

**COMMUNITY SERVICES COMMISSION  
REGULAR MEETING MINUTES  
Thursday, December 1, 2022**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

- a. Present: Chair Lieberg & Commissioners Jimenez, & Souza
- b. Absent: Vice Chair Krogh & Commissioner Singh
- c. Staff Present: Brian MacDonald, Director of Parks & Recreation; Jolene Jauregui, Recreation Services Manager; Amanda Jensen, Recreation Program Coordinator; Joseph Viorge-Koide, Economic Development Technician
- d. Recorded By: Andrea Pedigo, Executive Assistant and Norma Padilla, Administrative Assistant

**3. PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Commissioner Jimenez

**4. ITEMS FROM THE AUDIENCE:**

There were no public comments via the audience.

**5. APPROVAL OF MEETING MINUTES**

- a. Reviewed and Approved the Regular Meeting Minutes from **October 6, 2022**

**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. **APPOINT TWO COMMISSIONERS TO SERVE ON THE CDBG SUBCOMMITTEE TO EVALUATE AND RANK THE CDBG AND HOME FUNDS APPLICATIONS AND MAKE RECOMMENDATIONS FOR 2022/2023 FY**

Joseph Viorge-Koide, Economic Development Technician presented the staff report to commission.

Commission question and comments followed.

Joseph Viorge-Koide answered the questions of the commission.

There were no public comments via the audience.

**ACTION:** Motion was made by Commissioner Souza to nominate Chair Lieberg and Commissioner Jimenez to serve on the CDBG Subcommittee. Commissioner Jimenez seconded the motion. Passed and so ordered with a 3,0,0 vote.

**b. REVIEW AND APPROVE THE PARKS COMMISSION ANNUAL REPORT AND POWERPOINT TO COUNCIL IN FEBRUARY 2023**

Jolene Jauregui, Recreation Services Manager presented the staff report to the commission.

Commission questions and comments followed.

Jolene Jauregui, Recreation Services Manager answered the questions and comments of the commission.

There were no public comments via the audience.

**ACTION:** Motion was made by Commissioner Jimenez to approve the Commission Annual Report and PowerPoint for FY 2021-2022 to council at the February 21, 2023, City Council meeting. Commissioner Souza seconded the motion. Passed and so ordered 3,0,0 vote.

**ACTION:** Motion was made by Commissioner Jimenez to appoint Commissioner Souza to make the presentation to City Council at the February 21, 2023 city council meeting with Chair Lieberg as the backup. Passed and so ordered with a 3,0,0 vote.

**7. ITEMS FROM STAFF**

**a. RECEIVE THE SENIOR QUARTERLY REPORT ON NEEDS AND CONCERNS**

Amanda Jensen, Recreation Coordinator presented the quarterly staff report.

Commission comments followed.

Commission had no comments and accepted the report.

**b. SUPERINTENDENT OF PARK MAINTENANCE QUARTERLY REPORT**

This item was pulled as Superintendent was absent.

**8. PARKS & RECREATION DIRECTOR'S REPORT**

**a. Aquatic Center Update**

Brian MacDonald, Director of Parks and Recreation reported that we are hiring a project manager to help us with a Progressive Design Build process. We received proposals and chose Griffin Structures who has experience in this type of build.

Griffin Structures is our client advisor who will work with Brian MacDonald and Richard Joaquin through the process. With a Progressive Design Build you first need to identify the project and do documentation which will be given to the prospective builders. This will then go through the Request for Proposal (RFP) process. Once the design build client is chosen, they will put together their own team which will consist of architects, designers, engineers, and construction management. They will do all the work and take on all the risk.

It is the city's job to provide them with a Not to Exceed amount. The city will have control of the project and provide direction to them.

The city has taken this approach as this is a quicker process as it only has one-step versus a two-step process, and it will lessen the schedule by 6 months.

Commission comments and questions followed.

Brian answered the questions of the commission.

- b. Jolene Jauregui, Recreation Services Manager presented the staff with an update regarding the concern from a community member pertaining to Ordinance 10.08.3193 Mobile Food Vendors.

Commission questions followed

Jolene Jauregui, Recreation Services Manager and Brian MacDonald, Director of Park and Recreation answered the questions of the commission.

There were no public comments via the audience.

## **9. ITEMS FROM THE COMMISSION**

Commissioner Jimenez reported as the liaison to the Tracy Friends for Parks, Recreation, and Community Services Foundation that they did not meet in November or December, therefore, there is no report. They plan to meet again in January and will report back to the commission in February.

Commissioner Jimenez reported that Dan Schack sent an email to Commissioner Jimenez and Director MacDonald regarding the grant application that was submitted to Walk America to help fund programs in the Parks. Unfortunately, we were not selected for this grant, but it was a great opportunity for us to get our name out there for future opportunities. Hopefully we will remain on their email list.

Commissioner Jimenez reported that she spoke to the Tracy Senior Association as several of them were at the Parks Commission Special Meeting @ Lolly Hansen Senior Center in November where they voiced their concerns.

Commissioner Souza reported she was happy to see that we secured Zumba Gold for the seniors as she knows this was a huge ask from them.

Commissioner Souza stated this will be her last meeting representing TUSD on the Parks Commission as her term will expire at the end of December. Commissioner Souza stated that TUSD school board has an agenda item at their December meeting to appoint a new TUSD rep to the Parks Commission.

Chair Lieberg thanks Commissioner Souza for her service for the past 2 years on the Parks Commission as well as her service on the TUSD School Board.

Chair Lieberg thanks Vice Chair Krogh for his service on the Parks Commission and wished him well.

Chair Lieberg read aloud a letter from Vice Chair Krogh as he was absent from the meeting.

Chair Lieberg stated it was great to see all the attendees at the Special Meeting in November that took place at the Lolly Hansen Senior Center.


Chair Lieberg reported he met with the City Manager re: pool and aquatics issues. Michael Rogers, City Manager asked that he give him 6 months and he should see some progress.

**10. ADJOURNMENT:**

Time of Adjournment: 7:44p.m.

**ACTION:** Motion was made by Commissioner Souza and seconded by Commissioner Jimenez to adjourn the meeting at said time of 7:44pm. All in favor, passed and so ordered with 3,0,0 vote.

The above agenda was posted at Tracy City Hall on November 22, 2022. The above are action minutes. A recording of the meeting is available at the Parks and Recreation Department.

  
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Jolene Jauregui, Staff Liaison