

**PARKS & COMMUNITY SERVICES COMMISSION  
REGULAR MEETING MINUTES  
August 1, 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 Gouveia, Commissioner Ettinger
  - b. Absent: Commissioner Saltzman; Commissioner Jayne; Commissioner Holguin
  - c. Staff Present: Kim Scarlata, Recreation Manager; Vanessa Carrera, Management Analyst II; Jolene Jauregui, Recreation Coordinator II
  - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** Robert Tanner, 1371 Rusher Street, stated that he continually sees a group of homeless people sleeping in the tennis courts at Dr. Powers Parks. He has witnessed them sleeping in the tennis courts late at night and during the early morning hours. . Robert asked the Commission if his concern can be addressed with the respective people.
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JUNE 6, 2013:**
  - a. Motion: Commissioner Gouveia
  - b. Second: Commissioner Birk
  - c. Abstain: Commissioner Jimenez
  - d. Vote: Passed
5. **APPROVAL OF MINUTES FROM THE SPECIAL MEETING ON JUNE 19, 2013:**
  - a. Motion: Commissioner Gouveia
  - b. Second: Commissioner Ettinger
  - c. Abstain: Commissioner Birk
  - d. Vote: Passed
6. **CORRESPONDENCE:** None
7. **OLD BUSINESS:**
  - a. **Update Commission Goals for Fiscal Year 12/13 & 13/14**
    - 3.1.B. Implement an Adopt a Park Program – Staff stated that the Adopt-a-Park subcommittee met last week to discuss proposed program elements and to review what regional cities are doing with similar programs. A second subcommittee meeting will be scheduled in late August or early September with the City’s Safety Strategic Team who are looking to partner in this effort. Staff intends on bringing forth the draft Adopt-a-Park Program policy to the full Commission in October 2013.

**NEW BUSINESS:**

b. **Appoint Parks Commission Liaison to Serve on Tracy Friends for Parks, Recreation and Community Services Foundation Board**

Staff stated that Commissioner Holguin served his full term as the liaison to the Tracy Parks Foundation, and requested that the Commission appoint a new commissioner to serve in this capacity. The Commission liaison serves as an advisor and a non-voting member on the Tracy Parks Foundation board and reports back to the full Commission on topics related to the Parks Commission. The Tracy Parks Foundation meetings are held on the third Monday of each month at 7:00 p.m. Chairperson Jimenez volunteered to serve as the Board liaison for a one-year term (August 2013-July 2014). A vote of the Commission was not required, as Chairperson Jimenez appointed herself.

c. **Receive and Discuss the Parks and Community Services Commission Purview as it Relates to Senior Programming**

Staff provided an overview of the staff report.

Commissioner Jimenez stated that staff is listening and doing their job by outreaching to the seniors, requesting their input, and providing programming to seniors that they have requested. Commissioner Jimenez added that if the Lolly Hansen Senior Center is not large enough to accommodate growing program demands, then a new facility, or facility expansion, should be sought.

Commissioner Gouveia stated that he attended the July 2, 2013 City Council meeting, where the topic of forming a senior commission was addressed. He said that he was enlightened by the senior demographic data that was delivered, and feels that there needs to be a greater focus on senior services and activities in Tracy for this growing population. Commissioner Gouveia added that staff is working to accommodate these needs.

Commissioner Birk agreed that a greater focus should be on senior services and has made a number of visits to the Lolly Hansen Senior Center. He expressed that the City needs a larger senior facility to accommodate the growing demand for services and activities, and felt that it was important to have the conversation now even if the plan for a new facility is years away. Commissioner Birk added that he never thought he'd see the inception of the outdoor senior area, and is happy to see the project near completion.

Commissioner Jimenez inquired with staff on the function of a senior steering committee. Staff stated that a steering committee could outreach to focus groups and the community at large to gather feedback on senior needs and programming. Staff expressed that the reoccurring community concerns related to senior programming are facility expansion or building a second facility location.

Commissioner Jimenez thanked staff for their dedication and efforts to support senior programming, and is happy to see the variety of programs and services offered, given staffing and resource limitations.

d. **Review and Approve Policy for Placement of Storage Containers in City Parks**

Staff gave an overview of the report.

Commissioner Gouveia said the staff report was thoroughly analyzed and presented very well. He inquired about the standard container size at Plasencia Fields and why it differed from other sports parks. Staff explained that it is due to limited space at Plasencia Fields.

Audience comment: Robert Tanner, 1371 Rusher Street, Tracy. Mr. Tanner asked if security issues have been addressed, as he has read news reports that containers

have been broken into and vandalized. He also inquired if adding more containers in parks would escalate graffiti.

Commissioner Jimenez replied that it would be the responsibility of the organization to maintain and secure the container.

Staff added the existing containers at the sports fields have yet to be broken into.

Commissioner Jimenez asked for clarification on the proposed length of time an organization may place a container at a City sports park. Staff responded that a 5-year term will be proposed as part of the Storage Container License Agreement. If two or more organizations request to place containers at the same location, staff will follow a set of criteria outlined in the Container Policy to determine which organization the City shall enter into an agreement with.

Commissioner Jimenez inquired if 48-hours is enough time for an organization to remove any litter, debris or graffiti from their container. Staff responded that the community wants to see public nuisances resolved in a timely manner, and 48-hours typically is a standard turn-around time.

Commissioner Gouveia made a motion to Approve Policy for Placement of Storage Containers in City parks. Commissioner Birk seconded the motion and passed by unanimous vote.

a. **ITEMS FROM STAFF:** Recreation Division Report

i. Upcoming Events and Programs

Staff highlighted on the following:

- Aquatics is doing very well, the majority of classes were full with a wait list
- Softball increased by 13 teams, staff is doing an excellent job on marketing
- Downtown Block Parties are doing very well – tomorrow night is Daisy Dukes and Cowboy Boots. Whiskey Dawn will be performing 6:00 – 9:00 p.m.
- Movies on the Plaza brought in roughly 700 participants
- Older American's Month is being celebrated at the Senior Center
- The cover of the Fall Activity Guide was created by Jim Haskell, Tracy Fire Fighter

Commissioner Jimenez acknowledged in the Recreation Report that there were approximately 3,272 senior participants during the month of May and 2,760 participants in the month of June. , The Senior Fitness Program was well received with 946 repeat participants in May, and 979 for the month of June.

b. Public Works Parks Maintenance Division Report

Staff gave a report on behalf of Don Scholl, Parks Maintenance Superintendent. The contractor is finalizing the work at Legacy Fields, anticipated completion is in mid-September. The City Council recently approved a new LMD contract and a new maintenance schedule was created thereafter. Staff anticipates that the new schedule will assist with some park and landscape deficiencies within the underfunded areas.

Commissioner Jimenez commented that last Friday the restrooms at Lincoln Park were locked during park hours. Staff stated that it is uncommon for the restrooms to be locked during park hours and this topic will be looked into.

- c. Community Facilities Report: The Facility Reservation Software RFP was posted last week and the deadline for proposal submittals is August 21, 2013. There were two park cameras installed at Legacy Fields; they will be monitored on a bi-monthly basis. There is no criminal activity to report from the Jim Raymond Park camera. Vanessa will go back to her notes to determine when the nine months are up for the Pilot Park Camera Program at Jim Raymond, thereafter the camera will be rotated to a different park. The Facility Attendants reclassification will go to council on August 20, 2013. Currently, Facility Attendants are classified as Recreation Leader II's. It has been assessed that their scope of work is different than that of a Recreation Leader II, who assist primarily with recreation programming. Staff said the Facility revenues for June and July look good, although July was slightly lower than last year.
- d. Director Report:  
Rod Buchanan's last day was July 29, 2013. The new Director of Public Works is David Ferguson; he will start on August 12, 2013. Staff read a biography on David.

**8. ITEMS FROM THE COMMISSION:**

- Commissioner Jimenez is very appreciative of Rod's commitment and his direction. He accomplished a lot of wonderful things such as, Legacy Fields and the Transit Station. Commissioner Jimenez added that it is wonderful to drive by the Tracy Ball Park and see all the kids practicing football; her grandson plays football and is very happy to see him play. Commissioner Jimenez thanked the Council for listening to the community to maintain the Tracy Ball Park for their children and the public. She thanked the City Manager, Mr. Churchill, for listening to the community and coming to the Commission meeting to address this topic.
- Commissioner Gouveia said it's been a good year and he looks forward to another school year starting on August 13<sup>th</sup>.
- Commissioner Birk stated that he will miss Rod Buchanan; and wished him the best.
- Commissioner Ettinger stated that she is looking forward to working on the Adopt-a-Park Program elements and having the program up and running.

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

**10. ADJOURNMENT:**

- a. Motion: Commissioner Gouveia
- b. Second: Commissioner Ettinger
- c. Vote: Unanimous
- d. Time: 8:25 p.m.