

**PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING MINUTES
January 23, 2014**

1. **CALL TO ORDER:** Commissioner Saltzman called the meeting to order at 4:15 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Saltzman; Commissioner Birk
- b. Staff Present: Brian MacDonald, Management Analyst II; Scott Claar, Associate Planner; Barbara Harb, Management Analyst I
- c. Recorded By: Brian MacDonald, Management Analyst II

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

4. **NEW BUSINESS:**

- a. **Review, Discuss, Score, and Determine Funding Allocation Recommendations for CDBG Applications for the 2014-2015 Fiscal Year –**

Staff provided an overview of the Community Development Block Grant application submittal, review, and allocation process.

Scott Claar stated that the estimated amount of funding the City may receive from the U.S. Department of Housing and Urban Development (HUD), via San Joaquin County is about \$457,746. He added that the funding may be used for projects within the Public Service and Public Facilities categories. The Public Services category is limited to a 15% cap of the total allotted amount, which is \$68,661. In addition, about \$65,648 is anticipated in federal HOME Investment Partnership Funds.

Staff informed the applicants in attendance that the Commission will provide an opportunity for them to clarify any information presented in their application as well as provide additional information on their proposed project. Scott asked the commissioners to review the applications by category, and in the following order:

CDBG - Public Service Category

1. Coalition of Tracy to Assist the Homeless
\$6,467 requested – Volunteer Reimbursement & Encouragement

The Commission asked how many volunteers the Coalition have. The Coalition said they are asking for reimbursement of travel expenses and cell phone usage for two volunteers. Commissioners were in favor of funding the project

2. Emergency Food Bank & Services of San Joaquin County
\$2,000 requested – Mobile Farmer's Market Program

Commissioners were in favor of funding the project.

3. San Joaquin County Department of Aging/ Human Services Agency
\$9,000 requested – Home delivered meals program (Meals on Wheels)

Commissioner Saltzman was in favor of funding the project.

4. McHenry House Tracy Family Shelter
\$25,000 requested – Family Crisis Intervention Program

Commissioners were in favor of partially funding the project.

5. Second Harvest Food Bank of San Joaquin and Stanislaus Counties
\$10,000 requested – Food Assistance Program

Commissioners requested clarification of the program services the Second Harvest Food Bank provided to Tracy Interfaith Ministries. Tracy Interfaith stated they purchase some but not all the food they need for their program. Commissioners were in favor of partially funding the project.

6. Sow A Seed Community Foundation
\$38,900 requested – Bright Futures Youth Development Program

Commissioners asked if there is some duplication in services provided by other agencies. Barbara stated that the program had a plan in place that would avoid duplication of services. Commissioners were in favor of partially funding the project.

7. Tracy Interfaith Ministries
\$15,000 requested – Hunger Awareness and Food Distribution

Commissioners were in favor of partially funding the project.

8. Tracy Nor Cal Trojans
\$4,500 requested – Low- Income Operations

Commissioner Saltzman said that the application did not clearly state how the funds would be used and was concerned with duplication of services. Commissioners were not in favor of funding the project.

9. Tracy Volunteer Caregivers
\$7,840 requested – Volunteer and Client Screening

Commissioners were in in favor of partially funding the project.

10. VBR Foster Family Agency
\$10,000 requested – Domestic Violence Counseling Services

Commissioners were in favor of partially funding the project.

11. Women's Center – Youth & Family Services
\$10,000 requested – South County Services & Shelter

Commissioners were in favor of partially funding the project.

Following the review of the Public Services applications, staff informed the Commissioners that they would need to decide how to divide the funds. The Commissioners were in favor of partially funding the applications they were in consensus with, which included: Coalition of Tracy to Assist the Homeless (\$5,000), Emergency Food Bank & Family Services of San Joaquin County (\$2,000), HSA: Aging & Community Services (\$6,433), McHenry House Tracy Family Shelter (\$7,000), Second Harvest Food Bank (\$6,000), Sow A Seed Community Foundation (\$5,000), Tracy Interfaith Ministries (\$12,000), Tracy Volunteer Caregivers (\$5,000), VBR Foster Family Agency (\$5,000), and Women's Center (\$5,000).

HOME Funds (\$65,648 Total)

1. Coalition of Tracy Citizens to Assist the Homeless
\$56,219 requested – Emerson House Facility Repair/Renovation

Commissioner Saltzman asked what the owner's role is with respect to the repairs. Representatives from the Coalition of Tracy Citizens to Assist the Homeless spoke on behalf of the project. All Commissioners were in favor of supporting the.

2. McHenry House Tracy Family Shelter
\$80,879 requested – Replacement of 6 Bedroom Ceilings & Install Heating and Cooling System in 8 Low-income Apartments

Scott Claar stated that HOME funds are not guaranteed until the County confirms funding.

CDBG - Public Facilities Category

Scott Claar stated that \$389,085 was available in the Public Facilities category.

1. City of Tracy
\$348,126 requested – Various City Building ADA Door Modification

Commissioners were in favor of funding the project.

2. City of Tracy
\$100,000 requested – Downtown Façade Improvement Program

Commissioner Saltzman stated that she was concerned that the amount requested was too high. The Commissioners were in favor of partially supporting the project.

3. Small Business Development Center (SBDC)
\$10,000 requested – SBDC Consulting and Training

Armenia Pereira of the McHenry House provided additional information on the project. Commissioner Foley asked if volunteers could assist with building renovations. Armenia responded that there were not enough skilled and available volunteers to assist. Commissioners agreed that there was a need for the project and decided to fully fund in the amount of \$30,353.

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

13. **ADJOURNMENT:**

- a. Motion: Commissioner Saltzman
- b. Second: Commissioner Birk
- c. Vote: Unanimous
- d. Time: 5:40 p.m.