

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
March 4, 2010**

1. **CALL TO ORDER:** Chairman Atkins called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. Present: James Atkins; Gene Birk; Tim Jayne; Linda Jimenez; Gloria Saltzman; Steve Winchell
 - b. Absent: Walter Gouveia
 - c. Staff Present: Rod Buchanan, Director of Parks and Community Services; Mark Honberger, Recreation Services Supervisor; Floyd Lewis, Recreation Services Supervisor; Kevin Tobeck, Director of Public Works
 - d. Recorded By: Tish Foley, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** None.
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON FEBRUARY 4, 2010:**
 - a. Motion: Commissioner Birk
 - b. Second: Commissioner Saltzman
 - c. Abstain: None
 - d. Vote: Passed by unanimous vote

APPROVAL OF MINUTES FROM SPECIAL MEETING ON FEBRUARY 8, 2010:

- e. Motion: Commissioner Jimenez
 - f. Second: Commissioner Winchell
 - g. Abstain: None
 - h. Vote: Passed by unanimous vote
5. **CORRESPONDENCE:** None.
 6. **OLD BUSINESS:**
 - a. **Receive the updated Renovation Plan for Lincoln Park associated with CIP #78123, including CIP #78126, for the replacement of the gazebo, and support the recommendations of the Parks Commission Subcommittee:**

Floyd Lewis presented the staff report. A revised Master Plan was distributed which indicated the addition of a future bus turnout on the east side of the park. Depending on the bid results, the first phase of the plan will include: new restroom facilities; additional concrete work to allow for portable restrooms and mobile stage; a water feature; new turf and irrigation, including drainage system; replacement of walkway near the gazebo; handicapped accessibility to the gazebo; and the gazebo itself, although it is part of a separate CIP, it will be bid together with this project. The gazebo will be located in the same place as the existing gazebo due to the ability to use the electricity already there. PGE provides and repairs security lighting in the park so staff would only be replacing the wiring, not the fixtures, at this time. Items that may not be included are: walking path on south side of park; bus turnout and shelter (part of another CIP project); installation of shade structure over playground; expanding BBQ area and shade structure; installation of bollards and chains around the perimeter; volleyball and horseshoe pits; increased off-street parking. The project timeline will be dependent

upon weather conditions and the selection of turf. Completion is anticipated for Spring 2011. Staff will be utilizing an existing arborist report to determine which trees may be removed or replaced. The walking path will be decomposed granite to allow for any future access to the Westside Irrigation District pipeline. Commissioner Jayne recommended improved landscaping along the pathway to improve the look of the fencing. Staff will look at the budget for possible plantings which might require discussions with WSID. Commissioner Jayne asked that a Parks Commissioner be included in any discussion with WSID as he is concerned the pipeway may create a future problem in the park. Chairman Atkins called for a motion to endorse staff's recommendation. Commissioner Jayne made a motion which was seconded by Commissioner Jimenez and passed unanimously.

b. **Review and approve support of updated staff recommendations to City Council regarding policy changes for the Financial Assistance Program:**

Mark Honberger presented the staff report which revisited the Commission's previous recommendation to decrease the maximum award to \$250 for children and implement a participant match of 10% after \$150 in financial assistance had been utilized. Staff requested the Commission to reconsider other options to provide a cost effective way to deliver the program funds equitably and increase access to the public.

The Commission asked questions to gain an understanding of the mechanics of the program operations. They expressed concerns over the financial impact on the participants as well as the operational costs to deliver the program.

Commissioner Jayne was in favor of a participant match and suggested staff look into ways to monitor the affects on participation. Commissioner Winchell added that testing participant match would be necessary to ensure it is meeting the program objectives. He prefers the option without participant match while staff explores ways to track participant data. Commissioner Saltzman agreed that any changes should be tested for a year and re-evaluated.

Rod Buchanan added that other options remain to be explored, such as limiting the activities that are subsidized. He will report back to the Commission on an annual basis to review the Financial Assistance program.

Chairman Atkins asked the Commission for their support of staff's recommendations. Only Commissioner Jayne was in favor of Option 1. All other Commissioners supported Option 2 with staff reporting the results back to the Commission prior to next fiscal year.

c. **Receive update on Parks and Community Services Commission Goals, and the Parks and Community Services Department Goals, for the 2009/2010 Fiscal Year:**

Rod Buchanan presented the staff report and reviewed the Commission and Department goals. He stated staff will be looking at how to further align and establish organizational links between staff's work and the Commission's goals. Several items have already been completed and are referenced in the report. Transit and Airport division goals were included only for information purposes.

Commissioner Winchell asked how the goals matched those of City Council and how the Commission could assist staff with meeting department goals. Commissioner Jayne asked about ways to increase public communication with the Commission, such as a website link.

The Commission accepted staff's report and were in favor of a future planning workshop. A workshop will be planned for the full Commission to review and update their goals on an annual basis.

7. NEW BUSINESS:

a. **Review and approve support of staff recommendation to City Council regarding the adoption of the 2010-2011 Recreation Program and Facility Use Fee Schedule:**

Mark Honberger presented the staff report which detailed the proposed changes and the factors staff considered to arrive at the recommendations. The fee increases average three percent and a "minimum/maximum" range is being proposed for some programs to allow staff flexibility to build on the fee as market value allows. Of additional note is that the non-profit fee for rental of the City's pools has been lowered permanently to match the July Council action to temporarily lower the fees.

Commissioner Winchell asked how the fees would be communicated to the public. Mark Honberger responded that the fees are listed in each Activity Guide. Chairman Atkins urged staff to be careful about what other agencies Tracy uses as benchmarks.

Chairman Atkins called for a motion to support staff's recommendation. Commissioner Winchell made a motion which was seconded by Commissioner Birk and approved by unanimous vote.

8. ITEMS FROM STAFF:

a. Director's Report:

- City Council approved the Parks and Recreation Master Plan Professional Services Agreement.
- Recreation program registration will be moving to the Grand Theatre.
- Ethics training is required for Commissioners annually. The next training will be offered March 9th or can be accessed online.
- Form 700 is required annually and due back to the Clerk's Office by April 1.
- The Aquatics Center conceptual design was approved by Council and construction bid requests for all eight amenities will be published within the next few weeks.

b. Recreation Division Update: Chairman Atkins suggested staff consider slot car racing as an activity for the Rollin' Rec program, similar to the activity the Police Department offered at the El Pescadero Park event. He also would like to see the Midnight Basketball program come back. The Commission accepted the report.

c. Facilities Report: The Commission accepted report.

d. Public Works and Parks Maintenance Division Report: Mark Honberger reported that the five playgrounds that were recently renovated have been completed. Fencing may still be protecting selected turf areas, but would not restrict access to the playground structures.

9. ITEMS FROM THE COMMISSION:

- a. Commissioner Jayne: Reported the water fountain drain at the dog park is clogged and causing a mud problem. Staff will report the problem to Public Works. Commissioner Jayne would like staff's response to his report on grant opportunities from Petco. He would like staff to consider movable fencing to create dog park areas as a potential project and will provide more information on the fencing.

- b. Chairman Atkins: Requested staff ask City Council to reconsider the Community Garden proposal they rejected at their March 2nd meeting.

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

11. **ADJOURN:**

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Saltzman
- c. Vote: Unanimous
- d. Time: 9:25 p.m.