

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, June 6, 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: Regular Meeting – May 2, 2013
5. Correspondence
6. Certificate of Achievement: Arashpreet Gill, Youth Advisory Commissioner
7. Old Business:
 - a. Update Commission Goals for Fiscal Year 12/13 & 13/14
8. New Business:
 - a. Discuss and Provide Feedback on the Possible Formation of a Senior Advisory Commission and Option to Consolidate the Parks and Community Services Commission, Cultural Arts Commission, and Youth Advisory Commission, with an addition of Three (3) Senior Commissioners to Form a New Council Appointed Community Services Commission
 - b. Election of Parks Commission Chair and Vice Chair
 - c. Appoint Three-Member Subcommittee to Develop Program Elements for Adopt-A-Park Program
9. 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
10. Items from the Commission
11. Items from the Audience
12. Adjournment to next meeting on August 1, 2013

POSTED: May 30, 2013

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

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
May 2, 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 Jayne; Commissioner Saltzman;
 - b. Absent: Commissioner Birk
 - c. Staff Present: Rod Buchanan, Interim Director of Public Works; Vanessa Carrera, Management Analyst II; Don Scholl, Parks and Sports Fields Superintendent
 - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:**
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON APRIL 4, 2013**
 - a. Motion: Commissioner Holguin
 - b. Second: Commissioner Gouveia
 - c. Abstain: Commissioner Saltzman
 - d. Vote: Unanimous
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.A.4. Prepare Draft Field Rental Policies – The Draft Field Reservation Handbook is currently being prepared. Staff has compared the current field rental policies with other regional cities and feedback on the City's draft field rental policies will be requested from local sports leagues for consideration.
 - 3.1.A.4. Pilot Camera Program – An adjustment to the camera was made in late April to turn off the mode that captures license plate reflectivity during the evening hours. The camera can capture activity within 100-feet, and is currently focused on the park play area and shaded structure. Commissioner Holguin asked if the license plate mode can be turned on and off. Staff stated that it is a standard mode and there is an on and off switch. Commissioner Saltzman asked how long the camera batteries last. Staff stated that there is a solar component to the camera that recharges on a continual basis.
 - 3.1.D.3. Develop Method for Accessing and Interpreting Park Crime Stats – Staff provided the findings in the upcoming staff report.
7. **NEW BUSINESS:**
 - a. **Consider Canceling the Regular Parks and Community Services Commission Meeting Scheduled for July 4, 2013, Due to 4th of July Holiday**

Commissioner Gouveia made a motion to cancel the Regular Parks and Community Services Commission meeting scheduled for July 4, 2013, due to the 4th of July Holiday. Commission Jayne seconded the motion and passed by unanimous vote.

b. **Receive and Discuss Presentation Regarding 2012 Call for Service Data for City Parks**

Staff obtained Call for Service records from 2012 through the Tracy Police Department. The data provided records for 55 out of 72 City parks. The remaining 17 parks were omitted, as Call for Service records did not exist for those parks.

Commissioner Saltzman stated that larger parks generated more activity and she was not aware of the level of activity taking place at Zanussi Park.

Staff stated that Zanussi Park is located near West High and teens tend to congregate there. The park is approximately 4.5 acres in size compared to Lincoln Park which is 12.5 acres.

Parks with the highest Call for Service volume in 2012:

- El Pescadero – 161
- Lincoln – 108
- Tracy Sports Complex – 96
- Zanussi – 92
- Dr. Powers – 86

Most Frequent Call types based on top 5 parks:

- Disturbances
- Security Checks
- Suspicious Activities
- Municipal Code Violations
- Agency Assist

Commissioner Jayne asked if the majority of calls to the Tracy Police department are coming from City employees. Staff stated that the Facility Attendants do make a number of calls to the Police department for suspicious or illegal activities taking place at the Tracy Sports Complex.

Commissioner Jimenez asked if staff is instructed to call the Police department and not to get involved. How do they determine when to call and when not to call? Staff stated that the Maintenance staff and Facility Attendants are instructed not to engage in any activity they consider threatening, walk away from the area and call the Police. Staff stated that the game officials are responsible for keeping order on the field.

The league coaches and Tournament Directors are responsible for responding to inappropriate actions by their players and guests, as well as the site supervisory staff and Facility Attendants. Police officers are called upon for enforcement actions.

Commissioner Jayne stated that he is seeing trends between parks from a night-time to day-time perspective. He observed that most activity at El Pescadero Park occurs at night and asked if the new restrooms at the park are going to be locked.

Staff stated that they will be maintained by an electronic timer. The original bathroom was removed due to past problems in the park and now a new restroom is being installed based on neighborhoods requests. Commissioner Jayne asked if problems return, could the restroom be moved to a park that is in need? Staff stated it is a prefabricated unit that will come in two pieces and can be moved if need be.

Commissioner Jimenez stated that she was pleased that drug use at this park was not listed on the report and it is an improvement.

Commissioner Gouveia commented on the report and it is an incredible document and thanked staff for the diligence that was put into it.

Commissioner Jayne stated that this is a lot of detailed data and would like to see this on a monthly basis so that we can see where the trends are coming from to take a proactive approach. He is very impressed with the report.

Commissioner Holguin commented on how helpful this data is and how it can be utilized to determine where to place future park cameras. He commended staff on the work put into dissecting the codes and added that the report was outstanding.

Commissioner Jimenez stated that the data is valuable and now the Parks Commission knows where they need to be on outreach. She added that a number of people highlight the troubles at MacDonald Park, and looking at the report it's clearly not the park with the highest level of reported activity.

Commissioner Holguin stated that the residences near MacDonald Park police themselves and they take care of their own neighborhood.

Commissioner Saltzman stated that one way of letting the community know about some of the discrepancies and stereotypes that we have at our parks would be to go through the Tracy Press and get it out to the community.

Staff stated that the data gathered can be used and implemented with the Park Safety Program, Parks Watch, and Adopt-a-Park. Staff will continue to monitor the Call for Service data on a quarterly or yearly basis and report to the Commission on the findings.

8. ITEMS FROM STAFF:

a. Recreation Division Report:

- i. Upcoming Events and Programs – Report is in the packet. Commissioner Jimenez stated that she would have liked the Commissioners attendance noticed on the Legacy Fields Ribbon Cutting Ceremony. In the Youth Advisory Commission section, Arashpreet Gill was selected as one of two California delegates to the National Youth Science Camp in West Virginia. Commissioner Jimenez stated that there should have been formal recognition of her award on behalf of the Commissioners. Staff suggested that Arashpreet be invited to the next Commission meeting to be presented with a Certificate of Achievement. The Commissioners were all in favor of the invitation to Arashpreet.

- b. Public Work Parks Maintenance Division Report: The Ellis Plaque Project will be taken to Council for approval as it is a state monument. Mike Contreras' crew will complete the concrete and handle installing the monument itself. Bids have been received for a new Landscape Maintenance District contractor and will be evaluated in May; the contract will be negotiated. The Larson Park statue is in repair. Staff is working with a contractor in Berkeley to make the necessary repairs. The Clutch Burners event is this Saturday at Dr. Powers Park and they are expecting 250- 300 cars; they do a fantastic job cleaning up the park. The Tracy Unified School District will be starting their re-fencing project and this material will be available for the expansion for the small dog park that the Foundation has on their project list.

Commissioner Jimenez referred back to last month's comment on sunflower seeds at the Tracy Sports Complex. She had the opportunity to talk to staff on the mess and inconvenience it causes on the fields. She suggested that sunflower seeds be prohibited in the dugout and on the fields.

c. Community Facilities Report:

April looks very good with the majority of rentals coming from the Sports Complex, Placentia Fields, Tracy Ball Park, and the Transit Station. Revenue generated in April was in the order of \$21,893. In comparison with 2012, revenue is slightly higher.

d. Director Report:

- i. Projects Update – Staff thanked the Commissioners for their support in attending the Legacy Fields Ribbon Cutting Ceremony.
Six cameras were purchased similar to the Jim Raymond Park camera for placement at other City parks. The Police department installed a temporary camera at El Pescadero Park.
Half of the CIP camera budget was spent on the recent camera purchase and staff may look at a different solution for several high profile parks.
There will be a total of seven cameras in our inventory which can be rotated throughout parks.

9. ITEMS FROM THE COMMISSION:

- Commissioner Jimenez asked for an update on the open position for the Parks Commission board.
- Commissioner Holguin shared a website www.nextdoor.com. This is a secured website that allows you to network with your neighbors.
- Commissioner Jayne stated a problem at Tracy Press Park. There is a gentleman living underneath the power poles who sets up during the day and the neighbors do not feel comfortable taking their kids to the park. Staff said the Homeless Coalition contacted the gentleman and offered a better solution and it is being dealt with in a different fashion.
- Commissioner Saltzman stated that she is looking forward to this summer for the Legacy Fields opening and the use of the fields; it was nice to be there for the celebration.
- Commissioner Gouveia wished everyone a great weekend.
- Commissioner Jimenez commented on Item 16 from the Action Item list. This was a request from a group that rented the Tracy Community Center and were displeased with the lack of garbage cans. Vanessa assured that there are additional cans for people who are renting the facility; Linda thanked Vanessa for completing the task. She thanked Vanessa for the park data and stated that it is fantastic and will help make some positive changes.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT:

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 7:57 p.m.

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

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

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

Item	Goal	Key Focus Area	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 PARK ISSUES	3.1.A. Implement the pilot camera program	3.1.A.1. Support implementation of the pilot camera program 3.1.A.2. Conduct neighborhood meeting on installation of park security camera 3.1.A.3. Install Park Security Camera and camera signage at Jim Raymond Park. 3.1.A.4. Receive quarterly reports on the effectiveness of pilot camera program and provide input for improvements and future camera site locations. 3.1.A.5. Support implementation of the ongoing pilot camera program based on program criteria.	Completed	Done: Staff and Commissioners
			3.1.B. Implement an Adopt a Park Program	3.1.B.1. Research successful Adopt-A-Park programs from other agencies, identify desirable program elements, and present to commission	Completed	Commission
			3.1.C. Visit parks or other sites to identify issues and educate citizens	3.1.C.1. Focus efforts on parks that are generating Community Interest	Ongoing	Staff and Commissioners
			3.1.D. Respond to park inquires	3.1.D.1. Complete response to items from Community meeting in Jim Raymond Park. 3.1.D.2. Report Back Meeting at Jim Raymond Park 3.1.D.3. Develop method for accessing and interpreting park crime stats	08/02/12 9/6/12 Completed	Done: Staff Done: Staff and Commissioners Staff has aquired data and needs to analyze/ summarize findings
			3.1.E. Implement the Park Watch Program	3.1.E.1. Determine desirable final program elements 3.1.E.2. Review and support final program materials and signage 3.1.E.3. Identify Commission desired roles and implement program	October 2013 December 2013 January 2013	Staff and Commissioners Commission Staff and Commissioners
			3.1.B.2. Identify final program elements for program development.	August 2013	Staff and Commissioners	
			3.1.B.3. Identify commission roles and implement program	Sept 2013	Staff and Commissioners	
			3.1.A.1. Support implementation of the pilot camera program	Completed	Done: Staff and Commissioners	
			3.1.A.2. Conduct neighborhood meeting on installation of park security camera	Completed	Staff	
			3.1.A.3. Install Park Security Camera and camera signage at Jim Raymond Park.	Completed	Staff	
3.1.A.4. Receive quarterly reports on the effectiveness of pilot camera program and provide input for improvements and future camera site locations.	Quarterly	Staff				
3.1.A.5. Support implementation of the ongoing pilot camera program based on program criteria.	Ongoing	Staff and Commissioners				
PARKING LOT:						

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 6, 2013

AGENDA ITEM 8.a.

REQUEST

DISCUSS AND PROVIDE FEEDBACK ON THE POSSIBLE FORMATION OF A SENIOR ADVISORY COMMISSION AND OPTION TO CONSOLIDATE THE PARKS & COMMUNITY SERVICES COMMISSION, TRACY ARTS COMMISSION, AND YOUTH ADVISORY COMMISSION, WITH AN ADDITION OF THREE (3) SENIOR COMMISSIONERS TO FORM A NEW COUNCIL APPOINTED COMMUNITY SERVICES COMMISSION

DISCUSSION

During the May 7, 2013 City Council Meeting, staff received direction to research the options of forming a Senior Advisory Commission. The fiscal impact of this option and the minimum estimated operating expenses associated with forming and supporting the Commission is over \$27,650. The current and upcoming Fiscal Year 13-14 budget cannot absorb this expense, and a supplemental appropriation would be required.

Formation of a Senior Advisory Commission would provide an opportunity for seniors within our community to become further engaged in local government, and allow for greater citizen input on the development of senior programming and policies. Staff has researched over ten cities with Senior Advisory Commissions to evaluate how the City of Tracy, Senior Advisory Commission, would be structured.

The second proposed option involves the possible consolidation the Parks and Community Services Commission, Tracy Arts Commission, and Youth Advisory Commission, and suggests appointing three senior advisory members to form a new City of Tracy, Community Services Commission.

The newly proposed Community Services Commission will consist of 11 members: 3 Senior Commissioners, 2 Youth Advisory Commissioners, 3 Tracy Arts Commissioners and 3 Parks Commissioners. This option streamlines staff time and resources while encouraging a unified commission that reflects Tracy. Achieving the target number of members for the Community Services Commission will be accomplished through attrition of existing Commission members, eliminating the need to select members for removal. The proposed timeline for this option suggests January 1, 2014 as the new Community Services Commission's effective date.

Following Council direction, staff will return with a plan to consolidate the aforementioned commissions and outline the new Commission formation process.

An additional option would include appointing two senior and one youth representative to the existing Parks and Community Services Commission. This appointment would expand the representation of the youth and senior population and increase the overall diversity of the Commission.

The final option would be to leave the current Parks and Community Services Commission, the Tracy Arts Commission and the Youth Advisory Commission as they are currently appointed.

Should the City Council direct staff to move in the direction of consolidating the above Commissions and formation of a new Community Services Commission, any existing ordinances pertaining to the Parks and Community Services Commission would default to the new Community Services Commission and ordinance changes would be addressed in a future timeline.

FISCAL IMPACT

Option 1: Formation of a new Senior Advisory Commission would require a Council appropriation of \$27,650 (at minimum) to the senior services budget.

Option 2: Currently, the total annual expense associated with Parks and Arts Commissioner salaries is in the order of \$9,800. Consolidating the Parks, Arts and Youth Advisory Commissions into an 11-member board would result in an estimated annual savings of \$3,200 (\$6,600 annual expense).

Although there is not an extensive cost savings to the General Fund to consolidate the aforementioned commissions, staff hours dedicated to the support and administration of the commissions would be reduced by approximately 900 hours (approximately 1,600 hours of staff time is dedicated annually to support the Commissions). This would provide the opportunity for staff to redirect their efforts to other City-related priorities, where lack of resources or staff support may exist.

Option 3: The additional appointment of two senior and one youth representative to the Parks and Community Services Commission would result in a net increase in expenditures of \$1,800 (at minimum) for Commissioner salaries.

Option 4: Maintaining the existing commissions as-is would result in no change to City expenditures (\$0 net total).

RECOMMENDATION

That the Parks and Community Services Commission discuss and provide feedback on the possible formation of a Senior Advisory Commission and option to consolidate the Parks and Community Services Commission, Tracy Arts Commission, and Youth Advisory Commission, with an addition of three Senior Commissioners to form a new Council appointed Community Services Commission.

Prepared by: Vanessa Carrera, Management Analyst II

Approved by: Rod Buchanan, Public Works Interim Director

**CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 6, 2013**

AGENDA ITEM 8.b.

REQUEST

ELECTION OF PARKS COMMISSION CHAIR AND VICE CHAIR

DISCUSSION

Per the Parks and Community Services Commission By-Laws approved in 2010, "The annual election of officers shall take place at the last regular meeting in June of each year. The terms of officers shall commence as of July 1st following the election and shall continue through June 30th of the following year. In the first year of formation, the election of officers shall take place at the first regular meeting."

RECOMMENDATION

That the Parks and Community Services Commission elect a Chair and Vice Chair to serve as officers from July 1, 2013 to June 30, 2014.

Prepared by: Vanessa Carrera, Management Analyst II

Approved by: Rod Buchanan, Public Works Interim Director

CITY OF TRACY
PARKS & COMMUNITY SERVICES COMMISSION MEETING
June 6, 2013

AGENDA ITEM 8.c.

REQUEST

**APPOINT THREE-MEMBER SUB-COMMITTEE TO DEVELOP PROGRAM
ELEMENTS FOR ADOPT-A-PARK PROGRAM**

DISCUSSION

The Adopt-A-Park Program provides opportunities for local organizations or individuals to sponsor a City park by contributing the general care and maintenance of the park for a specified period of time. The Program is volunteer based and offers ways to promote community involvement, protect park resources, and improve recreational experiences for residents. Acknowledgement is also given to the park sponsor to recognize their contributions to the community.

The Parks and Community Services Commission has proposed to restore the City's Adopt-A-Park Program as part of their Fiscal Year 12/13 & 13/14 Goals. Staff is proposing that the Commission appoint a three-member subcommittee to develop draft guidelines and policies for the program. Staff plans to meet with the subcommittee in July to review former program guidelines (attached), review regional Adopt-A-Park program policies, and draft new program elements. The proposed Program elements will be brought before the full Commission for input and approval during a regular commission meeting.

RECOMMENDATION

That the Parks and Community Services Commission appoint a three-member subcommittee to develop program elements for the Adopt-A-Park Program.

Attachment: City of Tracy, Adopt-A-Park Program Guidelines, 1996

Prepared by: Vanessa Carrera, Management Analyst II

Approved by: Rod Buchanan, Public Works Interim Director

CITY OF TRACY
PARKS AND COMMUNITY SERVICES DEPARTMENT
ADOPT-A-PARK PROGRAM

I. PURPOSE

To provide a litter pickup at a designated park, or provide specific services to a park, by a "not for profit" group or organization.

II. PROCEDURE

The City of Tracy will accept a completed application which will be reviewed by the Adopt-A-Park Committee. Contracts will subsequently be awarded to qualified groups or organizations to pickup litter at assigned parks, or for special projects which are to be completed within one year.

III. SCOPE OF WORK

Upon award of the contract, the group or organization shall pickup litter during a specific period at an appointed park site. The group or organization will commit to the service for a two year period, usually July 1 through June 30.

The group or organization shall submit to the Adopt-A-Park Committee the names of the group supervisors and the day litter pickup will be taking place, or date special projects will be completed.

IV. MEMORANDUM OF UNDERSTANDING

Each group or organization chosen shall enter into a Memorandum of Understanding with the City of Tracy.

V. MONTHLY REPORTS

Each group or organization awarded a contract shall submit a quarterly report to the Parks and Community Services Department. Reports shall include items as outlined in the Memorandum of Understanding.

VI. LIABILITY/INSURANCE

The City shall not be liable at any time for loss, damages or injury to the person or property of any

person whosoever at any time, occasioned by or arising out of any act or omission of group or organization.

Insurance coverage shall be as follows:

Public Liability and Property Damage Insurance, insuring City, its elected and appointed officers, agents, and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from the organization's actions under the MOU. Such insurance shall have a limit of not less than \$500,000. The City of Tracy shall be named as Additional Insured for the duration of the MOU.

VII. SELECTION CRITERIA

Selection criteria shall include, but are not limited to:

1. Tracy based organizations only.
2. Number of participants to be involved.
3. Number of City residents in group or organization
4. Availability of time to perform duties.
5. Previous year(s) community service activities.

Selection committee shall be comprised of three Parks and Community Services Commissioners and a Community Services Manager who will act as staff to the committee.

VIII. TIME SCHEDULE

All material is to be submitted to the Adopt-A-Park Committee by 5 p.m. on February 1, of any given year.

Committee recommendations will be reviewed by the Parks and Community Services Commission at their next scheduled meeting.

Adopt-A-Park responsibilities will begin July 1.

IX. ADDITIONAL INFORMATION

Additional information and applications may be received by calling the Parks and Community Services Department at 831-4200.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
June 6, 2013**

AGENDA ITEM 9.a.

RECREATION DIVISION UPDATE

SPECIAL INTEREST CLASSES

By Laura Johnston

The Spring Season came to a close May 31st. The Tracy Recreation Division offered 189 classes to 1140 registrants this spring, generating over \$80,000 in gross revenue. The most popular classes were fitness classes Zumba and Yoga, youth sports classes Just 4 Kicks, Just 4 Hoops, KidSAFE and Action Gymnastics, preschool-age class Ready, Set, Grow and the Special Needs Activity Program for special needs adults.

Summer classes and camps registration has begun with over 100 registrations in summer camps so far. This summer, the Recreation Division is offering over 50 camps in the subjects of engineering, science, sports, teens, day camps and field trips. Each camp offers campers a unique experience. Of the 50 camps, seven are new this summer including flag football, fencing and Skyhawks sports and field trips.

A.S.P. - AFTER SCHOOL PROGRAM

By Laura Johnston

The After School Program ended the spring with over 400 registrants at the three after school sites, with an average of 27 students at each school. Staff created a variety of new experiences this spring including art taught by instructors from Young Rembrandts and Ukulele introductory lessons brought to each site by staff person James Murray. Staff attended their schools' back to school nights and social functions to promote the department's summer camps. Each site ended the year with a small party filled with surprises and treats.



SAFE AFTERSCHOOL PROGRAM

By Laura Johnston

The afterschool program at Williams Middle School currently has 60 registered participants with an average of 30-35 participants per day. Participants have enjoyed participating in seasonal activities and events, daily interactions with staff and other participants, and in creating their own space, in their own classroom. The partnership with Williams Middle School and their staff have been a very positive and supportive one, with the program looking to keep its classroom and use of the gym space in the fall.

YOUTH ADVISORY COMMISSION

By Laura Johnston

The Youth Advisory Commission conducted four “Don’t Text & Drive” events in April and May at the four local high schools. They also collected over 700 pledges from teens to never text and drive again. Allstate insurance joined the efforts by attending the events with staff and commissioners, providing reminder giveaways and bringing a large banner upon which teens pledged with their thumb prints. Teens provided their email addresses and were encouraged to “LIKE” the Youth Advisory Commission Facebook page in order to view the winners of the drawing for prizes such as Jamba Juice and Starbucks gift cards, movie tickets and 2 season passes to Great America.



The Commissioners finished drafting their first Public Service Announcement with the theme of “Volunteering Makes Superheroes out of Teens”. Using the template of a movie premiere for a super-hero movie, teens posed as ordinary teens doing extraordinary things while volunteering at the senior center, library and by tutoring. The PSA will be posted on the commission’s Facebook page, on the City of Tracy Youtube channel and Channel 26.

ATHLETICS

By Jolene Jauregui

Softball Leagues: The 2013 Spring Adult Softball league is in its final week of play ending the season with playoffs. Competition levels are high at the Tracy Sports Complex with the top four seeded teams in each division battling each other in the playoffs. Registration is now open for the Summer Adult Softball league. We anticipate 28 teams for the summer session. The first pitch for the Summer Adult Softball league is scheduled for Monday, May 20th.



Junior Giants: Registration is open for the 2013 Junior Giants Baseball Season. There are 520 participants currently registered for the 2013 Junior Giants Baseball Program. Registration ends on May 17th and there will be a mandatory Junior Giants orientation for parents and participants on May 20th and 21st at the Grand Theatre at 6:30pm. The first pitch for the Junior Giants Baseball Season will be Tuesday, July 2nd.

COMMUNITY EVENTS

By Jolene Jauregui

The Volunteer Appreciation Ceremony was held on April 24, 2013. Over 375 volunteers from all City of Tracy departments were invited to the event to be honored for their dedication and support of the community. Together among the groups over 40,000 hours of service was contributed.

The first Kentucky Derby in Northern California was held on May 4, 2013 from 1:00pm to 5:00pm on the City Hall Plaza. This event was in partnership with the Noontime Rotary Club of Tracy. Approximately 200 guests were in attendance that played various betting games and watched the official Kentucky Derby race.

The 2012 Block Party Series kicked off on Sunday, May 5, 2013 with the Cinco de Mayo celebration. Over 500 people attended the free event. The Downtown Plaza was decorated with a Fiesta theme. The "Latin Essence" band kicked off the Block Party. During their intermission a local Ballet Folklorico from Academy of Performing Arts performed. Mi Esperanza a local restaurant catered the event.

Girls Night Out "Denim, Diamonds & Divas" was held on Friday, May 10, 2013. There were 38 vendors present to showcase their business to the 600 women in attendance. Each participant received a custom wineglass and goodie bag filled with giveaways from participating vendors and the boutiques on 6th Street. The evening began with the vendor shopping and tasting the various appetizers and wines. It concluded with dancing at the "girls only" party.

Staff is preparing for the upcoming events:

June

- Motown Soul Block Party: June 21, 2013 from 6:00pm to 9:00pm at the Downtown Plaza. Radio will be the entertainment for the evening.

- Movies on the Civic Center Plaza: June 28, 2013 from 6:30pm until the end of the movie. The presentation of *Hotel Transylvania* will begin at sunset.

July

- Rock and Roll Block Party: July 12, 2013 from 6:00pm to 9:00pm at the Downtown Plaza. Livewire Band will be the entertainment for the evening.
 - Movies on the Civic Center Plaza: July 26, 2013 from 6:30pm until the end of the movie. The presentation of *Wreck it Ralph* will begin at sunset.
1. Volunteer Appreciation
 2. Kentucky Derby
 3. Cinco de Mayo Block Party
 4. Girl's Night Out



SENIORS

By Jolene Jauregui

For the month of April approximately 3,163 repeat seniors attended the Senior Center. Each week the Senior Center welcomes new participants into our programs.

In the month of April, the Senior Fitness program had 1001 repeat participants. There has been a significant increase in our fitness participation due to the favorable weather changes. A variety

of fitness classes are offered Monday thru Friday. Many of the seniors enjoy the variety of classes that are offered weekly.

Throughout the month of April, the Senior Center served 277 hot lunches to seniors in the Tracy community. In addition, Meals on Wheels delivered 840 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 7 day supply.

The Senior Center held a Spring Fling Luncheon this year and there were 42 participants for this event. There were also 45 seniors who went on their annual spring trip to the Monterey Bay Aquarium.

During the month of May staff has been planning many activities to celebrate Older Americans Month. We hosted our annual Open House & Senior Health Fair on May 1st. There were 35 senior related vendors who participated and over 275 seniors in attendance. Each had information regarding senior related issues such as: health & wellness and nutrition to name a few. Our Country Spring Dance was held on Tuesday, May 7. A variety of country music was provided by our very own senior group "Country Jubilee" and seniors danced the night away. In addition, we partnered with various agencies to host speakers on senior related topics. Those topics were: "Fraud Prevention", "Life After Retirement" and "Sun Safety and Preventing Heat Illness." To end the month long of senior activities, seniors joined together at a Health Seminar on "Stroke".

1. Spring Fling
2. Open House
3. Country Spring Dance



TRACY PUBLIC WORKS DEPARTMENT
COMMUNITY FACILITIES DIVISION

FACILITY USE REPORT:
May 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	42								42							
Private	142	49				27		42			10		14			
Non-Profit	1,673	18	34	8	13	87	29	32	47	525	199	219	142	54	176	90
City	122			58		64										
PCS Dept	51	14		16		21										
Gov. Agency	0															
School District	149	7				3		13	87	39						
Total Hrs:	2,179	88	34	82	13	202	29	32	102	654	238	229	142	68	176	90
percent of total:		4%	2%	4%	1%	9%	1%	1%	5%	30%	11%	10%	7%	3%	8%	4%

Hours given FREE based on MOUs:	41		2.0	1.3	6.0			32.0								
	2%															

Monetary Value of FREE MOU Hours:	\$339		\$30	\$15	\$294			\$0								
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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	\$1,440								\$1,440							
Private	\$6,880	\$4,064				\$1,181		1,203			\$180		\$252			
Non-Profit	\$11,762	\$636	\$476	\$106	\$156	\$1,175	\$320	266	\$3,373	1,745	\$1,095	\$710	\$270	\$984	\$450	
City	\$0															
PCS Dept	\$0															
Gov. Agency	\$0															
School District	\$1,251	\$266				\$108		\$247	\$435	\$195						
Total Rev:	\$21,333	\$4,966	\$476	\$106	\$156	\$2,464	\$320	\$0	\$1,716	\$5,248	\$1,940	\$1,275	\$710	\$522	\$984	\$450
percent of total:		23%	2%	0%	1%	12%	2%	0%	8%	25%	9%	6%	3%	2%	5%	2%

L. Serrano
Administrative Assistant II

TRACY PUBLIC WORKS DEPARTMENT
COMMUNITY FACILITIES DIVISION

FACILITY USE REPORT:
May 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	2,240	87	30	111	15	217	33	60	92	519	247	273	162	77	166	152	
2013	2,179	88	34	82	13	202	29	32	102	654	238	229	142	68	176	90	
Percent Difference:		1%	0%	0%	8%	4%	2%	0%	15%	-3%	-6%	1%	4%	3%	3%	-1%	13%

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	\$24,936	\$6,033	\$420	\$1,216	\$156	\$2,994	\$640	\$0	\$1,256	\$5,510	\$2,255	\$1,627	\$810	\$529	\$830	\$660	
2013	\$21,333	\$4,966	\$476	\$106	\$156	\$2,464	\$320	\$0	\$1,716	\$5,248	\$1,940	\$1,275	\$710	\$522	\$984	\$450	
Percent Difference:		4%	5%	0%	42%	0%	5%	0%	0%	-8%	1%	4%	6%	3%	0%	-4%	9%