Application, and a diagram of the proposed field subdivision must be included. Staff will review the request and will come to a decision based on the impact of wear and tear of the fields. See also: Field Lining – Soccer.

Soccer user groups have collectively agreed on the following guidelines:

- 9v9 fields must run in the same direction as 11v11 fields
- 7v7 and smaller fields may run in the opposite direction as 11v11 fields

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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.

A sign will be provided at each entry gate listing these rules:

- NO outside food or drink permitted inside gates.
- ONE ice chest filled with water may be brought into the facility per team. No other ice chests, coolers, or containers permitted.
- NO alcoholic beverages/intoxication or glass containers on site, including in the parking lot.
- NO shelled nuts or seeds of any kind.
- NO warm-ups permitted on the soccer fields.

Facility Electrical Access

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

Fencing

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

~~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 Plascencia 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.

Tournament permit holders at the Tracy Sports Complex ball fields are required to enforce the rules and regulations by posting an organization representative at each entry gate. Should representatives not be provided, the City shall assign City staff and charge the permit holder accordingly. See also: *Concessions and Merchandise Sales.*

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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

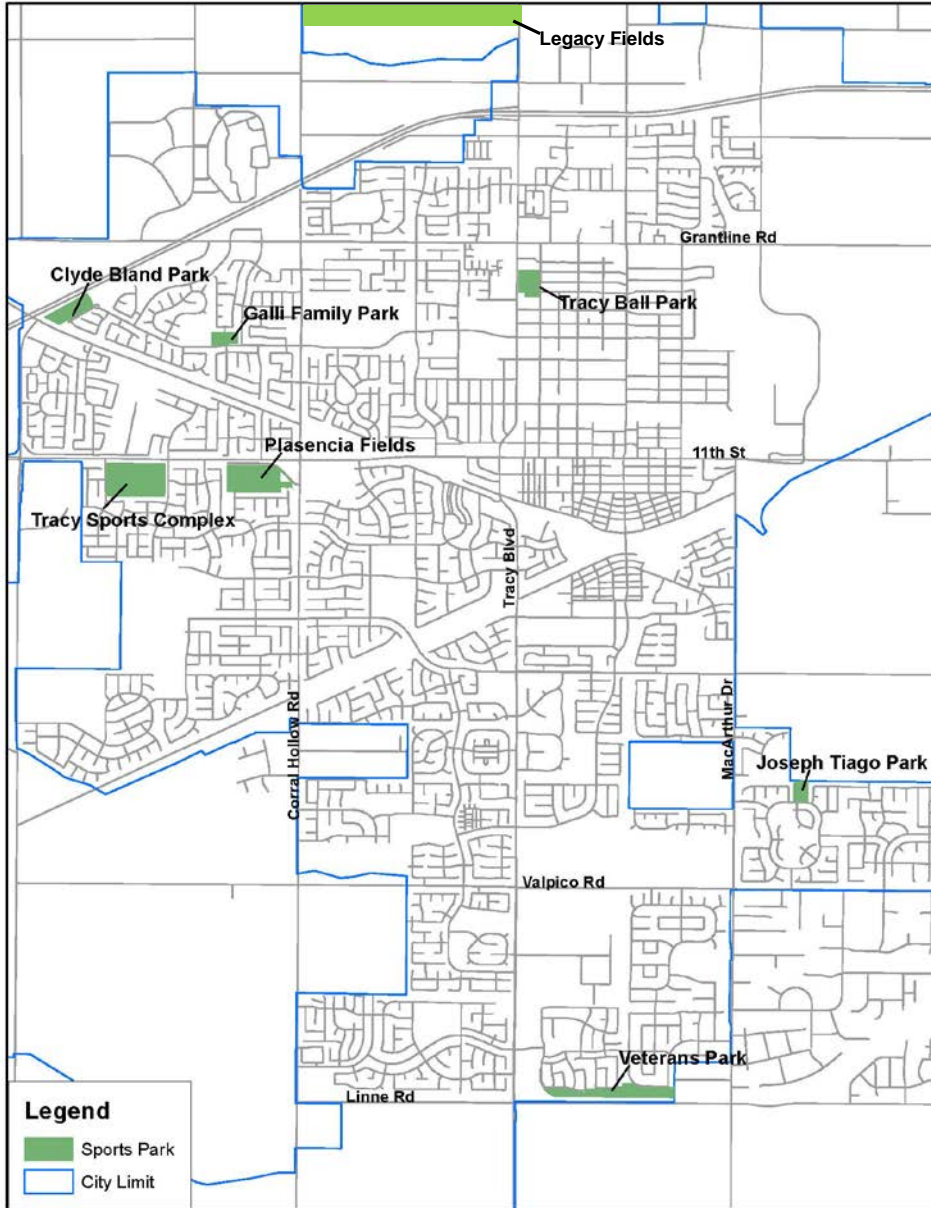
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 4 baseball/ softball diamonds • 8-6 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 2040 Krohn Road (11th 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 Reservation 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
September 7, 2017

AGENDA ITEM 5.b.

REQUEST

PROVIDE INPUT ON COMMISSION GOALS FOR CALENDAR YEAR 2018

DISCUSSION

The Parks and Community Services Commission (Parks Commission) has a set of goals that were last update on April 6, 2016, which they have used to focus their activity. At the August 3, 2017 regular Parks Commission meeting, the commission requested that their goals be brought back for discussion and revision.

It is important for the commission to consider their goals in the context of the commission's purpose and roles and responsibilities as outlined in the Parks Commission bylaws. As the commission considers their potential goals, consideration should be given to the following items:

1. Does the goal tie in to the Parks Commission purposes or roles and responsibilities?
2. Does the goal fit the S.M.A.R.T. pattern? (Specific, Measurable, Attainable, Relevant, Timely)
3. What will be the outcome for each goal?
4. How are we ensuring that there is community involvement?

Additionally, when creating a new plan for the commission, it is also important to know the difference between a goal and an objective. A goal establishes where you want to go or what you want to do. An objective is a specific step that is needed in order to reach your goal. Goals are generally broader in nature while an objective will be more specific and will have a timeline and action steps attached to it.

In preparation for the September 8, 2017 Parks Commission meeting, staff is asking the commissioners to review the purpose, roles and responsibilities of the Parks and Community Services Commission (Attachment A), and your current goals (Attachment B). Staff is hoping you will come prepared to share ideas and discuss future goals for the commission.

Staff will be facilitating your discussion with a concentration on big picture goals. We will then bring back for your discussion, at a later meeting, the goals you choose. At that time, the Commission can work on establishing subcommittees that will draft the objectives, action steps, and time lines to accomplish your goals with your approval.

Do to the timing of this discussion and as the City Council has requested that each Council appointed commission provide an annual report to the City Council on their activity as a commission, staff will be working with the Commission on the first report to City Council. Future annual reports will be presented to Council based on calendar year activities.

FISCAL IMPACT

There is no fiscal impact to the General Fund for this item at this time.

RECOMENDATION

That the Commission provide input on Commission goals and for calendar year 2018.

ATTACHMENTS

Attachment A – Purpose, Roles and Responsibilities of the Parks and Community Services Commission

Attachment B – FY 2015/2016 and 2016/2017 Parks and Community Services Commission Goals and Objectives

**PURPOSE, ROLES AND RESPONSIBILITIES OF
THE PARKS AND COMMUNITY SERVICES COMMISSION**

A. PURPOSE

The purpose of the Parks and Community Services Commission is to:

1. Establish rules and regulations governing the conduct of recreation programs, protection of property and activities of persons in all parks.
2. Establish rates, charges and deposits for the use of any and all recreation facilities.
3. Hold public hearings on recreation programming and facility usage and conduct investigations and surveys for the purpose of obtaining facts and data concerning recreation programs.
4. Review grants, facility developments and designs and recreation programs.
5. Advise the Council on the subject of recreation and facility master planning and development.
6. Make recommendations to the Council regarding the right to exclude persons; to regulate traffic, including pedestrian, equestrian, and vehicular; and to regulate the operations and use of bicycles; the keeping or use of animals; the conducting of assemblies, contests, games, and sports; and the regulation of activities, such as the merchandising, advertising, gambling, solicitation, and imbibing of alcohol, from or in any and all recreation facilities.
7. Forward appeals of any actions of the Commission to the Council.
8. Hear appeals of decisions made by the Parks and Community Services Department Director under TMC 4.40.150 (Special Event Permits).
9. Hear appeals of park permits issued or denied by the Parks and Community Services Department Director under TMC 4.16.160 (Regulations Pertaining to the Use of Park and Recreation Areas and Facilities).

B. ROLE AND RESPONSIBILITIES

The role of the Parks and Community Services Commission is to provide citizen and community perspective and input on the development of park and recreation facilities and the delivery of recreation and community services programs.

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

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)	Commissioners Assigned
1	SUPPORT EFFICIENT POLICIES ----- Review of Park, Indoor, and Sports Field Usage Policies, under the Commissions purview, in order to provide for fair, transparent and efficient services.	1.1. ANNUALLY REVIEW PARK, INDOOR, AND SPORT FIELD RENTAL POLICIES	1.1.A. Review of existing policies, challenges and best practices	1.1.A.1. Meet with Sports Leagues to obtain feedback on Field Rental Policies.	Ongoing		Gouveia, Jimenez
				1.1.A.2. Create a customer service survey.	Ongoing		
				1.1.A.3. Review and research all park, indoor, and sports field rental policies.	Ongoing		
				1.1.A.4 Redevelop community MOU policies and procedures.	12/31/14		
				1.1.A.5. Approval of revised MOU policies and procedures by the PCS Commission.	TBD		
				1.1.A.6 Approval of revised MOU policies and procedures by Council.	TBD		
2	COMMUNITY INVOLVEMENT ----- 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	2.1. OUTREACH	2.1.A. Volunteer opportunities and/or activities	2.1.A.1. Commission to participate with YAC for volunteer Park clean-up efforts in 2015.	TBD		Johnson, Saltzman
				2.1.B. Increase Access to Park Information	2.1.B.1. Research park history and post park information and photos on website.	TBD	
			2.1.C. Increase visibility of Commission		2.1.B.3. Investigate ways to consolidate historical resources.	TBD	
				2.1.C.1. Increase Commission visibility in the Senior Community.	Ongoing	Commission	
				2.1.C.2. Annual Legacy Fields Update.	Annual	Commission, leagues	
			2.1.C.3. Presentation by Commission on outreach efforts and community resources to Council, neighborhood groups, service clubs, and sports leagues.	Ongoing			

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

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

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
September 7, 2017

AGENDA ITEM 6.b.

RECREATION DIVISION UPDATE

SENIORS

By Jolene Jauregui

For the month of July there were approximately 3,082 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 21 new seniors visit and tour the center for the month of July.

During the month of July, the Senior Fitness programs had 1,104 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 July, the Senior Center served 400 hot lunches with an additional 39 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered meals to 41 homebound seniors in Tracy. Meals are delivered every Tuesday for a 5 day supply.

Highlights for August:

- The Senior Center, in partnership with the Tracy Police Department, hosted it's first annual National Night Out on Tuesday, August 1. There were 32 seniors who enjoyed an ice-cream social while interacting with representatives from the Volunteers in Police Services, Fire Department and City Council.
- On Wednesday, August 2, there were 36 seniors that ventured to the pacific coast to catch a glimpse of whales and other wild life aboard the "Sea Goddess". Prior to boarding the boat, seniors were able to enjoy lunch at the Birrieria & Restaurant Estilo Coalcoman.

Upcoming events and programs:

- On Friday, September 8, in honor of the 30th Anniversary of the Lolly Hansen Senior Center dedication and National Senior Center month, the Senior Center will be hosting a special celebration. The morning will include a pancake breakfast, guest speakers on the history of the center, class demonstrations and giveaways.
- On Monday, September 11, the Senior Center will be hosting its annual Ice Cream Social in honor of Grandparents Day. Seniors will be encouraged to bring their loved ones for some cold treats and fun activities.
- On Friday, September 22, the Senior Center is offering hands on Ipad® training. Seniors will gain an understanding of how to use their device during this one hour class.
- In partnership with the Lolly Hansen Senior Center, the University Of Pacific School Of Pharmacy will host a Medicare Health Fair Event on Tuesday, October 24. 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 screenings. 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 Tuesday, October 31st, the Senior Center will host its third annual Halloween Bash. Seniors are invited to wear their scary or silly costumes for a chance to win a prize. Seniors will enjoy dancing and munching on fun treats.

1. National Night Out



1.

2. Whale Watching



2.

SPECIAL INTEREST

One Big Breath is an interactive caregiver-child program learning strategies to stay calm and build relationships. Children and Caregivers made pinwheels, sang songs and took big breaths to make their pinwheel spin. A total of 6 youth were enrolled.

The All Sorts of Sports Camp helped build motor skills, hand-eye coordination, agility and the understanding of working as a team. The 10 participants had a blast playing baseball, basketball, soccer and flag football.



SPECIAL EVENTS

By Jolene Jauregui

Movies on the Plaza – Moana: Recreation staff concluded Movies on the Plaza on August 4th where we presented a showing of the movie Moana. Over 350 were in attendance to view the showing. Movies on the Plaza showings are free to the public and enjoyable for any age.



Downtown Block Party – Rock N’ Roll: The fourth Downtown Block Party Series continued with a Rock n’ Roll themed Block Party featuring the band ‘Audioboxx’ on Friday, August 18. Food was available for purchase by Fagundes Food Truck and drinks were available for purchase as well. Over 800 community members were in attendance.



Downtown Block Party – Totally Awesome 80’s: The Downtown Block Party Series concluded with a Totally Awesome 80’s themed Block Party featuring the band ‘Steel Breeze’ on Friday, August 28. Food was available for purchase by Sandwich Cousin’s and drinks were available for purchase as well. Over 900 community members were in attendance.



Upcoming Events:

Blues, Brews & BBQ – 12pm-6pm

- October 7, 2017

Girls Night Out – Witches & Broomsticks – 6pm-10pm

- October 20, 2017

A.S.P. – After School Program

By Jolene Jauregui

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. The new school year has arrived and we have returning participants, as well as new participants. Staff has marketed the program at all Back to School Nights with great reviews. The program continues to provide healthy snacks, homework help, recreation games and arts and crafts. For August, staff brought a month worth of superhero fun to the participants. Students played get to know you games such as Spiderman’s Web of Knowledge and All About Me Superhero Craft.

For the month of August:

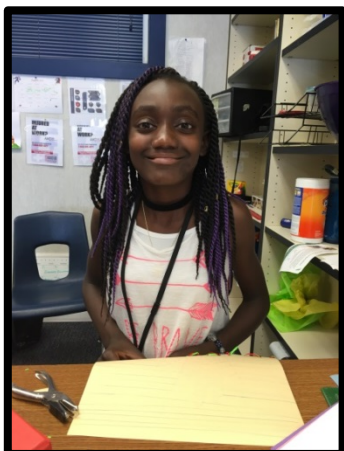
Site	Full Time	Daily	Hourly
Bohn	9	0	7
Hirsch	13	0	7
Poet-Christian	10	5	18



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 enough 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 47 teens enrolled this school year. For the month of August, staff introduced superhero month which featured fun crafts and interactive games.



**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
September 7, 2017**

AGENDA ITEM 6.c.

AQUATICS, ATHLETICS, & COMMUNITY FACILITIES DIVISION UPDATES

OPERATIONAL UPDATES

by Christine Mabry

Football season is underway, with two local teams returning to practice at the Tracy Ball Park this year, Tracy Raiders and Tracy Buccaneers.

The Tracy Community Center is now under construction and will reopen the first week of October with renovated kitchen and restrooms, and new flooring in the Main Hall.

STAFFING UPDATES

by Christine Mabry

On August 1, Community Facilities welcomed Catherine “Catie” Miller to the team as a part-time Recreation Leader III. Catie comes to us with a wealth of higher education recreation experience, including teambuilding and outdoor education, most recently from the University of Illinois. Catie will be taking on sports field permit responsibilities for baseball/softball, as well as assisting with special event permits and other facilities-related duties.

ATHLETICS PROGRAM UPDATES

by Justin Geibig

Softball Leagues: The 2017 Fall Adult Softball Season is officially underway. The fall season began on Friday, August 25 with 11 teams in the men’s division, and the first pitch for the coed division was Monday, August 28 with 9 teams competing.

Junior Giants: The 2017 Junior Giants Baseball Season concluded on August 3. This season there were 415 participants registered with over 40 coaches and volunteers. The Junior Giants Festival will be held on Saturday, September 23 at AT&T Park and 18 teams from the City of Tracy are eligible to attend.



AQUATICS PROGRAM UPDATES

by Justin Geibig and Christine Mabry

During the month of July, 8,000 people came to the Joe Wilson Pool for Recreational Swim, Lap Swim, Water Exercise, and Swim Lessons. Recreational swim had a total of 6,554 participants in attendance and averaged 211 participants on a daily basis, with maximum facility capacity 286.

August 31 marked the end of Session 7 swim lessons. Swim lessons are now offered on Tuesday and Thursday evenings through September 28. Private swim lessons are offered on Saturdays through September 23 and are at max capacity. Recreational Swim will continue on Saturdays and Sundays through September 17.

Highlights for September

- NEW Deep Water Exercise classes on Tuesdays/Thursday evenings and Saturday mornings through September 23.
- NEW Friday night special events at the pool, featuring special \$5 meal deals from Grillin and Chillin concessions:
 - September 8, 7-10 pm: Dive-In Movie – LEGO Batman! (\$5 entry fee)
 - September 22, 5-9 pm: Last Day of Summer Rec Swim Night (\$2 entry fee)
- NEW SCUBA Open Water Certification Course, September 23-24

On Sunday, August 6, City of Tracy Aquatics staff participated in the 2017 BAPPOA (Bay Area Public Pool Operators Association) Lifeguard Games hosted at the Robert Livermore Community Pool. BAPPOA is a non-profit organization that hosts Lifeguard Games, a competition for all agencies and lifeguards to compete and showcase their skills by performing different lifeguarding rescues and scenarios.

The City of Tracy took a team of 6 lifeguard staff: Bryan Behnke, Carly Walling, Riley Gilmore, Elizabeth Quin, Clayden Wethington, and Anamarie Magalhaes. In their first year competing at the Lifeguard Games, the Tracy team placed 7th overall out of 25 teams, including a strong 4th place finish in the Active Victim Rescue and 8th place finish in the Unresponsive Victim Rescue.

Riley Gilmore, a first-year City of Tracy lifeguard, took home a 2nd place trophy in the Iron Guard competition. The Iron Guard event incorporates speed and stamina where competitors swim set distances and then swim and retrieve a training manikin and tow it across the pool.



SPECIAL EVENTS & MOUs

by Christine Mabry

Upcoming Special Events:

- **September 8** – Dive-In Movie “LEGO Batman” @ Joe Wilson Pool
- **September 16** – 16th September Parade & Celebration (South Side Community Organization) @ Lincoln Park
- **September 22** – Last Day of Summer Rec Swim Night @ Joe Wilson Pool
- **September 23** – TCCA Downtown Tracy Wine Stroll
- **October 7** – Chest of Hope L.O.V.E. Walk and 5K @ Lincoln Park
- **October 11** – Millennium HS Homecoming Parade
- **October 13** – Tracy HS Homecoming Parade
- **October 28** – West HS Cross Country Fun Run