

NOTICE OF REGULAR MEETING

Pursuant to Section 54956 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, April 1, 2021 @ 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall, 333 Civic Center Plaza, Tracy

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

RESIDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE REMOTELY AT THE APRIL 1, 2021 REGULAR MEETING

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Parks and Community Services Commission on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

Remote Access to City of Tracy Commission Meeting:

In accordance with the guidelines provided in Executive Order N-29-20 on social distancing measures, the City of Tracy will allow for remote participation at the upcoming Parks and Community Services Commission Regular Meeting on Thursday, April 1, 2021.

Remote Public Comment:

*Public comment, limited to 250 words or less, submitted via email **will only be accepted for agenda items before the start of the Parks Commission Regular Meeting at 7:00 p.m.** Please send an email to publiccomment@cityoftracy.org - identify the item you wish to comment on in your email's subject line.*

During the upcoming Parks Commission Regular Meeting, public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Phone** by dialing (209) 831-6010, or
 - **Online** by visiting <https://cityoftracyevents.webex.com> and using the following **Event Number:** 126 396 5664 and **Event Password:** Parks1
 - **If you would like to participate in the public comment anonymously**, you may submit your comment via phone or in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.

- *Protocols for submitting comments by **phone**:*
 - *If you wish to discuss an item under “New Business” identify the item when calling in. All requests to discuss an item under “New Business” must be submitted before the Chair announces that the time to submit such a request has expired.*
 - *Identify the item you wish to comment on to staff when calling in. Comments received by phone will be accepted for the “Items from the Audience” portions of the agenda.*
 - *Comments received by phone for the “Items from the Audience” portion of the agenda must be received by the time the Chair opens that portion of the agenda for discussion.*

- *Protocols for commenting via **WebEx**:*
 - *If you wish to comment on “New Business” or “Items from the Audience” portions of the agenda:*
 - *Listen for the Chair to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for “New Business” or “Items from the Audience” portions of the agenda will be accepted until the public comment for that item is closed.*

- *The total allotted time for public comment will be as follows:*
 - *New Business: **5 minutes***
 - *Items from the Audience: **5 minutes***

Comments received by publiccomment@cityoftracy.org, phone call, or on Webex outside of the comment periods outlined above will not be included in the record.

Full copies of the agenda are available on the City’s website: www.ci.tracy.ca.us

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during “Items from the Audience/Public Comment”. For non-agendized items, Parks and Community Services Commissioners may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Parks and Community Services Commission.*

5. Approval of Meeting Minutes
 - a. **Review and Approve the Regular Meeting Minutes from March 4, 2021.**
6. Old Business
 - a. **None**
7. New Business
 - a. **REVIEW AN OVERVIEW OF PARKS AND RECREATION DEPARTMENT PROJECTS FOR THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-2022 AND PROVIDE INPUT**
8. Items from Parks and Recreation Director
 - a. **Measure V Projects Update**
9. Items from the Commission
10. Adjournment to next Regular Meeting: **May 6, 2021**

Posted: March 25, 2021

The City of Tracy complies with the Americans with Disabilities Act and makes all reasonable accommodations for the disabled to participate in public meetings. Persons requiring assistance or auxiliary aids in order to participate should call City Hall (209-831-6000), at least 24 hours prior to the meeting.

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 & Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
March 4, 2021

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:03 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg, Vice Chair Krogh, Commissioners Jimenez, Souza and Singh
- b. Absent: None
- c. Staff Present: Brian MacDonald, Director of Parks & Recreation; Jolene Jauregui, Recreation Program Manager; Richard Joaquin, Parks Planning and Development Manager; John Newman, Urban Forestry Supervisor; Don Scholl, Public Works Director; David Murphy, Urban Forestry Supervisor; Robin Kloepfer, Management Analyst II
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Chair Lieberg

4. ITEMS FROM THE AUDIENCE:

There were no comments from the public comments via, phone, Webex, or email.

5. APPROVAL OF MINUTES FROM

- a. Review and Approve the Regular Meeting Minutes from **February 4, 2021**

Commissioner Jimenez made a correction to the minutes on page 4, section 10, and paragraph 6. Commissioner Jimenez stated it should read, "reviews the data" and not "reviews the date".

ACTION: A motion was made by Commissioner Jimenez to approve the Parks and Commission meeting minutes from February 4, 2021 as amended and seconded by Commissioner Souza. Roll found Chair Lieberg, Vice Chair Krogh, and Commissioners Jimenez, Singh and Souza all in favor. Passed and so ordered.

6. OLD BUSINESS:

- a. None

7. NEW BUSINESS:

- a. Receive presentation and make recommendation to City Council regarding the Citywide Urban Forestry Master Plan.

Don Scholl thanked the Commission for reviewing the presentation and provided the Commission with and introduction the Public Works Urban Forestry Program.

John Newman, Urban Forestry Supervisor presented the staff report and presentation to the Commission.

Chair Lieberg opened Item 7.A for public comment.

There were no comments from the public via email or telephone.

There was one (1) public comments via Webex.

Sarah Bai, Tracy Resident thanked the staff for their presentation. Ms. Bai stated she liked the educational efforts that were discussed, however, she feels this initiative needs to be more publicized as she feels the community does not know about the UFMP. She knows there will be a Nature Park update later tonight, but feels that if the Nature Park gets off the ground and there is an education component, that these two areas can be linked together. Ms. Bai stated her overall aim is that more members of the Tracy Community have these eco-friendly initiatives in mind and also envision that as part of our shared future for Tracy.

Commission questions and comments followed.

Don Scholl, Public Works Director, John Newman, Urban Forestry Supervisor and Robin Kloepfer, Management Analyst II answered the questions of the Commission.

ACTION: A motion was made by Commissioner Souza and seconded by Commissioner Singh to accept the presentation and make a recommendation to City Council. Roll call found Commissioners Jimenez, Souza, Singh, Vice Chair Krogh and Chair Lieberg all in favor. Passed and so ordered.

8. PARKS PLANNING AND DEVELOPMENT REPORT:

Richard Joaquin, Parks Planning & Development Manager provided an update regarding the Nature Park Master Plan and Associated Environmental review that was presented to the City Council back in February.

Commissioner Jimenez thanked Mr. Joaquin for the report.

9. ITEMS FROM THE AUDIENCE:

There was one (1) comment via Webex. Sarah Bai responded to item 8 and wanted to know how to volunteer for the Tracy Nature Park project.

Richard Joaquin, Parks Planning and Development Manager answered the question of Ms. Bai.

There were no public comments via telephone.

10. ITEMS FROM THE COMMISSION:

Commissioner Souza reported that TUSD will be returning students in grade K – 6th on March 22. Grades 7-12 can return once San Joaquin County has been in the red tier for 2 weeks and 5 days. She had heard that this may change, so she emailed the Superintendent of TUSD which noted that he had not heard that. TUSDs goal is to return 7th – 12th grade students as soon as possible.

Commissioner Jimenez reported that she attended the Tracy Friends for Parks, Recreation, and Community Services Foundation monthly meeting. Mary Mitracos and Pete Mitracos were guests at this meeting. Ms. Mitracos was representing the Nature Parks Coalition and Mr. Mitracos was representing the Tracy Tree Foundation as there was a discussion of the Nature Park needs and they recognize we have an approval from City Council, however, there is no funding attached to the project.

Commissioner Jimenez stated there was request to the Parks Foundation to consider supporting the Nature Park with a donation. She explained that the donation would be a jump start to the Nature Park Project.

The Parks Foundation will review the request and consider the request.

Commissioner Jimenez thanked Jolene Jauregui for providing her with the contact information for the Tracy Senior Association as she was volunteered as the liaison of the Parks Commission.

Commissioner Jimenez reported that the Senior Association due to COVID, has suspended their meetings for now as well as due to COVID the free installation of products for seniors has been suspended temporarily.

The main focus of the Senior Association is the delivery of meals to seniors. Currently, members of a Mormon church are helping facilitate these deliveries. The Senior Association received a grant that is helping to fund the purchase of the food that is being delivered.

Another focus of the Senior Association is transporting seniors to receive their COVID-19 vaccinations.

The Association anticipates that both projects will continue through August.

The Senior Association has one concern which is addressing senior mental health issues due to the closure of the senior living facilities. Some senior living facilities have closed and not allowing anyone in, in order to protect the residents from catching the virus. The concern is being in the facility and not having contact with individuals from the outside, which may create issues with the seniors and how are we going to address this in the future. I will be looking into this with the association and bring back information to see if there is something we can do as the Parks Commission in providing recreation or other support.

Commissioner Singh thanked staff for providing a great presentation on the Urban Forestry and the Nature Park.

Chair Lieberg tagged onto what Commissioner Souza stated regarding schools starting back. In early February they authorized high school sports to resume, limited sports ie: swimming, track, and golf which are more of the individual sports. A week ago they opened it up to football and water polo. Life is resuming a little bit. I am the assistant coach for swim team at Tracy High and we had our first meet, it was different with no spectators, but they are back in the pool.

11. ADJOURNMENT:

Time of Adjournment: 8:03 p.m.

ACTION: Commissioner Jimenez motioned to adjourn at said time of 8:03pm. Commissioners Lieberg seconded the motion. Roll call found Chair Lieberg, Vice Chair Krogh and Commissioners Jimenez, Souza, and Singh all in favor; passed and so ordered.

The above agenda was posted at Tracy City Hall on February 25, 2021. The above are action minutes. A recording is available at the Parks and Recreation Department.

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
April 1, 2021

AGENDA ITEM – 7.A.

REQUEST

**REVIEW AN OVERVIEW OF THE PROPOSED PARKS AND RECREATION
DEPARTMENT CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS
2021-2022 AND PROVIDE INPUT**

BACKGROUND

Capital Improvement Program

The City develops an annual Capital Improvement Program (CIP) to coincide with the development and approval of the annual operating budget each year. 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.

The Parks Commission has not prioritized capital improvement projects since 2017-19 budget cycle. This was due to several factors, including the City temporarily moving to a 2-year budget cycle that has since moved back to a 1-year cycle, Council focus on prioritizing Measure V funded projects and the lack of funding from the General Fund for Parks CIPs.

Measure V

At the general municipal election in November 2016, the City submitted Measure V, a twenty-year half-cent transactions and use (sales) tax, to provide funding for local city services/facilities. The voters approved the revenue measure (63.67% voter support) and the tax went into effect on April 1, 2017. It is currently estimated to generate \$10-\$12 million annually, assuming there is no significant change in the economy.

DISCUSSION

Due to the City’s current budget situation, including effects from the COVID-19 pandemic, there is no funding from the General Fund for new projects. However, staff has compiled a list of important projects to submit for discussion and funding consideration as a part of the City Council’s Capital Improvement Program (CIP) Workshop planned for April 20th, 2021. That list includes the following projects in addition to our current projects:

PROJECT TITLE	ESTIMATED TOTAL COST	FUNDING SOURCE	PROJECT DESCRIPTION	TIMELINE
Tracy Sports Complex Improvement Project	\$670,000	Funding Available: Developer Impact Fees \$244,000 Funding Needed: \$426,000	Repainting of all existing steel posts for baseball outfield netting. Installation of 420 linear feet of 70 foot tall netting and removal of 75 linear feet of 30 foot tall netting. Repair/replacement of damaged sections of netting. Installation of 850 linear feet of 6 foot tubular steel fencing and gates near soccer fields. Replacement of site furnishings including benches, trash receptacles and picnic tables.	Design: 6-9 months Construction: 6-12 months
General Fund Parks Sport Court Lighting Project	\$600,000 annually (3-year plan)	Funding Available: Developer Impact Fees \$1,800,000	Installation of lighting for various sport courts to expand hours of use and promote safety within the General Fund parks. The list of sport courts will include basketball, tennis and hand ball courts. Eligible parks include: A.R. Glover, Clyde Bland, McDonald, Henry Barboza, Frank Hoyt, Robert Kenner, William Larsen, and Edgar Thoming.	Design: Summer/Fall 2021 Construction: Winter/Spring 2022, repeat for three consecutive years
Ritter Family Ball Park Master Planning	\$100,000	Funding Available: Developer Impact Fees \$100,000	Ritter Family Ball Park (formerly Tracy Ball Park) is the oldest sports complex in the City. The first step in updating this	Master planning , including public outreach and

			dated facility is a master planning process, including public outreach, to establish a modern vision for this much needed infill project. The northeastern part of Tracy is lacking neighborhood parks and staff sees an opportunity to redesign the facility to include neighborhood park type amenities with sports fields taking up a smaller footprint. The project may also include reconfiguring the parking lot, landscape and pedestrian/bikeway enhancements along Tracy Boulevard, a walking loop and tot lot. The master planning process will include feasibility study and phasing options for build out to allow flexible funding options for the City Council to consider.	Parks Commission presentations, is expected to begin Summer/Fall 2021 and take approximately one year
Ritter Family Ball Park Phase 1 Improvements	Unknown	To Be Determined	Ritter Family Ball Park (formerly Tracy Ball Park) is the oldest sports complex in the City. The first step in updating this dated facility is a master planning process, including public outreach, to establish a modern vision for this much needed infill project. Once the master planning process is complete, Phase 1 will require design and construction funding commitments. Scope of work for Phase 1 will be determined through the master planning process.	To be determined
Frank Hoyt Park Per Capita	Unknown	Funding Available: Grants	The City of Tracy has the opportunity to rehabilitate existing infrastructure at	Request for Proposals

Grant Improvements		Funding Needed: No City Match Required	Hoyt Park through the Proposition 68, Per Capita Program. The project includes resurfacing and re-stripping the parking lot, replacing bench and table furnishings in the park, and addressing other amenities, pending available funds.	and construction is expected between January 2022- December 2023
Dry Climate Dog Park Project	\$350,000	Funding Available: Developer Impact Fees \$350,000 Funding Needed: \$0	This project is proposing to improve a 0.66 acre site known to many as the "Dry Climate Area". The site is located southwest of Frank Hoyt Park on the corner of Dale Odell Drive and San Simeon Way. In recent years, this location has generated numerous service calls for the Police, Code Enforcement and Public Works related to encampments, illegal dumping or other criminal activity. Staff is recommending that this site be converted to a new dog park for the community. The project would include demolition of certain existing features, fencing for large and small dog areas, a shaded seating area w/ drinking fountain, landscaping and ADA accessibility improvements.	Design 6-9 months Construction 6-12 months
Tracy Sports Complex Facility & Concession Upgrades	Unknown	Funding Available: \$0 Funding Needed: Unknown	Renovation/Repair of the concession building. Hardscape improvements to address failing concrete and ADA accessibility upgrades. Wayfinding & signage upgrades.	Goal to start construction within the next five years.

Historically, there has been a standard process for creating and prioritizing Parks and Recreation capital improvement projects. The following outline represents the typical CIP process:

1. Update and prepare CIP submittals for the 2021-2022 CIP Budget including:
 - a. Update scope, project description, timelines and projected costs of current approved and proposed CIPs.
2. Review previously submitted CIPs for future years and either;
 - a. Assess feasibility and need for moving project into upcoming year,
 - b. Remove from CIP, or
 - c. Change scope of project.
3. 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)
4. Commission prioritizes all unfunded CIPs.

Each year, prior to beginning the CIP process for park related projects, the Parks Commission is given an opportunity to provide input, which last happened on November 3, 2016. The Commission is encouraged to view the entire City CIP List for the current 2020-2021 budget here:

https://www.cityoftracy.org/documents/?d=Chapter_5_FY2021.pdf

Due to current budget conditions, staff has moved away from the standard process for bringing CIP prioritization to the Parks Commission. Measure V major amenity projects have been the focus in recent years and that prioritization has been set by the City Council. In future years, staff plans to return to the more typical process where the Commission will have the opportunity to request new projects and set priorities.

FISCAL IMPACT

Fiscal impacts will vary depending on the project.

RECOMMENDATION

That the Commission receive an overview of the proposed Parks and Recreation Department Capital Improvement Program for fiscal years 2021-2022 and provide input.

Prepared by: Richard Joaquin, Parks Planning and Development Manager

Approved by: Brian MacDonald, Director of Parks and Recreation