

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
October 4, 2012

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order 7:00 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Jimenez; Commissioner Birk; Commissioner Foley; Commissioner Gouveia; Commissioner Holguin; Commissioner Jayne; Commissioner Saltzman
- b. Absent:
- c. Staff Present: Rod Buchanan, Director of Parks & Community Services; Kevin Tobeck, Director of Public Works; Don Scholl, Superintendent Parks & Fields; Vanessa Carrera, Management Analyst II
- d. Recorded By: Stephanie Garcia, Executive Assistant

DEVIATION IN AGENDA – Leon Churchill, City Manager, presented a letter to the Commission regarding Tracy Ball Park (distributed to Commissioners and audience and will be attached to approved minutes).

3. **ITEMS FROM THE AUDIENCE:** The communication expressed from the audience, listed below, was the desire to keep the Tracy Ball Park as is; a stand-alone sports field, in its current location. A petition was submitted to the commission also supporting no changes to the Tracy Ball Park.

Diana Sucrese
Steve Nicolau
Ray Morelos
Greg Welch
Sixto Nunez
Melissa Sucrese
Charles Manne
Phillip Treat
Jonathan Blackwell
Robert Tanner
Marlene Jones
Roger Birdsall
Robert Rickman
Dave Helm
Paul Ritter

4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON AUGUST 2, 2012**

- a. Motion: Commissioner Gouveia
- b. Second: Commissioner Holguin
- c. Abstain:
- d. Vote: Passed

APPROVAL OF MINUTES FROM THE SPECIAL MEETING ON SEPTEMBER 6, 2012

- a. Motion: Commissioner Foley made a Motion to accept the minutes amended as follows: the Foundation is looking for their first project to be an extension for small dogs on the northern side of the existing dog park.
- b. Second: Commissioner Birk
- c. Abstain: Commissioner Saltzman
- d. Vote: Passed

5. CORRESPONDENCE: None

6. OLD BUSINESS:

a. **Review and discuss 2012/2013 to 2013/2014 Commission Goals and Work Plan**

Staff presented an update of the 2012/2013 to 2013/2014 Commission Goals and Work Plan. 1.1.B.1: Discussion occurred the time frame of November, January, and February. It was noted that at least one local non-profit youth sports league has a critical need to identify field availability for their 2013 season. Staff stated they will continue to work on the field allocation process in a timely manner using the existing field rental policies to ensure that all the leagues get as many fields as possible. A question was asked if the City field rental policies will be applicable to the youth sports fields at the Holly Sugar property. Staff stated that the City field rental policies do not apply to leagues that are building fields at that location. 3.1.A.3: A question was asked if a recap of the pilot program will be brought back to the Commission in nine months of the camera being installed. *Staff stated it was the intention to report on the 9 month pilot program for discussion and input from the Commission.*

Comments from the audience:

Robert Tanner asked if the surrounding citizens have been notified of a camera being placed in a park. Chairperson Jimenez stated that yes there will be outreach efforts prior to camera placement whenever possible to discuss camera location, signage and procedures.

7. NEW BUSINESS:

a. **Receive Presentation on DRAFT City of Tracy Parks Master Plan (New Developments) and Provide Input to Plan¹**

- City staff gave a presentation and Andrew Malik, Bill Dean, and Kul Sharma of Development Services department were in attendance to answer any questions regarding planning, environmental, CEQA, or infrastructure. The plan identifies policies for future park development.

Commissioner Saltzman was in favor of the larger mid-sized parks in neighborhoods. She has been hearing negative comments that small parks are not as useful as some of the larger parks.

Commission Jayne asked about how the estimated park costs were calculated per acre and use of RGA funds on existing general fund parks. Staff stated that the estimated land cost was \$100,000 and the amenities are added to that. Staff also

¹ The Draft City of Tracy Parks Master Plan (New Developments) can be found at the following link: http://www.ci.tracy.ca.us/documents/Parks_Master_Plan_DRAFT.pdf. Hard copies are available at City Hall and the Tracy Library.

stated that the use of any funds from RGA's are typically stated in the Development Agreement associated with those RGA's. Commissioner Jayne also asked if the Tracy Hills open area that is approximately 3,000 acres can be used for trails. Staff stated that the open space area of the Tracy Hills project is to fulfill an open space obligation in perpetuity for habitat mitigation purposes and specifically prohibits the ability for trails, or other uses, to be developed. Commissioner Jayne stated that the plan should connect any new trails and bike paths to existing amenities and somehow preserve a greenbelt around the City.

Commissioner Holguin asked who made up the focus groups. Staff stated that the City consultant (Cindy Mendoza) organized the outreach.

Commissioner Foley discussed a number of suggestions to the plan including: 1) Clarification of status of Chrisman Road property; 2) clarification of park lighting policy; 3) inclusion of Parks and Community Services Commission in key review and outreach processes; 4) further clarification of filtered and recycled water uses; 5) park monument signage compatibility; 6) inclusion of all types of youth sports where identified in the plan; 7) consider defining non-standard terms; clarification of the classification of the youth sports fields at Holly Sugar property; and 8) typos.

Commissioner Jayne stated that the plan should consider a 24 hour park.

Chairperson Jimenez stated that land acceptability is an important factor to assure that suitable land is being procured for parks.

Comments from the audience:

Robert Tanner asked if the Ellis 10 million can ever be used for anything but an aquatic facility such as renovating existing parks or fixing Joe Wilson pool. Staff, through the Chair, stated the use of the Ellis 10 million is identified in the Ellis Development Agreement. Each Development Agreement for new development will be different and any funds outside of required fees can be used for anything that the city and the developer agree to.

b. Receive Update on Field Rental Policy Revision Process

Staff provided an update on the preliminary actions taken to revise the City's Field Rental Policy Handbook. Staff stated that meetings were held with Commission subcommittee members and local sports leagues during the week of August 27, 2012 to gather feedback and suggestions on improving current rental policies and procedures. Staff informed the Commission that the feedback gathered from the sports leagues will be evaluated and considered during the Field Rental Policy revision process. Best field rental practices of regional cities will also be researched and considered. Staff stated that a revised Field Rental Policy Handbook will be prepared and shared with Commission subcommittee members and sports leagues for further review and comments. After feedback is received and considered, Staff will present the revised Field Rental Policy Handbook to the full Commission for approval. Once approved, the updated Field Rental Policy Handbook will be utilized and distributed to sports leagues.

c. Selection of a Sub-Committee for Naming of Youth Sports Field at Holly Sugar

Staff gave a report on the direction City Council provided on the naming of the Youth Sports Complex, also referred to as the Holly Sugar Sports Park. During the September 4, 2012 Council meeting, staff was directed by Council to pursue the Parks Naming Policy and a For-Profit Naming Rights Agreement for the naming of the Youth Sports Complex. Staff requested that the Parks Commission appoint a

subcommittee to review and evaluate park naming nominations as part of the Parks Naming Policy. Commissioner Jayne, Commissioner Gouveia, and Commissioner Saltzman volunteered to serve on the parks naming sub-committee, which the Commission was unanimously in favor of. Staff will develop the parks naming outreach package and schedule a meeting with the sub-committee to review nominations from the community. Outreach efforts will also include advertisement on the City website and local newspaper. Staff added that the subcommittee will deliver nomination recommendations to the full Commission, to later be presented to City Council for consideration at a regular scheduled Council meeting.

d. **Reconvene Three-Member Sub-Committee to Evaluate and Rank CDBG Public Facility Applications**

Staff gave a report on mid-year allocation funding for CDBG Public Facility Improvements. Staff requested that the existing CDBG subcommittee reconvene to review and rank submitted Public Facility Improvement applications. Commissioner Jayne, Commissioner Holguin, and Commissioner Saltzman are members of the CDBG subcommittee and will participate in the evaluation and ranking of CDBG Public Facility Improvement Applications for FY 12-13.

8. ITEMS FROM STAFF:

a. Projects:

The Holly Sugar Sports Fields now has parking lots, curbs, and berms as well as lights. Rod encouraged Commissioners to schedule a tour with staff.

b. Recreation Division:

i. Upcoming Events and Programs – in packet

c. Facilities Division: The Facility Use Reports for August and September are in the packet which shows a slight increase.

d. Parks Maintenance Division: The tree company is pruning at Dr. Powers Park and they will also be taking care of Glover and finishing up at the Sports Complex on tree work. Due to the weather changing there will be a number of different field closures due to rain. The information will be given to Vanessa to give to the sports groups that have reservations. The water feature is now working at the downtown plaza and will be closing as the weather changes and signage will say Closed for the Season. The Dr. Powers old restrooms were vandalized and are closed but the new restrooms are now open. Sparks Park and the Ellis plaque project that was previously brought to the Parks Commissioner's, there is no movement and it is now in the hands of the Eagle Scout to put the project together and bring it back. Mike Contreras will be working with him as soon as it resurfaces. Don thanked Council member Abercrombie for taking the lead with a large group of volunteers in the community for the Dare to Love Tracy Day. It helped out staff quite a bit by cleaning up not only parks but alleyways and roadways. An Updated drawing of the Senior Center project was presented to the Commission and to the audience. There has been a decision to keep the tree, there were rearrangements of some amenities and the elimination of some planter beds, and otherwise, everything else is to remain.

There is also some design features including the fence that is the proposed fence that staff is waiting on pricing.

Staff reiterated the volunteer day last Saturday. It's great to see a number of citizens and groups out there helping by picking up litter in parks, around town, streets, and the bowtie area. There was a number of young people out there and some older people as well. The project along Tracy Boulevard, Fisher Park, and the rod ironed fence that is in poor condition is being replaced this week.

There will be a landscape change to the downtown Plaza; the large red grasses have grown well beyond what the nursery said they would. The specifications were to grow about 3 feet but they have grown to 5 feet plus and created some site line issues.

The Parks Director thanked staff for an outstanding job this year with the Summer Block Series Parties downtown community events. The Movies on the Plaza and the Then and Now Car Show was heavily attended. There is so much work that goes into these events and with the staff levels that we have it is amazing how they pull off fine work. The Aquatics program went off without a hitch despite many staffing changes right before summer started. Also, Witches and Broomsticks is coming up, October 26, 2012.

It was asked by the Commission if the overgrown plants can be replanted. Staff has sent a note to the contractor to send empty containers so they can be replanted. During the Household Hazardous Waste and Electronic Waste Event about 560 cars drove through dropping off materials.

9. ITEMS FROM THE COMMISSION:

a. Staff Transition Roles with Commission

Staff gave a presentation on new staff assignments relative to Commission roles.

b. PCS Commissioner Foundation Member Role Expectation

Staff gave a presentation regarding PCS Commissioner roles as the liaison of the Parks Foundation. Staff stated that the role would be to educate the Foundation on the Commission matters, provide input to the Foundation and maintain a good relationship. Commissioner Foley agreed to present a history of the Commission at a future Foundation meeting.

10. ITEMS FROM THE AUDIENCE – None

11. ADJOURNMENT:

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 9:45 p.m.