

PARKS AND COMMUNITY SERVICES COMMISSION

NOTICE OF REGULAR MEETING

Pursuant to Section 54956 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, August 6, 2020 @ 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall, 333 Civic Center Plaza, Tracy

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

RESIDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE REMOTELY AT THE AUGUST 6, 2020 MEETING

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

Remote Access to City of Tracy Council Meeting:

In accordance with the guidelines provided in Executive Order N-29-20 on social distancing measures, the City of Tracy will allow for remote participation at the upcoming Parks Community Services Commission Meeting on Thursday, August 6, 2020.

Remote Public Comment:

*Public comment via email **will only be accepted for agenda items before the start of the Parks Commission meeting at 7:00 p.m.** Please send an email to publiccomment@cityoftracy.org - identify the item you wish to comment on in your email's subject line*

During the upcoming Parks Commission Regular Meeting, public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Phone** by dialing (209) 831-6010, or
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number:** 126 698 5268 and **Event Password:** Parks
 - **If you would like to participate in the public comment anonymously**, you may submit your comment via phone or in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.

- *Protocols for submitting comments by **phone**:*
 - *If you wish to discuss an item under "New Business" identify the item when calling in. All requests to discuss an item under "New Business" must be submitted before the Chair announces that the time to submit such a request has expired.*

- *Identify the item you wish to comment on to staff when calling in. Comments received by phone will be accepted for the “Items from the Audience” portions of the agenda.*
- *Comments received by phone for the “Items from the Audience” portion of the agenda must be received by the time the Chair opens that portion of the agenda for discussion.*
- **Protocols for commenting via WebEx:**
 - *If you wish to comment on “New Business” or “Items from the Audience” portions of the agenda:*
 - *Listen for the Chair to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for “New Business” or “Items from the Audience” portions of the agenda will be accepted until the public comment for that item is closed.*
- **The total allotted time for public comment will be as follows:**
 - **New Business: 5 minutes**
 - **Items from the Audience: 5 minutes**

Comments received by publiccomment@cityoftracy.org, phone call, or on Webex outside of the comment periods outlined above will not be included in the record.

Full copies of the agenda are available on the City’s website: www.ci.tracy.ca.us

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during “Items from the Audience/Public Comment”. For non-agendized items, Parks and Community Services Commissioners may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Parks and Community Services Commission.*
5. Approval of Meeting Minutes
 - a. Review and Approve the Regular Meeting Minutes from March 5, 2020
 - b. Review and Approve the Special Meeting Minutes from May 28, 2020
6. New Business
 - a. **REVIEW AND ACCEPT CHANGES TO THE 2021 CITY OF TRACY SPORTS FIELD HANDBOOK**
 - b. **ELECT PARKS AND COMMUNITY SERVICES COMMISSION CHAIR AND VICE CHAIR FOR FISCAL YEAR 20-21**

7. Parks and Recreation Director Report (Verbal Report)
 - a. CIP Project Updates
 - Aquatics Center
 - Legacy Field
 - MultiGen Center
 - b. Non CIP Project Update
 - Skate Parks
 - Disc Golf
 - BMX Course
 - Cameras in the Park
 - Nature Park
8. Items from Commission
9. Items from the Audience
10. Adjournment to next Regular Meeting: **TBD**

Posted: JULY 29, 2020

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

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
March 5, 2020

1. CALL TO ORDER:

Vice Chair Leiberg called the meeting to order at 7:00 p.m.

2. ROLL CALL:

- a. Present: Vice Chair Leiberg, and Commissioners Costa, Jimenez, Krogh, Magana
- b. Absent: Chair Miller and Commissioner Singh
- c. Staff Present: Brian MacDonald, Parks & Recreation Director; Richard Joaquin, Parks Planning and Development Manager, Jolene Jauregui, Recreation Services Supervisor, and Amanda Jensen, Recreation Coordinator
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Jimenez

4. ITEMS FROM THE AUDIENCE:

Tim Silva, Tracy, Ca. spoke about how he is a huge advocate of disc golf and how back in 2008 when Legacy Fields was in discussion, he provided to City Council a blue print on how to develop and run a golf course. He came back a few years later to Parks Commission and it was discussed that disc golf was a priority. Mr. Silva stated he has a copy that was presented to City Council in 2008 and if you would like one, he will present it to the City and they can provide it. Mr. Silva stated he has assembled a great team to get this rolling. This is a two part phases: 1) he would like to see a championship course go out at Legacy and has been in contact with City staff. He stated he has a group that will design and run the course. 2.) Parks need to put in satellite courses – little 9 hole course. Delta Wind Jammers will partner with Mr. Silva to bring this to fruition.

Mr. Silva feels that putting disc golf in our parks, will bring the community back to our parks.

Commissioner Jimenez asked Mr. Silva if Director MacDonald had a copy of the letter that was presented to council in 2008. Mr. MacDonald stated no. Commissioner Jimenez requested that Mr. Silva get a copy of that letter to Mr. MacDonald.

Commissioner Jimenez asked for a motion that the staff add discussion of disc golf to the next Parks Commission agenda. Commissioner Magana seconded the motion. Roll call found all in favor.

Conrad Levoit, 241 East 10th Street supported everything that Mr. Silva spoke on regarding disc golf. Mr. Levoit wants to see this move forward and thanked the Commission for placing this on the next agenda. He spoke about a Facebook page called Tracy Ca Disc Golf. He sent a big thanks to the City of Tracy regarding the NEW monthly newsletter. This way the community is informed and the City is transparent.

Mr. Levoit brought up the cameras in City Parks. He submitted a letter to staff and the commission that was dated back on May 11, 2017 which states the findings of the cameras in parks and where we were at as well as the needs and the wants of the

community. He would like this to be reconsidered. He spoke on the Nature Park and hopes to see the happen

5. APPROVAL OF MINUTES FROM

a. Review and Approve the Regular Meeting Minutes from February 6, 2020

ACTION: A motion was made by Commissioner Costa to approve the February 6th meeting minutes with the amendment to item 8a paragraph 6 to state that Commissioner Jimenez asked that item 3.B verbiage to change as well as amend item 9 paragraph 9 to state that Mr. Levoit patrols the parks in Manteca and locks them at night. Motion was seconded by Commissioner Magana. Roll call found Vice Chair Leiberg, and Commissioners Jimenez and Krogh, all in favor. Passed and so ordered as amended.

b. Review and Approve the Special Meeting Minutes from February 7, 2020

ACTION: A motion was made by Commissioner Costa to approve the February 7, 2020 Special Meeting Minutes and seconded by Commissioner Magana. Roll call found Vice Chair Leiberg and Commissioners Krogh all in favor. Commissioners Jimenez abstained. Passed and so ordered.

6. OLD BUSINESS:

None

7. NEW BUSINESS:

a. Review and Provide Input on the Tracy Nature Park Master Plan

Brian MacDonald, Director of Parks and Recreation thanked everyone for coming out to attend the Parks Commission and also thanked the Nature Park Advocates for being here and supporting the Parks Department. Director MacDonald explained how this project came to fruition starting at the Holly Sugar Sports Complex review. Director MacDonald explained how we relocated the park to what is now Legacy Fields through a GSA Land swap which Council approved in May of 2019. Director MacDonald explained that the City has hired WRT to come in and do a Feasibility Study and Concept Master Plan. This was funded through a CIP that was going to explore a South County Regional Park with San Joaquin County who had land to swap with the City, however, this never came to fruition. Therefore, the \$150K was transferred to this project. Brian explained that this is not the final concept, therefore, we would like the community input. We will also do a 2 week open survey for comments and then come back to Parks Commission at a Special Meeting for final approval to City Council.

Director MacDonald also explained that we will be applying for a Prop 68 Grant to help with the funding, however, this is due at the end of March so we have very little time, but the City is working hard to get this application complete.

Director MacDonald turned to the presentation over to Peter Trio, Consultant with WRT

Peter Trio presented the project presentation to the Commission and audience.

Peter Trio introduced John Gibbs, WRT consultant for final words.

Commission comments and questions followed.

Peter Trio, WRT Consultant and Richard Joaquin, Parks Planning and Development Manager answered their questions.

Vice Chair ran a poll of the audience as to who is in favor of the Nature Park and most were in favor with one opposed.

Vice Chair opened the floor to public comment.

Pete Mitracos address the Commission and made a comment that this is excellent work. Mr. Mitracos wanted clarification on the Antenna Farm and the fact that there is a sign that states this is a park. The question is not whether or not we are going to have park but rather how are we going to develop the park. Mr. Mitracos asked, what's the process of getting a timeline?

Brian MacDonald, Parks and Recreation Director answered.

Lisa Roth, 1921 S Willow Creek Drive, Tracy, CA and a founder of the Tracy Nature Park Advocates Group. Lisa is thrilled that WRT and the City Staff are working together on this and has high hopes and sees great potential. As Commissioner Magana has stated that she is interested in seeing a Nature Center, Ms. Roth agrees so we can keep more in touch with our environment and how we interface together. The biggest piece for her was the concept of the Central Valley as an inverted Delta. Our piece of property is unique and like no other in the world. She likes how Legacy Fields and the Nature Park will interface being adjacent to one another. She feels this will bring more of the community to the Nature Park and its experience. An example of a great Nature Center that brings in a lot of visitors would be Turtle Island Nature Center of Redding. AARP has a community challenge for all ages, applications are on a timeframe. Overall, Ms. Roth is thrilled and she would like to give credit to Chair Miller for his post on Next-door that began the process of the Nature Park.

Commissioner questions followed regarding AARP application and the deadline.

Ms. Roth stated she will provide Director MacDonald with the information and the deadline date is in April.

Sarah Bai, Tracy CA is a Tracy High graduate of the class of 2014 and the graduate of Tom Hawkins Elementary. She stated this is an exciting project and to think of 86 acres of what it is today and what it could be as well. Ms. Bai thanked everyone in the room for their hard work. She stated there are some potential concerns that would need to be addressed: 1. The survey is very important as to when it was done and make that information available to the public or City Council for examination 2. Disruption to previous habitat (additional info stated but hard to hear) we know there are insects and habitat life out there and don't lose that in case they are endangered. 3. Local heritage and that we can pay homage to our local heritage. We need to think about Farmer John, the Yokut Indians who were here before us and the one room country school. I hope we can incorporate these into the project as she sees these are missing. 4. The Cost – supports the least expensive option is desirable. There is a lot of potential with community funding and local businesses. 5. Accessibility and exclusion - Need to address the ADA guidelines so no community member is excluded.

We need to also think about the bus system and if we were to make this a bigger project, we need a bus stop there for those with disabilities. We need to incorporate benches so they can sit throughout the park.

Tim Silva, 4th Generation Tracy Resident. Mr. Silva expressed the uniqueness of the valley and zone we live in. This is considered a Mediterranean zone and there are only 6 of them in the world. He stated the one thing that makes this valley so unique other than being a Mediterranean zone is we have 9 of the 10 different soils of the world which make it so conducive to agriculture. The other thing that makes it so valuable is it's the only Mediterranean zone with a reusable water resource which is the Sierra's when it comes down. Mr. Silva expressed that he would like to see native species and plants in this area that are indigenous to the San Joaquin Valley. Elk Grove Regional Park has a blue print of all the indigenous plants and species that are conducive to the valley. If these plants and species are used, it will naturally bring the animals to the park. Mr. Silva supports the Nature Park and he would also like to see nature trails along the water basins.

Mr. Silva addressed Commissioner Costa regarding bike paths. He stated that they are working on their Bike Master Plan and this is a point of interest that they are taking into consideration and he would love to work with the Parks Commission to incorporate this into the plan.

Richard Joaquin, Parks Planning and Development Manager reviewed the next steps with the commission and the community. He explained there will be a two week comment period regarding this presentation that can be found on the City Website and the community can address their comments and concerns to the Parks email address: parks@cityoftracy.org. The comment period will end at 5:00pm on March 19, 2020. These comments will be compiled and reviewed by city staff and presented to WRT to incorporate them in the Master Plan. Once this is completed, we would like to bring this to the Parks Commission for a Special Meeting on March 23rd to accept and make a recommendation to the City Council. If accepted by the Parks Commission this allows city staff to submit the Prop 68 grant application that is due on March 25th. WRT and their consultant LSA will then begin working on the environmental piece that needs to be completed.

Audience questions followed.

Commission discussion occurred regarding Special Parks Commission meeting date and time.

Comments from Director MacDonald followed.

8. ITEMS FROM STAFF

a. Receive Youth and Teens Annual Report

Amanda Jensen, Recreation Coordinator provided the presentation to the Commission.

Commissioner Magana asked a questions regarding the SAFE program and where it is located. Amanda Jensen answered Williams Middle School. Commissioner Magana followed up with the question as to why it is only at one school. Jolene Jauregui, Recreation Services Supervisor answered the question.

b. Receive Senior Comments & Concerns Quarterly Report

Amanda Jensen, Recreation Coordinator provided the presentation to the Commission

No one wished to comment

9. ITEMS FROM PARKS & RECREATION DIRECTOR

- a. Aquatic Center Update- Director MacDonald explained that the City has recently received an updated concept plan from Surland. Surland who is the lead on this project, however, the City can give input and suggestions. We currently have a concept plan, estimate, and another financial analysis in hand that will be reviewed during the next couple of weeks.

Director MacDonald explained that they are looking at early April for a Special Council meeting to the concept plan. In light of the Tracy Press article that some may have seen regarding the DA, we are moving forward with business as usual. At this time, Director MacDonald explained we are awaiting a call with dates and times that Surland is available for the Special Council meeting.

Vice Chair Leiberg asked staff if this is a City Council Special Meeting. Director MacDonald stated yes, Surland is requesting a special meeting so action can be taken.

Vice Chair Leiberg made a comment that this 20 year project has gone on for an extended period of time, but stated at some point there needs to be action taken. He stated that at some point he feels the council needs to say thank you but you have not fulfilled your conditions of this contract and that the City will now complete it.

Commissioner Jimenez agrees with Vice Chair Leiberg. She also made the comment that Surland is selling homes and making money while we wait for Aquatics center and this does not show good faith.

Vice Chair Leiberg opened the floor for public comment.

Sarah Bai, Tracy CA is a Tracy High graduate of the class of 2014 and the graduate of Tom Hawkins Elementary. Sarah commented that maybe we need to explain what action is and not just talking as some feel that talking is action.

10. ITEMS FROM THE COMMISSION:

Commissioner Jimenez noted that in the Tracy Nature Park Master Plan packet there is a memorandum dated September 9, 2019 on page 5. Commissioner Jimenez takes issues regarding the statement that the participants felt Tracy already provides sufficient active recreational programming for children and youth, therefore, did not see a role for this in the nature park. Commissioner Jimenez feel the department has great opportunity to provide classes or assist with the Nature center or for training. She feel that we should allocate funds in the budget for this. Commissioner Jimenez also stated that it is very important to have activities revolved around nature or possibly work with other organization and bring them.

Commissioner Magana questions whether or not we should add the following items to the agenda for constant update as they are always coming up at Commission meetings. Those are: BMX Bike Course, Skate Park, Cameras. Commissioner Leiberg added in addition to disc golf update.

Commissioner Magana made a motion to have a Director's report on an ongoing basis regarding the following topics: 1. skate parks, 2. BMX course, 3. cameras in the park and 4. Disc golf. Vice Chair Leiberg seconded the motion.

Commissioner Magana wanted to verify if the list of parks was updated from the minutes of the last Parks Commission meeting regarding the number of parks that was incorrect 73 vs the 78 we have. Commissioner Magana also questioned whether or not McDonald Park got updated regarding having a water feature.

Richard Joaquin stated he would verify this, however, further explained that 3 of the parks are being built in Tracy Hills therefore they are not reflected on the current list.

Commissioner Magana attended a Rollin Rec and the turnout was really good. There were a lot of activities and came out with a really cool punch card to help promote the kids to attend and then get a prize at the end.

Commissioner Magana asked if we were doing anything for Volunteer Week.

Jolene Jauregui, Recreation Services Program Manager stated that on April 20th is our Volunteer Appreciation Day. Jolene explained that we are partnering with the Earth Day event and encouraging Commission to attend. Saturday, April 25th at Lincoln Park – Rollin Rec will be there as well as a Parks and Recreation booth which we would love to have the Parks and Transportation Commissioners hosting.

Commissioner Magana asked if there is information on what funds the City has for Parks and a budget breakdown.

Richard Joaquin, Parks Planning and Development Manager explained that there is a citywide budget book accessible on the cities website that can be accessed and it will breakdown the budget including the CIP projects.

Commissioner Krogh had a question about what the commission is being asked that the staff bring back to the commission.

Brian MacDonald, Director of Parks and Recreation explained that at our April Commission meeting we will have a CIP discussion that will include the mentioned items above and prioritize them. April 7th there will be a discussion with City Council and this will allow Director MacDonald to have recommendation on priority to discuss with council. The April 7th Council meeting is to discuss the prioritizing of the Aquatics Center, Multi Gen Center, and Legacy Fields. He also wants to be able to discuss with Council the other unfunded priorities and receive direction from the Council. Director MacDonald stated that disc golf will be brought into this discussion as well.

Commissioner Jimenez had a question that followed. Director MacDonald responded.

Comments made by Commissioner Magana and Director MacDonald

Vice Chair Leiberg attended pre meeting for Rollin Rec and provided some feedback. Very informative meeting. Vice Chair Leiberg attended the Rolling Rec at Thoming Park and there were 40 or 50 kids that attended. Vice Chair Leiberg gave a shout out to 3 of his water polo players working the booth.

11. ITEMS FROM THE AUDIENCE:

None

12. ADJOURNMENT:

Time: 9:13pm

ACTION: Commissioner Magana motioned to adjourn the meeting at the said time of 9:13pm and seconded by Commissioner Costa.

The above agenda was posted at Tracy City Hall on February 27, 2020. The above are action minutes. A recording is available at the Parks and Recreation Department.

Brian MacDonald, Staff Liaison

DRAFT

PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING MINUTES
May 28, 2020

1. CALL TO ORDER:

Vice Chair Leiberg called the meeting to order at 7:04pm

2. ROLL CALL:

- a. Present: Chair Miller, Vice Chair Leiberg, and Commissioners Costa, Jimenez, and Krogh
- b. Absent: Commissioner Singh
- c. Tardy: Commissioner Magana
- d. Staff Present: Brian MacDonald, Parks & Recreation Director; Richard Joaquin, Parks Planning and Development Manager, Thien Nguyen, Recreation Services Supervisor and Jolene Jauregui, Recreation Services Program Manager
- e. Recorded By: Andrea Pedigo, Executive Assistant

3. ITEMS FROM THE AUDIENCE:

Sarah Bai, Tracy CA resident stated she hoped to have a clearer understanding of the timeline. It was stated November 2020 until November 2022 and wanted to know what stage we would be at by 2022. Finally, Ms. Bai requested that the funding source be addressed. She would like to know if it will be City, State, or other sources funding this project. She also had concerns regarding library and cultural and historical dimensions of land.

4. NEW BUSINESS

- a. **REVIEW AND APPROVE THE TRACY NATURE PARK MASTER PLAN AND MAKE A RECOMMENDATION TO CITY COUNCIL**

Richard Joaquin, Parks Planning and Development Manager presented the staff report.

Mary Mitracos, Tracy Resident expressed her gratitude to everyone who has worked on this project and stated what an amazing job they have done and what an amazing project this will be. Ms. Mitracos also expressed that she hopes the city pursues the Grant Funding option in order to move the project forward. Ms. Mitracos also hopes that the soil analysis can proceed and not be part of phase O.

Lisa Roth, 1921 S Willow Creek Drive, a Tracy resident and Nature Park Advocate stated how excited she is that we are reaching this next step in the process of creating a Nature Park in Tracy.

Ms. Roth is grateful for the alternative meeting format and appreciates the Commission and the staff in all their efforts at keeping the community involved and able to contribute to the process.

Ms. Roth has included information for grant funding through the Urban Greening Program which was sent to Brian MacDonald, Director of Parks and Recreation. Ms. Roth stated that based on the information she has read, the Nature Park looks to be a prime candidate for this grant based on the requirement listed. She feels the City would be able to achieve their initial phases of 0 & 1 and possibly more should we be approved for the grant.

Ms. Roth encourages the Commission to take opportunity into consideration when making the recommendation to City Council.

Ms. Roth encourages the City Council and staff to take advantage of this opportunity as the deadline to submit is mid-July.

Ms. Roth feels the grant would especially be important to incorporate as part of our communities economic and public health recovery from the stay in place order and the pandemics impact on Tracy.

Ms. Roth expressed to please reach out as the Tracy Nature Park Advocates will assist in any way to help gain points for the grant by writing letters or submitting additional information.

Commission questions and comments followed.

Commissioner Krogh questioned the funding for the project with Prop 68 and if there is a set amount or if it will be determined what we get.

Richard Joaquin answered Commissioner Krogh's question and stated the ask will be approximately 5 million. Mr. Joaquin explained they are looking at other funds through Swenson Hawk Mitigation Fund with \$ 370,000.00 in that fund.

Commissioner Costa and Commissioner Magana in agreement with proposal.

Commissioner Miller expressed there are great elements to this project, however, he would like to focus on an area that needs change. Commissioner Miller feels that in terms of the phasing, the elements and recommendation are good, but he thinks it would be a mistake for us to make the step between phase 0 (now) and phase 1 so high. He explained that phase 0 (now) has low cost improvements to making the site better, however, there is a huge increase in cost between phase 0 (now) and phase 1 because we are adding a street intersection to access the park along with temporary trailhead restrooms. He feels it would be a much better strategy if we replaced phase 0 (now) with a phase A and phase B. He suggested to take the low cost elements from phase 1 and phase 2 and put them in phase A & B and fund that through fundraising and community funding in order to not delay the process while we wait for grant funding to be awarded. The elements he suggested move were the earth moving elements such as: wet meadow zones, habitat islands, hills, buffers, wind breaks, and ¼ mile trail loop with benches. Chair Miller expressed that he feels the above items can be achieved with local

fundraising and contributions and feels that if we move soft elements up to a sooner phase, that we will get more community investment.

Richard Joaquin, Parks Planning and Development Manager thanked Chair Miller for his comments. Richard went on to explain the process in how they strategically phased the project and explained these are recommendations or guidelines that are not set in stone and as funding comes available these phases can be changed.

Commissioner Costa feels we should keep the phases as they were presented to us in the plan from WRT, LLC.

Commissioner Magana feels we should secure funding first and leave the phases as they were presented to us from WRT, LLC.

Vice Chair Leiberger stated where funds are available he's an advocate for the building of amenities.

Commissioner Jimenez emphasized the caller Ms. Bai that indicated should would like to see the Cultural Native History and staff stated it was under page p – Nature Lost. Commissioner Jimenez stated if you refer to that, it does not give great detail on the Indigenous Tribes that lived on this land. Commissioner Jimenez would like to consider information be added to the Nature Center such as a plaque or something that shows or identifies who the original tribes were on the land. She feels this is important for historical purposes.

Commissioner Jimenez continues to page 26 were it talks about the Interpretive Nature Center and building that out but no further details. Commissioner Jimenez feels that we need to decide what we need in this center other than staff such as wildlife or educational programs.

Commissioner Jimenez continues to pages 45-47 where it discusses the phase development of phase 3 that a driveway entry and parking lot in conjunction with Larch Clover Community Center that we know is a county facility/park. Commissioner Jimenez mentioned a possible conversation with the County for shared cost if feasible.

Commissioner Jimenez's final concern was regarding the habitat and wildlife that was stated on pages 71-74 where is states this land is not suitable for certain species. Commissioner Jimenez suggested we look at a plan to talk with a Naturalist to come up with a method on how to get these species to return to the land.

Lastly, Commissioner Jimenez addressed the questions regarding the benches and stated we would continue with the guidelines when placing the benches along the pathways.

Commissioner Miller made a comment that if there is not support for the restructuring the phases, he suggested we add verbiage to council along the lines that improvements to the park not be defined by what's in each phase but to occur as funding becomes available.

ACTION: Motion was made by Chair Miller and seconded by Commissioner Magana to approve and recommend to City Council the Nature Park Master Plan with the addition on page 51 that states phases identified in this report are a guideline but park improvements could occur as funds become available without regard to specified phases. Roll call found Chair Miller, Vice Chair Leiberg, Commissioners Costa, Krogh, and Magana all in favor; passed and so ordered. Commissioner Jimenez was not in favor.

For the record, Commissioner Jimenez stated she approves and recommends the Nature Park Master Plan as presented by WRT, LLC to City Council, but does not approve the added verbiage that was motioned by Chair Miller.

b. **REVIEW AND APPROVE THE PARK BENCH AND PLAQUE HONORING MR. PARMJIT SINGH IN GRETCHEN TALLY PARK AND MAKE RECOMMENDATION TO CITY COUNCIL**

Thien Nguyen, Recreation Services Supervisor presented the staff report.

Sarah Bai, Tracy, CA resident is in support of this motion especially that it incorporates community members into the landscape as well as adding a layer of history in the park. She feels it will also bring us together and increase the history in the park.

Pete Mitracos, Tracy, CA resident had a question in regards to the material of the bench. Is it resin or concrete and do we have these types of benches elsewhere in Tracy?

Thien Nguyen, Recreation Services Supervisor responded that they chose this bench as it matches the existing benches at Gretchen Tally Park.

Richard Joaquin, Parks Planning and Development Manager responded to the material and stated that this will be a pre cast bench and there are several of these benches throughout our Parks.

Elessia Davis wanted to thank the commission and staff for hearing and considering the request for the placement of the plaque and bench honoring Mr. Singh. She stated she is in full support and it's a wonderful thing to do to show solidarity throughout City.

Vice Chair Leiberg read the comment from Richard Holbrook. Richard Holbrook asked if this material will be hot during the summer?

Richard Joaquin, Parks Planning and Development Manager stated that the concrete material will get hot in the summer, however, we will strategically place the bench under a shade tree will be used to lower the risk of it heating up in the summer.

Commissioner Krogh is in full support and feels this is a great way to recognize Mr. Singh. He also wanted to state that he was pleased to see that a developer, Taylor Morris stepped up to help fund this and feels this will help bring it to fruition.

Commissioner Costa is in full support and feels it is a great idea.

Chair Miller had a question regarding the plaque and where it will be located.

Commissioner Costa responded to Chair Miller stating that Attachment A states it is a 9in x 6in cast iron plaque that will be placed in the bench.

Commissioner Miller commented that he wanted to make sure the plaque would be in a visible location and he feels the staff has accomplished this by placing it in the bench. Commissioner Miller supports this idea and stated it is a great way to memorialize Mr. Singh.

Commissioner Magana supports the idea and feels this is a great way to honor Mr. Singh. She stated she likes how it will blend with all the other benches in the park and that the plaque will be visible. She also stated she would like to see it in the shade so the community can come and sit to honor Mr. Singh.

Commissioner Jimenez is in agreement and is delighted we are moving this forward to Council.

Commissioner Leiberg concurs.

ACTION: Commissioner Miller made the motion and Commissioner Krogh seconded the motion to approve the park bench and plaque honoring Mr. Singh and make a recommendation to City Council.

5. PARKS AND RECREATION DIRECTOR REPORT

Brian MacDonald, Parks and Recreation Director presented the directors report.

Commission questions and comments followed.

6. ITEMS FROM COMMISSION

Commissioner Krogh thanked the staff for supporting the Commission during the Webex meeting. He also thanked the Parks staff for all their hard work in having to make difficult decisions of closing the parks during this time and he is happy to see that the parks are beginning to reopen.

Commissioner Magana thanked the staff for all their hard work. She stated she has heard a lot of feedback from the community during these hard times and feels the city has done a good job. Commissioner Magana commended everyone for all their hard work and it proud to be part of a city that goes above and beyond for their community.

Commissioner Jimenez thanked the City of Tracy IT and the staff for establishing a method for the Commission to meet and allow the public to have access. Commissioner Jimenez thanked those of the community who participated via phone or email as the Commissioner is here to serve them. Commissioner Jimenez thanked Mary and Pete Mitracos, Lisa Roth and other members of the community for their participation in tonight's meeting. Commissioner Jimenez also encourages the community to continue to participate in future meetings.

Commissioner Jimenez thanked Vice Chair Leiberg for leading tonight's 1st WebEx meeting and stated he did a great job.

Commissioner Leiberg thanked the staff for all their efforts in getting us back in a meeting. He thanked the staff for maintaining and reopening of the parks. Commissioner Leiberg thanked the citizens for their participation in tonight's meeting.

7. ITEMS FROM THE AUDIENCE

Alice English, Tracy CA resident, thanked the Commission and the staff for all their hard and support that was put into getting us the Nature Park and also for the bench and plaque honoring Mr. Singh

Ms. English stated that in November of 2019, Parks was always a priority and for some reason has since been taken off the priority list. Ms. English supports the swim center, however, encourages that our Parks Commission gets Legacy Fields back on the priority list as she feels it should have never been removed as Legacy Fields is shovel ready. Ms. English went on to state that Legacy Field needs restrooms especially now in light of the pandemic and feels that we can fit this into our budget even though there is a deficit she feels we can work around it to finish before spending 60 million on the Aquatics Center.

Ms. English stated that she was going to ask this be agendized but feels it is too late now that it will be going back to council in July. Ms. English encourages the Commission and the audience to support this as it should have been done. She stated that the soccer and baseball fields need a parking lot and restrooms for sanitation purposed with the pandemic and we need to get this done.

Ms. English ended with she understands we need to get the Aquatics Center going but not at the expense of Legacy Fields.

Lisa Roth, Tracy Nature Park Advocate thanked the Commission for their vote and gave an extra thank you to Chair Miller for initiating the idea of a Nature Park.

Commissioner Jimenez respectfully requested to reopen Item 6: Item from the Commission so Commissioner Miller can speak now that his audio has returned.

Commissioner Miller thanked Commissioner Jimenez for coming back to him, but he stated no comments and moved to close the meeting.

8. ADJOURNMENT:

Time of Adjournment: 08:48 p.m.

ACTION: The motion was made by Commissioner Costa and seconded by Commissioner Magana to adjourn at the said time of 8:48p.m. Roll call found all in favor, passed and so ordered.

The above agenda was posted at Tracy City Hall on May 21, 2020. The above are action minutes. A recording is available at the Parks and Recreation Department.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
August 6, 2020

AGENDA ITEM 6.A.

REQUEST

**REVIEW AND ACCEPT CHANGES TO THE 2021 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, provide feedback to staff, and accept changes on the 2021 Handbook draft.

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.”

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.

Staff presented the Handbook and proposed changes to field user groups at the annual pre-allocation meetings on July 20 and 22. These meetings followed Sport Organization Meetings on May 11 and June 29 to discuss Sport Fields impacts and changes in response to the Coronavirus/COVID 19 pandemic. Feedback from users at these meeting included adding new language and forms to the application process due to the pandemic, clarifying field preparation standards for baseball/softball fields, updating rental rates based on Council Approved updates to the Master Fee Schedule, and the annual update on application deadlines.

RECOMMENDATION

That the Parks and Community Services Commission review and accept changes to the 2021 City of Tracy Sports Field Reservation Handbook.

Prepared by: Thien Nguyen, Recreation Service Supervisor

Reviewed by: Jolene Jauregui, Recreation Services Program Manager
Brian MacDonald, Parks and Recreation Director

ATTACHMENT

Attachment A - Sports Field Reservation Handbook Update: 2021 DRAFT

CITY OF TRACY

Sports Field Reservation Handbook

2021 Allocation Year

Finalized by the Parks & Community Services Commission
at its August 6, 2020 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

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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, of all available hours and/or fields are 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/softball 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 pg.14**).
- 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 pg.16**).

City of Tracy Sports Field Reservation Handbook: 2021 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

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 during each allocation period:

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

GENERAL RULES/SCHEDULING, CONT'D

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.

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 (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.

Temporary Handbook Changes in Response to CORONAVIRUS/COVID-19

During the Coronavirus/Covid-19 pandemic the City of Tracy will be piloting various programs including but not limited to allowing Youth Football at pre-determined soccer fields and having multiple sports allocated to fields that are traditionally "out of season". Staff will continue to provide in-season priority to the sports above, but will also seek to accommodate other sports to alleviate schedule compaction issues.

In addition to alleviating issues with allocating fields during the pandemic, staff will be requiring organizations to submit "Safety Plans" and Assumption of Risk Waivers to be kept on file with the City during the pandemic. Organizations' safety plans are expected to follow County and State orders and guidelines for the safe return of play. Organizations without safety plans will be prohibited from using City sport fields.

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 25, 2020	<ul style="list-style-type: none"> • Staff sends email invitation to Field User Group Meeting to current user groups with Handbook changes, application, and timeline.
Baseball/Softball/Football: July 20, 2020 Soccer/Cricket/Ultimeate: July 22, 2020	Field User Group Allocation Meetings <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 6, 2020	<ul style="list-style-type: none"> • Final review and approval of Handbook by Parks & Community Services Commission.
January-June Allocations	
September 30, 2020	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for January – June allocations, and ALL weekend tournaments for 2021. (Late submittals forfeit priority.)
October 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 January-June permits.
November 2020	<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, 2021	Deadline to submit applications for practices/games, and special events (e.g., Opening Day) for July – December allocations. (Late submittals forfeit priority.)
April 2021	<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 2021	<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.
- 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 pg 21.**).

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 January 1, 2021)*

Fees are reviewed 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	\$38 per application	\$38 per application
Damage Deposit*	\$100 per field	\$100 per field
Deposit for Baseball/Softball Bases*	\$275 per application	\$275 per application
Fencing Fee	\$124 per field/per day	\$124 per field/per day
Gate Fee (if charging admission)	\$114 per day	\$114 per day
On-site Staffing Fee **	\$31/hour	\$31/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.

** Legacy On-Site Staffing fee will be charged beginning July 2020 (TSC Ballfield currently charges for staff)

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

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	\$11/hour	\$9/hour	\$74 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$17/hour	\$12/hour	\$119 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$148 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$148 per field/per day	\$12 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	\$9/hour	\$9/hour	\$74 per field/per day	\$9 per field/per hour
Non-Profit Adult	\$14/hour	\$12/hour	\$119 per field/per day	\$12 per field/per hour
Private	\$25/hour	\$15/hour	\$148 per field/per day	\$12 per field/per hour
Commercial	\$35/hour	\$22/hour	\$148 per field/per day	\$12 per field/per hour

Field Prep Fees

Light Watering	Light Field Prep	Full Field Prep
\$6 per field	\$18 per field	\$48 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~~ Ritter Family Ballpark 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. 13***

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 with the written approval from City Staff
- 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.

Premium Fields vs. Standard Fields for Baseball/Softball Rentals

Fields are classified as Premium or Standard Fields depending on the level of service and amenities offered at the facility. Premium baseball/softball fields are located at Legacy Fields and the Tracy Sports Complex. The following Field Preparations are available at Premium Fields:

- Initial field preparation (prep) including a dragging and watering are performed daily for each field
- Bases are included and set-up for each reservation (if requested)
- City Staff (Facility Attendant) is on site and can be reached through phone please see **Introduction pg. 3**
- Use of Legacy Fields and Tracy Sports Complex is **by permit only**. No drop-in use is allowed.

Standard Field Rentals for fields such as Clyde Bland, Galli, Tiago, Veterans Park and Ritter Family Ballpark do not include the same level of service as above. Standard fields do include:

- Daily field inspections by maintenance staff to ensure safe play and fields are prepared routinely when in high use
- Bases are available for rentals at Ritter Family Ballpark and Veterans Park upon request and receipt of Deposit for Baseball/Softball Bases (See: **Application and Special Fees Pg. 10**).
- City Staff (Facility Attendant - Patrol) is available to assist with issues or questions regarding ballfields or reservations. Renters are encouraged to call the phone number listed on their permit for the Patrol Facility Attendant on **Introduction pg. 3**

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 at Legacy Fields, 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 at Tracy Sports Complex and 8:00 AM until 10:00 PM at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. 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. 11**

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. Permit holders are responsible for the conduct of their player, coaches, and guests. 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

City of Tracy Sports Field Reservation Handbook: 2021 Allocation Year

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 limited to daily reservation times and 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. 18**

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 and Legacy Fields 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.

SPECIAL PERMITS & REQUESTS, CONT'D

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 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 pg.16.***

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 at Tracy Sports Complex and 8:00am until 10:00 pm at Legacy Fields Sports Complex. Fields may be accessed upon completion of field preparations and approval of City staff. 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

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

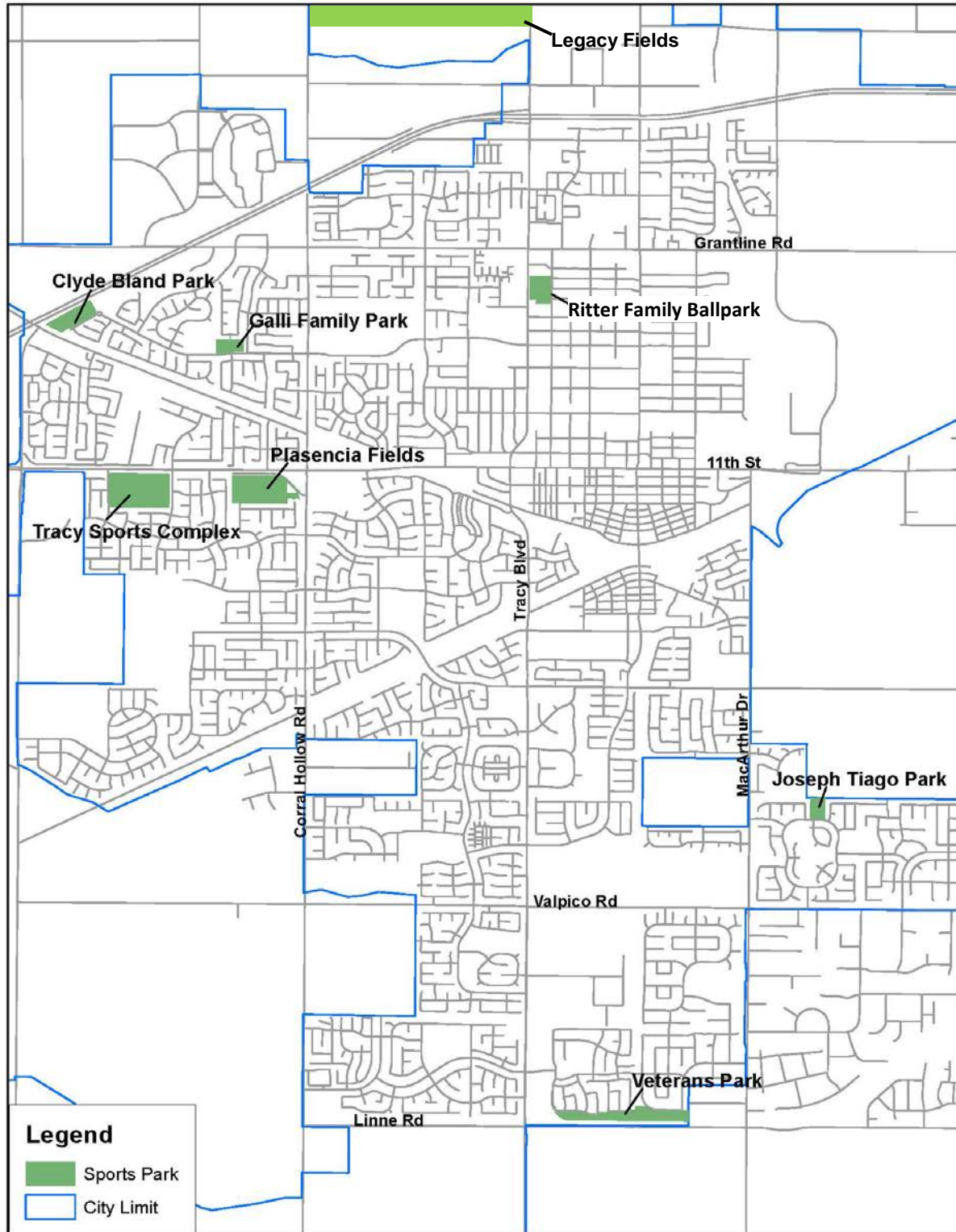
Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating 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 outfield • 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"> • 9 baseball/ softball diamonds • 8 soccer fields • Lighting available on Soccer and West Ballfields 	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

**ADDENDUM TO CITY OF TRACY SPORT FIELD PERMIT APPLICATION AND
ASSUMPTION OF RISK AND WAIVER OF LIABILITY RELATED TO CORONAVIRUS/COVID-19**

The novel coronavirus, COVID-19, is a respiratory disease caused by the SARS-CoV-2 virus. COVID-19 is highly contagious and is spread mainly among people who are in close contact (within about 6 feet). The City of Tracy cannot guarantee that you (nor your organization, players, coaches, parents, and spectators) will not become infected with COVID-19 through your accessing of City of Tracy facilities or participating in the activities permitted under the Permit. Further, your accessing of City of Tracy facilities or participating in the activities permitted under the Permit may increase your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk for any and all loss, bodily injury, illness, death, or property damage caused by or arising from my accessing of City of Tracy facilities or participating in the activities permitted under the Permit.

I hereby release, waive, and discharge, and hold harmless the City of Tracy, its employees, volunteers, agents, representatives, and partners from all liability, claims, actions, demands, damages, costs or expenses of any kind arising out of or relating to my accessing of City of Tracy facilities or participating in the activities permitted under the Permit. I understand and agree that this release includes any liability, claims, actions, demands, damages, costs or expenses of any kind based on the actions, omissions, or negligence of the City of Tracy, its employees, agents, representatives, and partners whether a COVID-19 infection occurs before, during or after accessing City of Tracy facilities or participating in the activities permitted under the Permit.

I have read and voluntarily sign this waiver, release of liability, and further agree that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

APPLICANT SIGNATURE

DATE