

## 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, March 7, 2013, 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: CDBG Subcommittee Special Meeting – January 17, 2013  
Special Meeting – January 31, 2013  
Regular Meeting – February 7, 2013
5. Correspondence
6. Old Business:
  - a. Update Commission Goals for Fiscal Year 12/13 & 13/14
7. New Business:
  - a. Prioritize and Request Capital Improvement Projects to be Considered for Funding Support from the Tracy Friends for Parks, Recreation and Community Services Foundation
8. Items from Staff:
  - a. Recreation Division Report
    - i. Upcoming Events and Programs
  - b. Public Works Parks Maintenance Division Report
  - c. Community Facilities Report
  - d. Director Report
    - i. Projects Update

9. Items from the Commission
10. Items from the Audience
11. Adjournment to next meeting on April 4, 2013

**POSTED: February 28, 2013**

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 333 Civic Center Plaza, Tracy, during normal business hours.

**PARKS & COMMUNITY SERVICES COMMISSION  
CDBG SUBCOMMITTEE SPECIAL MEETING MINUTES  
January 17, 2013**

1. **CALL TO ORDER:** Commissioner Saltzman called the meeting to order at 5:32 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Saltzman; Commissioner Foley; Commissioner Holguin
- b. Staff Present: Vanessa Carrera, Management Analyst II; Scott Claar, Associate Planner
- c. Recorded By: Vanessa Carrera, Management Analyst II

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

4. **NEW BUSINESS:**

- a. **Review, Discuss, Score, and Determine Funding Allocation Recommendations for CDBG Applications for the 2013-2014 Fiscal Year –**

Staff provided an overview of the Community Development Block Grant application submittal, review, and allocation process.

Scott Claar stated that the estimated amount of funding the City may receive from the U.S. Department of Housing and Urban Development (HUD), via San Joaquin County is \$417,761. He added that the funding may be used for projects within the Public Service and Public Facilities categories. The Public Services category is limited to a 15% cap of the total allotted amount, which is \$62,664. In addition, \$62,144 is anticipated in federal HOME Investment Partnership Funds.

Staff informed the applicants in attendance that the Commission will provide an opportunity for them to clarify any information presented in their application as well as provide additional information on their proposed project. Scott asked the commissioners to review the applications by category, and in the following order:

**CDBG - Public Service Category**

- 1. V.B.R. Foster Family Agency & Children Services  
\$8,500 requested - Counseling program for domestic violence

The Commission asked V.B.R. for clarification on their service program, which Dr. Valerie Sims provided. Commissioner Foley was not in favor of the project, as funding would be applied to staffing costs for counseling services. Commissioner Holguin and Commissioner Saltzman were in favor of funding the project. Commissioner Holguin applauded V.B.R. for completing the application thoroughly.

- 2. San Joaquin County Department of Aging/ Human Services Agency  
\$9,000 requested – Home delivered meals program (Meals on Wheels)

Commissioner Holguin and Commissioner Saltzman were in favor of funding the project. Commissioner Foley was not in favor of the project.

3. McHenry House Tracy Family Shelter  
\$25,000 requested – Family Crisis Intervention Program

Commissioner Foley asked staff if economic development had priority funding, which staff confirmed. Commissioner Saltzman added that she visited the McHenry House site and feels that there is a need for funding the project. She also added that consideration be given to the funding allocation that was awarded to McHenry House mid-year in FY 12-13. All Commissioners were in favor of funding the project.

4. Tracy Volunteer Caregivers  
\$6,800 requested – Support services to senior citizens, chronically ill, and disabled individuals

Kevin Farrar provided clarification on the proposed project from Tracy Volunteer Caregivers. Commissioners were not in favor of funding the project, as the funding would support personnel costs rather than direct services.

5. Women's Center – Youth & Family Services  
\$10,000 requested – Staffing expenses for South County victim services and shelter

Joelle Gomez provided a brief background on the services the Women's Center provides and how the funding would be used. Commissioners were in favor of funding the project.

6. Emergency Food Bank  
\$2,000 requested – Mobile Farmer's Market Program

Commissioners were in favor of funding the project.

7. Tracy Interfaith Ministries  
\$15,000 requested – Hunger Awareness and Food Distribution Program

Commissioners requested clarification if the program was year-round. Darlene Quinn of Tracy Interfaith Ministries provided a description of program services. Commissioners were in favor of funding the project.

8. True Vine Christian International  
\$10,000 requested - True Vine Bread of Life Project (providing supplemental food to families)

Commissioners requested clarification on the application submitted by True Vine Christian International. Commissioner Saltzman and

Commissioner Foley agreed that the application was not submitted correctly, and entirely, and recommended that the organization re-submit their request next fiscal year. Commissioners were not in favor of funding the project.

9. Second Harvest Food Bank of San Joaquin and Stanislaus Counties  
\$10,000 requested – Food Assistance Program

Commissioners requested clarification on program services and if Second Harvest would also be receiving funding from other San Joaquin and Stanislaus County cities. Kerri Tapia of Second Harvest Food Bank clarified that the funding received would support services in Tracy only. Commissioners were in favor of funding the project.

10. Boys & Girls Clubs of Tracy  
\$15,000 requested – Funding assistance for an Athletic Coordinator position

Kelly Wilson of the Tracy Boys and Girls Club provided information on the application request. Staff added that this application moved from the Economic Development category to the Public Service category based on description. Commissioner Foley did not recommend providing funding for this request as it would support personnel costs. Commissioner Saltzman and Commissioner Holguin were in favor of funding the request.

Following the review of the Public Services applications, staff informed the Commissioners that they would need to narrow down their application selections and provide funding recommendations. The Commissioners were in favor of fully funding the applications they were in consensus with, which included: McHenry House Tracy Family Shelter (\$25,000), Tracy Interfaith Ministries (\$15,000), Women's Center (\$10,000), Second Harvest Food Bank (\$10,000), and Emergency Food Bank (\$2,000).

A \$664 balance remained in the Public Services category. Scott Claar clarified that the unused funding can be rolled into the Public Facilities category.

#### **CDBG - Public Facilities Category**

Scott Claar stated that \$355,761 was available in the Public Facilities category which includes the rollover balance from the Public Services category (\$664), and adding \$15,000 available for program administration costs.

1. Tracy Interfaith Ministries  
\$207,153 requested - Installation of additional PV solar panels at the facility

Commissioners requested clarification on the project and whether Tracy Interfaith would receive an immediate return on investment and if the available funds used for utility costs would offset service expenses. Tracy Interfaith and Joe Silveira of Renewable Integrator, Inc. (solar contractor) confirmed this and stated that the project can be considered as an

annuity. The Commissioners felt that the cost for installation, materials and labor was very high and were not in favor of supporting the project.

2. McHenry House Tracy Family Shelter  
\$30,353 requested - Renovations to Day Center

Armenia Pereira of the McHenry House provided additional information on the project. Commissioner Foley asked if volunteers could assist with building renovations. Armenia responded that there were not enough skilled and available volunteers to assist. Commissioners agreed that there was a need for the project and decided to fully fund in the amount of \$30,353.

3. Coalition of Tracy Citizens to Assist the Homeless  
\$32,912 requested – Renovations to Homeless Shelter

Commissioner Saltzman stated that she visited the Homeless Shelter site and felt that there was an apparent need for renovations. Representatives from the Coalition of Tracy Citizens to Assist the Homeless spoke on behalf of the project. Commissioner Foley stated that she was not in favor of recommending funding for the project if it will go to support a rental property that has a month-to-month lease. She added that landlord would benefit from the renovations and the clients may not directly benefit. All Commissioners were in favor of supporting the project with restrictions, and agreed to revisit the item after reviewing the remaining Public Facility projects.

4. Boys & Girls Clubs of Tracy  
\$150,000 requested – Improvements for Eco Outdoor Classroom and ADA front counter

Commissioner Saltzman stated that she would be in favor of supporting the ADA front counter improvements but not the Eco Outdoor Classroom, as recommendations for FY 12-13 mid-year funding were made to award the Boys and Girls Club for a similar outdoor area in the amount of \$300,000. Scott Claar confirmed this. The Commissioners agreed to fund the ADA portion of the project in the amount of \$43,000.

5. City of Tracy  
\$238,875 requested - Sidewalk, curb, gutter, wheelchair ramp, and storm drain improvements

Zabi Zacca spoke on behalf of the City of Tracy regarding the need for funding to support sidewalk, curb, gutter, storm drain and ADA improvements in the downtown area. He added that the City would be happy to receive funding in any amount towards the project. Commissioner Saltzman commented that an application was submitted for FY 12-13 for this project but was denied because it was incomplete. Commissioners were not in favor of funding the project and felt that the

City should designate CIP or operating funds to support downtown improvements.

At this point the Commissioners had allocated \$73,353 toward Public Facility projects, and agreed to re-examine the Public Facility funding requests in order to allocate the remaining \$282,408 balance.

After additional evaluation and discussion, the Commissioners agreed to fund the Tracy Boys and Girl's Club in the full amount of \$150,000 for the Outdoor Eco Classroom and ADA Counter, and fund the City of Tracy in the amount of \$173,250 for the downtown improvements, leaving an available balance of \$2,158.

Debbie Miller of the Coalition of Tracy Citizens to Assist the Homeless asked the Commission if funding was going to be considered for their project. Commissioner Foley suggested that funding be recommended in the amount of \$2,100 to support trim repairs, painting supplies, plant materials and ceiling fans for the shelter, and added that she would not be in favor of funding the remaining rental property improvements noted in the application. Commissioner Saltzman and Commissioner Holguin were in agreement with this recommendation.

#### **HOME Funds (\$62,144 Total)**

1. Women's Center – Youth & Family Services  
\$50,000 requested - Purchase of a house to establish the Tracy Shelter for Battered Women and Children

Commissioners were in favor of recommending \$50,000 for the project.

2. NeighborWorks HomeOwnership Center, Sacramento Region, Stockton Office  
\$16,000 requested - Homebuyer Education and Home Recovery Assistance programs

Scott Claar stated that the NeighborWorks project would be a duplication of services already provided by Visionary Home Builders (administered by the County). The County has informed the City that CDBG funds are not to be used for duplicate services. The remaining \$12,144 of HOME funds could be used for the Downtown Payment Assistance Loan Program that is administered for the City by San Joaquin County. No funds were recommended for this project.

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

12. **ADJOURNMENT:**

- a. Motion: Commissioner Foley
- b. Second: Commissioner Holguin
- c. Vote: Unanimous
- d. Time: 7:20 p.m.

**PARKS & COMMUNITY SERVICES COMMISSION  
SPECIAL MEETING MINUTES  
January 31, 2013**

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order at 7:01 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Jimenez; Commissioner Saltzman; Commissioner Jayne; Commissioner Gouveia
- b. Absent: Commissioner Birk; Commissioner Foley, Commissioner Holguin
- c. Staff Present: Vanessa Carrera, Management Analyst II; Scott Claar, Associate Planner
- d. Recorded By: Stephanie Garcia, Executive Assistant

Prior to addressing the items on the agenda, Commissioner Jimenez stated that Commissioner Gouveia was unable to attend last month's regular Commission meeting, as he was required to attend a mandated Tracy Unified School District board meeting. Commissioner Jimenez asked staff if there is a process to have his absence waived.

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

4. **Approve CDBG Subcommittee Recommendations to City Council Regarding the Allocation of Community Development Block Grant (CDBG) Funds and Home Funds for Fiscal Year 2013-2014**

Staff provided an overview of the Community Development Block Grant Allocations of the CDBG Funds and Home Funds for FY 2013-2014.

Representatives spoke on behalf of their Organizations and clarified questions from the Commission.

Commissioner Gouveia made a motion to reallocate the Public Services Category Funds as stated below. The motion was seconded by Commissioner Jayne and passed by unanimous vote.

**CDBG FUNDS – Public Services Category (15% Cap):**

<u>Organization Name</u>	<u>Requested</u>	<u>Recommended</u>
McHenry House	\$25,000	\$12,500
Tracy Interfaith Ministries	\$15,000	\$10,000
Women's Center	\$10,000	\$ 7,000
Second Harvest Food Bank	\$10,000	\$ 7,000
Emergency Food Bank	\$ 2,000	\$ 1,272
VBR Foster Family Agency	\$ 8,500	\$ 5,000
SJC Human Services Agency	\$ 9,000	\$ 9,000
Tracy Volunteer Caregivers	\$ 6,800	\$ 0
True Vine Christian Intl.	\$10,000	\$ 0
Boys & Girls Club of Tracy	\$15,000	\$ 0
*San Joaquin Fair Housing	\$10,228	\$10,228

\* NOTE: Following the CDBG subcommittee meeting, the County informed City staff that it is a HUD mandate to fund fair housing activities. The County has a contract with the



San Joaquin Fair Housing Authority for this purpose in which the City participates. The fund amount is the same as last year; \$10,228.

**TOTAL AMOUNTS:**                                      **\$111,300**                                      **\$62,000**

Commissioner Jayne made a motion to approve the reallocation of the Public Facilities Category Funds as stated below. The motion was seconded by Commissioner Saltzman and passed by unanimous vote.

**CDBG FUNDS – PUBLIC FACILITIES CATEGORY:**

City of Tracy	\$238,875	\$ 75,000
Boys & Girls Club of Tracy	\$150,000	\$ 75,000
McHenry House	\$ 30,353	\$ 30,353
Coalition to Assist Homeless	\$ 32,912	\$ 20,000
Tracy Interfaith Ministries	\$207,153	\$155,408
<b>TOTAL AMOUNTS:</b>	<b>\$659,293</b>	<b>\$355,761</b>

Commissioner Jayne made a motion to approve the Home Funds as recommended. The motion was seconded by Commissioner Saltzman and passed by unanimous vote.

**Home Funds:**

Women’s Center	\$50,000	\$50,000
Neighbor Works	\$16,000	\$ 0

**5. ADJOURNMENT:**

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 8:37 p.m.

**PARKS & COMMUNITY SERVICES COMMISSION**  
**REGULAR MEETING MINUTES**  
**February 7, 2013**

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
  - a. Present: Commissioner Jimenez; Commissioner Birk; Commissioner Foley; Commissioner Holguin; Commissioner Saltzman; Commissioner Jayne; Commissioner Gouveia
  - b. Absent:
  - c. Staff Present: Rod Buchanan, Interim Director of Public Works; Don Scholl, Parks and Sports Fields Superintendent; Kim Scarlata, Recreation Manager; Vanessa Carrera, Management Analyst II
  - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** - None
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JANUARY 3, 2013**
  - a. Motion: Commissioner Birk
  - b. Second: Commissioner Saltzman
  - c. Abstain: Commissioner Gouveia; Commissioner Jayne
  - d. Vote: Passed
5. **Correspondence** – Staff received a Government Outreach request from a citizen regarding the completion date for the small dog park area at El Pescadero Park. The individual who made the request will be in attendance at next month’s meeting to speak before the Commission on this topic.
6. **Old Business:**
  - a. **Update Commission Goals for Fiscal Year 12/13 & 13/14** – Staff summarized the goals for FY 12/13 & 13/14. Item 1.1.B.1. Present Revised Field Rental Recommendations to Sports Leagues. This will take place after staff receives feedback on the field policy recommendations from the sports leagues. Commissioners requested to be notified of meetings with sports leagues regarding the field rental policy changes.
7. **New Business:**
  - a. **Review and Approve Support of Staff Recommendation to City Council Regarding the Adoption of the 2013-2014 Recreation Program and Facility Use Fee Schedule** – Commissioner Foley made a motion to approve the staff report as amended (typos). The motion was seconded by Commissioner Gouveia and passed by unanimous vote.
8. **Items from Staff:**
  - a. **Recreation Division Report** – Staff summarized the details of the Recreation Report. Youth Commissioners are planning a park clean-up event on March 16, 2013. Teen Forums will focus on how to get a job, prepare for an interview, and help with completing job applications. Athletics staff is working on getting the softball league season started and the Youth Hoops program is almost finished.

There will be a program survey for parents and participants to fill-out and the survey results will be in the next Rec Report.

i. **Upcoming Events and Programs** – The Dan Bilbrey Civic Center Plaza Dedication on Tuesday was a great turn out. The 2012 World Series Trophy Tour Stop will be here March 20, 2013 from 4:00 – 6:00 p.m. The Volunteer Appreciation Ceremony, which will honor all City volunteers and Commissioners, will be on April 24, 2013. Other upcoming events are in the Recreation Report.

b. **Public Works Parks Maintenance Division Report**

- The Dr. Powers Park old restroom building has been demolished and staff will construct a shade structure in that area utilizing recycled materials from a vandalized park.
- The lighting at the Sports Complex is over 10 years old and is beginning to fade. The entire complex will be re-lamped, including the softball area. The base turf material is being replaced at softball field #3.
- General Fund parks maintenance is well underway and irrigation is starting up.
- Tracy Unified School District operations staff contacted City staff regarding the existing Joint Use Agreement between the City and TUSD. The school district stated, in light of the Sandy Hook Elementary tragedy, that they are going to be fencing off campuses that have been traditionally open to City parks as a security measure. They are raising 4' fences to 8' fences.

c. **Director Report**

i. **Projects Update** – A walk-through took place at Legacy Fields with the sports leagues involved in the project. There was roughly \$300,000 left out of the \$11.8-million project budget. The available funding will be used for wiring utilities to each individual property and adding a storage container area. The fields may be turned over to the leagues around April 1<sup>st</sup>. The Ribbon Cutting Ceremony will take place in April before a regularly scheduled Council Meeting.

d. **Community Facilities Report** – Staff and the Facility Attendants meet once a month to discuss safety related issues, how to go about responding to emergency situations, and reporting incidents to the Police Department. Lt. Farmanian of the Tracy Police Department was in attendance during this month's meeting and explained what to do when one is placed in an unpleasant or threatening circumstance.

Facility Use Report – January has good numbers in terms of hours for the Transit Station, the Ball Park and the Community Center. Starting next week the sports facility use hours will increase, as baseball, softball, and soccer play starts back up. In the month of January, \$10,000 of facility rental fees were generated.

Staff followed-up on an inquiry related to Commissioner Gouveia's absence at the January 3, 2013 regular Commission meeting. Per the Commission's bylaws regarding absences, an absence may only be excused if a leave of absence request is made in advance and approved by City Council. Commissioners are allowed to miss up to 4 meetings per calendar year.

**9. Items from the Commission**

- Commissioner Gouveia mentioned that his son who plays soccer will be playing in Las Vegas in the Under 19 International Tournament.
- Commissioner Saltzman stated that being on a subcommittee has been invigorating and stressful and she would like there to be different ways or approaches to come up with decision making.
- Commissioner Birk stated that in March the World Series Trophy Tour will be unbelievable. He has seen at other towns, thousands of people lined up to get their picture taken with the trophy; it will be very exciting for Tracy to see people coming from all around. He thanked Kim and Jolene for doing a wonderful job stepping in and helping with the Sister City Association. In March they will be sending 10 kids and 2 chaperones to Japan, the expense is down to approximately \$1,600. The Sister City Association will hold a fundraiser on March 9, 2013 to raise funding for the trip; tickets are \$25.
- Commissioner Foley – apologized for missing the Special Meeting.
- Commissioner Jimenez attended Kevin’s retirement party which was a spectacular event. She thanked staff for doing an outstanding job.
- Staff clarified how updates are presented to the Commission regarding Items from the Audience. Staff follows the City Council policy for addressing Items from the Audience, which provides 30 days for response or resolution to an item.

The Director asked the Commission if they would like updates on Items from the Audience in a summarized format, which the Commission was in agreement to. Commissioner Jimenez would like an updated report on the Tracy United Cricket Club field allocation, and staff’s attempt to reach Mr. Hector Hernandez regarding Tracy’s sports history. Rod stated that staff will work actively on addressing Items from the Audience topics and provide status updates to the Commission.

**10. Items from the Audience - None**

**11. ADJOURNMENT:**

- a. Motion: Commissioner Birk
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 8:31p.m.

**PARKS COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014**

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
1	<b>SUPPORT EFFICIENT POLICIES</b> ----- Review of Park Usage Policies, under the Commissions purview, in order to provide for a fair, transparent and efficient services.	<b>1.1. Approve park and sport field rental policies</b>	<b>1.1.A.</b> Review of existing policies, challenges and best practices	<b>1.1.A.1.</b> Meet with Sports Leagues to obtain feedback on Field Rental Policies 8/31/12 Done: Staff and Sub Committee	<b>1.1.A.2.</b> Present update to Commission on Field Rental Policy Revision Process 10/4/12 Done: Staff	<b>1.1.A.3.</b> Review and research best practices of other cities 10/15/12 Done: staff
				<b>1.1.A.4.</b> Prepare draft Field Rental Policies April 2013 Staff	<b>1.1.B.1.</b> Present revised field rental recommendations to sports leagues May 2013 Staff and Sub Committee	<b>1.1.B.2.</b> Approval of Field Rental Policies by PCS Commission July 2013 Staff
			<b>1.1.B.</b> Make usage/rental recommendations	<b>1.1.C.1.</b> Revise Field Rental Handbook and issue to leagues July 2013 Staff	<b>1.1.C.</b> Issue new Field Rental Policy Handbook	
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2	<b>COMMUNITY INVOLVEMENT</b> ----- 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	<b>2.1. OUTREACH</b>	<b>2.1.A.</b> Volunteer opportunities and/or activities	<b>2.1.A.1.</b> Commission to participate with YAC for volunteer Park clean-up efforts in 2013 Event to be held on March 16, 2013 Staff and Commissioners	<b>2.1.A.2.</b> Commission requests partnership with YAC to develop Tobacco Free Park initiative August 2013 Staff and Commissioners	
				<b>2.1.B.1.</b> Research park history and post park information and photos on website May 2013 Staff (In progress)	<b>2.1.B.2.</b> ParksNReview Mobile Application Completed Staff	
			<b>2.1.B.</b> Increase Access to Park Information	<b>2.1.B.3.</b> Park locator map on City website Completed Staff	<b>2.1.B.4.</b> Presentation by Commission on outreach efforts and community resources to Council, neighborhood groups, service clubs, etc. April 2013 PCS Commission	
				<b>2.1.C.1.</b> Identify venues where there are opportunities for marketing (events) Ongoing Staff and Commissioners	<b>2.1.C.2.</b> Tracy Press - Commission to contribute articles/ letters to the editor Completed Commission	
			<b>2.1.C.</b> Increase visibility of Commission	-----		
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**PARKS COMMISSION GOALS ~ FISCAL YEAR 2012/2013 & 2013/2014**

Item	Goal	Key Focus Area	Objective	Action Steps	Completion Date	Status (Assignment)
3	<b>PARK SAFETY</b> ----- Encourage or enhance community and neighborhood support of parks	<b>3.1. BRING CORRECTIVE ELEMENTS THE CITY CAN PROVIDE IN RESPONSE TO PARK ISSUES</b>	<b>3.1.A.</b> Implement the pilot camera program	<b>3.1.A.1.</b> Support implementation of the pilot camera program	Completed	Done: Staff and Commissioners
				<b>3.1.A.2.</b> Conduct neighborhood meeting on installation of park security camera	Completed	Staff
				<b>3.1.A.3.</b> Install Park Security Camera and camera signage at Jim Raymond Park.	Completed	Staff
				<b>3.1.A.4.</b> Receive quarterly reports on the effectiveness of pilot camera program and provide input for improvements and future camera site locations.	Quarterly	Staff
				<b>3.1.A.5.</b> Support implementation of the ongoing pilot camera program based on program criteria.	Ongoing	Staff and Commissioners
			<b>3.1.B.</b> Implement an Adopt a Park Program	<b>3.1.B.1.</b> Research successful Adopt-A-Park programs from other agencies, identify desirable program elements, and present to commission	Completed	Commission
				<b>3.1.B.2.</b> Identify final program elements for program development.	April 2013	Staff and Commissioners
				<b>3.1.B.3.</b> Identify commission roles and implement program	May 2013	Staff and Commissioners
			<b>3.1.C.</b> Visit parks or other sites to identify issues and educate citizens	<b>3.1.C.1.</b> Focus efforts on parks that are generating Community Interest	Ongoing	Staff and Commissioners
				<b>3.1.D.1.</b> Complete response to items from Community meeting in Jim Raymond Park.	08/02/12	Done: Staff
			<b>3.1.D.</b> Respond to park inquires	<b>3.1.D.2.</b> Report Back Meeting at Jim Raymond Park	9/6/12	Done: Staff and Commissioners
				<b>3.1.D.3.</b> Develop method for accessing and interpreting park crime stats	April 2013	Staff
				<b>3.1.E.1.</b> Determine desirable final program elements	April 2013	Staff and Commissioners
			<b>3.1.E</b> Implement the Park Watch Program	<b>3.1.E.2.</b> Review and support final program materials and signage	June 2013	Commission
<b>3.1.E.3.</b> Identify Commission desired roles and implement program	July 2013	Staff and Commissioners				
<b>PARKING LOT:</b>						

**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
March 7, 2013**

**AGENDA ITEM 7.a.**

REQUEST

**PRIORITIZE AND REQUEST CAPITAL IMPROVEMENT PROJECTS TO BE  
CONSIDERED FOR FUNDING SUPPORT FROM THE TRACY FRIENDS FOR  
PARKS, RECREATION AND COMMUNITY SERVICES FOUNDATION**

DISCUSSION

During the December 6, 2012 Parks and Community Services Commission meeting, City staff asked the Commission to evaluate and rank Parks Capital Improvement Projects for inclusion in the Fiscal Year 2013-14 budget, and propose additional projects for consideration. Out of the full list of current and proposed Parks CIPs, the Commission selected the following five projects as their top priorities:

1. Tracy Ball Park Repairs
2. Dr. Powers Pool Renovation
3. Restroom at El Pescadero Park
4. McDonald Park Restroom Replacement
5. Handball Court at McDonald Park

Most parks related CIPs are funded through the General Fund, but in some instances project costs are subsidized through Landscape Maintenance District assessments, grants, and private donations. The Tracy Friends for Parks, Recreation and Community Services Foundation (Parks Foundation) provides funding support (in part by grants and donations) to the City for parks and community service programs and projects. In FY 12-13 the Parks Foundation provided funding for aquatics recreation enrollment costs.

Staff is requesting that the Parks Commission prioritize the following CIPs for consideration of funding support from the Parks Foundation. The prioritized selections will be brought before the Parks Foundation Board by the Parks Commission liaison at the March 18<sup>th</sup> Parks Foundation meeting for further evaluation.

The following list represents current CIPs (under \$50,000) that are not fully funded and would require funding support from the Foundation. It is possible that one or more of these items could be funded through the City CIP process.

**PROPOSED PARKS CIPs UNDER \$50,000**

<b>PROJECT TITLE</b>	<b>CIP NUMBER</b>	<b>PROJECT TOTAL</b>	<b>PROJECT DESCRIPTION</b>	<b>Comments</b>
Tracy Sports Complex – Scoreboard Replacement	78PP-119	\$35,000	Replace all four baseball/softball scoreboards. The Department has had ongoing problems with the scoreboards. All of the scoreboards have failed at various times during the past three years. The original scoreboard manufacturer is no longer in business. Repairs are done through separate business which charges twice the cost for repairs.	N/A
Handball Court – McDonald Park	78PP-140	\$34,500	Existing handball court is experiencing decline. In December 2011 and 2012, the Parks Commission ranked this as a top priority CIP.	N/A
Facilities Reservation Software	78PP-152	\$40,000	Purchase of facility reservation software for facility rentals at various City facilities including City Hall, the Community Center and the Transit Station.	\$20,000 to be funded through TDA Grants
Tracy Ball Park Light Timer	78PP-153a	\$19,000	Installation of timer system for Tracy Ball Park lights to coincide with day-light savings time. Lights would automatically turn on at sun down and shut off at a pre-set time to prevent energy waste. Equipment includes two control panels, control link monitoring system and 10-year warranty.	N/A
Irrigation Booster Pump for Civic Center	78PP-153b	\$23,000	The irrigation system at Civic Center Landscaping does not have adequate water pressure to operate properly. This has resulted in dead turf and plants, and water running at 18 - 20 hours per day in the summer.	N/A
Tracy Community Center Concrete Floor Resurfacing	78PP-153c	\$15,000	The concrete flooring in the Tracy Community Center storage room requires resurfacing. The floor is cracked, uneven, and severely worn after years of use. The condition of the floor makes it extremely difficult for renters to remove chair and table racks from the storage room and also serves as a tripping hazard, which can be a liability for the City. The project would involve resurfacing approximately 450 square feet of concrete flooring.	N/A



El Pescadero Park Small Dog Park Addition	78PP-153d	\$15,400	Development of a small dog park adjacent to the existing dog park at El Pescadero Park. The park will consist of approximately 1500 square-feet of fenced-in space for small dog play and exercise.	\$5,000 in funding provided by grants/donations
Irrigation Booster Pump for Gretchen Talley Park	78PP-153e	\$23,000	Provide for the installation of an irrigation booster pump at Gretchen Talley Park. The irrigation system at Gretchen Talley Park does not have adequate water pressure to operate properly. This has resulted in dead turf and plants, and water running at 18 - 20 hours per day in the summer.	N/A
Walkway Repairs, Kenner Park	78PP-153f	\$35,000	The walkway surfaces on the interior of Kenner Park have become hazardous. The asphalt has cracked and lifted in some areas and the pavers have also lifted and become uneven.	N/A
Fish Pond at Legacy Fields	78PP-151	*\$130,000	Development of fish pond for recreational purposes in planned passive recreation area at Legacy Fields.	*\$100,000 being sought through Grants

**RECOMMENDATION**

That the Parks Commission prioritize and request Capital Improvement Projects to be considered for funding support from the Tracy Friends for Parks, Recreation and Community Services Foundation.

Prepared by: Vanessa Carrera, Management Analyst II

Approved by: Rod Buchanan, Public Works Interim Director

**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
March 7, 2013**

**AGENDA ITEM 8.a.**

**RECREATION DIVISION UPDATE**

**SPECIAL INTEREST CLASSES**

***By Laura Johnston***

**Current Programs:** Twenty-two new classes began this January, the most attended being the Just 4 Kicks Soccer program with 62 participants, KidSAFE with 37 participants and Ready, Set, Grow program with 26 participants. The new Fencing for Beginners exceeded its maximum with 11 participants. February has already begun to see an increase in enrollment as there are 40 classes being offered.

**NEW Class Highlight this January:** The Tai Chi program has expanded its offering to include the Arthritis Foundation® Tai Chi Beginner program. This class uses gentle movements that are safe and easy, and suitable for mild joint pain sufferers. We currently offer the class at the Lolly Hansen Senior Center Wednesdays at 1pm where we have 12 seniors enrolled and 5 adults are enrolled in our Monday and Thursday night class.

**A.S.P. - AFTER SCHOOL PROGRAM**

***By Laura Johnston***

**Site Updates and Highlights:** Participants have enjoyed the temperate weather the last few weeks of January, and are enjoying moving their activities outdoors. Recreation Leader III, Beatrice Amezcuita rejoins the After School Program after working at the Lolly Hansen Senior Center the last couple of years. She visits the sites a few times per week, interacts with the children and assists staff as needed. Her background in Child Development has helped the sites develop a reward program, offering incentives for cooperative group projects like arts and crafts and organized group games. Although each site is different, the same theme runs between them: positive reinforcement motivates the kids to act responsibly.

Staff has begun to finalize the Summer Explorers Day Camps with the theme of "A Trip Around the World." Each week campers will take a trip to a different continent and to explore different cultures. Campers will take their passports around the world and explore exotic places and foods and learn about culture, music and dance. Camp will also include trips to locales around Tracy including movies at the mall and the Pinkie Philips Aquatic Center.

**S.A.F.E. - STUDENTS ADDING FUN TO EDUCATION**

***By Laura Johnston***

SAFE is an after school program for middle-schoolers at Williams Middle School. Staff and students have decorated their classroom with positive messages and art projects. The program has 59 students enrolled with an average daily attendance of 30. The three staff are able to offer different recreational opportunities afterschool including arts and crafts, positive social interaction and sports.

The SAFE participants have a variety of recreational opportunities available to them on any given day. Staff utilize the gym to play sports and move around, they use the schools' fields during warmer weather, staff organize art projects, staff assist during homework time, they play games on the Wii, and staff interact with the students positively through a lot of social interaction.

## **YOUTH ADVISORY COMMISSION**

***By Laura Johnston***

Youth Commissioners are currently planning upcoming YAC sponsored events such as a park clean-up March 16, Don't Text & Drive events in mid-April, and a teen forum for late spring. They are also working on producing their first ever Public Service Announcement on volunteering in our community. Their PSA will be shown on Channel 26 and on the City's Youtube channel in late February. The Youth Commission will be finalizing their summer day camps at their next meeting scheduled for Wednesday, February 13 at 6:00pm in City Hall, room 203. The Summer Teen Day Camp subcommittee is suggesting camps with an outdoor adventure theme, an arts theme and a music theme. They'll also be discussing the logistics of their new Spring Teen Forum. The Commission is currently planning on having speakers on teen-related topics and teen-focused survey questions which will be used to assist next year's commission in developing their future goals and objectives.

## **ATHLETICS**

***By Jolene Jauregui***

**Softball Leagues:** Registration for the Tracy Adult Softball League is currently taking place. Registration ends February 13<sup>th</sup> and the Manager's Meeting is scheduled for Wednesday, February 20<sup>th</sup>. The first pitch for the winter/spring season is scheduled for February 22<sup>nd</sup>, with the Friday night men's division. We anticipate 30 teams this season.

**Youth Hoops:** The Youth Hoops Basketball program has two games left for the remainder of the 2012/13 season. All coaches have received a playoff schedule and the championship games will take place on Saturday, February 16<sup>th</sup>. All participants will receive a participation award; in addition, the first and second place teams will receive individual trophies.



## **COMMUNITY EVENTS**

***By Jolene Jauregui***

### **February**

- **Dan Bilbrey Plaza Dedication:** The event was held on February 5, 2013 at the City Hall Plaza. The dedication of the City Hall Plaza was in honor of Tracy's former Mayor Dan Bilbrey. Representatives from Congressman Jeff Denham, Senator Cathleen Galgiani and Assembly Member Susan Talamantes-Eggman were present. As well as former SJ

County Supervisor Leroy Ornalles, current SJ County Supervisor Bob Elliott, and members of City Council. Over 75 community members were in attendance.

**Staff is preparing for the upcoming events:**

**March**

- 2012 World Series Trophy Tour Stop: March 20, 2013 from 4:00pm to 6:00pm at City Hall.

**April**

- Volunteer Appreciation Ceremony: April 24, 2013 Volunteers from all City of Tracy departments will be invited to this event to be honored for their dedication and support of the community.

**May**

- Kentucky Derby: May 4, 2013 from 1:00pm to 5:00pm on the City Hall Plaza. This event is a partnership with the Noon Rotary Club of Tracy.
- Cinco De Mayo Block Party: May 5, 2013 from 12:00pm to 3:00pm at the Downtown Plaza. The "Latin Essence" will be the entertainment for the event.
- Girls Night Out! Denim, Diamonds, and Divas: May 10, 2013 from 6:00pm to 10:00pm on the Downtown Plaza.

**SENIORS**

***By Jolene Jauregui***

During the month of January approximately 2,451 repeat seniors attended the Senior Center. Each week the Senior Center welcomes new participants into our programs.

During the month of January the Senior Fitness program had 893 repeat participants. Most recently, there has been an increase in fitness. Due to this, accommodations for more senior participants have been made. A variety of fitness classes are offered Monday thru Friday. Many of the seniors enjoy the variety of classes that are offered weekly.

During the month of January the Senior Center served 257 hot lunches to seniors in the Tracy community. In addition, the San Joaquin County Meals on Wheels program delivered 600 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 7 day supply.

AARP Tax Aid began the first week of February and all the appointments are reserved until the last filing date in April. This year the Senior Center has been fortunate to have five volunteers spend every Monday from 9am until 12pm with senior clients. Seniors who are not able to make an appointment with AARP in Tracy are referred to AARP centers in nearby cities

TRACY PUBLIC WORKS DEPARTMENT  
COMMUNITY FACILITIES DIVISION

FACILITY USE REPORT:  
February 2013

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	Galli Field	Veterans Fields	Tiago Fields
Commercial	20								20							
Private	128					20		4	16	60	7		13	8		
Non-Profit	1,457	405	2	25	18	114			314	128	176	64	34	60	118	
City	89	9		37		39		4								
PCS Dept	8			8												
Gov. Agency	0															
School District	181	10							171							
<b>Total Hrs:</b>	<b>1,883</b>	<b>424</b>	<b>2</b>	<b>70</b>	<b>18</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>521</b>	<b>188</b>	<b>183</b>	<b>64</b>	<b>47</b>	<b>68</b>	<b>118</b>
percent of total:		23%	0%	4%	1%	9%	0%	0%	0%	28%	10%	10%	3%	2%	4%	6%

Hours given FREE based on MOUs:	491	397.0	23.0	6.3	64.5										
percent of total:		26%													
Monetary Value of FREE MOU Hours:	\$21,204	\$18,421	\$575	\$51	\$2,157										

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	Galli Field	Veterans Fields	Tiago Fields
Commercial	\$960								\$960							
Private	\$2,657					\$693		\$92	\$288	\$1,080	\$126		\$234	\$144		
Non-Profit	\$5,874	\$260	\$28	\$30	\$156	\$858			\$1,590	\$640	\$880	\$372	\$170	\$300	\$590	
City	\$0															
PCS Dept	\$0															
Gov. Agency	\$0															
School District	\$1,435	\$580							\$855							
<b>Total Rev:</b>	<b>\$10,926</b>	<b>\$840</b>	<b>\$28</b>	<b>\$30</b>	<b>\$156</b>	<b>\$1,551</b>	<b>\$0</b>	<b>\$0</b>	<b>\$92</b>	<b>\$3,693</b>	<b>\$1,720</b>	<b>\$1,006</b>	<b>\$372</b>	<b>\$404</b>	<b>\$444</b>	<b>\$590</b>
percent of total:		8%	0%	0%	1%	14%	0%	0%	1%	34%	16%	9%	3%	4%	4%	5%

L. Serrano  
Administrative Assistant II

TRACY PUBLIC WORKS DEPARTMENT  
COMMUNITY FACILITIES DIVISION

FACILITY USE REPORT:  
February 2013

**Hours of Use**

Year	TOTAL	Building & Room Rentals					Sports Field Rentals										
		Community Center	TSC Mtg Room	Civic Center	Senior Center	Tracy Transit Station	Mobile Stage	Street Events	Park & Picnic Rentals	Tracy Sports Complex	Placencia Fields	Tracy Ball Park	Bland Field	Galli Field	Veterans Fields	Tiago Fields	
2012	2,132	60	35	119	16	73	64	4	167	613	325	198	81	81	174	123	
2013	1,883	424	2	70	18	173	0	0	8	521	188	183	64	47	68	118	
Percent Difference:		3%	-38%	45%	13%	-4%	-20%	50%	50%	45%	4%	13%	2%	6%	13%	22%	1%

**Fees Generated**

Year	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	Galli Field	Veterans Fields	Tiago Fields	
2012	\$17,809	\$2,367	\$266	\$45	\$156	\$1,162	\$0	\$35	\$2,518	\$5,555	\$1,985	\$1,765	\$380	\$380	\$855	\$340	
2013	\$10,926	\$840	\$28	\$30	\$156	\$1,551	\$0	\$0	\$92	\$3,693	\$1,720	\$1,006	\$372	\$404	\$444	\$590	
Percent Difference:		12%	24%	40%	10%	0%	-7%	0%	50%	46%	10%	4%	14%	1%	-2%	16%	-13%