

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, December 1, 2016, 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 2015-052, 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 – November 3, 2016
5. Old Business
 - a. Parks and Community Services Commission Goals
 1. Update from Sub-committees
6. New Business
 - a. Receive, Discuss, and accept the 2016-2017 Youth Advisory Commission Annual Report
 - b. Prioritization of the City of Tracy Capital Improvement Program for Fiscal Years 2017-2019
7. Items from Staff
 - a. Parks & Recreation Director Report
 1. Video Presentation

- b. Recreation Division Report - Attached
 - 1. Upcoming Events and Programs
 - 2. Senior Concerns/Comments Quarterly Update
- c. Community Facilities Division Report - Attached
- d. Public Works Parks Maintenance Division Report
- 8. Items from the Commission
- 9. Items from the Audience
- 10. Adjournment to next meeting on January 5, 2017

POSTED: November 23, 2016

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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
November 3, 2016**

1. **CALL TO ORDER:** Vice Chair Levoit called the meeting to order at 7:00 p.m.

2. **ROLL CALL:**

- a. Present: Vice Chair Levoit; Commissioners Gouveia, Johnson, Jimenez, Saltzman
- b. Absent: Chair Douglas, Commissioner Birk
- c. Staff Present: André Pichly Parks & Recreation Director; Larry Fisk, Interim Parks Superintendent; Mike Contreras, Parks Maintenance Supervisor
- d. Recorded By: Sandra Edwards, Executive Assistant

3. **ITEMS FROM THE AUDIENCE:**

Mr. Tanner voiced his disappointment that there was not a quorum at yesterday's Special Meeting.

Erik Anderson, 295 Belmont Lane, thanked the Commission for placing a discussion item regarding a skate park on the agenda.

4. **APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 6, 2016**

- a. Motion: Commissioner Johnson made a motion to approve the Minutes of October 6, 2016,
- b. Second: Commissioner Jimenez
- c. Abstain: Commissioner Gouveia
- d. Vote: Approved by unanimous vote

5. **OLD BUSINESS**

- a. Parks and Community Services Commission Goals
 - i. Support Efficient Policies – No report given.
 - ii. Community Involvement – Commissioner Saltzman reported that she had an opportunity to speak with seniors on a one-on-one basis on November 2, 2016, regarding their concerns. Commissioner Saltzman indicated the seniors like the staff, good activities are planned, and the main concern centered around the lack of space.

Commissioner Johnson reported she also spoke with seniors on a one-on-one basis and comments received included a need for low income housing, safety concerns, skate boarders, the need for a place to socialize, space to display their artwork, fieldtrips that use public transportation, more youth integrated with the seniors, and some seniors whose first language is not English don't return.

Regarding the San Joaquin County for Aging, Commissioner Johnson stated the Larch Clover Center helps seniors with medical and medicare questions, which the City of Tracy does not provide.

A brief discussion ensued regarding affordable housing for seniors. There was consensus among the Commission that a future agenda item be presented regarding the current status on low income housing, and any long term or short term plans.

6. ITEMS FROM STAFF

- a. DISCUSSION ABOUT FUTURE SKATE PARKS AND SKATE PARK IMPROVEMENTS IN THE CITY OF TRACY - André Pichly provided the staff report.

Vice Chair Levoit opened the public hearing.

Mr. Anderson stated the City of Tracy has five parks that include some type of skate park element: Veteran's Park, Souza South Park, Schwartz Park, Barbosa Park, and El Pescadero.

Mr. Anderson suggested the Commission consider a skate park that is a destination; a park that includes amenities for the entire family.

A discussion ensued regarding the Lathrop skate park, and Commissioner Jimenez provided overhead pictures of that park. Also discussed were grants for funding.

Commissioner Johnson discussed the Parks Master Plan suggesting that they look at residential development five years out.

Commissioner Johnson referred to a South County Park asking if that area would be a good a place. Mr. Pichly stated staff has approval from City Council to talk with the County, but that they were waiting on a signed Memorandum of Understanding.

Vice Chair Levoit suggested it would be a good idea to bring this item to the Youth Advisory Commission.

Robert Tanner, referring to funding for Legacy Fields, suggested there may be additional funds to spread around.

- b. REVIEW DEVELOPMENT OF THE CITY OF TRACY CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2017-2019 - André Pichly provided the staff report.

The Commission discussed the total amount of CIP funding, how critical replacing playground equipment was, Measure V, and funds that might be available for any future identified projects.

Mike Contreras and Larry Fisk discussed the various reasons why park equipment needed replacing and how some parks are funded through the Landscape Maintenance District (LMD).

The Commission asked for clarification on how the CIP process worked and how unfunded projects end up on the funded page, how Engineering staff get involved, the status of the community swim center, and previous designs for the swim park.

Also discussed was the unfunded second dog park and possible fundraising endeavors, availability of County funds to help with the Library expansion, establishing a third list of amenities that could be provided to developers to include in

their parks including bocce ball courts and horse shoe pits, repairs to the existing skate park at El Pescadero, and lighting for Sullivan Park.

Mr. Anderson shared reasons why he does not skate in Tracy including safety, location of the park, individuals who hang out at the park, and condition of the existing skate park.

Mr. Pichly stated the Commission needs to let staff know what their priorities are. At the December 3, 2016 meeting, staff will provide their recommendations for the 2017-2019 CIP list, and ask the Commission to rank those along with adding any new items they would like to see that are not currently on the CIP list.

7. ITEMS FROM STAFF

- a. Parks & Recreation Director Report – Mr. Pichly provided the following update:
- Currently there are two unfilled recreation coordinator positions: With the loss of Jun Gandia who moved to the City of Brentwood, that position will be moving from Facilities to Recreation; the second position previously in Aquatics will be filled as well while reorganizing the Recreation Division. By mid-January two new coordinators should be online.
 - Community Center Renovation – currently working on putting together costs, have a firm looking to do some drawings; and outlined the various changes.
 - Senior Center Project – The Engineering Division has put out the bid package which will include enlarging the area, reorienting some areas creating a better flow, with a budget of approximately \$870,000.
 - McDonald Splash Pad – A \$400,000 project to put in a recirculating system that will get under way mid-year at latest.
 - A Marketing Committee comprised of three staff members (Jolene Jauregui, Justin Geibig, Jayne Pramod), and André are putting together marketing materials including a redesign of the activity guide and development of the department mascot.

Commissioner Jimenez stated, regarding the redesign of the community center, that the stage needed to be made more access friendly. Mr. Pichly noted where access can be made from behind the stage.

- b. Recreation Division Report – Report was included as part of the agenda packet.
- c. Community Facilities Division Report – No report given.
- d. Public Works Parks Maintenance Division Report – Larry Fisk provided the following update:
- Pre-emergent spraying in General Fund Parks is almost complete.
 - Tracy Sports complex crews have been busy with mowing, and field preps for adult league softball and tournaments on the weekends at the Sports Complex. They have been mowing the ball fields located on the west end at Legacy Fields to a lower height in preparation for spring games.
 - Park crews have been busy with general maintenance in all parks. Five trees were planted at the El Pescadero Dog Park; three in the big dog section and two in the smaller dog section on October 22, 2016, during the Arbor Day event. Also on Arbor Day, 35 trees were planted at Kenner Park, 25 at Lincoln Park, and 25 at El Pescadero Park. This was done with the help of 100 volunteers who also planted

trees in the residential areas between Eleventh Street and Holly Drive, Deborah Street, Franklin Avenue, and Grantline Road. The goal was to plant 150 trees; 141 were planted with 9 more to be planted in the next two weeks. This planting was made possible by the Tracy Tree Foundation, Cal Fire Circle grant, West Coast Arborist, four Parks staff and the 100 volunteers.

- Landscape Maintenance irrigation crews are continually working on irrigation.
- XL Landscape continues to move forward in getting all the parks and streetscapes mowed, edged, trash picked up and shrubs trimmed.
- West Coast Arborist will start grid trims in zone 35 shortly.

Mike Contreras provided the following:

- A utility locator had been ordered that should help staff locate the utility valves and make faster repairs.
- Updating of the irrigation controllers was in progress and that irrigation repairs are being completed as new service requests are made.
- Inspection of new developments continues.

8. ITEMS FROM THE COMMISSION:

- Commissioner Gouveia reported that last Friday, in conjunction with the Tracy Unified School District, University of the Pacific, Delta College, and County Office of Education, they transported 425 fifth graders to the Office of Education for a hands-on demonstration on lava laying. Tracy will be receiving artifacts (from space) and curriculum from NASA.
- Commissioner Saltzman stated it was exciting to see the volunteers planting around town and she hoped they take ownership of the trees they planted.
- Commissioner Jimenez thanked Mr. Pichly for showing the images on the overhead of the parks in Lathrop and encouraged the City to look into the possibility of receiving grants or outside funding.

9. ITEMS FROM THE AUDIENCE - None

10. ADJOURNMENT:

- a. Motion: Gouveia
- b. Second: Saltzman
- c. Vote: Unanimous
- d. Time: 8:38 p.m.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 1, 2016**

AGENDA ITEM 6.a

REQUEST

**RECEIVE, DISCUSS, AND ACCEPT THE 2016-2017 YOUTH ADVISORY
COMMISSION ANNUAL REPORT**

DISCUSSION

The role of the Youth Advisory Commission (YAC) is to foster increased involvement of youth in the affairs of municipal government. As stated in their bylaws, the responsibilities of the Youth Advisory Commission are to act as advisory to the City Council, Parks and Community Services Commission, and staff on matters relating to the welfare of youth in Tracy, and to make recommendations to Parks and Community Services Department regarding the planning and implementation of the programs.

Youth Advisory Commissioners worked with staff to prepare an overview of the goals and work plan for the 2016 calendar year. YAC has developed a new slate of proposed goals and work plan for the 2017 calendar year. This report will be presented to City Council on January 17, 2017.

RECOMMENDATION

That the Commission receive, discuss and accept the 2016-2017 Annual Report of the Youth Advisory Commission.

Prepared by: Jolene Jauregui, Recreation Services Supervisor

Reviewed by: Kim Scarlata, Division Manager II

Approved by: André Pichly, Parks & Recreation Department Director

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 1, 2016

AGENDA ITEM 6.b

REQUEST

**PRIORITIZATION OF THE CITY OF TRACY CAPITAL IMPROVEMENT PROGRAM
FOR FISCAL YEARS 2017-2019**

BACKGROUND

In the past, the City develops an annual Capital Improvement Program (CIP) to coincide with the development and approval of the annual budget each year. This year, the City is beginning a new 2-year budget cycle, which allows staff to plan for projects in two-year increments. The CIP is a five-year document that is updated each year to reflect current projects, current priorities, and current funding. The projects in the CIP typically include project costs over \$100,000 (but may include projects of a lesser amount), have a life span of seven years or more, and result in the creation of a capital asset. The CIP also shows future plans to design and construct the City's infrastructure, whether by the City directly or as part of other development, such as future commercial or residential.

Only the projects that have been funded in a prior year, or are approved for funding in the current year, are worked on by staff in any given fiscal year. Projects that have future funding identified, but are not funded in the current year, are in a "holding pattern" until funding can be identified and linked to that project. If there are no designated funds for a particular CIP, then no work is done on that CIP.

Some CIPs are funded over several years, where the first year may be the planning and design phase and the second year may be construction. Some projects show annual funding to a multi-year program.

This Commission accepted a report at its last meeting on November 3, 2016, where the commissioners were asked to review the list of unfunded CIP projects and be prepared to prioritize and rank them for the 2017-2019 budget cycle, so they can be allocated funding.

DISCUSSION

The following is the outline of the annual CIP process:

1. Update and prepare CIP submittals for the 2017-2019 CIP Budget including:
 - a. Update scope, project description, timelines and projected costs of current approved and proposed CIPs.
 - i. Review previously submitted CIPs for future years and either 1) assess feasibility and need for moving project into upcoming year, 2) remove from CIP, or 3) change scope of project.
2. Solicit new CIP projects from staff and the Commission.
 - a. Write description of project
 - b. Identify funding source
 - c. Identify phasing if applicable over multi-years of appropriation (i.e., Year 1: Planning and Design; Year 2: Construction)
3. Commission prioritizes all unfunded CIPs.

4. Finalize costs. Submit to the Development Services Department for review of costs, construction and soft costs.
5. Staff recommends CIPs to City Council.

Each year, prior to beginning the CIP process for park related projects, the Parks Commission is given an opportunity to provide input, which happened on November 3, 2016, at the Commission meeting. This was step two of the aforementioned process. At that meeting the Commission was encouraged to view the entire City CIP List, starting at section F of the current 2016-2017 budget, which was available on the Internet at:

http://www.ci.tracy.ca.us/documents/City_of_Tracy_Financial_Plan_2016_17_and_2017_18.pdf

As part of step 3 of the aforementioned process, the following list of unfunded projects is presented to the Commission. Staff requests that the Commission's evaluate the following projects, add any new project ideas they may have, and prioritize the final list of unfunded projects for consideration by the City Council for adoption into the FY 2017-2019 CIP.

UNFUNDED CIPs PROPOSED FOR FUTURE YEARS

PROJECT TITLE	ESTIMATED TOTAL	PROJECT DESCRIPTION
Ballpark Renovations – Tracy Ballpark, Phase I & II [#78PP-146]	\$9,500,000	Rebuild existing playing fields with new synthetic turf, 5-row bleachers, score boards, pre-fabricated restrooms, lighting, landscaping and parking stalls.
<i>Park Revitalization: LMD Areas</i> [#78139]	\$238,000	Landscape renovation along Pescadero Ave. right-of-way. In scope phase.
Dog Park Site South end of Town [#78124]	\$300,000	Development of a dog park site on the South end of town. Including fencing, exercise equipment, access to water, and other amenities. Project first proposed for FY 12-13, pending purchase of suitable property.
Library Expansion (located at Holly and Eaton) [#78088]	\$3,834,600	Expansion of existing City library to add approximately 16,500 square feet necessary to serve new residents and provide additional area needed by library staff to handle ordering, reception, and cataloging of books.
<i>Dr. Powers Park Renovation</i> [#78PP-079]	\$1,334,000	Park renovations include upgrade of picnic structures, sewer pipes, trees, turf, and irrigation.
Park Development – El Pescadero Park Phase 2 [#78PP-018]	\$797,200	Includes turf renovation, BBQ and picnic areas, pathways, entranceways, fitness paths, and athletic fields.
New Gymnasium / Multipurpose Facility [#78PP-118]	\$10,788,500	Construction of a 52,000 square-foot multi-purpose indoor sports and community use facility.
Bicycle Motocross Track [#78PP-124]	\$381,300	Construction of a bicycle motocross track including land acquisition.

Skate Park 2 nd Location [#78PP-125]	\$293,700	Construction of a new skateboard park on existing City-owned property.
Legacy Fields – Phase II [#78PP-137]	\$7,609,000	Design and construction of infrastructure for Phase II of Legacy Fields.
Lincoln Park Renovation – Phase II [#78PP-139]	\$304,000	Renovations to Lincoln Park picnic area, barbecue shade structure, volleyball court, and seat wall around splash ground.
Bikeway Improvements – Future Phases [#78PP-079]	\$590,000	Future phases of bikeway improvements, as outlined in the 2005 Bikeways Master Plan. Locations for new bikeways to be determined at a later time.
Bikeway Rehabilitation – Various Locations [78PP-135]	\$177,500	Rehabilitation of various existing bikeways throughout Tracy including, but not limited to, signage replacement and striping of bike lanes.
Bikeways to Holly – Legacy Fields [#78PP-149]	\$580,000	Design and construction of a bikeway to the Legacy Fields along Tracy Blvd.
Kenner Park Walkway Repairs	\$35,000	Repair and replacement of asphalt.
Gretchen Talley Park – Booster Pump	\$23,000	Install booster pump to increase water pressure.
Park Irrigation Hardware and Software Upgrade	\$25,000	Upgrade will increase efficiencies in management of water consumption at parks.
Lincoln Park – Install Bollard and Chain	\$461,796	Install bollard and chain around perimeter of Lincoln Park in order to prevent unauthorized vehicle access into the park.
Disc Golf Course at Legacy Fields	\$550,000	Staff exploring possible locations.
Playground Replacement at Alden and Yasui Parks	\$590,000	Replacement of aged playground structures.
Relocate Locomotive at Dr. Powers Park	\$100,000	Relocate locomotive to another location in town.

PCS Commission Top CIPs for FY16-17

At the January 2016 PCS meeting, the Commission voted their top projects as followed:

1. Restrooms at Legacy Fields
2. New Senior Center
3. (tie) General Fund Parks Revitalization
3. (tie) Disc Golf Course

Next Steps

After receiving input from the Commission, staff will update and prepare submittals to the 2017/2019 CIP Budget and recommend CIPs to City Council.

RECOMMENDATION

The Commission shall establish their prioritized list of recommended projects for the fiscal year 2017/2019 Capital Improvement Program.

Prepared by: Brian MacDonald, Management Analyst II

Approved by: André Pichly, Parks & Recreation Director
Don Scholl, Public Works Director

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 1, 2016**

AGENDA ITEM 7.b.

RECREATION DIVISION UPDATE

ATHLETICS

By Jolene Jauregui

Softball Leagues: The Tracy Adult Softball League officially concluded on November 18. The first pitch for the winter/spring season is scheduled on Friday, February 24 with the Friday night men's division.

Jr. Warriors Basketball: The 2016/17 basketball season has begun. This season there are 228 participants registered with 26 teams formed. Coaches have begun conducting practices since the week of November 7. The Jamboree held on Saturday, November 12 was optional for coaches and 16 teams participated. The first game is scheduled for Saturday, December 3. The 3rd/4th grade divisions will play at North School and the 5th/6th and 7th/8th grade divisions will play at Hawkins Elementary.



SENIORS

By Jolene Jauregui

For the month of October there were approximately 2,229 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 16 new seniors visit and tour the center for the month of September.

In the month of October, the Senior Fitness programs had 952 repeat participants. A variety of fitness classes are offered Monday through Friday. Each class has very little to no impact on the body and is adaptable for every fitness level.

Throughout the month of October, the Senior Center served 340 hot lunches with an additional 12 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered 820 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 5 day supply.

Highlights for October/November

- The Senior Center hosted their Halloween Bash on October 31. There were 30 seniors that attended and wore scary or silly costumes to win a prize. Seniors also enjoyed dancing and fun Halloween themed treats.
- Senior Tuesday continues to impact a steady group of seniors. There were 7 seniors who enjoyed Painting, Gallery Talks and made Dia de los Muertos flower pots.

- The Senior Gardening Series was held on Friday, November 4. There were 20 seniors who decorated wagon wheels using succulents.
- The Senior Lunch & a Movie was held on Tuesday, November 15. There were approximately 50 seniors who enjoyed a holiday themed movie in the lobby of the Grand Theatre Center for the Arts. Those in attendance were served a delicious lunch and various desserts to enjoy. The seniors then entered the theatre and watched *The Bishops Wife* with free movie popcorn.

Upcoming events and programs:

- Tinsel 'n Treats: On December 7, seniors will look forward to enjoying live holiday themed performances, while they indulge in sweet treats and sipping hot chocolate.
- Black & White Ball: On December 12 the Senior Center will be transformed into a Black and White "Winter Wonderland" where those in attendance will enjoy a formal sit down dinner in the company of friends. Seniors will grab their loved ones and friends and dance the night away to jazz tunes performed by *In the Mood Band*.
- Senior Holiday Trip – Winter Wonderland: On December 14, seniors will travel to downtown San Jose to visit the two-acre Cesar Chaves Park transformed into a holiday fantasy with over 60 musical and animated exhibits.
- New Year's Eve Brunch: On December 30, seniors will celebrate the New Year with brunch, karaoke and a sparkling cider toast.

1. Halloween Boo Bash
2. Senior Gardening Series
3. Lunch and a Movie



SECIAL INTEREST

By Jolene Jauregui

For the month of November, the Kidz Love Soccer program had a total of 85 participants registered. With classes offered such as: Mommy/Daddy & Me, Soccer 1, Soccer 2 and Tot/Pre-Soccer. Participants learned dribbling, passing, defense and shooting goals. The Zumba fitness classes had a total of 26 participants enrolled. Classes are offered 4 days a week for teens, adults and seniors.



YOUTH DEVELOPMENT

By Jolene Jauregui

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. Staff is continuing to provide healthy snack, homework help, recreation games, and arts and crafts at each site. For the month of November, staff coordinated fall themed crafts. Staff also coordinated tetherball challenges.

For the month of November:

Site	Full Time	Daily	Hourly
Bohn	12	0	10
Hirsch	19	11	9
Poet-Christian	8	2	15



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

By Jolene Jauregui

SAFE is an after school program located at Williams Middle School. Staff provides many activities for the teens to participate in, such as homework help, arts & crafts and recreational activities. SAFE has been very fortunate to have its own room to hold the program in. In addition, staff utilizes the gym and outdoor areas to offer other recreation activities. Currently the SAFE program has 50 teens enrolled this school year. For the month of November, staff coordinated various fall themed painting projects. The students also participated in football games.



Recreation Division Report
Quarterly Senior Update
11-09-2016 Revised

Comments from Senior Center Comment Box

Date	Concern/Comment	Status	How often do you visit?
9/23/2016	Only one farmers market coupon booklet should be distributed per household so more seniors are helped. (Same comment 2 times)	Farmers market coupon booklets are distributed by San Joaquin County and the agency sets the rules. Staff will relay the feedback.	1 time a week
10/14/2016	Not enough space in the computer lab when computer class is going on.	Staff will be turning off middle computer on Fridays during computer class from 9am to 11am, leaving 2 open computers for use.	Daily
10/28/2016	Floors in multipurpose room not cleaned well enough nightly.	Janitorial service was made aware of the comment and will improve services. Janitorial staff deep cleaned and buffed the floors. 11/2/2016	4 times a week
11/7/2016	Would like to see a pretty lamp added to the lobby.	We are looking at lamp options	3 times a month
11/7/2016	Would like more ping pong tables. (Same Comment 5 times)	The Senior Center has two ping pong tables. Currently we do not have the space for another ping pong table. We will be in touch with the ping pong group to discuss how to make the game more enjoyable with the tables we have. (e.i. reserving specific times)	2 times a week
11/7/2016	Would like newspapers made available to read while at the center.	The local paper is delivered on Fridays and available throughout the following week.	3 times a week

**Comment boxes are checked every Friday

****Parks Commission Updates: March, June, September & December****

Beginning September 19, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past fifty months, 134 seniors have submitted their comments/concerns. The staff at the Senior Center reviews each submission and then notifies each person of what steps will be taken (if needed). The seniors have had a positive response to the process and enjoy seeing comments/concerns being documented.

**Please note comments have been summarized and the original comment cards are available at the Senior Center.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
December 1, 2016**

AGENDA ITEM 7.c

COMMUNITY FACILITIES DIVISION UPDATE

OPERATIONAL UPDATES

by Christine Mabry

The Community Facilities Division is busy allocating sports fields for 2017. Permit drafts for reservations taking place in January through June will be completed in early December and will be finalized by the end of December to early January.

STAFFING UPDATES

by Christine Mabry

The Community Facilities Division is currently operating with eight Facility Attendants and will be recruiting soon for three additional Facility Attendants to staff Legacy Fields. In addition, recruitment is underway for a Recreation Leader II who will assist with sports field reservations and facility rentals during business hours.

SPECIAL EVENTS & MOUS

by Christine Mabry

American Flag Retirement

On November 11, a group of Tracy Girl Scouts retired over 800 American flags at a formal Flag Retirement Ceremony held at the Elks Lodge on Eleventh Street. Approximately 200 of those flags were retrieved from the two Retired American Flag collection containers located at City Hall and at Boyd Service Center. The Girl Scouts are one of the organizations recognized to retire the American flag in a proper and respectful ceremony. Other organizations in Tracy which retire flags collected in the City's collection containers include the Boy Scouts, the American Legion, and the VFW.

Hospice of San Joaquin Tree of Lights MOU

On Saturday, November 19, at 6:00 p.m., Hospice of San Joaquin hosted their annual Tracy "Tree of Lights" Tree Lighting Ceremony at Civic Center Plaza, at which Director of Parks & Recreation, André Pichly, was asked to say a few words on behalf of the department and City of Tracy. Hospice of San Joaquin has provided a "Tree of Lights" program in the community of Tracy since 2004, most recently hosted by the West Valley Mall. Hospice of San Joaquin has provided a "Tree of Lights" program since 1988 as an opportunity for the community to memorialize a loved one no longer with us, or to honor a special person by dedicating a light on their local tree.

Hospice of San Joaquin approached the City of Tracy earlier in 2016 with a proposal to continue the annual program using a live tree in a centralized location. City staff met with Hospice staff and PG&E volunteers regarding the needs of the program and recommended a tree at City Hall as the most appropriate location. City Council approved a Memorandum of Understanding (MOU) with Hospice of San Joaquin at their October 18 meeting. The initial term of the MOU runs through

December 31, 2018, requiring a bi-annual review and renewal process. It is the City's hope that the Hospice Tree of Lights program can continue in Civic Center Plaza for many years.

Tracy Friends for Parks, Recreation and Community Services Foundations MOU

On November 1, City Council approved an Amendment extending the City's MOU with the Tracy Friends for Parks, Recreation and Community Services Foundation, more commonly referred to as the Parks Foundation, through December 31, 2018.

Since 2012, the Foundation has re-engaged in multiple efforts to raise funds to make significant contributions to City parks and recreation projects and programs. For example, Foundation Board members have been working with the City and Tracy City Center Association to raise funds by serving beverages at the Tracy Downtown Block Parties for the past three years.

In mid-2015, the Foundation contributed \$5,000 in funds and \$7,000 in in-kind services to complete an addition and improvements to the El Pescadero Dog Park. The project included the addition of a quarter-acre small dog area with fountain, bench, trash and fencing improvements, and was dedicated at a ceremony on June 2, 2015.

The Foundation has set up a scholarship account of approximately \$3,000 to provide swim lessons to local Tracy youth, which is administered through the Parks & Recreation Department.

The Foundation has also committed up to \$2,000 in matching funds to purchase a new BINGO machine. The Senior BINGO program is operated by volunteers who are seeking donations from various service groups to match the Foundation's contribution.

Upcoming Special Events:

- **December 2** – Tracy City Center Association (TCCA) Ornament Stroll, 6:30-9:30 pm
- **December 3** – Tracy City Center Association (TCCA) Holiday Light Parade & Tree Lighting: Parade starting time at 6:00 pm, with Tree Lighting to follow.