

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
April 3, 2014**

1. **CALL TO ORDER:** Commissioner Birk called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. Present: Commissioner Birk; Commissioner Gouveia; Commissioner Saltzman; Commissioner Holguin; Commissioner Jayne; Commissioner Johnson
 - b. Absent: Commissioner Jimenez
 - c. Staff Present: Brian MacDonald, Management Analyst II; Maria Hurtado, Interim City Manager; Don Scholl; Parks Maintenance Division; Laura Serrano, Administrative Assistant II
 - d. Recorded By: Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:**
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON FEBRUARY 6, 2014**
 - a. Motion: Commissioner Gouveia
 - b. Second: Commissioner Saltzman
 - c. Abstain: Commissioner Jayne
 - d. Vote: Passed

APPROVAL OF MINUTES FROM THE SPECIAL MEETING ON MARCH 13, 2014

- e. Motion: Commissioner Gouveia
 - f. Second: Commissioner Saltzman
 - g. Abstain: Commissioner Jayne
 - h. Vote: Passed
5. **CORRESPONDENCE** – None

(DEVIATION FROM AGENDA)

6. **OLD BUSINESS:**
 - a. **Update Commission Goals for Fiscal Year 13/14 & 14/15** – Staff gave an update on the following item: 2.1.C.1. – Identify Venues Where there are Opportunities for Marketing (Events) – On April 1, 2014, Council approved the Active Net Agreement with ActiveNet, San Diego, CA. One of the features with the program is that the marketing component has the ability to electronically communicate with potential customers through social media and email accounts.
7. **NEW BUSINESS:**
 - a. **Review and Approve the Amended Policy for the Use of Inflatable Play Equipment in City Parks and Vendor Guidelines** – Staff introduced Laura Serrano, Administrative Assistant II, to provide information on the staff report.
 - On November 6, 2003, the Commission approved the policy pertaining to portable and inflatable structures.
 - On May 5, 2011, the Commission reviewed and approved the new Recreation and Facility fees to be included in the 2011-2012 Master Fee

Schedule. The \$45 fee would allow park renters to place inflatable play equipment at selected City parks as part of their rental. The fee would cover staff's time for planning and coordinating with "approved" inflatable play equipment vendors.

Staff handed the Commissioners an amended Draft City of Tracy Administrative Policy and a Draft City of Tracy Vendor Guidelines for Inflatable Equipment in City Parks.

Commissioner Jayne approved the amended Policy for the Use of Inflatable Play Equipment in City Parks and Draft Vendor Guidelines. The motion was seconded by Commissioner Holguin and passed by unanimous vote.

8. ITEMS FROM STAFF:

- a. Recreation Division Update – Included in agenda packet
 - i. Upcoming Events and Programs
 - The Senior Workshop item will be presented to the Parks Commission in May 2014.
 - The Senior Center Recreation Patio will have an Opening and Ribbon Cutting Ceremony – April 15, 2014, 4:00pm – 5:00pm.

b. Parks Maintenance Division Report

Volunteer Projects:

- Troop 503 Cub Scout, twenty 8 – 9 year olds spread mulch and weed control at Sienna Park.
- The Journey Ministry Center painted over 100 fire hydrants and placed over 100 storm drain medallions, this program is very important for preventative maintenance.
- Youth Advisory Commission will be working at the Tracy Transit Center spreading mulch this weekend.
- Tree Planting took place at Zanussi, Veteran's, and Lincoln Park.

Bill Frymyer transferred from the concrete crew who will now be working on the irrigation crew and recently helped with the project at the Small Dog Park.

- Treating for squirrels at Dr. Powers Park has been performed.
- Spring aerating at the parks is taking place.
- Gas leak at the Joe Wilson Pool, the contractor will be coming in on Monday to maintain the service line to the pool. The repair will be made even though the pool is not being used.

- c. Community Facilities Report – staff updated the Commission on the Recreation Leader III position of JP who left the City to work at a private club in the City of Livermore.

The Tracy Ball Park – the north diamond lights are having electrical issues. The lights abruptly turned off during a Babe Ruth game and they were forced to cancel and reschedule. Staff is working with the electrical crew in getting a long term solution and working on getting estimates.

Tracy Sports Complex – Don and his crew have kept this in tip top shape. The Babe Ruth, Tracy High, and Kimball High Teams are playing games on the fields

and have been very busy, in addition to the adult softball teams on Monday & Wednesday nights.

NorCal Classics Softball Tournament, April 24 – 26th, there will be 50 Regional Teams attending this tournament. This is the City's opportunity to show case the Sports Complex.

ActiveNet was approved by Council on Tuesday; ActiveNet is the industry leader in the web based solution for recreation registration and facility reservation. They service over 130 recreation agencies in California alone. This will enhance the customer's experience by allowing them to register facilities online and to see what facilities are available. Currently, the customer calls the Community Facilities Division for availability or reservations. The software is scheduled to be available in October 2014.

d. Director Report

- i. Projects Update – Small Dog Park is now open. The Tracy Friends for Parks, Recreation and Community Services Foundation took the lead on this project by creating public relations, brochures, flyers, and collected donations. The Foundation coordinated the project with the contractor and talked to the public on what the desires were. Sunset Fencing donated about \$2,000 worth of labor and Tracy Unified School District donated 90% of the fencing. Don's crew came out and completed the pouring of the concrete. The fountain will be purchased out of the park renovation CIP account. The signs have been installed and indicate large dogs and small dogs – 35lbs. and under.

e. Interim City Manager Report - Maria Hurtado, Interim City Manager, addressed the Commission regarding the transition plan during the City Manager recruitment process.

- Council appointed Maria on March 18, 2014, as the Interim City Manager during the transition time.
- Peckham and McKinney is conducting the recruitment for the new City Manager Position and could potentially take 6 to 10 months.
- The backfill of the Assistant City Manager is being rotated by the Department Heads on a 3 month rotation starting with Police Chief Gary Hampton.
- Internal audit will be conducted in three phases:
 1. Credit Cards
 - a. Best Practice Review – the number of store credit cards amongst employees has been reduced by 50%.
 - b. Preliminary reviews of credit card charges have revealed that in some cases found that there are some outdated policies that will be reviewed and updated.
 - c. A thorough review will be contracted out by an external auditing firm for review of all credit card charges and transactions on the recommendation on what and where the City can improve. Transparency initiative – public has access to any information on the City website. There will be a central location i.e., Budget documents and how to request a Public Records Request on the City website.

2. Financial Policy Updates – the City website will allow you to see how the City handles petty cash and what are the travel reimbursement procedures. The internal audit will be communicated to Council on a monthly basis until the new City Manager comes onboard or the audit is completed.
3. External Communication Strategy – one component is to go to every Commission and provide the transition plan to ensure accurate information is given to the Commissions since they are the eyes and ears of the community, this will allow the Commission to answer questions with the right information. The other component is to meet with the top 10 sales tax generators so that they understand the City's commitment to continue to be business friendly and to meet with the business partners and the Chamber as well as the stakeholder to process their requests. Also, to meet with the City departments and divisions.

➤ Maria offered an open invitation to speak to groups that the Commission may have in mind to hear about the transition plan in order to keep them abreast of what is happening with the City.

Commissioner Birk appreciates Maria's time to share the transition plan with the Commission.

Commissioner Saltzman thanked Maria and said that this will help gain back the trust from the community since the Commission does hear a lot from the community.

Commissioner Gouveia said it reopens the lines of communication and he appreciates it.

9. ITEMS FROM THE COMMISSION

- Commissioner Birk appreciates all the activity the staff produces and the outstanding work they do with little help.
- Commissioner Gouveia said that last week's newspaper ran the aquatics article situation in the City and he supports the aquatics center. In particular, in respective there are 1,000 miles of waterways and our children and the adults should know how to swim.

It was brought up that the Tracy Unified is not working with the City, he has seen this for 30+ years and he knows TUSD provides facilities for the city and sometimes the public doesn't understand that certain things take place for facility use and they have to work by the educational code and that it is based upon the law. First and foremost, TUSD has to provide facilities for the sports team. There are levels of the law that take place before anything else. As a school board trustee, he wants to work with the City.

Commissioner Gouveia invited all to an Easter Sunday breakfast; the Tracy Latin Athletic Club has been around for 40 years and is hosting an Easter breakfast, April 20, 2014, 7:00 a.m. – 11:00 a.m. All proceeds go to scholarships for students in the community.

- Commissioner Saltzman said that there is an ongoing problem with dogs off leashes at every park we have. She ran into an incident with a dog and if she weren't wearing a loose pair of pants she would have had a dog bite. She has experienced dog owners taking their dogs off of leashes. Staff encouraged her to call the non-emergency number or 9-1-1 at the time of the incident. Staff recorded the time and day of the incident and will pass along the information to animal control.

- Commissioner Johnson shared with staff that each year 1,600 students visit the Lammersville Pioneer School at Clyde Bland Park where the students experience a day in 1876 one room school. On February 13, 2014, fire damaged the schoolhouse rendering it unusable; the program has temporarily relocated to the Tracy Transit Station. The City has a Memorandum of Understanding with the West Side Pioneers to conduct tours of the schoolhouse and is requesting status of the repairs to be placed on a future agenda.
Staff gave a rough estimate of \$30,000 – \$40,000. Staff said if updated information is received sooner than the next Commission meeting than the information will be sent to Commissioner Johnson.
- Commissioner Jayne asked if the Clyde Bland Park back fence area (west side of the park) can be fixed. It seems to be a thorough fare. Staff clarified that the Lammersville is not a CIP but a risk management subrogation. The repairs are cost prohibited and too late to ask for a CIP this year but can add it to the list for submission for next year.
Commission Jayne asked about the spring clean-up with Tracy Disposal. Staff will check-in with Jennifer Cariglio, Solid Waste Manager, who handles the contract with the garbage company. It may not come back since it became a nuisance in a number of areas with people bringing things from other sides of town that weren't scheduled and concerns over storm water run-off. Staff will check with Jennifer for an update or response that can be sent to Commissioner Jayne.
Commissioner Jayne said that there are bushes that are dying along the back fences of the walkway at Lincoln Park and is concerned about the advertising signs posted on the back of fences facing Lincoln Park. Staff said in fairness that the bushes could be entirely on the City due to an irrigation problem and will be replanting this spring. Staff has emailed Code Enforcement regarding the advertising signs.

10. ITEMS FROM THE AUDIENCE - None

11. ADJOURNMENT:

- a. Motion: Commissioner Jayne
- b. Second: Commissioner Gouveia
- c. Vote: Unanimous
- d. Time: 8:04 p.m.