

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, June 6, 2019, 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. Pledge of Allegiance
4. 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.*
5. Approval of Meeting Minutes
 - a. Review and Approve the Regular Meeting Minutes from May 2, 2019
6. Old Business
 - a. Discuss and Provide input regarding the Parks and Recreation 2019 Statewide Grant Application
 - b. Discussion to update goals and assign roles to new Commissioner, Rajdeep Singh
7. New Business
 - a. Receive update on the Sports Field Handbook
8. Items from Staff
 - a. Receive, Discuss, and Accept the 2018-2019 Community Facilities Annual Report
 - b. Receive report on Project Updates
 - c. July 6, 2019 Parks Commission Meeting cancellation
9. Items from the Commission
10. Items from the Audience
11. Adjournment

AGENDA POSTED: May 30, 2019

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 Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
May 2, 2019

1. CALL TO ORDER:

Chair Levoit called the meeting to order at 7:00pm

2. ROLL CALL:

- a. Present: Chair Levoit, Vice Chair Jimenez, and Commissioners Costa, Magana, Miller, and Singh
- b. Absent: Commissioner Leiberg
- c. Staff Present: Brian MacDonald, Parks & Recreation Director; Thomas Watson, City Attorney; Richard Joaquin, Parks Planning and Development Manager; Jolene Jauregui, Recreation Services Supervisor; Thien Nguyen, Recreation Services Supervisor; Justin Geibig, Recreation Coordinator and Christine Mabry, Management Analyst
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by the President of the Tracy Senior Association, Cindy Gustafson.

4. ITEMS FROM THE AUDIENCE:

Cindy Gustafson from the Tracy Seniors Association gave a short presentation on the Tracy Senior Association and what they provide to the 55 year old and up within the community.

5. APPROVAL OF MINUTES FROM THE REGULAR MEETING ON April 4, 2019

ACTION: The motion was made by Commissioner Miller and seconded by Commissioner Costa to approve the Regular Meeting minutes from April 4, 2019. Roll call vote found Commissioners Jimenez, Miller, Magana, Costa, and Chair Levoit all in favor. Commissioner Singh abstained. Motion carried 5:1

6. OLD BUSINESS:

Jolene presented to the commission and update on the Tracy Senior Association and asked for the commission to appoint a commissioner as a representative.

Commission comments and questions followed.

ACTION: Commissioner Miller volunteered to be the representative and Commissioner Costa volunteered to be the alternate from the Commission to the Tracy Senior Association. The motion was made by Chair Levoit and seconded by Commissioner Magana to appoint Commissioner Miller as the representative and Commissioner Costa as the alternate to the Tracy Senior Association. Roll call found all in favor; passed and so ordered.

7. NEW BUSINESS:

- a. Review and Evaluate the Tracy Hills Specific Plan Amendment including Park Naming

Brian MacDonald, Parks & Recreation Director explained the background of the Tracy Hills Project

A representative from the Tracy Hill Project, John Palmer provided the presentation

Commission and audience questions and comments followed

Brian MacDonald, Parks and Recreation Director commented on how the Parks and Recreation department are in support of the 3 names as stated

ACTION: A motion was made by Commissioner Magana to recommend for approval to City Council the 3 Tracy Hills Park names as they were presented to the Commission and Commissioner Costa seconded the motion. Roll call found Commissioner Singh, Jimenez, Costa, Magana and Chair Levoit all in favor. Commissioner Miller opposed. Motion carried 5:1

b. Review and Discuss the Policy for Events in City Parks

Commission and audience questions and comments followed.

Thomas Watson, City Attorney and staff answered questions of the commission and audience.

DISCUSSION: Commissioners stated this is a needed policy and that it is well written. Commissioner Miller supports the policy as written. Brian MacDonald, presented to the Commission and audience the background behind the Policy for Events in City Parks. The policy was taken to council in March and discussed, however, it was the direction of the City Council to bring the policy back to the Parks Commission to get feedback from the Commission and the public and bring the recommendation back to council for approval.

ACTION: It was the recommendation of the Commission to move the Policy as written and present to the City Council for approval. The motion was made by Commissioner Miller and seconded by Commissioner Costa. Roll call found all in favor; passed and so ordered.

c. Review and Provide input on the outlined scheduled for Public Meeting to Discuss the Parks and Recreation 2019 Statewide Grant Application.

Christine Mabry, Management Analyst for Parks and Recreation presented the staff report.

Commission and audience questions and comments followed.

Audience member asked to take inconsideration to maintain the Rose Garden, add more trees and more benches to Lincoln Park.

8. ITEMS FROM STAFF:

a. Justin Geibig, Recreation Coordinator presented the 2018-2019 annual report on Aquatics/Athletics.

Commission comments and questions followed.

9. ITEMS FROM THE COMMISSION:

a. Commissioner Magana asked about visiting parks and if this is one of their goals. She thought it would be a good idea if commission should visit parks more often to get feedback from the public to help propose ideas for future parks.

Brian MacDonald, Parks and Recreation Director suggested to have this as a goal for the 19-20 term, but it is a great idea to get out there. He also suggested to hold a special meeting at a park.

Commissioner Jimenez agreed that if you visit parks and get community feedback, please bring it back to the commission.

Commissioner Magana asked about the Hoyt park water feature. Brian MacDonald explained that it is a mister and it should be on soon. Maintenance staff will turn it on then it will be accessible to the community. There is a button that turns it on.

Commission Magana questions should it be taken to council with the request to change of hours at parks with water feature to date range. Brian MacDonald explained that this is a staff decision and the staff is currently looking at updating and expanding the policy regarding parks with water features. Next month the staff will come with back to commission with updates.

b. Commissioner Miller attended the Public Works Community Outreach on Urban Forestry and stated how well attended this outreach was and made many comments on this meeting.

c. Commissioner Jimenez welcomed New Commissioner Singh. Commissioner Jimenez thanked City Attorney, Thomas Watson for being here at the meeting to clarify any questions regarding the Events Policy and thanked the staff for all their hard work

d. Chair Levoit made mention about commissioner goals so Commissioner Singh can familiarize himself with those tasks.

e. Commissioner Singh thanked Chair Levoit for informing him about the goals. Commissioner Singh thanked the staff for their hard work. Commissioner Singh let commission know he will be unable to attend the June 6th meeting.

f. Chair Levoit had an idea to encourage the community to visit the parks suggested maybe we can create a mailer card with a list of parks so the community can go out and visit different place and then we have a staff member out there to greet them and hand out some goodies.. Chair Levoit stated is was great day as it was National Day of Prayer. Chair Levoit mentioned the Latin Block Party is tomorrow night, May 3

10. ITEMS FROM THE AUDIENCE:

None.

11. ADJOURNMENT:

Time of Adjournment: 9:33pm

ACTION: The motion was made by Chair Levoit seconded by Commissioner Miller to adjourn at the said time of 9:33p.m. Roll call found all in favor, passed and so ordered

The above agenda was posted at Tracy City Hall on April 25, 2019. The above are action minutes. A recording is available at the Parks and Recreation Department.

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
June 6, 2019

AGENDA ITEM: 6.A

REQUEST

**RECEIVE STAFF UPDATE ON SPP GRANT COMMUNITY OUTREACH AND
RECEIVE ADDITIONAL PUBLIC COMMENT ON REVITALIZATION OF LINCOLN
PARK**

EXECUTIVE SUMMARY

City staff has been gathering community feedback regarding the revitalization of Lincoln Park through community outreach and stakeholder meetings and through a community survey. Staff has compiled data for the Commission's review and is requesting that the Commission review the community's suggestions to date, receive additional public comment, and provide direction to staff to proceed with a park conceptual plan for the grant application.

DISCUSSION

The Lincoln Park Revitalization Project was introduced at the May 2, 2019 regular meeting of the Tracy Parks and Community Services Commission. City staff is pursuing a competitive grant application for the revitalization of Lincoln Park through the Statewide Park Development and Community Revitalization Program (SPP). The intent of SPP is to "create new parks and new recreation opportunities in critically underserved communities across California."

Community participation is key to ensuring the grant application package is as complete and competitive as possible. Tracy residents were invited to a series of community outreach meetings to discuss the potential revitalization of Lincoln Park in Tracy.

- Thursday, May 2, 7:00 p.m., Parks and Community Services Commission
- Thursday, May 16, 6:00 p.m., Tracy Library
- Sunday, May 19, 2:00 p.m., Tracy Library
- Monday, June 3, 6:00 p.m., Tracy Library
- Thursday, June 6, 7:00 p.m., Parks and Community Services Commission
(Spanish translation available)

Residents who could not attend one of the public meetings are encouraged to complete a Lincoln Park Revitalization community survey, available through Wednesday, June 12. English and Spanish language surveys are available online at www.cityoftracy.org. Printed surveys in both languages are also available at Tracy City Hall or the Tracy Public Library. Meetings and surveys were publicized in fliers, via press release (English and Spanish), on City social media accounts.

The survey and planned meetings provide opportunities for residents to give feedback regarding park amenities, accessibility, improvements and new features park visitors may want to enjoy in the future.

The information collected at the community meetings and from the surveys -- to date -- demonstrates a general consensus to include the following amenities as the highest priorities in the project:

- New picnic pavilion/BBQ area located near the playground areas
- Additional and/or expanded picnic areas near gazebo and ballfield backstop
- Extended sidewalk to connect backstop to gazebo area in a walking loop
- Upgrade or replace spray pad with recycled water play feature
- Create additional parking for Library and park users
- Improved lighting in the park and Library parking lot
- Mile markers along the walking path
- Seating at the children's playgrounds
- Seating along the walking path, especially in shaded areas
- Designated areas for cooking devices (e.g. commercial BBQs, etc.)
- Designated parking for food trucks near picnic area(s)
- Revitalize the Rose Garden (e.g., add pollinator garden, nature education opportunities, etc.)

Other ideas that were presented by the public include:

- Exercise circuit equipment along perimeter of walking path
- Upgrade or expand the restroom facilities
- Additional bike racks in park to encourage biking to park
- Replace some grass turf with low-mow, drought-tolerant, low-water vegetation, e.g. around tree bases
- Plant more trees in the park
- Disguise or improve facades of well buildings
- Enclosed, outdoor activity space on the back side of the Library

Following the close date, staff will compile of information from the community surveys to include with the public meetings. Staff will then create a conceptual drawing of the park project and determine which amenities identified by the public (1) will support the most competitive grant application, and (2) can realistically be designed, installed, and be in use by May 2022, per the grant requirements.

RECOMMENDATION

That the Parks and Community Services Commission receive the staff update on SPP Grant Community Outreach, and receive additional public comment on revitalization of Lincoln Park.

Prepared by: Christine Mabry, Management Analyst I

Reviewed by: Thien Nguyen, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Department Director

ATTACHMENTS

- A – Lincoln Park Aerial Diagram
- B – Lincoln Park Revitalization Community Survey (English)

LINCOLN PARK REVITALIZATION PROJECT



E EATON AVENUE

PARKING

PARKING LOT

DEMOLISHED PICNIC AREA

PLAYGROUND

ROSE GARDEN

REST ROOMS
SPLASH PAD

TRACY LIBRARY

GAZEBO

PASSIVE PLAY AREA

BACK STOP

HOLLY DRIVE

EAST STREET



Lincoln Park Revitalization Community Survey

City of Tracy Parks & Recreation staff is soliciting community feedback in preparation to submit a state-wide, competitive grant application to revitalize Lincoln Park – located on Eaton Ave., between East Ave. and Holly Drive – with new and updated recreation features and amenities.

The Statewide Park Development and Community Revitalization Program (SPP) is the largest park-related grant program in California's history, funded with over \$1 billion by voters through the 2018 Proposition 68 and 2006 Proposition 84 Bond Acts. The intent of the current round of the SPP grant program is to "create new parks and new recreation opportunities in critically underserved communities across California."

This survey is available in online and hard copy version, in both English and Spanish. The survey will be open beginning Wednesday, May 22 through Wednesday, June 12, 2019.

Please complete this brief survey telling us about your vision for Lincoln Park.

* 1. Please indicate the age range(s) of yourself, and of family members in your household, if applicable (check all that apply).

- 0 to 5 years
- 6 to 12 years
- 13 to 17 years
- 18 to 29 years
- 30 to 49 years
- 50 to 64 years
- 65 years and older

* 2. What is the approximate distance from your residence to Lincoln Park?

- 0-2 blocks
- 3-5 blocks
- 1 mile
- 5 miles
- More than 5 miles

* 3. How often do you/your family use Lincoln Park?

- Once a week
- A few times a week
- Once a month
- A few times a month
- Once a year
- A few times a year
- Never

* 4. How do you/your family currently use Lincoln Park? (check all that apply)

- Community events (4th of July, Juneteenth, 16th September, etc.)
- Child field sport
- Dog walking
- Other recreation in field/grass area
- Family/friends gathering at picnic/BBQ area
- Playground
- Splash pad
- Visit the Tracy Library
- Walking/Jogging
- Don't use the park
- Other (please specify)

* 5. What CURRENT amenities in Lincoln Park would you like to see upgraded or improved? (check all that apply)

- ADA-accessible parking
- Ballfield and backstop
- Gazebo
- Library Parking Lot
- Park irrigation
- Park restrooms
- Parking lot lighting
- Path lighting
- Pedestrian walkways/sidewalks
- Picnic/BBQ area
- Playgrounds
- Rose garden
- Splash pad
- Tree care
- Walking/jogging path
- Water fountains
- None of the above
- Other (please specify)

* 6. For the CURRENT amenities you selected in question 5 above, explain WHY you would like to see these Lincoln Park amenities upgraded or improved:

* 7. What NEW recreation features or amenities would you be likely to use if added to Lincoln Park? (check all that apply)

- Completed sidewalk loop/walking/jogging path
- Designated food vendor area
- Exercise equipment
- Park benches
- Picnic and BBQ area
- Upgraded lighting
- Other (please specify)

* 8. For the NEW features/amenities you selected in question 7 above, explain WHY you would like to see those amenities added to Lincoln Park:

* 9. Please let us know any additional comments and suggestions to revitalize Lincoln Park (optional)

Thank you for taking the time to fill out this survey. Citizen participation is vital to creating a vibrant and successful community, and we appreciate your willingness to participate.

Tracy Parks and Community Services Commission

Updated: May 28, 2019

PARKS COMMISSION GOALS ~ FISCAL YEAR 2018-19

Goal		Objective		Tasks	Timeline	Assignment/ Subcommittee	Status	
1.	COMMUNITY OUTREACH Look for 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	1.A.	Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1	Attend monthly meetings & report back to Commission	Monthly meetings	Jimenez Alt: Miller	
		1.B.	Ensure representation with the Tracy Senior Association	1.B.1	Attend monthly meetings & report back to Commission	Monthly meetings	Miller	
		1.C.	Public outreach at community events twice per year	1.C.1	Attend Farmers Market	Twice per year	Lieberg & Levoit	
				1.C.2	Attend Block Party	Twice per year	Magaña	
				1.C.3	Attend Blues, Brews & BBQ	September	Magaña	
		1.D.	Public outreach to senior community	1.D.1	Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	Annually in November	All Commissioners	
		1.E.	Increase communications with local school districts	1.E.1	Attend monthly meetings & report back to Commission	Monthly meetings	Costa	
				1.E.2	Attend City/School Liason meetings and report back to Commission	Quarterly meetings	Levoit Alt: Lieberg	
2.	PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A.	Sponsor and Support the Revitalization of the Rollin' Rec Program	2.A.1	Attend a Rollin' Rec Event	Twice per year	All Commissioners	
				2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Magaña	
				2.A.3	Develop a survey to get feedback on the program	TBD	Magaña	
PARKING LOT:		Programming for Multi-Generational Recreation Center						

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 6, 2019

AGENDA ITEM 7.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. After said discussions, staff will present the final Handbook for final feedback at a future Commission meeting.

DISCUSSION

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.

From 2015-2018 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 2019, the Parks and Community Services Commission will provide initial review and input to staff prior to the pre-allocation meetings for sports user groups. This year, staff has solicited feedback from the sports user groups prior to presenting to Commission as there have been recommendations to change some of the timelines in the Handbook. Finally, staff will return to the Commission at its August 1, 2019, regular meeting for final review and approval of the 2020 Sports Field Reservation Handbook.

Some of the proposed updates to the 2020 Handbook include:

1. Adding limitations on initial allocations of fields to sport organizations on pg. 4

This recommendation from staff is in response to feedback of smaller and new organizations to the City of Tracy not having an opportunity to use fields

2. Adding guidelines on tournament allocations at Legacy Fields in anticipation of fields lights in 2020 on pg. 4
3. Clarifying how City Staff verifies Non-Profit and Business status on pg. 6
4. Expanding the requirements for "Rosters" submitted by user groups pg. 8

This recommendation from staff is to better audit and verify rosters from organizations to allow staff the most accurate information possible when assigning priority classifications

5. Update the January-June Allocation Application deadline to September 30

This recommendation from staff is from strong user group feedback to have applications and field assignments completed earlier assisting in organizations being able to plan and market their upcoming Spring season and tournaments.

Overall, the user groups continue to respond positively to the Sports Fields 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: 2020 DRAFT

Prepared by: Christine Mabry, Management Analyst I

Reviewed by: Thien Nguyen, Recreation Service Supervisor

Reviewed by: Brian MacDonald, Parks and Recreation Director

CITY OF TRACY

Sports Field Reservation Handbook

2020 Allocation Year
Finalized _____ (August 1, 2019)



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

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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

City website: 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
Facility Attendant (Legacy Fields): (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 an Authorized Agent listed on the City's field rental account will be allowed to book fields for their affiliated organization or request changes to organization's permit(s). Organizations are allowed up to five (5) authorized agents. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification, the City of Tracy will consider the following factors when allocating fields: percentage of Tracy residents in the organization, size of the organization, number of field hours requested, returning events/ tournaments, and performance history.
- During initial allocations, fields will be assigned to organizations by size of rosters as a total percentage of all groups within the classification group, not to exceed 60% of all available hours and/or fields at a single complex
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the sports park. Reservations or events that have a history of issues may be required to provide additional security at the expense of the applicant prior to approval.
- All first-come, first-served field reservations requests and all field prep requests must be submitted and paid for a minimum of five (5) business days in advance AND by 12:00 noon on the Monday prior to the rental. Permit changes (different from field requests) must be submitted by 6:00 PM, Monday to be processed by 12:00 noon, Wednesday of the week. 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.**

Tournaments Allocations & Scheduling

- Tournaments or events that have been occurring on a specific date or weekend that are rooted in historical significance (i.e hosted for multiple years) will be given priority; the dates and tournament rental request must still be submitted in writing during the allocation period.
- For Legacy Fields, in season priority will be given to local team's weekend games while tournaments will be given priority for secondary use (i.e. Baseball tournaments will have priority July-Dec)

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 30 days in advance, and approved activities must be listed on the Facility Use Permit (see **Special Permits & Requests**).

City of Tracy Sports Field Reservation Handbook: 2019 Allocation Year

- Use of Placencia Fields, Legacy Fields, and Tracy Sports Complex is **by permit only**. No drop-in use is permitted.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.
- The Facility Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.
- Reservations may not be transferred, assigned, or sublet.

Weekly Reservation/Field Prep Processing Schedule

*Please note: Requests, Changes, and Field Prep must be submitted at least five (5) business days in advance

First Come - First Serve Field Request	Noon	Monday
Field Prep Requests	Noon	Monday
Request for Permit Changes	6:00 PM	Monday
New Field Requests that are Approved are Published	Noon	Wednesday
Field Prep Schedule Published	Noon	Wednesday
Permit Changes that are Approved and sent to requestor		As processed

Field Allocation Priority Classification

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

- A. City-sponsored or co-sponsored events and programs, including City recreational programs or leagues
- B. Organizations comprised of at least 80% Tracy residents
 - 1. Youth non-profit
 - 2. Youth commercial
 - 3. Adult non-profit
 - 4. Adult commercial
- C. Organizations comprised of less than 80% Tracy residents
 - 1. Youth non-profit
 - 2. Youth commercial
 - 3. Adult non-profit
 - 4. Adult commercial
- D. General public (private individuals)

Please note, if all things are considered equal, special consideration will be given to organizations with historical significance to the City of Tracy and organization’s past performance history.

“Commercial” use shall be defined as “Any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations excluded.”

GENERAL RULES/SCHEDULING, CONT’D

In-Season Priority Schedule

City of Tracy Sports Field Reservation Handbook: 2019 Allocation Year

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 and Business 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 also demonstrate its business status. The following websites will be checked to confirm:

Federal Tax Exempt Status: 501(c)(3)

1. Go to <https://apps.irs.gov/app/eos/>
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

Department of Justice, State of California: Entity Status

1. Go to https://www.ftb.ca.gov/online/self_serve_entity_status_letter/index.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

Secretary of State, State of California

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

6. Print the page and attach to application packet.

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GENERAL RULES/SCHEDULING, CONT'D

Verification of Tracy Residency

Residency percentages will be established using rosters from the most current or prior season. Rosters must be submitted as sortable spreadsheets, i.e Microsoft Excel. Organizations or individuals that do not have rosters from the previous season will initially be assigned to Group D or E (they will then be re-prioritized by priority classification). Rosters must be submitted with the initial field request and must include the head coach's full name, home address, email address, phone number, and each youth participant's full name, gender, birthdate, home address, and phone number.

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 30 days prior to the start of the tournament/camp/clinic will receive a full credit of rental fees. Any cancellations requested less than 30 business days in advance will not receive any credit of fees.

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

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, 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. Please remember to include map of planned field lining/subdivisions with dimensions for EACH field requested.**

Date	Process
June 6, 2019	<ul style="list-style-type: none"> • First review of Handbook revisions by Parks & Community Services Commission.
July 1, 2019	<ul style="list-style-type: none"> • Staff sends email invitation to Field User Group Meeting to current user groups with: Handbook draft, application, and timeline. • Information is posted on the City website for new users interested in applying.
Baseball/Softball/Football: July 22, 2019 Soccer/Cricket/Ultimeate: July 23, 2019	<p>Field User Group Allocation Meetings</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.
August 1, 2019	<ul style="list-style-type: none"> • Final review and approval of Handbook by Parks & Community Services Commission.
January-June Allocations	
September 30, 2019	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2020. (Late submittals forfeit priority.)
October 2019	<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 January-June permits.
November 2019	<ul style="list-style-type: none"> • Staff issues final schedule for permits January-June. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and all field deposits, plus proof of insurance.
July-December Allocations	
March 30, 2020	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2020	<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.
May 2020	<ul style="list-style-type: none"> • Staff issues final schedule for permits July-December. • Each user group that accepts the schedule and associated fees will receive a Facility Use Permit upon submittal of payment of permit application fee and field deposits, plus proof of insurance.

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 at the same location.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Sports Field Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code (TMC 4.16.090).
- Applicants have the right to appeal a permit denial or cancellation (see **Measures to Ensure Adherence to Policy**).

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

- Permit Application Fee, Damage Deposit and Bases Deposit (if applicable) are due upon submittal of Facility Rental Application.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organization. Checks must be issued by the associated organization.
- Tournament payments are due 30 days prior to the tournament start date.
- Lighting, fencing and field prep fees are due no later than 5 business days prior to the scheduled practice, game, or tournament start date.
- The following payment plan options for field rental fees are available:
 - *Month-to-Month Payments:* Renters also have the option of paying their monthly balance in-person via cash, check or credit.
 - *Payment in Full/ Bulk Payment:* Renters may pay for their rentals in full, or issue a bulk payment to their account which will be charged against until the balance is exhausted. A field use permit will only be issued for the rentals that the payment balance can cover.
- Organizations approved for a monthly payment plan will find payment plan due dates and monthly totals at the bottom of their facility use permit. Organizations are responsible for ensuring monthly payments are made by the 15th of each month.
- **IMPORTANT: Late payments will result in consequences up to and including cancellation of the current permit and/or loss of priority for the following allocation year.**

SPORTS FIELD USER FEES (Adopted July 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 on or around 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*	\$250 per application	\$250 per application
Fencing Fee	\$112 per field/per day	\$112 per field/per day
Gate Fee (if charging admission)	\$104 per day	\$104 per day
On-site Staffing Fee	\$28/hour	\$28/hour
Vehicle Access Pass	\$10/per vehicle/per season	\$10 per vehicle/per event
Portapotty Fee**	As billed by vendor	As billed by vendor
Dumpster Rental/Disposal Fees**	As billed by vendor	As billed by vendor
Traffic & Parking Control	Actual costs (to be determined by Director)	Actual costs (to be determined by Director)

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

** May be pro-rated and shared by facility user groups.

Field Use Fees

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

User Group	Practice/Game Fees	Light Fee	Tournament Fees	Tournament Light Fee
Non-Profit Youth	\$10/hour	\$8/hour	\$90 per field/per day	\$8 per field/per hour
Non-Profit Adult	\$16/hour	\$11/hour	\$120 per field/per day	\$11 per field/per hour
Private	\$29/hour	\$13/hour	\$232 per field/per day	\$11 per field/per hour
Commercial	\$40/hour	\$20/hour	\$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	\$72 per field/per day	\$8 per field/per hour
Non-Profit Adult	\$12/hour	\$11/hour	\$108 per field/per day	\$11 per field/per hour
Private	\$23/hour	\$13/hour	\$207 per field/per day	\$11 per field/per hour
Commercial	\$32/hour	\$20/hour	\$288 per field/per day	\$11 per field/per hour

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$6 per field	\$16 per field	\$44 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, an authorized agent also known as a league contact, is required to provide a letter on letterhead from the agency or organization specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory. The Authorized Agent shall be the single point of contact for City staff. Organizations are allowed up to five (5) authorized agents per organization.

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 at 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 Pg. 14*

The following conditions have been agreed upon by current soccer user groups for the lining of soccer fields and shall be enforced unless an alternative has been specifically approved in writing by the Director:

- 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 3:00 pm on weekdays or when other teams are playing on fields.

Please note: failure to comply with established guidelines may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use

Field Preparation Requests – Baseball/Softball

Requests to have City staff line and/or prep baseball/softball fields for games or tournaments must be received by 12:00 noon on the Monday prior to the reservation with a minimum of five (5) business days' notice. Field maintenance personnel are not available unless previously requested. If field maintenance is requested, ample time must be provided between games for servicing of the fields. Staggered start times for games are required to assure that your maintenance needs are met. Participants are not allowed on the fields until all prep work is complete and equipment is removed.

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 will be provided at Legacy Fields in 2019, and *no outside food and drink* is permitted at these facilities unless specifically designated in writing by City staff.

Field Maintenance/Closure

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

Following Good Neighbor Policy and respecting residential spaces and the community surrounding sport fields, the following hours of use have been established for all sport fields:

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

Softball and baseball games may be scheduled Sunday through Saturday from 9:00 am until 10:00 pm. 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.

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

Notice of Non-Use of Field/Releasing Fields

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

Pets & Leashed Animals

Animals must be leashed at all times at City parks and sports fields. Animals may not access fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, parkways, trails or other public areas. No farm animals as defined by the Tracy Municipal Code are allowed at any park or sports field as regulated by TMC 4.16.180.

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*). If a field is closed due to weather, credit for field closures will be applied the following month to organizations account based on the Field Closure Calendar.

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 pg. 12**

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

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 and/or impact future organization allocation or scheduling requests. Police enforcement will be called upon should any individuals or groups engage in verbal or physical violence.

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood especially after 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, please call 911. The Tracy Police can also be reached through Tracy Police Department Dispatch, (209) 831-4552.

Parking and Parking Enforcement

It is the renter's responsibility to communicate directions, traffic control, and parking instructions to City Staff and all users and guest. Parking regulations from the Tracy Municipal Code, TMC 3.08 Article 9 are applicable to all Sport Fields. Failure of renter to communicate and manage site parking may result in relocation of fields, suspension of field use, revocation of permit, and/or suspension of organization from City field use.

Decorations and Signage

All decorations and signage must adhere to standards set forth in the Tracy Municipal Code Article 35: Signs. No decorations or signage will be allowed that damage or discolor the facility or grounds. Any special decorations, activities, or amenities must have written approval of the Parks & Recreation Department. Any decorations or signage must be removed each day as noted on the renter's permit unless written permission is granted from the Parks & Recreation Department.

SPECIAL PERMITS & REQUESTS

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

Audio/Visual Equipment

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

Barbecues

The use of barbecues is permitted at sport tournaments but must be requested in writing and added to the Facility Use Permit for all other park/field rentals. All barbecues and/or cooking on site must be approved by Fire Inspection and/or County Health if vending or serving to the public.

Barbecues must also be in an approved designated area at least twenty feet from the nearest tent and supervised at all times to prevent injury to bystanders. Use of barbecues at the Tracy Sports Complex is only permitted in the picnic area located in the northwest corner of the complex. Use of barbecues at Legacy Fields is only permitted in specific designated areas. Please contact Community Facilities for more information (209) 831-6200.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Users interested in selling merchandise items at a City park or facility, or food and beverage at facilities where no concessions is provided, 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 pg. 17**

At the Tracy Sports Complex and Legacy Fields, 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 for Concession/Vending Services. No additional selling of any kind or providing of food and beverages within the Tracy Sports Complex **or Legacy Fields** 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

SPECIAL PERMITS & REQUESTS, CONT'D

the permit. Additional fencing may not be placed at the baseball/softball diamonds at the Tracy Sports Complex or Legacy Fields.

Gate Access

Access to the gated areas at Placencia Fields and Legacy Fields will be opened 15 minutes prior to permit start time, as a courtesy. Contact the Community Facilities staff for gate access at other times (storage access, etc.).

Parking & Overnight Policy

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

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

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.

Tents and Canopies

The use of tents and canopies is permitted at sports tournaments. Per the California Fire Code, no more than seven (7) 10' by 10' tents may be placed adjacent to one another. Please ensure all Fire and Building Code regulations are followed when used.

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 pg. 16**

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.***

Field Schedule & Use

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

First Aid/Medical Station

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

Garbage

Any event hosting twenty-four (24) or more teams will be required to pay for an additional dumpster to be placed at the sport fields (i.e Tracy Sports Complex). 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

ADDITIONAL TOURNAMENT & SPECIAL EVENT REQUIREMENTS, CONT'D,

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.

Picnic Area, Tracy Sports Complex/Legacy Fields

Tournament hosts are required to patrol and maintain cleanliness at the picnic area at the Tracy Sports Complex/Legacy Fields

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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 upcoming allocation period(s)
- Suspension of rental privileges for three months
- Loss of priority classification for the upcoming calendar year
- Permanent suspension

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

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

Appealing Denial or Cancellation of Permit

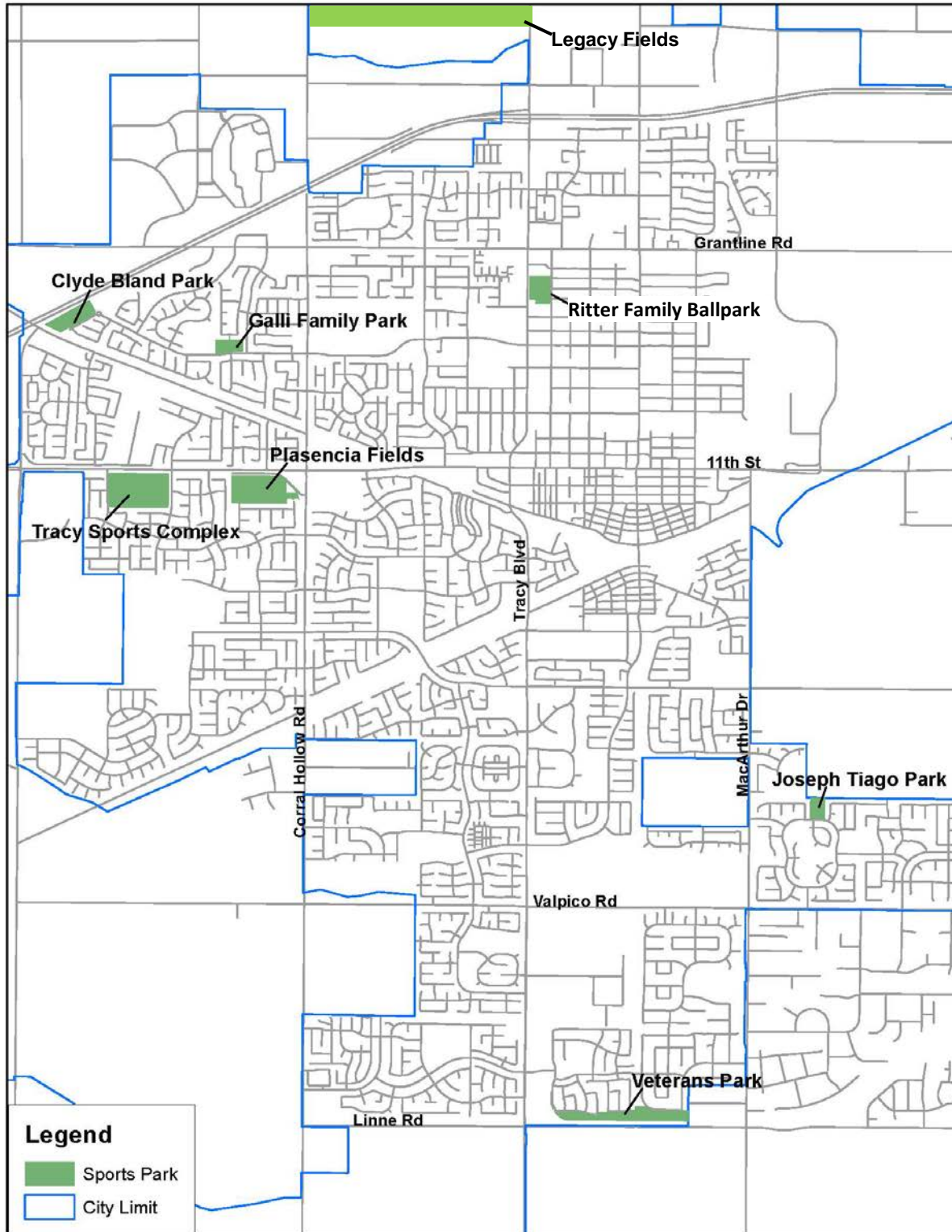
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating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

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

CITY SPORTS FACILITIES CHART

FACILITY	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.	<ul style="list-style-type: none"> • 2 baseball/ softball diamonds • No lighting available 	Yes	Yes	No	60' Baseball is limited to ages 12 and under
Ritter Family Ballpark (formerly Tracy Ball Park) 2100 N. Tracy Blvd.	<ul style="list-style-type: none"> • 2 baseball/softball diamonds • 2 large outfields • Lighting available for ball diamonds 	Yes	Yes	Yes	North Diamond: 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 sport use • Lighting available for ball diamond only 	Yes	Yes	No	60', 65' Baseball is limited to ages 12 and under
PREMIER FIELDS					
Legacy Fields 4901 N. Tracy Blvd <i>Use by Permit Only</i>	<ul style="list-style-type: none"> • 5 baseball/ softball diamonds • 8 soccer fields • Lighting available by 2020 	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 (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 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
June 6, 2019**

AGENDA ITEM 8.A

REQUEST

RECEIVE COMMUNITY FACILITIES DIVISION ANNUAL REPORT

EXECUTIVE SUMMARY

Each year the Community Facilities Division of the Parks and Recreation Department presents an annual report to Parks and Community Services Commission.

DISCUSSION

The Community Facilities Division is responsible for a variety of facilities-related operations within the City:

- Rental of City parks, buildings, and sports fields;
- Coordination of special event permit requests for use of City parks and public right-of-way that require review and approval by multiple City departments;
- Development and execution of legal agreements between the City and local nonprofits that contain facility use components; and
- Development and execution of vendor contracts to operate concession stands located in City facilities.

The report provides an overview of Community Facilities Division operational items, staffing updates, rental highlights, and legal agreements for calendar year 2018, as well as a list of upcoming summer and early fall special events that are open to the public.

RECOMMENDATION

That the Parks and Community Services Commission receive the Community Facilities Division Annual Report.

Prepared by: Christine Mabry, Management Analyst I
Thien Nguyen, Recreation Services Supervisor

Approved by: Brian MacDonald, Parks & Recreation Director

ATTACHMENTS

Attachment A – Community Facilities Division Annual Report

COMMUNITY FACILITIES DIVISION ANNUAL UPDATE

OPERATIONAL UPDATES

by Thien Nguyen

The Community Facilities Division is continuously working on improving operations of the Division by updating practices, and policies and procedures, to deliver service to the community.

The Community Facilities Division is currently working to update the Sports Field Reservation Handbook after hosting meetings with user groups in April 2019.

Reservations at Legacy Fields expanded this past year to include the operations of Soccer Field 3 and 4 and the opening of Western Ballfield 1.

STAFFING UPDATES

by Thien Nguyen

The Community Facilities Division now operates a Front Desk Unit consisting of a Clerical staff member, Facility Attendant, and 2 Recreation Leader II staff. This unit is able to accept both class registrations and facility reservations, as well as serve as an information desk for the Parks & Recreation Department.

This year we also welcome a new Administrative Assistant II, Grace Strmiska, who filled the position vacancy in February 2019.

2018 RENTAL HIGHLIGHTS

by Christine Mabry

Staff

- 1 Recreation Services Supervisor
- 1 Management Analyst I
- 1 Recreation Coordinator I
- 1 Administrative Assistant II
- 17 part-time staff: 14 Facility Attendants (3 vacant), 1 clerical, 2 Recreation Leader II (1 vacant)

Facilities

- Clyde Bland Park (1 ball field/soccer)
- Galli Family Park (1 ball field)
- Legacy Fields (8 soccer fields, 5 ball fields)
- Plasencia Fields (5 soccer fields)
- Tiago Park (2 ball fields/soccer)
- Tracy Ball Park with lights (2 ball fields/soccer/football)
- Tracy Civic Center (2 meeting rooms, Council Chambers, lobby)
- Tracy Community Center (1 banquet hall with kitchen, 2 meeting rooms)
- Tracy Sports Complex with lights (4 soccer fields, 4 ball fields, 1 meeting room)
- Tracy Transit Station (3 meeting rooms, lobby)
- Veterans Park with lights (1 ball field/soccer)
- 12 park & picnic areas
- Mobile Stage

2018 Rental Highlights

- 648 facility use and special event permits issued.
- 53 different organizations rented sports fields
- Approximately 75 special event applications were routed for review by multiple City departments as part of the special event review process
- Generated \$172,500 in program revenues (\$106,100 sports fields, \$15,000 parks, \$47,300 buildings, \$1,400 mobile stage, \$2,700 concessions)
- Executed over \$20,400 in facility use fee waivers for MOUs and MCYSN grants.

2018 Agreements

New Agreements

- American Legion License Agreement
- Humphreys University MOU
- NorCal Concessions (dba MVP Café) Professional Services Agreement – Concessionaire Services @ Legacy Fields

Renewed Agreements

- CSU Stanislaus University MOU
- Notre Dame de Namur University MOU
- Tracy Friends for Parks, Recreation and Community Services Foundation MOU

UPCOMING SPECIAL EVENTS

by Christine Mabry

- **June 7** – Dive-In Movie @ Joe Wilson Pool: *Ralph Breaks the Internet*
- **June 8** – Juneteenth Cultural Celebration (Tracy African American Association)
- **June 14** – Downtown Block Party, Country “Brewers Grade”
- **June 15** – Tracy Airport 90th Anniversary
- **June 20** – World’s Largest Swim Lesson®
- **June 21** – Downtown Tracy Artwalk (Cultural Arts Division)
- **June 28** – Movies on the Plaza, *Hotel Transylvania 3*
- **July 4** – 4th of July Parade & Day in the Park (Tracy Chamber of Commerce)
- **July 9** – Downtown Tracy Artwalk (Cultural Arts Division)
- **July 12** – Downtown Block Party, Rock “Rockology”
- **July 13** – E-Waste Event @ Boyd Service Center, Gate 1 (Public Works Department)
- **July 16** – McDonald Park Splash Pad Ribbon Cutting and Rollin Rec
- **July 19** – Teen Night & Pool Party @ Joe Wilson Pool
- **July 26** – Movies on the Plaza, *Incredibles 2*
- **August 6** – National Night Out (Tracy Police Department)
- **August 9** – Downtown Block Party, 80s Hits “Cover me Badd”
- **August 23** – Movies on the Plaza, *Spiderman: Into the Spiderverse* and Rollin Rec
- **September 6** – Dive-In Movie @ Joe Wilson Pool, *LEGO Movie 2*
- **September 7** – Blues, Brews & BBQ