

NOTICE OF REGULAR MEETING

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

Date/Time: **Thursday, June 3, 2010, 7:00 p.m.**
(or as soon thereafter as possible)

Location: **City Hall Council Chambers**
333 Civic Center Plaza, Tracy

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

MEETING AGENDA

1. Call to Order
2. Roll Call
3. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes from Regular Meeting on May 6, 2010
5. Correspondence
6. Election of Chair and Vice-Chair
7. Old Business
 - a. Update Commission Goals for Fiscal Year 2010/2011
8. New Business
 - a. Discuss and approve addition to Parks Commission Bylaws change regarding completion of state mandated ethics training (AB 1234) and statements of economic interest filing (Form 700)
 - b. Receive update on the Parks and Recreation Master Planning Process and select date for Special Meeting in August
9. Items from the Commission
10. Items from Staff
 - a. Parks and Community Services Director Report
 - i. Upcoming Events and Programs
 - ii. Youth Sports Leagues MOU Update
 - iii. CIP Project Updates
 - b. Recreation Division Update
 - c. Facilities Report
 - d. Public Works Parks Maintenance Division Report

11. Items from the Audience

12. Adjournment

POSTED: May 28, 2010

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the majority of the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Community Services Department located at 400 East 10th Street, Tracy, during normal business hours.

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
May 6, 2010**

1. **CALL TO ORDER:** Chairman Atkins called the meeting to order at 7:02 p.m.
2. **ROLL CALL:**
 - a. Present: James Atkins; Gene Birk; Walter Gouveia; Tim Jayne; Linda Jimenez; Gloria Saltzman; Steve Winchell
 - b. Absent: None
 - c. Staff Present: Rod Buchanan, Director of Parks and Community Services; Don Scholl, Public Works Parks and Sports Fields Superintendent; Mark Honberger, Recreation Supervisor
 - d. Recorded By: Tish Foley, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** None.
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON APRIL 1, 2010:**
 - a. Motion: Commissioner Gouveia
 - b. Second: Commissioner Jayne
 - c. Abstain: None
 - d. Vote: Passed by unanimous vote.
5. **CORRESPONDENCE:** None.
6. **OLD BUSINESS:**
 - a. **Provide input to staff on Goals of the Commission to be addressed as part of the Parks and Community Services Department's Work Plan for Fiscal Year 2010/2011:** Rod Buchanan led the Commission in an exercise to review the current work plan and establish goals and objectives. The Commission provided recommendations and discussed potential goals for the upcoming year. Assignments and timelines will be identified at a future meeting. See Parks Commission Goals and Work Plan for more information.
7. **NEW BUSINESS:** None.
8. **ITEMS FROM THE COMMISSION:**
 - a. **Consider Commissioner Jimenez's Request to Discuss and Schedule the Commission's "Meetings in the Parks" for the Summer of 2010:** Rod Buchanan restated the process that City Council developed and all commissions are to follow. Commissioner Winchell asked staff if there would be a way to speed up the process. Commissioner Jimenez described her desire to address current issues taking place in local area parks in a public forum. She is seeking action from the Commission to determine a mechanism to respond to citizens' issues in a timely fashion. She suggested some ways to do so, such as letters to the editor and for the Commission to be more visible in the public's eye. Now that the Commission has established the Work Plan (Item 6.a. above), Commissioner Jimenez is no longer concerned with placing this item on the agenda stated she feels staff and the Commission have an action plan moving forward. Commissioner Jimenez withdrew her request.
 - b. **Commissioner Birk:** Will be absent for the July meeting.

- c. **Commissioner Jimenez:** Has been visiting the newly-refurbished parks and is very pleased with the changes.
- d. **Commissioner Jayne:** Asked for a status report on bids for Lincoln Park. Don Scholl responded that the subcommittee will be meeting before July. Commissioner Jayne would like to see a conceptual plan at the next meeting. Rod Buchanan suggested holding a meeting in Lincoln Park to display those plans and that the public meeting might be funded by the CIP budget.
- e. **Commissioner Gouveia:** Recently visited McDonald Park and had a pleasant discussion with residents in the park. It was a very positive experience.
- f. **Chairman Atkins:** Asked for an update on the bathroom project in Dr. Powers Park and play equipment project. Don Scholl reported staff is working with the contractor and the equipment supplier to address several issues with the play equipment. The bathroom is done and open to the public.

9. **ITEMS FROM STAFF:**

- a. **Parks and Community Services Director Report:**
 - i. Upcoming Events: Copies of the Grand Theatre Arts Education Catalog was distributed to the Commission. Upcoming events include Extreme Sports Day at El Pescadero Park on Saturday, May 15, 2010; Downtown Wine Stroll Downtown on May 21, 2010; Concerts in the Park series beginning on June 17, 2010; and Movies on the Plaza beginning June 25, 2010.
 - ii. Staff is moving forward with the sale of 100 acres of the Holly Sugar property to San Joaquin County. Funds from the sale will go back into the Wastewater Treatment Fund to replace the original purchase expense. Some of the funds may be used in other area projects, such as recycled water (purple pipe) at the proposed sports park.
 - iii. City Council will hold a Closed Session on May 18, 2010, to discuss the Holly Sugar Sports Park MOU with the youth sports leagues.
 - iv. Staff has received 15 proposals for the Aquatic Center design and narrowed it to five consultants. Interviews will begin next week with bid award projected for a Council meeting in June. After the design is completed and construction begins, staff anticipates the project could be completed as early as Summer 2012.
 - v. On May 18, 2010, City Council will hear a staff presentation on the FY 2010/11 budget. The Parks and Community Services Department may face future budget cuts to meet the \$2 subsidy limit approved by Council.
- b. **Recreation Division Update:** Mark Honberger highlighted several new recreation programs such as a day camp at Eagal Lake. A community meeting will soon be held as part of the Parks Master Plan project. Four focus groups have been identified: youth, sports teams, two open to the general public, along with specific interest groups. The Commission will receive notice of these meetings and will be asked to participate in community intercept events, working together with staff, to obtain community feedback.
- c. **Facilities Report:** The Commission accepted the report.
- d. **Public Works Parks Maintenance Division Report:** Don Scholl reported on several current projects. The medians on 11th Street and Tracy Boulevard have been removed and will be renovated soon. The restroom in Dr. Powers Park is open and the turf is beginning to fill in. The Clutch Burners car show was held in Dr. Powers Park this past weekend. There hasn't been much progress with the tennis court renovation at Dr. Powers, but the lights have been repaired with the electrical panel being replaced. Phase 2 of the playground renovation is in the design phase, with soil testing completed

and drainage systems design evaluated. Kenner Park restroom will be replaced and is going out to bid soon. The project includes replacing the restroom, installing a new shade structure, and replacing concrete and asphalt in some areas to meet ADA compliance. A tree in Galli Park was damaged when a car hit it. The tree has been replaced and will be billed to the driver's insurance company. Spring irrigation startup repairs are ongoing. Booster pumps are down at Veterans Park and Cecilian Park due to electrical problems. Volunteer projects at local parks include Zanussi Park planter beds and trees planted at the Tracy Sports Complex. Vandalism continues to be addressed by staff as soon as possible and Don looks forward to the Commission's efforts to educate the public to report and prevent future vandalism.

10. ITEMS FROM THE AUDIENCE: None.

11. ADJOURNMENT:

- a. Motion: Jayne
- b. Second: Gouveia
- c. Vote: Unanimous
- d. Time: 8:54 p.m.

DRAFT

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 3, 2010

AGENDA ITEM 7.a.

REQUEST

UPDATE COMMISSION GOALS FOR FISCAL YEAR 2010/2011

DISCUSSION

At the Regular Parks Commission Meeting on April 1, 2010, the Commission determined their top three priority goals they would like to work on as a Commission over the next year. These goals are in line with both the Council Strategic Priorities as well as the Bylaws of the Commission. For each priority goal, the Commission also determined its Key Focus Area along with a description of "What Success Will Look Like."

At the Regular Parks Commission Meeting on May 6, 2010, the Commission began the development of the specific action items and timelines for each commission goal for the Fiscal Year 2010/2011.

Below are the top three prioritized goals (See Attachment "A"), as determined by the Commission.

1. **Support Increased Revenue:**
Enhancing revenue to increase services, seeking funding opportunities, fundraising.
2. **Communication/Marketing:**
Look at new ways to get the word out; to make the Commission more visible and accessible; to get feedback from community.; and to widen participation of the number, the types of people of all ages, of our programs and services, keeping in mind current economic trends.
3. **Park Safety:**
Encourage or enhance community and neighborhood support of parks.

The following action items were determined by the Commission to be discussed at the June Regular Meeting (See Attachment "A"):

- | | | |
|----------|---|------------------|
| 1.1.A.1. | Research other foundation governance models | Atkins / Jimenez |
| 1.1.A.2. | Evaluate current foundation model | Atkins / Jimenez |
| 3.1.A.1 | Identify the potential issues found in parks | Birk / Jayne |
| 3.1.A.2 | Evaluate and compile current menu of services/options | Birk/ Jane |
| 3.1.A.3. | Set agenda timeline for presentation from service providers | Commission |

FISCAL IMPACT

There is no fiscal impact to the General Fund.

RECOMMENDATION

That the Commission continue to develop action items for each Commission goal for Fiscal Year 2010/2011.

Attachment "A" – Parks Commission Goals Matrix for Fiscal Year 2010/2011

Prepared by: Mark Honberger, Recreation Supervisor

Approved by: Rod Buchanan, Director of Parks and Community Services

Tracy Parks and Community Services Commission

PARKS COMMISSION GOALS ~ FISCAL YEAR 2010-2011

Item	Goal	Key Focus Area for FY 2010/2011	Objective	Action Steps	Completion Date	Status (Assignment)
1	SUPPORT INCREASED REVENUE ----- Enhancing revenue to increase services, seeking funding opportunities, fundraising	1.1. REACTIVATE THE FOUNDATION	1.1.A. Ensure that Governance of the foundation is solid	1.1.A.1. Research other governance models	June Meeting	James Atkins & Linda Jimenez
				1.1.A.2. Evaluate current model	June Meeting	James Atkins & Linda Jimenez
				1.1.A.3. Make recommendation for model for new Foundation	July Meeting	James Atkins & Linda Jimenez
				1.1.A.4. Identify implementation steps	August Meeting	James Atkins & Linda Jimenez
				1.1.A.5. Complete implementation	September Meeting	James Atkins & Linda Jimenez
			1.1.B. Select a project	1.1.B.1. Identify at the June meeting	June Meeting	Commission
				1.1.B.2. Define scope and budget necessary to complete the project	July Meeting	Staff
				1.1.B.3.		
			1.1.C. Raise Funds for Project	1.1.C.1. Develop fundraising strategies		
				1.1.C.2.		
				1.1.C.3.		
				1.1.C.4.		
			1.1.D. Complete Project	1.1.D.1.		
				1.1.D.2.		
				1.1.D.3.		
				1.1.D.4.		

Tracy Parks and Community Services Commission

PARKS COMMISSION GOALS ~ FISCAL YEAR 2010-2011

Item	Goal	Key Focus Area for FY 2010/2011	Objective	Action Steps	Completion Date	Status (Assignment)
2	<p>COMMUNICATION & MARKETING</p> <p>-----</p> <p>Look at ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends</p>	2.1. MARKETING	2.1.A. Develop a Marketing Plan	2.1.A.1. Research other marketing models and emerging concepts	July Meeting	Winchell, Gouveia
				2.1.A.2. Evaluate current plan (what are we already doing)	July Meeting	Winchell, Gouveia
				2.1.A.3. Develop budget and recommendations	September Meeting	Winchell, Gouveia
				2.1.A.4. Identify the audience and marketing tools	September Meeting	Winchell, Gouveia
			2.1.B. Implement the Marketing Plan	2.1.B.1.		
				2.1.B.2.		
				2.1.B.3.		
				2.1.B.4.		
			2.1.C. Ensure a consistent process of: Plan - Monitor - Survey	2.1.C.1. Have a Commission representative on marketing team ??		
				2.1.C.2. Identify venue of opportunities for marketing (events) ??		
				2.1.C.3. Tracy Press ??		
				2.1.C.4.		

Tracy Parks and Community Services Commission

PARKS COMMISSION GOALS ~ FISCAL YEAR 2010-2011

Item	Goal	Key Focus Area for FY 2010/2011	Objective	Action Steps	Completion Date	Status (Assignment)
3	PARK SAFETY ----- Encourage or enhance community and neighborhood support of parks	3.1. BRING CORRECTIVE ELEMENTS THE CITY CAN PROVIDE IN RESPONSE TO A TROUBLED PARK	3.1.A. Identify the menu of services and options	3.1.A.1. Identify the potential issues	June Meeting	Birk, Jayne
				3.1.A.2. Evaluate and compile current menu of services and options	June Meeting	
				3.1.A.3. Receive presentations from service providers (volunteers, Park Watch, Neighborhood Watch, City Public Safety Strategy Team, MCYSN, Public Works, PD, PTA, neighborhood groups, Tracy Press, Foundation)	June Meeting	Set an agenda timeline for these presentations
				3.1.A.4.		
			3.1.B. Format and develop the presentation and roles	3.1.B.1.		
				3.1.B.2.		
				3.1.B.3.		
			3.1.C. Visit parks to identify the issues	3.1.C.1. Include visits to local school parent groups		
				3.1.C.2.		
				3.1.C.3.		
				3.1.C.4.		
			3.1.D. Leave them with an avenue of feedback, a follow-up method	3.1.D.1.		
				3.1.D.2.		
				3.1.D.3.		
				3.1.D.4.		

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 3, 2010

AGENDA ITEM 8.a.

REQUEST

**DISCUSS AND APPROVE ADDITION TO PARKS COMMISSION BYLAWS
REGARDING COMPLETION OF STATE MANDATED ETHICS TRAINING (AB 1234)
AND STATEMENTS OF ECONOMIC INTEREST FILING (FORM 700)**

DISCUSSION

On March 2, 2009, the City Council adopted Resolution 2010-022 establishing new procedures regarding the requirement to complete state mandated ethics training (AB 1234) and filing of Statements of Economic Interest (Form 700). See Attachment "A". Item 2 of that resolution requires that all the bylaws of all City Commission be amended to reference these requirements.

In order to accommodate this requirement, Staff is recommending the addition of the following language to the Parks Commission Bylaws:

C.4. AB 1234 Training and Form 700 Completion. *If a member of the Parks and Community Services Commission who is required to complete AB 1234 training (State Mandated Ethics Training) and/or is required to complete form 700 (Statement of Economic Interest), does not do so in a timely manner, the City Clerk's Office will send two written notices at least 10 days apart to the member. If the member does not complete the required training and/or form, and provide proof of compliance to the City Clerk's Office, within 30 days of receiving the second written notice, his or her appointment will automatically terminate.*

This item will be presented to the City Council at a regular meeting to approve a resolution effecting this proposed change.

RECOMENDATION

That the Commission discuss and approve the addition to the Parks Commission Bylaws regarding completion of State Mandated Ethics Training (AB 1234) and Statements of Economic Interest Filing (Form 700).

Attachment "A": Council Resolution 2010-022

Prepared by: Mark Honberger, Recreation Services Supervisor

Approved by: Rod Buchanan, Director of Parks and Community Services

RESOLUTION 2010-022

ESTABLISHING REQUIREMENTS RELATING TO STATE MANDATED ETHICS TRAINING (AB 1234) AND FILING OF STATEMENTS OF ECONOMIC INTEREST (FORM 700) FOR CITY BOARDS, COMMISSIONS, AND COMMITTEES AND AMENDING RESOLUTIONS 2004-016, 2004-034, 2007-120, AND 2009-198

WHEREAS, The City Council finds that it is important for members of City boards, commissions, and committees to timely complete state mandated ethics training (AB 1234) and timely file Statements of Economic Interest (Form 700); and

WHEREAS, The City Council wishes to establish policies that ensure timely compliance with these requirements.

NOW THEREFORE, BE IT RESOLVED, that:

1. Members of all City boards, commissions, and committees are subject to the following requirements:
 - A. State Mandated Ethics Training (AB 1234)
 - The City Clerk's Office will monitor compliance with AB 1234.
 - If a member of a City board, commission, or committee, who is required to complete AB 1234 training, does not do so in a timely manner the City Clerk's Office will send two written notices at least 10 days apart to the member.
 - If the member does not complete the required training, and provide proof of compliance to the City Clerk's Office, within 30 days of receiving the second written notice, his or her appointment will automatically terminate.
 - B. Statements of Economic Interest (Form 700)
 - The City Clerk's Office will monitor compliance with state and City Form 700 filing requirements.
 - If a member of a City board, commission, or committee, who is required to file a Form 700, does not do so in a timely manner, the City Clerk's Office will send two written notices at least 10 days apart to the member.
 - If the member does not file a Form 700 with the City Clerk's Office within 30 days of receiving the second written notice, his or her appointment will automatically terminate.

Resolution 2010-022
Page 2

2. The following resolutions shall be amended to reference the requirements contained in section 1: 2004-016 (Planning Commission Bylaws), 2004-034 (Parks and Community Services Commission Bylaws), 2007-120 (Transportation Advisory Commission Bylaws), and 2009-198 (Tracy Arts Commission Bylaws).

The foregoing Resolution 2010-022 was passed and adopted by the Tracy City Council on the 2nd day of March 2010, by the following vote:

AYES: COUNCIL MEMBERS: ABERCROMBIE, MACIEL, TOLBERT, TUCKER, IVES
NOES: COUNCIL MEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE
ABSTAIN: COUNCIL MEMBERS: NONE



Mayor

ATTEST:



City Clerk

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 3, 2010

AGENDA ITEM 8.b.

REQUEST

**RECEIVE UPDATE ON THE PARKS AND RECREATION MASTER PLANNING
PROCESS AND SELECT DATE FOR SPECIAL MEETING IN AUGUST**

DISCUSSION

During November 2009, staff interviewed five consultants and MIG was selected to assist the City in conducting the city-wide Park and Recreation Master Planning process. The Parks and Recreation Master Plan is one of seven Master Plan processes happening concurrently in the City of Tracy. On January 19, 2010, the Professional Services Agreement with MIG will be presented to City Council for their approval. The Scope of Work for MIG is organized around the following four project phases:

- (1) Assessment of Existing Conditions**
 - a. Background Review
 - b. Park Map and GIS Inventory
 - c. Meetings with Staff, Developers, Parks Commission
- (2) Assessment of Community Needs**
 - a. Community Survey
 - b. Focus Groups
 - c. Meetings with Staff, Developers, Parks Commission, Council
- (3) Plan Development**
 - a. Vision and Benefits
 - b. Park and Trail Maps
 - c. Policies, Strategies, Design Guidelines, Capital Improvement Plan, Funding Options, Maintenance Plan
- (4) Plan Review and Adoption**
 - a. Public Open House
 - b. Final Draft Plan and Maps
 - c. Meetings with Staff, Developers, Parks Commission, Council

The timeline for this process has been included in this report as Attachment "A."

Additionally, there are number of specific tasks that will be occurring with the Months of June, July, and August:

- (A) Telephone Survey:** Start week of June 21, 2010, and end by July 9, 2010
(B) Online Survey: Start week of June 24, 2010, and end on July 18, 2010
(C) Community Intercept Events: Start June 24, 2010, and end on July 15, 2010
- *Music in the Park Concerts* (THU ~ 6/24)
 - *Movies on the Plaza* (FRI ~ 6/25)
 - *Music in the Park Concerts* (THU ~ 7/1)
 - *Music in the Park Concerts* (THU ~ 7/8)
 - *Movies on the Plaza* (FRI ~ 7/9)
 - *Music in the Park Concerts* (THU ~ 7/15)

- (D) Focus Groups (x4):**Held on June 23 (WED) or 24 (THU), 2010
(E) 2nd Round of Meetings: Held on week of August 16 (MON) through August 19 (THU), 2010
- *Developer Meeting (moved to June 23)*
 - *Staff Meeting*
 - *TAC Meeting*
 - *Parks Commission Special Meeting*
 - *Council Workshop*

FISCAL IMPACT

There is no fiscal impact to the General Fund.

RECOMMENDATION

That the Commission receive an update on the Parks and Recreation Master Planning Process and select date for Special Meeting in August.

Attachment "A": Updated Project Schedule

Prepared by: Mark Honberger, Recreation Supervisor

Approved by: Rod Buchanan, Director of Parks and Community Services

Tracy Tentative Project Schedule

Revised 05/17/10

		Due Date	March 2010	April	May	June	July	August	Sept	Oct	Nov	Dec	January 2011	Feb	March	April	Notes
I Existing Conditions																	
1.3	Staff Coordination Meeting	16-Mar															
	City to Provide Background Info	April															
1.1	Background Review	March/April															
1.2	Park Map and GIS Inventory (Draft)	26-Apr															
1.8	Park Tour and Evaluation	Apr 26 -28															
1.7	Stakeholder Interviews	28-Apr															W 1-4; TH 8-10
1.4	Technical Advisory Committee Meeting #1	28-Apr															5:30 - 7pm
1.6	Department Head Meeting	29-Apr															11-1:00 pm
1.5	Infrastructure Meeting	TBD															Conf Call
2.1	Survey/Questionnaire (Draft Questions)	11-May															
2.1	Survey/Questionnaire Questions (City Approval)	21-May															
	Park Map (City Review)	end May															
1.10	Phase I Project Coordination and Management	March - May															
II Needs Assessment																	
	Outreach Advertisement and Coordination	Early June															
	Phone Survey (Leisure Vison Calls)	Mid June															
2.2	Online Questionnaire (Launch)	24-Jun															4 weeks
2.3	Community Intercept Events (Launch)	24-Jun															June kick-off, plus other events run by staff through 7/15
2.4	Focus Groups (4)	June 29 or 30															All in one day
1.9	Existing Conditions Report (Draft)	End June															
	Existing Conditions Report (City Review)	Mid July															
2.6	Infrastructure Coordination	July															
2.1	Community Survey (Summary Memo)	Mid July															
2.2	Online Questionnaire (End)	18-Jul															
	Intercept Events (City data to MIG)	21-Jul															
	Existing Conditions Report (Final)	end July															
2.2	Online Questionnaire (Summary Memo)	3-Aug															
2.7	Park/Facility Access Analysis	3-Aug															
2.5	Park/Facility Standards Research	3-Aug															
2.10	Staff Coordination Meeting	10-Aug															1:30 - 3:30 pm
2.9	Developers Meeting #1	10-Aug															4:30-6:30 pm
2.12	Council Workshop #1	10-Aug															5-7 pm
2.8	TAC Meeting #2	11-Aug															5:30 - 7 pm
2.11	Park Commission Meeting #1	11-Aug															7-8:30 pm Sports Complex
2.13	Community Needs Assessment (Draft)	31-Aug															
2.14	Phase II Project Coordination and Management	June - Aug															

Tracy Tentative Project Schedule

Revised 05/17/10

		Due Date	March 2010	April	May	June	July	August	Sept	Oct	Nov	Dec	January 2011	Feb	March	April	Notes	
III Plan Development																		
	Community Needs Assessment (City Review)	10-Sep																Consolidated edits
3.1	Vision and Benefits	Sept																
3.2	Proposed Park System Map	Sept																
3.3	Proposed Trail System Map	Sept																
3.4	Policies and Strategies (draft)	end Sept																
	Community Needs Assessment (Final)	end Sept																
3.5	Infrastructure Coordination	end Sept																
	Policies and Strategies (City Review)	early October																Consolidated edits
3.6	Design Guidelines/Park Concepts (Draft)	late Oct																
3.7	Baseline Financial Analysis (Draft)	late Oct																
	Design Guidelines/Park Concepts (City Review)	early Nov																Consolidated edits
	Baseline Financial Analysis (City Review)	early Nov																Consolidated edits
3.8	Capital Improvement Plan (Draft)	early Nov																
	CIP (City Review)	Mid Nov																Consolidated edits
3.9	Maintenance Plan (Draft)	End Nov																
3.10	Funding Options (Draft)	End Nov																
	Maintenance Plan (City Review)	Mid Dec																Consolidated edits
	Funding Options (City Review)	Mid Dec																Consolidated edits
3.11	First Draft Parks and Recreation Master Plan	End Dec																1.5 weeks before meetings
3.12	Phase III Project Coordination and Management	Sept-Nov																
IV Review & Adoption																		
4.4	Staff Coordination Meeting	18-Jan																1:30 - 3:30 pm
4.6	Council Workshop #2	18-Jan																5-7 pm
4.1	TAC Meeting #3	19-Jan																5:30 - 7 pm
4.2	Public Open House	19-Jan																7:30-9:00pm
4.3	Developers Meeting #2	20-Jan																4:30-6:30 pm
4.5	Parks Commission Meeting #2	20-Jan																7-8:30 pm
	First Draft (Consolidated Comments From City)	4-Feb																Consolidated edits
4.7	Final Draft Parks and Recreation Master Plan	18-Feb																
	Final Draft (Consolidated Comments From City)	4-Mar																Consolidated edits
4.8	Final Parks and Recreation Master Plan Maps	18-Mar																
4.9	Final Parks and Recreation Master Plan	18-Mar																
4.10	Parks Commission Meeting #3	7-Apr																
4.11	Council Presentation/Plan Adoption	18-Apr																
4.12	Impact Fee Coordination	April																
4.13	EIR Coordination	April																
4.14	Project Close-Out	End April																
4.15	Phase IV Project Coordination and Management	Dec-Feb																

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
June 3, 2010

AGENDA ITEM 10.b.
RECREATION DIVISION UPDATE

SPECIAL INTEREST CLASSES

By Laura Johnston

These programs offered preschoolers, youth, teens and adults opportunities to learn new skills, meet new people, and develop healthy fitness habits. All of the following camps and special interest classes were held at the Tracy Community Center, Lolly Hansen Senior Center, Sports Complex Meeting Room, Ceciliani Park, Athletic Perfection, Classic Gymnastics, Stripes Practice Center and Kenner Park. The following data is based on class information for classes that ended between May 1 and May 30, 2010.

- 56 classes offered
- 44 classes held (21% cancellation rate)
- 313 registrations
- 296 distinct participants, average 1.06 classes per participant
- \$24,433 in revenue (\$1,520 from financial aid, 6%)
- The average participant spent \$77 during the month of May
- Most popular classes this month were Just 4 Kicks (128) Ready, Set, Grow (30), KidSAFE (29), and Tennis (29).

CLASSES FOR PRESCHOOL, SCHOOL-AGE AND TEENS

By Laura Johnston

Cheer Prep and Tumbling: 6 students, ages 3-15 years old, participated in the Athletic Perfection Cheer and Tumbling classes. Participants were introduced to basic tumbling and cheer skills and routines, as well as cartwheels, handstands and backward rolls by trained and highly awarded staff.

Classic Gymnastics: 18 youth participated during May in our gymnastics program at Classic Gymnastics. Children gained basic knowledge of introductory gymnastic skills such as rolls, cartwheels, balance beam walks, bar strength, and trampoline jumps.

Golf- Juniors: 8 youth participated during May in our golf program held at the Stripes Practice Center. Junior golfers learned basic full-swing fundamentals such as grip, stance, posture and balance, and complimented with putting, chipping, etiquette, and the rules of golf.

Just 4 Kicks: 77 preschoolers and 51 youth are participated in the April-May youth soccer program for children 3-12 years old. The program developed skills as well as emotional development required for the game of soccer. Sessions included warm-ups, demonstrations, learning activities, recreational games and soccer matches.

KidSAFE Self-Defense: 29 youth are participated in the April-May Self-Defense program that provides children the opportunity to gain skills and knowledge they may use to protect themselves and enhance their self-esteem. There are 3 levels in this program: Beginners, Yellow Belts and Orange Belts.

Ready, Set, Grow: 30 preschool-aged children participated in the Ready, Set, Grow enrichment program. Ready, Set, Grow focuses on integrating social skills and academics through art, music, games and social interaction.

Tennis: 29 preschoolers, youth and adults participated in the Future Stars 2000 year-round Northern California tennis-training program, involving tournaments, leagues and social events during July. The class provides an opportunity to learn the fundamentals and enjoy the game of tennis through fun, 4-week lessons.

CLASSES FOR TEENS AND ADULTS

By Laura Johnston

Dog Obedience: 12 dogs and 12 owners learned traditional dog training techniques and behavior modifications. The beginning course gives them the specific skills to teach their pet five fundamental commands necessary in building a happy relationship.

Healthy Fit Boot Camp: 4 adults are participating in this new 5-week, 3-day per week fitness program for those who want to get in shape, drop extra pounds, build lean muscle and have fun

while doing it. Our certified fitness instructor, Rich Rodriguez, meets the needs of each participant individually but designing a fitness program around their current fitness level. Six adults are already signed up for the next session.

Portuguese Cultural Class: 6 adults participated in new Portuguese Cultural Class which was held at the Tracy Community Center March-May. Participants reacquainted themselves or learned about Portuguese culture and ancestry including history, immigration to the USA and a study of Tracy's Portuguese Community over the years. They also learned about cultural traditions both religious and fraternal, delicious foods, colorful language, beautiful folk dances, all with an Azorean influence. This class will return in the Fall and be offered as a series of workshops focused on specific topics each week. This class is open to all ages and cultures.

Tracy Online Learning: 7 adults participated in the April-May online learning classes. Participants take online courses from the comfort of their own homes. There are a variety of classes available covering topics including health and wellness, personal finances, cooking, and computer literacy.

Yoga: 22 seniors and adults participated in the May Yoga classes held at the Lolly Hansen Senior Center and Tracy Community Center. Participants learned how to increase energy, build strength and tone muscles all the while gaining consciousness of feelings of well being. We also had 10 participate in the Free Yoga in the Civic Center Park, Saturday, May 15. Participants were introduced to yoga by our instructor, Michelle Flores. They all brought a pot-luck item and walked down to the Farmer's Market after the event.

UPCOMING CAMPS FOR YOUTH AND TEENS

By Laura Johnston

A number of summer day camps are scheduled to begin in June, including Gym Smarts at Classic Gymnastics, LEGO Fundamentals in the Tracy Sports Complex Meeting Room, Eagal Lakes Day Camps at Eagal Lakes Resort in Tracy, and Mad Science's Crazy Crime Lab in the Tracy Sports Complex Meeting Room. Enrollment is looking positive. The first session of the Gym Smarts Camp is currently full with 12 participants and the Eagal Lakes and LEGO Camps are filling fast. Mad Science is our most popular camp, averaging 13 participants per camp.

Our partnership with Classic Gymnastics has proven to be successful this past year. The Gym Smarts Camp was created out of the positive relationship. The first session of the Gym Smarts Class is currently full and we expect the second session to fill as well.

We're especially excited about our new partnership with Eagal Lakes. The resort has a river for swimming, an outdoor volleyball court for playing, a large grass area for playing and picnicking on, walking trails for nature walks, and shaded areas for relaxing, making crafts and eating lunches. The Eagal Lakes staff are certified lifeguards with experience working with children and in creating positive, recreational experiences. The camps at Eagal Lakes are for children 6-14 years old, however, the camp should have lasting effects on the middle school-aged children. The staff and program provide positive role modeling by building character and instilling healthy lifestyle choices. There are currently 31 participants enrolled in the camps.



R.O.C. ~ RECREATION ON CAMPUS

By Jolene Jauregui

The ROC (Recreation on Campus) program is an After School Program offered at Bohn, Poet Christian and Hirsch Schools; and a Morning Club offered at Poet Christian and Bohn Schools. For the month of April there were 90 children enrolled in the ROC After/Before School Program: 45 full-time participants, 20 daily participants, and 25 hourly participants.

S.A.F.E. ~ STUDENTS ADDING FUN TO EDUCATION

By Jolene Jauregui

SAFE is an after school program located at Williams Middle School. The program currently has 38 participants enrolled. On average there are approximately 19 teens in attendance each day and 297 repeat participants for the month of April (no program during Spring Break). Staff provides many activities for the teens to participate in, such as Homework Help, Arts & Crafts, and Recreational games.

TEENS

By Jolene Jauregui

On May 15, 2010, the Teen Division hosted its annual Extreme Sports Day. The event was a huge success with many participants and spectators. There were 85 competitors and approximately 300 patrons enjoying the food, vendors, competition, and entertainment. The City co-hosted the event with Central Valley Am Jam, and involved competitors and sponsors from all over the Central Valley.



SENIORS

By Jolene Jauregui



During the month of May we have been celebrating Older Americans Month at the Lolly Hansen Senior Center. Throughout the month staff scheduled guest speakers and planned special events for seniors to take part in. Presentations included Health & Wellness, Staying Active and Paratransit Services, to name a few.

To kick off the month of events, on Wednesday, May 5, we hosted the Lolly Hansen Senior Center Open House and our fourth Enhancing Access for Older Americans. The Open House had over 45 vendors who were on site with information regarding senior related issues and each vendor donated a drawing prize for the seniors. Over 350 seniors attended the Open House. To end the afternoon, the Enhancing Access for Older Americans event hosted 121 seniors for a luncheon. The event gave seniors an opportunity to ask senior related questions to local politicians.



Our Country Spring Ball was held on Tuesday, May 11, 2010. A variety of country music was played for seniors to dance the night away. To end the month seniors will join together at our annual BBQ.



We hosted our first Tracy's Best Yard Sale on Saturday, May 15. Member of the community were given an opportunity to come sell or purchase a variety of gently used clothing, house hold items, used books, toys and much more. 27 booth spaces we purchased and over 200 participants passed though the event. Proceeds from the event will benefit the Senior Center.

ATHLETICS

By Gina Scarlata

Junior Giants: After only three weeks of registration, three out of the four age divisions have been completely filled, in addition to many waitlisted. Staff has had an outpouring of same-team requests. The distribution of flyers to the K-8 schools in the Tracy Unified School District has proven to be a success. Recently, staff attended the Junior Giants Commissioners Meeting in San Francisco on May 15 where they learned great ways to improve the league and provide the youth with character building activities. The Junior Giants staff also will be meeting the week prior to the mandatory parent and participant orientation to put the following touches on the orientation's agenda. After completion of the orientation, the final schedules will be put together for the summer season. In addition to prepping for the orientation, staff has organized the Junior Giants Closet and donated unused items to the Goodwill. Junior Giants also has a consistent presence in the Tracy Press seeking volunteer coaches.

Softball Leagues: The Spring 2010 coed and men's season concluded with competitive playoffs in the second week of May. Participants were awarded with t-shirts and trophies in their last week of play. Registration for the summer season concluded on May 18 for the coed leagues, but the men's leagues registration has been extended due to requests for a late start due to Memorial weekend. Unfortunately, the women's league did not gain any momentum with registration, ending the prospect of a Thursday night all-women's league. The Monday night coed league consists of two novice leagues and one advanced/intermediate league. Before the first pitch on Monday, May 24, there will be a managers meeting at the Tracy Sports Complex Meeting Room for distribution of schedules, rule books and score books.

Baseball/Softball Camps: Together with All American Sports Academy, over 500 flyers have been distributed to youth for the baseball and softball camps. The camp is also featured in the Tracy Press to encourage more participants to register for the highly regarded camp. Registration numbers continue to grow every week as more flyers are distributed from members of the All American Sports Academy. The two camps will run concurrently from June 7th through the 10th between the hours of 9:00 a.m. to noon.

AQUATICS

By Brandi James

Due to a shortage of returning Senior Lifeguards this year, we have opened the door for qualified lifeguards to apply for a promotion. The application deadline was Thursday, May 20, and interviews will be scheduled for the following week. This year will show the remaining staff

who have not yet taken the Red Cross Water Safety Instructors course how valuable the certification really is. Out of the returning 30 lifeguards, only a handful have taken the initiative to become qualified as Senior Lifeguards.

In preparation for the upcoming season, an employee binder has been created to better maintain records for staff certifications, emergency contact information and employee actions. This will allow the Aquatic Specialist to monitor staff certifications along with any behavior deemed irresponsible or dangerous providing cause to discontinue employment of such staff. Another binder was created for future Aquatic Specialists or facility managers to ensure they are aware of city, county, state and national laws pertaining to aquatics.

The annual training week has been scheduled for June 1-4 this year. All returning staff will be recertified in Lifeguard and First Aid, CPR and AED and then ending the week with Lifeguard Olympic Games to incorporate all lifeguard skills required for certification along with team building skills.

DEPARTMENT MARKETING UPDATES

By Kim Scarlata

During this economic downturn it has been increasingly necessary for the Department to look at low-cost, high-impact ways to market our programs and reach our target audiences, which then increases revenue for the City. Staff has been working diligently to create new opportunities to do just that. Listed below are some of the new marketing strategies we are using:

1. Information booth every Saturday at the Farmers Market where a large banner and handout materials are available to people attending the Market. Staff is also available to answer questions.
2. Summer mini guide in color reprinted from the insert in the Activity Guide that is specific to all summer day camps and special events. Target distributed to schools, day care centers, events and locations frequented by families.
3. New email blast program that sends out emails in a newsletter format with the ability for staff to track emails, whether they bounce back, what time of the day they were read, etc. A very low-cost tool for the impact.
4. Channel 26 informational segments promoting summer programs and events.

Staff will continue to explore additional marketing strategies that will assist the Department in meeting their revenue goals.

Agenda Item 10.c.
TRACY PARKS AND COMMUNITY SERVICES DEPARTMENT

FACILITY USE REPORT:
 May 2010

Hours of Use

User Class	TOTAL	Building & Room Rentals							Sports Field Rentals							
		Community Center	TSC Mtg Room	Civic Center	Senior Center	Tracy Transit Station	Mobile Stage	Special Events	Park & Picnic Rentals	Tracy Sports Complex	Placencia Fields	Tracy Ball Park	Bland Field	Gallii Field	Veterans Fields	Tiago Fields
Commercial	134								94		40					
Private	144	11	9					9	115							
Non-Profit	1,825	39	37	4	18	15	21		38	523	407	239	94	90	125	175
City	126	6		99		21										
PCS Dept	48			24		4		10	10							
Gov. Agency	6					6										
School District	184	28					51		21	84						
Total Hrs:	2,464	84	46	126	18	46	72	19	184	701	407	278	94	90	125	175
percent of total:		3%	2%	5%	1%	2%	3%	1%	7%	28%	17%	11%	4%	4%	5%	7%

Hours given FREE based on MOUs:	22		4.0	6.0			12.0									
	1%															

Monetary Value of FREE MOU Hours:	\$778		\$224	\$54			\$500									
-----------------------------------	-------	--	-------	------	--	--	-------	--	--	--	--	--	--	--	--	--

Plus the cost of other city services (PD, FD, PW)

Fees Generated

User Class	TOTAL	Building & Room Rentals							Sports Field Rentals							
		Community Center	TSC Mtg Room	Civic Center	Senior Center	Tracy Transit Station	Mobile Stage	Special Events	Park & Picnic Rentals	Tracy Sports Complex	Placencia Fields	Tracy Ball Park	Bland Field	Gallii Field	Veterans Fields	Tiago Fields
Commercial	\$1,850								\$1,370		\$480					
Private	\$4,235	\$1,067	\$225					\$2,943								
Non-Profit	\$13,418	\$1,672	\$196	\$45	\$156	\$630	\$500	\$35	\$164	\$3,720	\$2,215	\$1,540	\$455	\$450	\$660	\$980
City	\$0															
PCS Dept	\$0															
Gov. Agency	\$36					\$36										
School District	\$2,390	\$966					\$320		\$424	\$680						
Total Rev:	\$21,929	\$3,705	\$421	\$45	\$156	\$666	\$820	\$35	\$3,531	\$5,770	\$2,215	\$2,020	\$455	\$450	\$660	\$980
percent of total:		17%	2%	0%	1%	3%	4%	0%	16%	26%	10%	9%	2%	2%	3%	4%

M. Honberger
 Recreation Supervisor