

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, November 4, 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 October 7, 2010
5. Correspondence
6. Presentation
 - a. Receive presentation from West Side Pioneer's Lammersville School Group regarding the Lammersville Schoolhouse building located at Clyde Bland Park
7. Old Business
 - a. Update Commission Goals for Fiscal Year 2010/2011
8. New Business
 - a. Receive and review report on the Lincoln Park renovation project (CIP #78123) and Lincoln Park Gazebo project (CIP 78126)
 - b. Receive presentation and provide input to staff on Dr Powers Park playground improvements
9. Items from Staff
 - a. Parks and Community Services Director Report
 - i. Upcoming Events and Programs
 - ii. Youth Sports Leagues MOU Update
 - b. Recreation Division Update
 - c. Facilities Report
 - d. Public Works Parks Maintenance Division Report
10. Items from the Commission
11. Items from the Audience
12. Adjournment

POSTED: October 29, 2010

Parks and Community Services Commission
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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
October 7, 2010**

1. **CALL TO ORDER:** Chair Jimenez called the meeting to order at 7:05 pm
2. **ROLL CALL**
 - a. Present: Linda Jimenez; James Atkins; Gene Birk; Tim Jayne; Walter Gouveia; Gloria Saltzman;
 - b. Absent: Steve Winchell
 - c. Staff Present: Rod Buchanan, Director of Parks and Community Services; Kevin Tobeck, Director of Public Works; Mark Honberger, Recreation Services Supervisor; Floyd Lewis, Recreation Services Supervisor; Brandi James, Aquatics Specialist
 - d. Recorded By: Mark Honberger, Recreation Services Supervisor
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON SEPTEMBER 2, 2010**
 - e. **Motion:** Commissioner Atkins
 - f. **Second:** Commissioner Gouveia
 - g. **Abstain:** None
 - h. **Vote:** Passed unanimously.
5. **CORRESPONDENCE:** None
6. **OLD BUSINESS:** None
7. **NEW BUSINESS:**
 - a. **Receive presentation from RJM Design Group regarding the Final Design of the Community Swim Center and Provide Input to Staff**

John Courtney, from RJM Design Group, made a presentation regarding the final design of the Community Swim Center. Mr. Courtney gave a summary of all public comments received to date, and reviewed the design. Mr. Courtney described bidding scenarios. Rod Buchanan, Director of Parks and Community Services, described a detailed list of items regarding the project; and how each item has been addressed in the final design plan.

Molly Lowe (2690 Atherton Court) addressed the need for electrical access for swim teams to be able to operate their own concessions. She also thanked the City for bringing this project to this point. Lowe then spoke of the need for the 50m pool. Jo Lucero (1126 Dahlia Court) asked about how the phasing would work for the project. Michelle Bassinet expressed his thanks to the city for reaching this milestone with the swim center.
 - b. **Recommend appointment of a three member sub-committee to assist City staff annually for the purpose of establishing local needs priorities, evaluating and ranking CDBG applications and making funding allocation recommendations**

Sharon Marr, Community Development Analyst from Tracy Economic Development, made a presentation regarding the need for three member sub-committee to assist City staff in ranking CDBG Applications. She described the history of the CDBG program as an equal distribution of available funds to qualified non-profit organizations. The city council's desire to move towards a competitive distribution of these CDBG funds would require the three member sub-committee. Commissioner Atkins made a motion in

support of the policy change to recommend to the City Council the appointment of a three member sub-committee to assist City staff annually for the purpose of establishing local needs priorities, evaluating and ranking CDBG applications and making funding allocation recommendations. Commissioner Gouveia seconded the motion. The motion passed unanimously.

8. ITEMS FROM STAFF:

a. Parks and Community Services Director Report

- i. Upcoming Events and Programs: Fall Wine Stroll is occurring on Fri 10/29 starting at 6:30 pm in the downtown; Halloween Parade is occurring on Sat 10/30 starting at 1 pm in the downtown; Haunted House is occurring on Wed through Sat, 10/27 through 10/31, starting at 7 pm at the Grand Theatre.
- ii. Youth Sports Leagues MOU Update: Reaching a final agreement to be presented to the leagues in November

b. Recreation Division Update: The Commission accepted the report

c. Facilities Report: The Commission accepted the report

d. Public Works Parks Maintenance Division Report: Kevin Tobeck reported on the flooding of the parking lot and sports fields at Placencia. Tree trimming has begun. The City has 44,000 trees. The medians are being repaired on several on the city's streets.

9. ITEMS FROM THE COMMISSION:

- Commissioner Jayne requested that future presentations be limited to no more than 30 minutes each.
- Commissioner Atkins requested a presentation to commission on the City's Branding efforts.
- Commissioner Saltzman requested a presentation to the commission on the Lammersville Schoolhouse located in Clyde Bland Park. She also requested a presentation to the commission on a Community Garden project regarding California Native plants. She thanked staff for bringing forward the Community Swim Project.
- Commissioner Gouveia shared that the McDonald Park event on 10/18 was a success, and thanked staff for their help with the event.
- Commissioner Birk shared his experience on a recent Police Department "ride-along." He was able to speak with the officers regarding their concern for park safety.
- Commissioner Jimenez thanked staff for their help with the McDonald Park event. She also brought, to staff's attention, some occasions of tree limbs blocking stop signs.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT:

- a. **Motion:** Commissioner Jayne
- b. **Second:** Commissioner Gouveia
- c. **Vote:** Unanimous
- d. **Time:** 8:52 p.m.

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
November 4, 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.

The top three goals (See Attachment "A"), as determined by the Commission, are:

1. **Support Increased Revenue**
2. **Communication/Marketing**
3. **Park Safety**

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

2.1.A.3. Identify the audience and marketing tools; and present to commission	Winchell/Gouveia
2.1.A.4. Develop recommendations and costs; and present to commission	Winchell/Gouveia
3.1.A.3. Evaluate and compile current menu of services and options	Birk/Jayne/Saltzman

FISCAL IMPACT

There is no fiscal impact to the General Fund.

RECOMMENDATION

That the Commission update Commission Goal for Fiscal Year 2010/2011.

Attachment: 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

PARKS COMMISSION GOALS ~ FISCAL YEAR 2010-2011

Item	Goal	Key Focus Area for FY 2010/2011	Objective	Action Steps	Completion Date	Status (Assignment)
1	Enhancing revenue to increase services, seeking funding opportunities, fundraising ----- SUPPORT INCREASED REVENUE	1.1. RAISE FUNDS TO COMPLETE A SPECIAL PROJECT	1.1.A. Select a project	1.1.A.1. Identify Project	7/1/10	DONE: Selected Dog Park for Small Dogs, looking at three possibilities: > fencing outside current dog park > fencing inside current dog park > new location elsewhere in Tracy
				1.1.A.2. Staff to present rough estimate on the 3 options. Determine Date/Time for Community Meeting with Dog Owners	December Meeting	Staff, Commission
				1.1.A.3. Prioritize with other CIPs	December Meeting	Staff
				1.1.A.4. Define scope and preliminary budget		
			1.1.B. Raise Funds for Project	1.1.B.1. Develop fundraising strategies * Request funds from Foundation?		
				1.1.B.2.		
				1.1.B.3.		
				1.1.B.4.		
			1.1.C. Complete Project	1.1.C.1.		
				1.1.C.2.		
				1.1.C.3.		
				1.1.C.4.		

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	7/1/10	DONE: Looked at Turlock, Lodi, Fremont, Manteca, Tracy. Found similar mission statements.
			2.1.A.3. Identify the audience and marketing tools; and present to commission	December Meeting	Winchell, Gouveia	
			2.1.A.4. Develop recommendations and costs; and present to commission	December 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. Evaluate best method for Commission representation on marketing team		
			2.1.C.2. Identify venue of opportunities for marketing (events)			
			2.1.C.3. Tracy Press			
2.1.C.4.						

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. 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)	7/1/10 = Neighbhd Watch 8/5/10 = Park Watch	DONE: Only two deemed necessary at this time			
				3.1.A.2. Identify the potential topics or issues affecting our parks; and present to commission	9/2/10	DONE: Funding for maintenance, Juvenile crime, vandalism.			
				3.1.A.3. Evaluate and compile current menu of services and options; and present to commission	December Meeting	Birk, Jayne, Saltzman			
						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.							

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
November 4, 2010**

AGENDA ITEM 8.a.

RECOMMENDATION

Receive and review report on the Lincoln Park renovation project (CIP #78123) and Lincoln Park Gazebo project (CIP 78126)

DISCUSSION

During the Commission's March 4, 2010 meeting, staff presented a finalized preliminary design for renovation of Lincoln Park as part of CIP #78123 and CIP 78126 for replacement of the park's gazebo. Since that time, the Department of Engineering Services (DES), Parks and Public Works staff have been working to finalize the designs for these projects and developing the construction documents. During this process a couple of developments have occurred that staff wanted to bring to the Commission's attention. One has to do with the renovation of the restrooms and the other concerns the project's timeline.

RESTROOM RENOVATION

Originally, the project design concept involved the complete demolition of the existing restroom building and replacing it with a new structure. The newly designed restroom was to be increased in size to accommodate the mechanical systems for the water play feature, storage and a new unisex restroom that would permit the closure of the larger restrooms during the winter and other low-use times, thus reducing maintenance costs. After a refined design for this larger restroom, it was determined that the restroom as proposed would be too costly to include in the project.

At this point, staff made a decision to replace the restroom with a similar sized structure, which was within the project's approved budget. Within the past few months, DES staff have inspected the existing restroom and reviewed the original construction documents for the structure. Staff has determined that existing restroom systems are not as old as originally thought, and they are in good condition. Based on these findings, staff is now moving forward with plans to simply renovate the existing structure and add a second structure containing the mechanical room, storage area and unisex restroom as originally proposed. This renovation of the existing facility and addition of a second building will save the City approximately \$100,000 when compared to the demolition of the building and construction of a new, smaller restroom facility.

TIMELINE

Prior to beginning the final design and preparation of construction documents, DES has prepared a project timeline that would have permitted construction of the park renovation to begin in November of this year. During a project planning committee meeting a few months ago, there was discussion on the possibility that this start date could impact the availability of the park for the July 4th 2010 weekend and community celebration. Once this possibility was discovered, City staff conducted a series of meetings to explore options to mitigate the impacts of the park renovation project on this annual celebration.

Options discussed were moving the July 4th activities to another facility, speeding up the bidding/construction process, delaying the bidding/construction process and phasing the

project. Due to the time required for the new turf to properly establish, moving up or delaying the project were determined to be unsuitable alternatives. Additionally, the option of moving the event was judged to be unacceptable due to displacing event participants/visitors from a location near the fireworks show. Based on these conclusions, City staff determined that the best approach to the issue would be to phase the project.

Utilizing this phasing concept, the entire project will be bid in time to permit construction to start in early December, 2010. The first phase of construction to start in December would include most of the concrete work, the water spray feature, restroom renovation and the gazebo replacement. This phase would be completed and available to public use by June of 2011. Phase two would start construction on or about July 7, 2011. This phase will include renovation of the turf areas, installation of the irrigation system, completion of any concrete work, the access path along the southern boundary of the park and any related add-alternate items (e.g. planter bed along the southern boundary). It is anticipated that this phase will be completed and available for public use by mid-spring 2012.

FISCAL IMPACT

There is no financial impact to the City as a result of these changes as estimated costs for the entire project as changed will remain within the allocated funds in CIP's #78123 and #78126.

RECOMMENDATION

That the Commission review and receive this report on the Lincoln Park renovation project (CIP #78123) and Lincoln Park Gazebo project (CIP 78126).

Prepared by: Floyd Lewis, Recreation Services Supervisor
Approved by: Rod Buchanan, Director of Parks and Community Services

**CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
November 4, 2010**

AGENDA ITEM 8.b.

REQUEST

**RECEIVE PRESENTATION AND PROVIDE INPUT TO STAFF ON DR POWERS
PARK PLAYGROUND IMPROVEMENT**

DISCUSSION

The City completed the first phase of playground improvements on March 25, 2010. With the design underway for Phase II of the Playground Improvement project, staff is seeking input on the improvements for the Dr Powers playground.

FISCAL IMPACT

Funds are allocated through CIP 78063 approved by City Council.

RECOMMENDATION

That the Commission receive the presentation and provide input to staff on Dr. Powers Park Playground Improvement project.

Prepared by: Mark Honberger, Recreation Supervisor

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

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
November 4, 2010**

AGENDA ITEM 9.b.

RECREATION DIVISION UPDATE

ATHLETICS

By Vernon Royal

Softball Leagues: Our Fall softball leagues are nearing the end. The games have been really competitive and fun for all participants. As we get ready for the playoffs to begin. We are expecting some real close and highly contested games in the playoffs. If you would like to come out and see some of the playoff games they start the first week of November. Co-ed Games are played on Monday nights and the Men's leagues are on Friday nights all game are played at the Tracy Sports Complex and start times are 6:30 pm both nights.

Youth Hoops: We have just completed our skills day assessment for our youth hoops basketball program. We had one of the largest turnouts in the history of the program. We have over 288 registered participants signed up and ready to go. We also have all of the coaches needed for the league which is fantastic. Practices are scheduled to start the second week of November. Games are scheduled to start on December 11th and will end on February 19th, 2011. We are looking forward to this year being one of our best seasons due to the overwhelming amount of interest and support we are receiving.

AQUATICS

By Brandi James

Season Overview:

For the summer of 2010, the City of Tracy consolidated operations at the West High Swimming pool due to the closure of Joe Wilson Pool. Programming was expanded in an effort to meet the Aquatics needs of the community. The 2010 summer season began with a four day long training week for the returning staff members. All staff was recertified according to American Red Cross standards for CPR/AED and Lifeguarding and First Aid. Since the staff had already worked together before the events were added for team building, which went very well.

Lessons started out with the majority of the classes being offered reaching the maximum limits before the first day of classes. We had some obstacles with spacing since this was the first season all lessons were offered solely from one location; we lowered the limits of certain class times to ensure we had adequate space necessary for quality lessons. Altogether we had 2,396 participants utilize our lessons between June 7th and August 6th.

Adult lessons took off this summer in our learn-to-swim program. Due to high demand from the community we raised limits and eventually added additional class times to meet the demand. Since this program was such a success we need to plan for spacing and teachers for this popular adult class in future seasons.

Tiny Tots generated lots of participation. Since we used the Pinkie Phillips Aquatic Center we started the year with additional space using a teaching plat form which provides peace of mind

for the more fearful toddlers. At first the instructors were a little hesitant to use this new tool but eventually realized how vital it was to their teaching.

Swim skills had amazing results in participation. After watching how the program has worked in the past, changes are being made to ensure the program prepares children for joining a swim team. This means developing the training our instructors receive to teach proper technique along with ways to make lessons enjoyable.

Advanced classes were well participated. At the point when children were reaching advanced levels the parents did request for longer classes. The parents who were adamant about their child swimming longer would enroll their children for back to back classes. The one improvement we could make is to ensure only the advanced swimmers can register for this class; we had parents who were unable to register for swim skills at the desired time register for this class instead. While this does get their child into lessons, it hinders other participants learning experience due to slowing down for the non-advanced swimmers.

Parent/Tot classes were at a little of a disadvantage this year. Since West High maintains the pool between 78-82 degrees it was difficult for the infants to participate for the entire half hour time period. During the warmer days the water temperature did rise, however, the change was not constant. Each class we advertized we had at least one child registered.

Diving classes were maxed out this year since we only offered one class per sessions. In future years we may want to add an evening class to ensure we are offering a class for families who are unable to participate in morning programming. One of the first comments received of the summer was how our diving program was the best around.

Water Polo had moderate participation. The class maximum set by our new contract instructor was 50 and we averaged 8.75 per class.

Water Aerobics went well for its first season in the Pinkie Phillips Aquatic Center. We had decent participation, but the biggest complaints were around the time we set the classes. Again, due to the temperature of the water on cooler days and evenings we were unable to accommodate people with arthritis and/or certain age groups. We had Hayat Eter return for another season and she did a wonderful job. The revenue from his program did not completely cover the instructor fees from July 1st through the end of the season. In view of this, staff is considering options to ensure that the program will cover all costs next year.

Recreational swim was well attended. We did hear some feedback about the time being too late in the day or not long enough. Staff is considering options on the hours scheduled for recreation swim. The lifeguards were very professional and maintained a safe swimming pool for the public.

Overall the summer went very well. We did experience two forms of vandalism, one theft, and two no chlorine issues which affected programming in some way. After having a meeting with West High employees we were able to find solutions to existing and future issues to ensure a smooth running facility.

The following chart shows a revenue comparison between July 1, 2009 to Labor Day weekend and July 1, 2010 to Labor Day weekend and the past two Fiscal Year comparisons. The 10/11 information is year to date since this Fiscal Year ends on June 30, 2011:

Program	7/1/09-9/6/09	7/1/10-9/5/10	FY 09/10 YEAR END	FY 10/11 YTD
Adult Lessons	\$350.00	\$1,664.40	\$1,320.00	\$1,664.40
Parent/Tot	\$996.00	\$1,234.50	\$2,423.50	\$1,234.50
Tiny Tots	\$9,611.21	\$8,982.92	\$18,492.03	\$8,982.92
Swim Skills	\$41,824.03	\$40,751.56	\$78,134.08	\$40,751.56
Advanced	\$5,236.08	\$7,254.51	\$9,589.41	\$7,254.51
Water Ex	-\$239.00	-\$76.00	\$71.00	-\$76.00
Recreation Swim	\$4,704.00	\$4,529.00	\$9,613.00	\$4,529.00
Private Lessons	\$0.00	\$180.00	\$0.00	\$180.00
Water Polo	\$818.00	\$325.00	\$1,218.00	\$325.00
Diving	\$1,575.00	\$1,097.22	\$2,685.00	\$1,097.22
Junior Lifeguard	\$393.75	\$0.00	\$393.75	\$0.00
Swim Camp	\$688.89	\$0.00	\$688.89	\$0.00
Lap Swim	\$0.00	\$224.00	\$166.00	\$224.00
Total	\$65,957.96	\$66,167.11	\$124,794.66	\$66,167.11