

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, February 3, 2022 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall Council Chambers
333 Civic Center Plaza, Tracy

THIS MEETING WILL BE OPEN TO THE PUBLIC FOR IN-PERSON PARTICIPATION. IN ACCORDANCE WITH THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH GUIDELINES, MASKS ARE REQUIRED FOR ALL INDIVIDUALS IN INDOOR PUBLIC SETTINGS.

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. Pledge of Allegiance
4. Items from the Audience - In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution No. 2019-240, and last amended by Resolution No. 2021-049, 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, the Commission 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 Commission.
5. Approval of Meeting Minutes
 - a. Review and Approve the Special Meeting Minutes from December 2, 2021
 - b. Review and Approve the Regular Meeting Minutes from January 6, 2022
6. New Business
 - a. **REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2022-2023 AND RECOMMEND APPROVAL TO CITY COUNCIL**
7. Items from the Commission
8. Adjournment

AGENDA POSTED: January 27, 2022

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 at (209) 831-6000 at least 24 hours prior to the meeting.

Any materials distributed to the Parks and Community Services Commission regarding any item on this agenda will be made available for public inspection in the Parks and Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

Full copy of the agenda can be found at the Tracy Library as well on the City's Website:

<https://www.cityoftracy.org/government/boards-and-commissions/parks-and-community-services-commission>

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
December 2, 2021

1. CALL TO ORDER:

Chair Krogh called the meeting to order at 7:21 p.m.

2. ROLL CALL:

- a. Present: Vice Chair Krogh, Commissioner Jimenez, Commissioner Singh
- b. Absent: Chair Lieberg & Commissioner Souza
- c. Staff Present: Jolene Jauregui, Recreation Program Manager; Barbara Harb, Economic Development Management Analyst; Thien Nguyen, Recreation Services Supervisor; Amanda Jensen, Recreation Coordinator; Lauren Repetto, Recreation Coordinator; Justin Geibig, Recreation Coordinator & Katie Akre, Recreation Coordinator
- d. Recorded By: Andrea Pedigo, Executive Assistant & JoAnn Ronngren, Administrative Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Vice Chair Krogh.

4. ITEMS FROM THE AUDIENCE:

There were no public comments via the audience.

5. APPROVAL OF MEETING MINUTES

- a. Review and Approve the Special Meeting Minutes from **November 3, 2021**

ACTION: No action was taken as we did not have a quorum to approve the special meeting minutes. This item will be brought back to the next Parks Commission Meeting for approval.

- b. Review and Approve the Regular Meeting Minutes from **November 4, 2021**

ACTION: Motion was made by Commissioner Singh and seconded by Commissioner Jimenez to approve the regular meeting minutes from November 4, 2021. Roll call found all in favor. Passed and so ordered.

6. NEW BUSINESS:

- a. Appoint 2 Parks Commissioners to serve on the CDGB and Home funds applications and make funding allocation recommendations for FY 2022/2023.

Barbara Harb, Economic Development Management Analyst presented the staff report.

Commission questions and comments followed.

Barbara Harb answered the questions of the commission.

Vice Chair Krogh open public comment. There was no public comment.

ACTION: A motion was made by Vice Chair Krogh and seconded by Commissioner Jimenez to appoint Commissioner Singh and Commissioner Jimenez to serve on the

CDGB and Home funds Sub-Committee. Roll call found all in favor. Passed and so ordered.

- b. Receive, discuss and accept the 2021-2022 Youth Advisory Commission Report.

Youth Advisory Commissioner S. Kala and Commissioner M. Kala presented the YAC Annual Report.

Commission commented and thanked YAC commissioners.

Vice Chair Krogh open public comment. There was no public comment.

ACTION: Motion was made by Commissioner Singh and seconded Commissioner Jimenez by to accept the 2021-2022 Youth Advisory Commission Report. Roll call found all in favor. Passed and so ordered.

7. **OLD BUSINESS:**

- a. Adopt current FY 20/21 Goals and Objectives for FY 21/22.

Jolene Jauregui, Recreation Program Manager presented staff report.

Commission questions and comments followed.

Vice Chair Krogh open public comment. There was no public comment.

ACTION: Motion was made by Vice Chair Krogh and seconded by Commissioner Singh to adopt current FY 20/21 Goals and Objectives for FY 21/22. Roll call found all in favor. Passed and so ordered.

8. **ITEMS FROM STAFF:**

- a. Amanda Jensen, Recreation Coordinator, presented an update on senior needs and concerns 2020-2021.

Commission questions and comments followed.

- b. Lauren Repetto, Recreation Coordinator, presented the Community Events Annual Report.

Commission questions and comments followed.

- c. Justin Geibig, Recreation Coordinator, and Katie Akre, Recreation Coordinator, presented the Athletics, Aquatics, and Community Facilities Annual Report.

Commission questions and comments followed.

9. **ITEMS FROM THE COMMISSION:**

Commissioner Jimenez apologized for being late and stated she did not have a report from the Parks Foundation due to the Holidays and there being no meetings. The Tracy Senior Association will begin meeting again in January. She also met with Senior Outreach to discuss improving outreach strategies for seniors.

Commissioner Singh stated that graffiti and smoking in Joseph Tiago Park was brought to his attention. Staff advised him to contact PD for active graffiti or smoking in parks. A Government Outreach request can be submitted for graffiti abatement as well.

Commissioner Singh thanked staff for the Thanksgiving breakfast at the senior center and mentioned the positive feedback he received from the community.

Commissioner Jimenez stated the Halloween event at the Airport was delightful and she encouraged staff to make this a larger event next year.

There were no public comments via the audience.

10. ADJOURNMENT:

Time of Adjournment: 8:17 p.m.

ACTION: Vice Chair Krogh motioned to adjourn the meeting at said time of 8:17pm and Commissioner Singh seconded. Roll call found all in favor, passed and so ordered.

The above agenda was posted at Tracy City Hall on November 29, 2021. The above are action minutes. A recording is available at the Parks and Recreation Department.

Jolene Jauregui, Staff Liaison

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
January 6, 2022

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:09 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg, Commissioner Jimenez and Commissioner Souza
- b. Absent: Vice Chair Krogh and Commissioner Singh
- c. Staff Present: Jolene Jauregui, Recreation Program Manager; Richard Joaquin, Parks Planning and Development Manager
- d. Recorded By: JoAnn Ronngren, Administrative Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Commissioner Souza

4. ITEMS FROM THE AUDIENCE:

Mitchell Harnett introduced himself and handed out packets that Tracy Bike Life put together for the commission and staff. He has been in the City of Tracy for 8 months and is excited to be a part of the cycling community here. He sees so much opportunity and potential for the riders if the City would follow through with safe riding opportunities for them. He will comment again when it is time for commenting on item 6b.

Garret Murphy commented that in addition to seeking a pump track, Tracy Bike Life is partnering with the Tracy Earth Program and Tracy Police Department for the Tracy Youth Bike Program. This program allows kids learn how to work on their bikes and fix them. Tracy Police Department is donating the unclaimed bikes for the group to work on and repair.

5. APPROVAL OF MEETING MINUTES

- a. Review and Approve the Special Meeting Minutes from **November 3, 2021**

ACTION: Motion was made by Commissioner Souza and seconded by Commissioner Jimenez to approve meeting minutes from November 3, 2021 with discussed amendments. Roll call found all in favor. Passed and so ordered.

- b. Review and Approve the Regular Meeting Minutes from **December 2, 2021**

ACTION: No action was taken as we did not have a quorum to approve the regular meeting minutes. This item will be brought back to the next Parks Commission Meeting for approval.

6. NEW BUSINESS:

- a. Review and approve the Tracy Hills Phase 1B Neighborhood Park Conceptual Master Plan.

Richard Joaquin, Parks Planning & Development Manager presented the staff report.

John Palmer provided the presentation.

Commission comments and questions followed.

ACTION: A motion was made by Commissioner Souza and seconded by Commissioner Jimenez to approve the Tracy Hills Phase 1B Neighborhood Park Conceptual Master Plan. Roll call found all in favor. Passed and so ordered.

- b. Review an overview of the propose Parks & Recreation Departments Capital Improvement Program for FY 2022-2023 and provide input

Richard Joaquin, Parks Planning & Development Manager presented the staff report.

Commission questions and comments followed.

Chair Leiberg opened public comment.

Mitchell Harnett with Tracy Bike Life stated that this is his first time doing anything like this and he wants to make sure his passion comes through.

Mr. Mitchell made the following statements:

1. This is something he is very committed to and is amazed by the commitment and drive some of the kids have by coming the commission meeting for the chance to get a bike facility. 2.
2. He is an avid cyclist and competes in the Summer. He has used pump tracks all throughout the Bay Area to help condition and ride in a safe environment. Additionally, he serves as a board member for the Kids Bike Lane, a charity out of the Tri-Valley, helping underserved families get access to bikes and empowering the youth the get out there and enjoy spending time on two wheels. He stated he also sells bikes online.
3. He tries to participate in all aspects of the cycling world. Now he is doing his civil duty by speaking up for the cycling community. He wants to make a point to the staff and commission that they will be blown away with how much a pump track will be used and loved by kids and families of all ages. It has made an impact on his life. He understands how important it is to diversify parks and he couldn't agree more. Some things he has noticed biking around Tracy is that there is a lot of empty grass and it feels like there is opportunity to utilize the grass space. He stated we are still in a drought and could create a paved pump track or bike course.
4. He is in contact with a contractor who builds bikes in the Bay Area and he also helped build the course for the Rio Olympics BMX course. He's a very nice, very intelligent guy.
5. He has competed on his courses and he can stand by his work. He stated the contractors ball parked for a half-acre, paved pump track is no more than \$100,000 and they are just asking to have some place to ride safely.
6. Stated that the bike life group are improving their heath and spending time as a second community, not creating any traffic issues.
7. It really stresses him out to see the kids in the street and wants to prevent that as much as possible because that is when accidents happen. Something else he wanted to ask was where are the results of the November Community Input Survey that he participated in. He asked where that can be seen.
8. He will continue to show up at Commission meetings to ask questions and show his support.

Jolene, Recreation Manager, answered his question.

Commissioners commented and thanked him for his information packet, support, and passion.

ACTION: Motion was made by Commissioner Souza and seconded by Commissioner Jimenez to accept the proposed Parks & Recreation Departments Capital Improvement Program for FY 2022-2033 and recommend to council the top 5 projects; Tracy Sports Complex, Alden Glen Park, Glover Park, Thoming Park, and Veterans Park. Roll call found all in favor. Passed and so ordered.

c. Review and approve the Parks Commission Annual Report to Council

Commissioner Jimenez asked that more meat be put into the report to show what the commission accomplished.

ACTION: Motion was made by Commissioner Souza and seconded by Commissioner Jimenez to approve the Parks Commission Annual Report to Council with noted amendments.

7. ITEMS FROM THE COMMISSION:

Commissioner Jimenez stated that Tracy Friends will meet this month and she will have a report in February. Tracy Seniors Organization will start meeting again soon and she hopes to have a report in February. Commissioner Jimenez reviewed various parks and found that most parks do not have adequate bike racks, if any. She would like to suggest that staff look at the need for bike racks. The Civic Center Plaza does not have any bike racks. She respectfully requests we address amenities that are needed for bicyclist. She would also like to request that the Commission approve that staff come back later providing an analysis and input regarding a BMX pump track. She requested a second so it could move forward. Commissioner Souza seconded.

8. ADJOURNMENT:

Time of Adjournment: 9:44 p.m.

ACTION: Commissioner Souza motioned to adjourn the meeting at said time of 9:44 p.m. and Commissioner Jimenez seconded. Roll call found all in favor, passed and so ordered.

The above agenda was posted at Tracy City Hall on December 20, 2022. The above are action minutes. A recording is available at the Parks and Recreation Department.

Jolene Jauregui, Staff Liaison

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION SPECIAL MEETING
February 3, 2022**

AGENDA ITEM 6.a

REQUEST

**REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES
COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS
FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS
FOR FISCAL YEAR 2022-2023 AND RECOMMEND APPROVAL TO CITY COUNCIL**

DISCUSSION

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds are allocated to cities and counties by the United States Department of Housing and Urban Development (HUD) for use in projects that make for a viable community, with local programs and services that provide decent housing, a suitable living environment, and expand economic opportunities for low- and moderate-income individuals and families. The City of Tracy receives an annual pass-through allocation from San Joaquin County, which serves as the entitlement community. There is no impact to the City General Fund.

On November 15, 2016, the City Council adopted the Parks and Community Services recommendation for local funding priorities, to be considered in this allocation process in priority rank order:

CDBG

Public Services Category:

- (1) Food Distribution Services
- (2) Homelessness Prevention, Intervention and Transitional Housing Services
- (3) Senior and Special Needs Services
- (4) Domestic Violence Services
- (5) Youth Education and Enrichment Services

Public Facilities/Improvements Category:

- (1) Public Parks and Facilities
- (2) Removal of Architectural Barriers (ADA)

HOME

- (1) Address issues of public safety, health and welfare;
- (2) Rehabilitate residential properties occupied by low-income persons; and,
- (3) Partner to construct income restricted family and senior housing facilities.

San Joaquin County has provided estimated amounts of CDBG and HOME funds to be allocated to the City of Tracy in the FY 2022-2023 program year as follows:

CDBG

Public Services Allocation (15%)	\$ 74,712
Public Improvements/Public Facilities (85%)	\$ 423,365

Total \$ 498,077

<u>HOME</u> HOME Eligible Activities	Total \$ 163,461
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The County requires ranking of the applications among each eligible CDBG/HOME local funding category, and a minimum allocation of \$5,000 for CDBG Public Service awards and \$150,000 for CDBG Public Improvement/Public Facilities awards. Ranking of applications among each local funding category allows San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to the highest ranked local priority services and projects.

The Parks and Community Services Commission CDBG/HOME funding allocation recommendations will go before the Tracy City Council on March 15, 2022. The San Joaquin County Board of Supervisors are scheduled to review and consider all local funded projects in May 2022 and submit those recommendations to the U.S. Department of Housing and Urban Development (HUD) for final approval.

Subcommittee Review and Recommendation:

CDBG/HOME grant applications for FY 2022-2023 were available beginning December 6, 2021, with a submittal deadline of January 20, 2022. On December 6, 2018, the Parks and Community Services Commission discussed and adopted a funding allocation formula for CDBG Public Service grant applications. The adopted funding allocation formula is as follows:

- The top two scoring public service program applications will be funded the requested amount up to a max of \$12,000 each.
- Applications ranked 3 and 4 will be funded the requested amount up to a maximum allocation of \$8,000 each.
- Applications ranked 5 and below will receive a \$5,000 allocation in order of applicant ranking until funds are exhausted.
- Any remaining funds less than \$5,000 will be distributed to applicants 5 and below until exhausted, so long as it does not exceed Tier 2 max amounts and their funding request.

The Parks and Community Services Commission Subcommittee consisting of two (2) Parks Commissioners and one (1) internal City staff member reviewed each application and scored them electronically using the City's eCivis Grant Management Portal based on local funding priorities and project details between January 20, 2022 and January 26, 2022. Two (2) Members of the sub-committee met virtually on January 26, 2022 to discuss the applications and finalize their recommended funding allocations to the Parks and Community Services Commission. Staff met with the third sub-committee member by phone on January 27, 2022 to discuss the applications and communicate the funding allocation recommended by the other two sub-committee members, to which the third member communicated their support of the recommendations.

Individual scores for each application were averaged to determine a final score. In the case where two applications received the same score, priority was given to the applicant whose local funding priority ranked higher. In the case where both applicants with the same score met the same local funding priority, the sub-committee came to consensus and broke the tie. The Subcommittee recommendations for application ranking and grant funding allocations for FY 2022-2023 are listed in Attachment A. All CDBG/HOME program funding is subject to final confirmation by San Joaquin County and HUD.

RECOMMENDATION

Staff recommends the Parks and Community Services Commission accept the CDBG Subcommittee's recommendations for priority ranking and funding of CDBG and HOME grant applications for FY 2022-2023 and recommend approval to the City Council.

Prepared by: Barbara Harb, Economic Development Analyst II

Reviewed by: Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Parks & Recreation Department Director

ATTACHMENTS:

Attachment A - 2022-2023 CDBG/HOME Sub-Committee of the Parks and Community Services Commission Local Priority Ranking and Funding Recommendations

ATTACHMENT A

2022-2023 CDBG/HOME Sub-Committee of the Parks & Community Services Commission
Local Priority Rankings & Funding Recommendations

2022-2023 Est. Funding Available to City of Tracy		
Total Allocation	\$	498,077.00
CDBG Public Services	\$	74,712
CDBG Public Imprv./Public Facilities	\$	423,365
HOME	\$	163,461

Timeline	
2/3/2022	Parks Comm. Mtg.: Consider Sub-Cmte Recommendations
3/15/2022	City Council Mtg.: Consider/Approve Funding Recom.
May 2022	SJC Board of Supv.: Consider/Approve Projects & Funding Alloc.

CDBG Public Services											
Applicant	Project Title	Local Funding Priority	Funding Requests	Score 1	Score 2	Score 3	Avg. Ranking Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments
San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,500				n/a	Direct Allocation	Direct Allocation	\$ 5,500.00	
SJ County Food Services Pool	Food Distribution Services (Mobile Farmer's Market & Meels on Wheels)	(1) Food Distribution	\$ 10,000				n/a	Direct Allocation	Direct Allocation	\$ 10,000.00	
Tracy Interfaith Ministries	Hunger Relief and Food Distribution	(1) Food Distribution	\$ 12,000	80	99	97	92	1	1	\$ 12,000.00	
Tracy Seniors Association	Safety At Home for Seniors	(3) Senior and Special Needs Services	\$ 42,156	90	81	86	85.6667	2	1	\$ 12,000.00	
Boys & Girls Clubs of Tracy	Summer Enrichment Program	(5) Youth Education and Enrichment Services	\$ 12,000	89	75	93	85.6667	3	2	\$ 8,000.00	
McHenry House Tracy Family Shelter	Night Supervisor / Family Crisis Intervention Program	(2) Homelessness Prev., Interv. & Trans. Housing Svc.	\$ 12,000	93	55	94	81	4	2	\$ 8,000.00	
Tracy Earth Project, Inc.	Tracy Bike Life Youth Program	(5) Youth Education and Enrichment Services	\$ 5,185	73	80	86	80	5	3	\$ 5,185.00	
Women's Center	Homeless Youth Outreach & Engagement	(2) Homelessness Prev., Interv. & Trans. Housing Svc.	\$ 16,000	96	57	85	79.3333	6	3	\$ 8,000.00	
Coalition of Tracy Citizens to Assist the Homeless (CTCAH)	Emerson/Rochester House Operations - Resident Mgr. Salary	(2) Homelessness Prev., Interv. & Trans. Housing Svc.	\$ 12,000	94	56	88	79.3333	7	3	\$ 6,027.00	
Tracy D.A.R.E. Program, Inc.	Elementary Schools in Tracy	(5) Youth Education and Enrichment Services	\$ 10,000	89	59	86	78			\$ -	
ROYA Foundation	Youth Center - Laptop & Online Tutoring Program	(5) Youth Education and Enrichment Services	\$ 40,000	74	59	90	74			\$ -	

CDBG Public Services Request	\$ 176,841	\$ 74,712	\$0
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CDBG Public Improvements/Public Facilities											
Applicant	Project Title	Local Funding Priority	Funding Request	Score 1	Score 2	Score 3	Sub-Cmte Avg. Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments
City of Tracy	Grant Administration	Direct Allocation	\$ 84,000				n/a	Direct Allocation	Direct Allocation	\$ 84,000	
City of Tracy	Temp. Emergency Housing Shelter (Arbor Rd) Proj.	(1) Public Parks and Facilities	\$ 272,025	87	83	91	87	1	n/a	\$ 189,365	
Coalition of Tracy Citizens to Assist the Homeless	Emerson House Property Acquisition	N/A	\$ 600,000	82	87	84	84	2	n/a	\$ 150,000	
Mc Henry House Tracy Family Shelter	Painting of Shelter Exterior	(1) Public Parks and Facilities	\$ 250,000	84	52	93	76	3	n/a	\$ -	

CDBG Public Impr./Facilities Request	\$ 1,206,025	\$ 423,365	\$0
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HOME Program											
Applicant	Project Title	Local Funding Priority	Funding Request	Score 1	Score 2	Score 3	Sub-Cmte Avg. Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments
Housing Authority County of San Joaquin	Tracy Homes Phase I	(2) Rehabilitate residential properties occupied by LI persons	\$ 164,461	92	82	89	88	1	n/a	\$163,461.00	

HOME Program Request	\$ 164,461	\$ 163,461	
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