

**PARKS & COMMUNITY SERVICES COMMISSION  
REGULAR MEETING MINUTES  
April 4, 2013**

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order 7:00 p.m.
2. **ROLL CALL:**
  - a. Present: Commissioner Jimenez; Commissioner Gouveia; Commissioner Holguin; Commissioner Saltzman
  - b. Absent: Commissioner Birk; Commissioner Saltzman
  - c. Staff Present: Rod Buchanan, Interim Director of Public Works; Vanessa Carrera, Management Analyst II, Don Scholl, Parks and Sports Fields Superintendent; Laura Johnston, Recreation Coordinator I
  - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** Robert Tanner, 1371 Rusher Street. Mr. Tanner informed the Commission that there have been 8th graders asking for a basketball court at El Pescadero Park. The schools are locked down after hours; he estimated the cost to be \$60,000 to \$65,000.
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON MARCH 7 2013:**
  - a. Motion: Commissioner Gouveia
  - b. Second: Commissioner Holguin
  - c. Abstain:
  - d. Vote: Passed
5. **CORRESPONDENCE:** None.
6. **OLD BUSINESS:**
  - a. **Update Commission Goals for Fiscal Year 12/13 & 13/14:** Staff gave an update on the following:
    - 1.1.B. Make Usage/Rental Recommendations – The draft policy is being prepared at this time. Staff will organize a meeting with the appointed Commissioners and sports leagues regarding the draft recommendations once they are completed
    - 3.1.A. Implement the Pilot Camera Program – Staff reported that the Jim Raymond Park Camera has not captured any illegal or suspicious activity thus far. The camera is in working order and captures images between dusk and dawn. The Utilities Maintenance staff have adjusted the camera zoom to capture more activity in the park. Staff has created informational flyers regarding the park camera for Yosemite Vista residents who live near Jim Raymond Park. The flyers were distributed by Commissioner Holguin, who stated that the neighbors appreciated the information. Commissioners Jimenez asked for a copy of the flyer and examples of the captured images from the camera.
    - 3.1.B.2. Identify Final Program Elements for Program Development – staff will come back to the Commission with recommended program elements for the Adopt-a-Park Program in June 2013. Staff stated that there was an article on the CPRS website

regarding a Southern California City who implemented the Adopt-a-Park program with successful results. Staff has developed four strategic teams to create and implement City-wide goals that mirror that of City Council's. The Adopt-a-Park and the Park Watch Programs are two initiatives involved in the Public Safety Strategic Plan. Public Safety is considered a top priority by Council, and these initiatives will involve staff and the Commission collaborating with PD.

## 7. NEW BUSINESS:

- a. **Review and Approve Staff's Recommendation Regarding No Policy Changes for the Financial Aid Program for FY 13/14:** Staff gave an overview of the report. New financial assistance policies will be in place July 1, 2013. The current financial assistance balance is \$34,000 out of \$41,000 budgeted. The average participant uses roughly \$80 of financial aid. Currently there is \$3,600 left for the remainder of this fiscal year and staff anticipates the balance being used up by the end of May 2013.

Commissioner Jimenez stated that she is delighted to see an increase of 277 financial aid recipients being served with recreational programming.

Commissioner Jayne stated that last year staff was evaluating ways to prevent unused financial assistance from remaining stagnant so that other participants could access the funding. Staff stated that this fiscal year 50% of financial aid participants used \$100 of funding, 25% used under \$100 and the remaining 25% used the full award amount of \$150.

Commissioner Gouveia stated that the report presented was clear and precise and easy to follow. He gave kudos to staff who wrote the report.

Commissioner Holguin asked if senior citizens were taken into account on the report and staff clarified that 62% of financial aid recipients are seniors and a good percentage of funds are used toward senior programming.

Commissioner Gouveia made a motion to approve No Policy Changes for the Financial Assistance Program and the motion was seconded by Commissioner Holguin and passed by unanimous vote.

## 8. ITEMS FROM STAFF:

- a. Recreation Division Report

- i. Upcoming Events and Programs – Recreation and Special Interest class participation and revenue have increased. The Activity Guide for Summer registration will be available on Monday, April 8. Summer Registration starts on Monday, April 15. The Youth Advisory Commission recently participated in a park clean-up effort at Hoyt Park. They were assisted by Target employees who helped paint and apply sealant to 18 park benches. Other organizations from the community assisted as well.
- Legacy Fields Ribbon Cutting Ceremony, April 16
  - Volunteer Appreciation Ceremony, April 24
  - The Kentucky Derby, May 4

The Senior Center fitness program is growing strong and the outdoor fitness area is near completion. The ribbon cutting for the outdoor project will coincide with Older American's Month in May.

Commissioner Holguin commended the Youth Advisory Commission for being involved in the “Don’t Text and Drive Campaign.” Staff stated that the “Don’t Text and Drive Campaign” will be presented at all four high schools this year.

- b. Public Works Parks Maintenance Division Report – Staff thanked Laura, YAC, and the Target employees who came out and helped with the Hoyt Park clean-up. Staff stated that the City is hosting the NorCal Classic Softball Tournament this weekend, but Thursday’s event was cancelled due to rain. Don thanked Rod for his help with getting additional temporary staff to mitigate some of the losses they recently had. An LMD Request for Proposals has been issued and the application submittal period will end on April 22, 2013. Staff hopes to have a new agreement in place before the start of the next fiscal year.

Commissioner Jimenez asked staff if there is an issue with sunflower seeds at the ball diamonds now that Tracy Babe Ruth is at The Sports Complex more often. Staff replied that it has been a problem in terms of cleanliness, and that the Sports Complex concessionaire has taken extra measures by giving bags to customers to spit the sunflower shells into.

- c. Community Facilities Report – Staff reminded the Commission and the audience about the Legacy Fields Ribbon Cutting Ceremony held at 3:00 p.m. on April 16, 2013, at the intersection of Sugar Road and North Tracy Boulevard. The Commission will have a private tour at 2:00 p.m.

The Facility Use Report numbers looked good for March; figures run very close to 2012 figures. The Tracy Sports Complex had 754 hours of use due to the leagues starting up and utilizing the ball diamonds and soccer fields simultaneously. Fees generated are holding strong at \$21,489. The Tracy Community Center is booked every weekend through the month of September.

Parks and Community Services Commission Action Items List:

Item #3 - Meeting with Mr. Hernandez was rescheduled for March 29<sup>th</sup> due to a scheduling conflict. Staff and Mr. Hernandez will discuss Tracy’s soccer history, as recommended by the Commission.

Item #5 – Jim Raymond Park Camera simulation. A meeting will be scheduled in the month of May, during the evening hours, for the Commissioners to participate in a park camera simulation.

Item #8 - Don provided the estimated cost for Adopt-a-Park signs with graffiti coating. It is approximately \$70 per sign and \$25 for materials and labor.

Item #10 - Don contacted Bill Wilner, Director of Building Maintenance at TUSD, and was informed that the District will eventually donate surplus 4’ fencing materials to the City, which will be used for the small dog park project at El Pescadero Park.

Item #11- Commissioner Holguin inquired on the possibility of gathering park crime and graffiti data through Parks Maintenance staff. Don replied that due to limited time and understaffing, he does not call upon his staff to do so. Maintenance staff does report tagging and graffiti problems to him, and if

necessary photographs are turned into the Police Department for further investigation.

Item #12 - Staff contacted Linda Mendoza, Southside Community Group representative, regarding facility rental deposit amounts and policies related to their special event being held at MacDonald Park on September 16, 2013.

Item #13 - Commissioner Holguin was to contact Terry Clemens regarding the small dog park project at El Pescadero Park and report back to the Commission (no action at this time).

d. Director Report

- i. Projects Update – On April 2, 2013, City Council held a CIP workshop as part of the FY 13/14 budget preparation process. A number of projects were discussed; Council indicated support for several park related projects that were supported by the Commission, including:
1. Tracy Ball Park, Phase I - A consulting fee of \$25,000 was proposed to develop a conceptual plan for the park and administer community outreach.
  2. El Pescadero Park, Restroom Rehabilitation
  3. Bessie Building Demolition and Sale of Property
  4. McDonald Park Restroom and Handball Court Rehabilitation
  5. Facility Reservations Software. The new software will allow citizens to go online and book City facilities and access recreational services

A recent copper wire theft took place at Legacy Fields. In order to secure the copper wiring and prevent future thefts, the contractors have installed concrete vaults over the utility stubs. Staff is also looking into installing a security camera to monitor activity at the park. The park gate was installed and the leagues will have their own code to enter the facility.

**9. ITEMS FROM THE COMMISSION:**

- Commissioner Gouveia thanked administration and staff for supporting the parks CIP's and knows that some CIP's have been on the list for ages and it good that they the Council supported them to meet the needs of the community.
- Commissioner Jayne stated that Tracy Ball Park and Dr. Powers Park, located on Tracy Boulevard, are two highly visible parks that need some work. The chain link fence at Tracy Ball Park has a hole that people can access through Tracy Boulevard, and the stadium looks like it is falling apart. He added that the older parks need some work and as a matter of pride, their conditions show how we feel about our parks.  
Commissioner Jayne requested crime statistics from each park either on a monthly or quarterly basis to see as a Commission where the problems really are.
- Commissioner Holguin thanked Rod and Don. He thanked Vanessa for the outstanding Facility Report. Also, he thanked Mr. Tanner for attending the meeting.
- Commissioner Jimenez stated that it's important for the Commissioners to be more visible to the community and when she visits different parks she wears her

name badge to identify herself as a Parks Commissioner. The Tracy Latin Athletic Club, Easter Breakfast, held an event at the Tracy Community Center in March. Commissioner Jimenez and Commissioner Gouveia volunteered at the event and feel that additional garbage cans are needed at the facility. Commissioner Jimenez also added that there are not enough of brooms and dust pans available, and a few extra tools may make it easier for the renter to clean. Don stated that the Tracy Community Center is contracted through a custodial service.

Rod stated that \$1.29 million was allocated for park improvement projects this fiscal year which is a success for the Parks Commission. The projects ranked and recommended by the Parks Commission totaled \$4.4 million dollars. The estimated available funds for next year is approximately \$3 million. The park improvement projects competed City-wide for funding; and approximately \$42 million was requested for CIPs City-wide.

- 10. ITEMS FROM THE AUDIENCE:** Robert Tanner stated that last month the Commission ranked a CIP for the Tracy Ball Park automatic light timers in the amount of \$19,000. This CIP did not make the list that was presented to the City Council. Robert added that what made it on the list was a CIP to fund a consultant to talk to the community to figure out what to do with the Tracy Ball Park. Robert also stated that he found it odd that the Commission did not vote for facility reservation software and the project made it to the CIP list. He asked if the Police will be patrolling by Legacy Fields to prevent other items being stolen from the park.

**11. ADJOURNMENT:**

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 8:03 p.m.