

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
June 3, 2010**

1. **CALL TO ORDER:** Vice-Chair Jimenez called the meeting to order at 7:02 p.m.
2. **ROLL CALL:**
 - a. Present: Walter Gouveia; Linda Jimenez; Gloria Saltzman; Steve Winchell
 - b. Absent: James Atkins; Gene Birk; Tim Jayne
 - c. Staff Present: Rod Buchanan, Director of Parks and Community Services; Kevin Tobeck, Director of Public Works; 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 MAY 6, 2010:**
 - a. Motion: Commissioner Gouveia
 - b. Second: Commissioner Saltzman
 - c. Abstain: None
 - d. Vote: Passed by unanimous vote.
5. **CORRESPONDENCE:** None.
6. **ELECTION OF CHAIR AND VICE CHAIR:** After discussion, a motion was made by the Vice-Chair to table the election to the July meeting. Commissioner Winchell seconded the motion which passed unanimously. Staff will place the elections on the July agenda.
7. **OLD BUSINESS:**
 - a. **Update Commission Goals for Fiscal Year 2010/2011:** Mark Honberger notified the Commission that the original staff report had been revised. He distributed copies to the Commission which were also made part of the record. The revision was necessitated by the fact that Foundation business will not be discussed by the Parks Commission. The Foundation will meet separately. The matrix was updated to remove Foundation goals. The remaining items scheduled for June were open for discussion, as follows:
 - **Support Increased Revenue: Identify a project.** Vice-Chair Jimenez asked if staff would contact the absent Commissioners to gather their ideas for projects. Commissioner Winchell suggested raising funds to complete the bathrooms at El Pescadero. Commissioner Gouveia agreed. Vice-Chair Jimenez requested a second dog park and a second skate park. Commissioner Gouveia suggested Schwartz Park for an expanded skate park. Commissioner Saltzman would like more benches and walking areas for seniors. Commissioner Gouveia suggested Fine Park as a location for benches to encourage neighbors to utilize the park.
 - **Park Safety: Identify potential topics.** Commissioner Saltzman reported she met with Irene Rose, Crime Prevention Officer for the Tracy Police Department, who is interested in making a presentation to the Commission. June 11 is the next Neighborhood Watch meeting to be held in Gretchen Talley Park and the Commission would be welcome to participate. Vice-Chair Jimenez added that it is important to form partnerships and go into the community to support programs like Park Watch. Vice-Chair Jimenez would like staff to invite Neighborhood Watch and

Park Watch to give a presentation at a future commission meeting. Staff will set a timeline for a future meeting date and facilitate at least one presentation for the next meeting.

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):** On March 2, 2009, Council adopted a Resolution requiring these items be captured in all Commission bylaws. The staff report was correction to identify the new Bylaws section as C-5. Commissioner Winchell asked what the bylaws meant by completing the training in a “timely manner.” Vice-Chair Jimenez also agreed that a “timely manner” is loose terminology and open ended. Rod Buchanan responded that staff would make the Commission aware of the due dates and again 30 days from the second notice. Commissioner Gouveia made a motion to approve the bylaws change. Commissioner Winchell seconded the motion which passed unanimously.

- b. **Receive update on the Parks and Recreation Master Planning Process and select date for Special Meeting in August:** Mark Honberger reported staff is currently completing Phase 1 and moving into Phase 2 of the master planning process. Beginning on June 21st a telephone survey will be conducted by a consultant along with a concurrent online survey. Community intercept events will include the Commission’s input, tagging onto an event already planned. The Commission can present information about the process and gather input from the community. The dates were outlined in the report. Additionally, specific focus groups will be conducted. The second round of meetings would include meeting with the Commission to be set a few days prior to a Council meeting. August 18 or 19 is preferred. Vice-Chair Jimenez called for comments from the Commission. Commissioner Gouveia will be at the Music in the Park on June 24th. July 1st conflicts with a Commission meeting so no Commissioners will be needed. July 8th Commissioner Saltzman will be available. Vice-Chairman Jimenez agreed to June 25th and July 9th. Commissioner Gouveia volunteered for July 15th. Commissioner Winchell for June 24th only. Vice-Chair Jimenez asked how the focus groups will be conducted and how were they selected. Mark Honberger responded sports, youth, recreation service providers, and two “open” to the public and commission can participate in the open groups. She also asked about the telephone survey and if they would be able to address other languages. Staff will confirm how they will address that as it is a random sampling. Vice-Chair Jimenez wants to factor the community’s diversity into the results to reflect the city. MIG and subconsultants developed the surveys with staff’s review and recommendations.

Mark Honberger asked the Commission to select a date for the special meeting. August 17th is a Tuesday, Council Workshop, so staff recommends Wednesday or Thursday of that week. After discussion, Commissioner Winchell made a motion to select August 18th for the Special Meeting. Commissioner Gouveia seconded the motion and all approved. Staff will notify the Commission of the location and time.

9. ITEMS FROM THE COMMISSION:

- a. **Commissioner Gouveia:** Announced an event scheduled for September 16th in McDonald Park to celebrate the cultural and contemporary aspects of the Hispanic community in Tracy.

- b. Vice-Chair Jimenez: Thanked staff and expressed excitement over the Commission's focus on developing partnerships to address issues and acknowledge the beauty of our local parks and how hard staff works to maintain them.

10. ITEMS FROM STAFF:

- a. Parks and Community Services Director Report:
 - i. Upcoming Events and Programs: Staff reviewed several upcoming events.
 - ii. Youth Sports Leagues MOU Update: Received Council direction and met with the leagues this week. Staff will be issuing a letter requesting interest and intent to build the sports field on the Holly Sugar site. City will build infrastructure; leagues will install irrigation and grass. Some may build other amenities, but they would be minimal. The project should result in 22 fields on 60 acres. Staff plans to take the agreements to Council in August and ask for award of the design contract. Commissioner Winchell asked if the Commission will have an opportunity to review the agreement to ensure the fields are maintained at a City level. Rod Buchanan responded that the agreements are still being negotiated at this time and the Commission would not be asked to review prior to Council's approval unless there is something requiring their input.
 - iii. CIP Projects Updates: Awarding the contract for the design of the aquatic center will be going to Council for approval.
- b. Recreation Division Update: The Commission accepted the report.
- c. Facilities Report: Commissioner Winchell asked if staff would consider submitting quarterly comparisons of previous year-to-date data. The Commission accepted the report.
- d. Public Works Parks Maintenance Division Report: Kevin Tobeck reported that a Parcel Tax will be on a recent Council agenda. The playground equipment replacement project Phase 2 will cover seven additional parks and will be going out to bid this fall. Several roadway median projects are under construction offering improvements in hardscape and landscaping. Corral Hollow Road will eventually be widened to six lanes from Schulte to the Mall, including landscaping and ornate lighting. Approximately 160 teams participated in a soccer tournament in Tracy over the weekend and staff received very positive remarks.

11. ITEMS FROM THE AUDIENCE: None.

12. ADJOURNMENT:

- a. Motion: Commissioner Gouveia
- b. Second: Commissioner Winchell
- c. Vote: Unanimous
- d. Time: 8:10 p.m.