

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
March 7, 2013**

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order 7:00 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Jimenez; Commissioner Birk; Commissioner Foley; Commissioner Gouveia; Commissioner Holguin; Commissioner Jayne; Commissioner Saltzman
- b. Absent:
- c. Staff Present: Rod Buchanan, Interim Director of Public Works; Vanessa Carrera, Management Analyst II
- d. Recorded By: Stephanie Garcia, Executive Assistant

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

Deviation in agenda

4. **APPROVAL OF CDBG SUBCOMMITTEE SPECIAL MEETING MINUTES ON JANUARY 17, 2013**

- a. Motion: Commissioner Foley
- b. Second: Commissioner Holguin
- c. Abstain:
- d. Vote: Passed, 3 - 0

SPECIAL MEETING MINUTES ON JANUARY 31, 2013

- a. Motion: Commissioner Gouveia made a motion to accept the minutes as adjusted with the following: Commissioner Saltzman gave a brief summary on the 2013 CDBG application review and recommendation process. The CDBG subcommittee followed the city's guidelines for reviewing, scoring and recommending funding allocations for various project categories. Commissioner Saltzman added that it is important for CDBG applicants fill out their grant documents completely and provide as much information as possible so that their funding requests are understood and scored accordingly. Commissioner Saltzman added that the CDBG subcommittee review meeting was done differently this year by allowing community representation; and suggested the meeting process be done differently next year.
- b. Second: Commissioner Holguin
- c. Abstain: Commissioner Foley, Commissioner Birk
- d. Vote: Passed

REGULAR MEETING MINUTES ON FEBRUARY 7, 2013

- a. Motion: Commissioner Foley
- b. Second: Commissioner Gouveia
- c. Abstain:
- d. Vote: Passed

5. **CORRESPONDENCE:** Commissioner Jimenez presented an email from Commissioner Foley issued on March 6, 2013. The email stated Commissioner Foley's resignation from the Parks and Community Services Commission, due to her relocation outside of the

Tracy City limits, effective April 1, 2013. Commissioner Jimenez wished her well and thanked her for being a part of the Parks Commission and a former City employee.

6. OLD BUSINESS:

- a. **Update Commission Goals for Fiscal Year 12/13 & 13/14:** Staff provided updates on the following topics:

2.1.B.1. Research Park History and Post Park Information and Photos on City Website – The Parks and Community Services Department webpage will soon transition into two individual webpages for the Recreation Division and the Community Facilities Division. The Community Facilities Division page will contain information related to indoor and outdoor facility rentals, park amenities and sports fields, as well as information on the Parks Commission. It will also be linked to the Public Works Department webpage. Staff is in the process of outlining the information that is going to be included on the website. There will also be a single page that is devoted to park information and park history. Staff had scheduled a meeting with Mr. Hector Hernandez on February 19, 2012 to gather information from him regarding Tracy's sports history but he did not attend. Staff will contact Mr. Hernandez again and reschedule the meeting in March.

2.1.C.2. Tracy Press – Commission to Contribute Articles/Letters to the Editor. Staff summarized the response received from the Tracy Press Editor in Chief, Jon Mendelson, regarding Commission article submissions: Members of the Commission are free to submit letters to the editor, but it does not guarantee that the letters will be published. Re-occurring columns need to provide a clear theme or topic, but the Editor in Chief would need to be in agreement with it. If the Commission would like to provide the Tracy Press with information on special meetings or events, they may do so. Staff also added that the Commission needs to consider that the individual writing the article would be representing the full Commission and the City, and the ideas expressed may not be that of the Parks Commission or City of Tracy. It is acceptable for a Commissioner to submit a letter to the editor on their own behalf and not represent the Commission, but representing a greater governing body should be a topic of further discussion. Commissioner Jimenez, apart from being a Commissioner, has submitted several letters to the editor that have been published. However in these letters she speaks as an individual on a topic that doesn't relate to Parks and Community Service. She encouraged the Commission to continue to submit as an individual if there is a topic they'd like to address. .

3.1.A. Implement the Pilot Camera Program. Staff recently readjusted the focus on the park camera to capture more activity in the general park area. Staff's next step is to create a park security camera informational flyer for residents of Yosemite Vista. The flyer will summarize what the Pilot Park Camera Program is, how to notify the City when the camera goes off or if neighbors suspect a criminal acts taking place at the park. Staff will also invite the Commission to view a simulation on how the camera works and how the surveillance is uploaded.

3.1.D.3. Develop Method for Accessing and Interpreting Park Crime Stats. Staff contacted the Police Department and was able to pull up park crime stats from 2012 calls for services. Staff will review and analyze the data provided, and provide a summary of the findings to the Commission. Commissioner Holguin would like to for Parks maintenance crews to gather feedback on park vandalism, graffiti, or criminal acts that they are witnessing.

7. NEW BUSINESS:

- a. **Prioritize and Request Capital Improvement Projects to be Considered for Funding Support from the Tracy Friends for Parks, Recreation and Community Services Foundation:** Staff requested that the Parks Commission prioritize several parks related CIPs, under \$50,000, for consideration of funding support from the Parks Foundation. After the projects are ranked, the Commission Liaison will present the recommendations to the Parks Foundation at their next board meeting held on March 18, 2013. Staff added that the goal is to have the Parks Commission perform this exercise each year in order to prioritize smaller projects and express project funding needs to the Parks Foundation. The Foundation receives many funding requests from stakeholders in the community; therefore they may not be able to fully fund the proposed projects. Staff made a suggestion for a member of the Parks Commission and Parks Foundation to give a presentation to service clubs like Rotary on a particular jointly supported project for funding support.

Comments from the Audience: Robert Tanner – 1371 Rusher Street, Tracy – Small Dog Park. Mr. Tanner asked if there was money set aside as a donation from the Parks Foundation to create a new dog park within the City limits. Staff stated that there is an existing CIP for a new dog park that is funded through past developer impact fees. However, this funding cannot be used to restore or repair an existing dog park. Mr. Tanner asked why the Fish Pond CIP with an expense of \$130,000 was on the list when the cap was \$50,000. He also asked if staff is currently looking into a grant for the project. Staff stated that if the City does receive a grant, it would require a 10% match on the City's part. Staff is in the process of applying for different grants for the project; the cost of the City's match would be roughly \$13,000 – \$15,000, which is under \$50,000.

Terry Clemens – 1116 Rusher Street, Tracy. Mr. Clemens spoke on the Small Dog Park project. He knows that there are other projects being considered, but knows people who own small dogs and would like to have this project done. He feels that it is difficult to bring a smaller animal into an environment with larger dogs especially if the owners do not have control of their dogs. Mr. Clemens also thanked Rod Buchanan for responding to his email. He said Rod returned his email right away and felt that what he had to say was very important to him.

Mr. Clemens asked the Commission if this was the only meeting where concerned citizens could express their support for the Small Dog Park as it relates to the Commission's recommendations to the Parks Foundation. Commissioner Jimenez stated that Parks Commission will prioritize the projects during tonight's meeting and the recommendations will go before the Foundation.

The Commission selected the following four projects which are listed in no priority order:

McDonald Park – Handball Court	#78PP-140
Tracy Community Center Concrete Floor Resurfacing	#78PP-153c
El Pescadero Park – Small Dog Park Addition	#78PP-153d
Tracy Ball Park – Light Timer	#78PP-153a

Commissioner Jimenez asked staff if the Tracy Community Center concrete flooring can be replaced with something more durable other than concrete again since it is cracked. She added that laminate flooring might be a little more durable. Staff stated that laminate tile currently exists, with concrete underneath, and over the years it's been peeling back. In order to match the look with the main hall, staff recommends that the equipment room floors be resurfaced with concrete without the stain finish.

8. ITEMS FROM STAFF:

- a. Recreation Division Report:
 - i. Upcoming Events and Programs – Report is available in packet. March 20, 2013 – World Series Trophy Display will be inside the lobby at City Hall. The Recreation staff has met with various departments from Police, Fire, Streets, and Facilities to discuss the logistics for this event to have enough staff for crowd control. Commissioner Birk said the Breakfast Lions Club will be serving breakfast.
- b. Public Works Parks Maintenance Division Report: None to report at this time.
- c. Community Facilities Report: Vanessa provided an update on the Cricket Club Organizations. Meetings have taken place with The Tracy United Cricket Club and the Tracy Cricket Club to discuss field hours. Staff is doing their best to make sure both leagues have access to these fields. Tracy United missed the application period and staff provided them with several dates and they weren't interested. Staff is ensuring that an email blast is sent out to all the sports organizations for fields as they become available and the leagues can contact staff to reserve fields on a first-come first-serve basis. Staff was able to help out the Tracy Cricket Club with some dates that worked for them.

Commissioner Jimenez received clarification between the Tracy Cricket Club and the Tracy United on field allocations. Both respective clubs will reserve fields for themselves.

Handout: Staff shared the Parks and Community Services Commission 2013 Action Item List. This is the running action item list that allows staff to keep record of Commission action items that were presented at meetings. The report will be used to provide status updates to the Commission as well.

Facility Use Report: Staff stated that the sports season is picking back up, and since the weather is nicer more hours are being used out in the fields as well as at the park facilities. Revenue is at \$10,926 for the month of February, and the fiscal year projection is looking in the order of 200,000.

Commissioner Saltzman mentioned the touring of Legacy Fields on April 16th at 2:00 p.m. before the Ribbon Cutting Ceremony scheduled for 3:00 p.m.

- d. Director Report:
 - i. Projects Update - Rod shared that he attended the League of California Cities, Public Works Officers Institute conference in Pasadena and gave a

presentation on Legacy Fields. This project, over 15 years in the making, has come about by working together with the City Council, Commission, Staff, Legal, and the Sports Leagues, and it serves a model for other cities to emulate. The presentation was standing room only with an attendance of about 200. Rod will be presenting the same presentation at the CPRS Conference in San Jose.

9. ITEMS FROM THE COMMISSION:

- Commissioner Gouveia gave an update on his sons Under 19 Soccer Team that recently competed in Las Vegas. The team played against a pro-team out of Germany. The countries that brought in teams were Poland, Britain, China, Germany, Mexico, Columbia, and Canada, to name a few. The group of young men came from San Joaquin to Stanislaus Counties which were hand selected. A total of 6,400 participated in the tournament. They played another tournament last week in Redwood City and ranked 7th in the State and 28th in the Nation. The two young men from Tracy started in TYSL and came up through the City's Parks and Recreation programs.
- Commissioner Saltzman congratulated Walter's son. She thanked Commissioner Foley and wished here well and thanked the audience for attending the meeting.
- Commissioner Birk stated that he is going to miss Tish terribly and added that she is the nicest lady that worked in the City of Tracy and to have her come on the board with the Commission was a good thing. He mentioned that the Sister City Association is having a dinner on Saturday and it is completely sold out. There are 10 kids that will be going to Japan in May.
- Commissioner Jayne said he will miss Tish but will see her again.
- Commissioner Holguin said he will miss Tish's bright smile and good sense of humor.
- Commissioner Jimenez was in attendance at the South Side Community Organization meeting last night. They are going to have their annual September 16th Festival. There was some confusion on the amount of monies due from the application they turned in to the Community Facilities Division. The organization outlined everything on the application and when they came to pay the fees it was different than what they were quoted. Staff ensured that they will contact the organization to clarify any questions or concerns they may have. Staff added that facility rental fees are subject to change until the rental application is finalized and reconciled. Commissioner Jimenez thanked Tish for her long service as a City staff member and her role as a Parks and Community Services Commissioner. She also stated that she will miss Tish and hopes to see her in the audience.
- Commissioner Gouveia gave Tish farewell words in Portuguese that translated to "thank you so much for your knowledge, your information, and your abilities for this community."

10. ITEMS FROM THE AUDIENCE:

11. ADJOURNMENT:

- a. Motion: Commissioner Foley
- b. Second: Commissioner Holguin
- c. Vote: Unanimous
- d. Time: 8:14 p.m.