

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 4, 2016, 7:00 p.m.
(or as soon thereafter as possible)

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

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. Items from the Audience – *In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2015-052, any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Commission Member to sponsor the item for discussion at a future meeting.*
4. Approval of Minutes: Regular Meeting – January 7, 2016
5. Correspondence
 - a. Introduction of Newly Appointed Parks Commissioners
 - b. Introduction of New Parks and Community Services Director
6. Old Business
 - a. Parks and Community Services Commission Goals
 1. Update from sub-committees
7. New Business
 - a. Review and acceptance of the Parks and Community Services Commission's CDBG Subcommittee Recommendations and Recommend approval to City Council for the Allocation of Community Development Block Grant (CDBG) Funds and Home Investment Partnerships Program (HOME) funds for Fiscal Year 2016-2017.

8. Items from Staff
 - a. Recreation Division Report
 1. Upcoming Events and Programs
 - b. Public Works Parks Maintenance Division Report
 - c. Community Facilities Division Report
 - d. Parks and Community Services Director Report
 1. Projects Update
9. Items from the Commission
10. Items from the Audience
11. Adjournment to next meeting in March 3, 2016

POSTED: February 1, 2016

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

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
January 7, 2016

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. Present: Chair Johnson; Vice Chair Douglas; Commissioner Birk; Jimenez; Gouveia; Saltzman
 - b. Absent: Commissioner Jayne
 - c. Staff Present: Don Scholl, Public Works Director; Brian MacDonald, Management Analyst II; Christine Mabry, Management Analyst I; Larry Fisk, Acting Public Works Superintendent; Jolene Jauregui, Recreation Services Supervisor
 - d. Recorded By: Christine Mabry, Management Analyst I
3. **ITEMS FROM THE AUDIENCE:** Robert Tanner expressed his concern about the lack of a sidewalk along Dr. Powers Park on Lowell Ave. He sees people walking with strollers in the street closest to the pool area across from Monte Vista.
4. **APPROVAL OF MINUTES FROM THE REGULAR MEETING ON DECEMBER 3, 2015:**
 - a. Motion: Commissioner Gouveia
 - b. Second: Commissioner Birk
 - c. Abstain: Chair Johnson
 - d. Vote: Passed by unanimous vote
5. **OLD BUSINESS:**
 - a. **Parks and Community Services Commission Goals**
 - i. Update from Subcommittee
 - a. **Support Efficient Policies** – Commissioner Jimenez said that she received the contact information from the BMX organization and the subcommittee will be contacting them in the next couple of weeks to schedule a meeting.
 - b. **Community Involvement** – None at this time.
 - c. **Park, Facility, and Sports Field Safety** – None at this time.
6. **NEW BUSINESS:**
 - a. Receive Presentation Update of Village Park Conceptual Plan, Ellis Development, Phase I: Chris Long, Surland Company, gave an overview of the parks location within the project and said that the park was about 3 acres. David Gates, landscape architect of Gates & Associates, said that this project is unique in its own way with a Town Square, Village Green, and a park.

Commissioner Jimenez recommended that ramps be placed by the stairs for ADA purposes. Director Scholl noted that the site will meet all ADA requirements. Commissioner Jimenez also noted the absence of a restroom. Director Scholl noted that he would meet with the developer regarding the item.
 - b. Establish Prioritized List of Recommended Projects for the City of Tracy Capital Improvement Program for the 2016/17 Fiscal Year: The Commission recommended the following CIPs by priority:
 - Restrooms at Legacy Fields received five votes
 - New Senior Center received four votes
 - General CIP for Park Revitalization, and a Disc Golf Course received three votes each

The following projects received two votes each in no particular order:

 - 2nd Dog Park, Southside of town

- Playground Renovations – Larsen, Alden, and Yasui
- Sidewalk at Dr. Powers at the south side of Lowell and Chester
- New Gymnasium/Multipurpose Facility

The following projects received one vote each in no particular order:

- BMX Track
- Bikeway Rehabilitation, various locations
- Thoming Park, resurfacing
- 2nd Skate park, Southside of town
- El Pescadero current skate park, renovation

Director Scholl noted that he will prepare an informational memo to Council to show how the CIP process took place along with how the projects were rated. The other projects that didn't make the top five that are of high interest will be mentioned as well.

Scholl also discussed the prospects for CIP projects within the Landscape Maintenance District (LMD) and how those will be processed.

Verica Elliott, 1898 Laurelgrove Lane, proposed more trash cans around and throughout Zanussi Park. She is a resident nearby and has witnessed the trash from the high school students around Promenade Circle to Corral Hollow. Scholl said that this type of request would be added to the Park Revitalization CIP and that the cost for the installation of the receptacles are not in the operating budget which could run up to \$1,600 each to meet the City standard.

Tim Silva, 435 W. Lowell Avenue, is a cyclist and said that he's working on making the bikeways uniformed throughout Tracy since this is the prime area due to the flatland and cyclists would like to see the bikeways improved and safer. Mr. Silva proposed that a Disc Golf course be built at Legacy Fields during the second phase since this is a world class sport. He said that the Delta Wind Jammers who run Oak Grove Regional Park is willing to help design the Disc Golf course at Legacy Fields and help financially. He also has support financially from a CEO of Only the Best Company. The course size would be approximately 50 – 75 acres. He said that this would help support the restaurants and hotels in the area.

- c. Appoint a Three Member Subcommittee to Evaluate and Rank CDBG and Home Funds Applications, and to Make Funding Allocation Recommendations for the 2016/17 Fiscal Year: Chair Johnson, Vice Chair Douglas, and Commissioner Saltzman volunteered to serve on the subcommittee to evaluate and rank CDBG and Home Funds applications, and to make funding allocation recommendations for the 2016/17 Fiscal Year.
- d. Discuss Participation in a Joint Meeting with the San Joaquin County Parks and Recreation Commission to Discuss issues of Mutual Interest and Benefit to Both Agencies: Director Scholl said that the County at some point would like to have a joint meeting with representatives of all Commissions within the County. The consensus showed all in agreement.

7. ITEMS FROM STAFF:

- a. Recreation Division Report: Jolene gave the following highlights for December:
 - The Youth Hoops program is going well with 198 participants and will start up again this Saturday.

- The Black & White Ball went well with 115 seniors in attendance. This is more than they anticipated from last year and with the number of comments and feedback, staff has been asked that the meetings be held at the Community Center to outreach and accommodate more seniors. In partnership with CARR Foundation and Sutter Gould, the senior center held a Diabetes Type 2 seminar at the senior with approximately 16 seniors. The monthly seminars are drawing great attention within the community with seniors and their caregivers. Lastly, HICAP, Health Insurance Counseling & Advocacy Program will be at the senior center the 2nd and 4th Wednesday of the month. There will be a designated area at the Senior Center.
 - Just for Kicks will no longer be contracted with the City. The new contract is with Kids Love Soccer and staff received great feedback from the community.
 - The annual report for senior services has been moved to February 2nd and a reminder will be sent out to the Commission and the subcommittee to attend the meeting to answer any questions from the Council.
- b. Public Works Parks Maintenance Division Report: Acting Superintendent Larry Fisk gave updates on the following:
- The Sports Complex fields 1, 2, and 4 have been leveled and field 3 will be leveled in a couple of days, weather permitting.
 - Broadleaf weed spraying in the general fund parks will continue once the rain dissipates.
 - Crews are trimming shrubs as well as keeping sidewalks clear of leaves. Also, the mowing will change to every two weeks for the winter.
 - Landscape Maintenance District staff is in the process of repairing some of the irrigation controllers due to the loss of communication.
 - XL Landscape is currently working on Schulte Rd. from MacArthur Dr. to Tracy Blvd on the north side as well as Lowell Ave. east of Corral Hollow. West Coast Arborist is currently performing grid pruning in the LMD Districts along with responding to emergency tree problems service requests. They are working on putting together a grid trim list for Fiscal Year 2016/17 in the general fund areas and LMD. They will also start replanting tree's in February/March in the LMD areas and General Fund.
- c. Community Facilities Report – Christine gave the following updates:
- The annual sports fields' allocation process has been completed and early next week the drafts go out to the leagues for July through December for field reservations.
 - The indoor reservations have been booked every Saturday and most Sundays until March which include the Community Center, Transit Station, and the lobby at City Hall.
 - Next month staff will bring the revision of the Facility Reservation Handbook which will be similar to the sports field handbook process.
 - There were seven applicants who applied for the three positions available in the Parks Commission and we are moving forward in the process. Interviews will take place on 1/13/16 and the Commissioners will be appointed on 1/19/16
- a. Director Report – Don Scholl gave the following updates:
- The storm preparation Citywide is going very well and staff continues to work in the channelways including renting a long reach excavator to pull out 10 years of mud and debris in the outline areas.
 - The Tree City USA application is close to completion and once complete it will be signed by the Mayor and sent off before the end of the year and will receive our first Tree City USA flag in the first quarter of next year.
 - The Parks Director position has not been filled however City Manager Troy Brown might soon have an announcement.
 - Don Scholl has been named the permanent Public Works Director.

8. ITEMS FROM THE COMMISSION:

- Commissioner Saltzman congratulated Don on his new position as the Public Works Director.
- Commissioner Jimenez said that she will be meeting with the Parks Foundation and will be bringing a disc golf course, a new skate park, trash cans at Zanussi Park and a new 2nd dog park project as a suggestion from the Commission.

9. ITEMS FROM THE AUDIENCE: None

ADJOURNMENT:

- a. Motion: Commissioner Douglas
- b. Second: Commissioner Gouveia
- c. Vote:
- d. Time: 9:11 p.m.

DRAFT

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
February 4, 2016

AGENDA ITEM 7.A

REQUEST

REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES COMMISSION'S CDBG SUBCOMMITTEE RECOMMENDATIONS AND RECOMMEND APPROVAL TO CITY COUNCIL FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2016-2017

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 to provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income individuals and families.

During fiscal year 2008-09, the City Council directed staff to revise the City operated CDBG process so eligible applications that best address the local needs of the Tracy community would receive priority for funding. On October 5, 2010, City Council approved the following four local priorities: (1) economic development / job creation, (2) emergency food and shelter, (3) domestic violence services, and (4) senior / adult services. In order to encourage meaningful citizen involvement, the Parks and Community Services Commission CDBG Subcommittee was established to evaluate the CDBG applications and make funding allocation recommendations to the City Council. Based on current trends and unmet needs in our community, staff anticipates re-evaluating the four local priority areas by Summer 2016 to provide City Council with recommendations for consideration of future CGDG/HOME grant funding opportunities.

Funding Availability

San Joaquin County has provided an estimated amount of CDBG funds to be allocated to the City of Tracy in the FY 2016-2017 program year in the amount of \$433,624. This amount is an estimate and is based on a final funding determination by HUD. HUD regulations, codified in the Code of Federal Regulations (CFR) Title 24, Part 570, additionally require Public Services activities to be limited to 15% of the City's annual CDBG allocation. For 2016-2017, the Public Services category is limited to an estimated maximum of \$65,044.

Staff is also seeking to establish a City of Tracy CDBG Program Administration Plan for 2016-2017 based on consultation with San Joaquin County about program implementation in our community. The City will seek reimbursement for the eligible costs of CDBG Program Administration in the amount of 12% of the total allocation, or approximately \$52,035, to assist with covering the costs associated with approximately a half funded full-time equivalent (FTE) staff position in 2016-2017 to administer and operate the CDBG grant program in our community. City staff anticipates increased workload to administer the City CDBG program in the coming fiscal year due to labor compliance program implementation as required by State and Federal law, and a shift of

responsibilities between San Joaquin County and the City. The City will be accepting responsibility to review and approve grantee submittals, invoices and related audit documents reported to the County and HUD as part of the CDBG program.

On January 25, 2016, staff reviewed the CDBG sources and uses with the Parks and Community Services Commission CDBG Subcommittee for consideration in establishing recommendations of grant awards to community service providers:

CDBG Program (Sources)	
CDBG Estimated Allocation	\$433,624
Total Sources	\$433,624
CDBG Program (Uses)	
Public Services Allocation (15%)	\$65,044
City of Tracy Program Administration (12%)	\$52,035
Public Facilities, Economic Development Allocation	\$316,545
Total Uses	\$433,624

The City is also estimated to receive \$97,194 in federal HOME Investment Partnerships Program (HOME) funds, which are intended for general housing activity types to include: homeowner and rental construction and/or rehabilitation, as well as first-time homebuyer assistance to low income individuals and families.

Subcommittee Review and Recommendation:

CDBG and HOME applications for FY 2016-2017 were available beginning December 10, 2015 with a submittal deadline of January 15, 2016. Staff held a public outreach meeting on January 7, 2016 to answer questions regarding application requirements. The City received a total of eighteen (18) CDBG applications, with ten (10) applications for Public Services, and eight (8) applications in Public Improvements, Housing and Economic Development funding categories. San Joaquin County requires one (1) direct Public Service allocation to the San Joaquin Fair Housing Authority to provide housing counseling and affordable housing activities, which an application is not required.

The HOME program had no applicants, therefore the City recommends funding allocation to a HOME Rehabilitation Program to be implemented and operated by San Joaquin County and eligible to City of Tracy's low income residents for rehabilitation of residences. This program is anticipated to begin at the start of Fiscal Year 2016-2017.

The CDBG Subcommittee conducted a Special Meeting open to public and community stakeholders on January 25, 2016 to consider the applications and make funding allocation recommendations to the full Parks and Community Services Commission and eventually to the City Council.

The CDBG Subcommittee made the following recommendations for funding allocations for FY 2016-2017:

CDBG FUNDS - PUBLIC SERVICES CATEGORY (15% Cap): \$65,044

ORGANIZATION NAME	PROJECT TITLE/DESCRIPTION	FUNDING REQUESTED	FUNDING RECOMMENDED
Boys & Girls Club of Tracy	Youth Inclusion Program	\$15,000	\$4,000
Coalition of Tracy Citizens to Assist the Homeless	Operation of 24 Bed Facility for homeless men (Emerson House)	\$11,260	\$5,000
Emergency Food Bank and Family Services Stockton/SJ	Mobile Farmers Market	\$2,000	\$2,000
McHenry House Tracy Family Shelter	Family Crisis Intervention Program	\$25,000	\$5,000
Second Harvest Food Bank of San Joaquin & Stanislaus County	Food Assistance Program	\$10,000	\$5,000
SJC Department of Aging	Home delivered meals program (Meals on Wheels)	\$9,000	\$9,000
Tracy Interfaith Ministries	Hunger Awareness and Food Distribution Program	\$15,000	\$11,816
Tracy Volunteer Caregivers	Client support services	\$8,750	\$3,000
VBR Foster Family Agency & Children Services	Domestic violence services	\$10,000	\$4,000
Women's Center - Youth & Family Services	South County Domestic Violence Emergency Shelter	\$15,000	\$6,000
San Joaquin Fair Housing Authority	Housing Counseling Services (<i>required by SJ County*</i>)	\$10,228*	\$10,228*
TOTAL AMOUNTS:		\$131,238	\$65,044

CDBG FUNDS - PUBLIC FACILITIES, HOUSING & ECONOMIC DEVELOPMENT
CATEGORIES: \$316,545

ORGANIZATION NAME	PROJECT TITLE/DESCRIPTION	FUNDING REQUESTED	FUNDING RECOMMENDED
Boys & Girls Club of Tracy	Lowell Avenue Site – Surveillance and Door Handle Safety Project	\$32,675.72	\$10,000
Boys & Girls Club of Tracy	South West Park Site – Purchase Classroom Portable	\$300,000	\$125,822
City of Tracy	ADA Accessibility Improvement Project	\$374,220	\$100,000
City of Tracy	Downtown Façade Improvement Grant Program	\$100,000	\$35,823
Disability Resource Agency for Independent Living (DRAIL)	Safe at Home Program – Home Accessibility	\$5,000	\$5,000
McHenry House Tracy Family Shelter	Install new windows and flooring	\$17,900	\$17,900
SBDC – SJ Delta College	SBDC Consulting and Training Services	\$10,000	\$10,000
Tracy Interfaith Ministries	Upgrade of electrical/lighting for on-site warehouse and client waiting	\$12,000	\$12,000
TOTAL AMOUNTS:		\$851,795.72	\$316,545

HOME INVESTMENT PARTNERSHIPS PROGRAM FUNDS: \$97,194

ORGANIZATION NAME	PROJECT TITLE/DESCRIPTION	FUNDING REQUESTED	FUNDING RECOMMENDED
City of Tracy	HOME Rehabilitation Program	\$97,194	\$97,194
TOTAL AMOUNTS:		\$97,194	\$97,194

RECOMMENDATION

Staff recommends the Parks and Community Services Commission accept the CDBG Subcommittee’s recommendations and recommend approval to the City Council for the allocation of CDBG and HOME funds for fiscal year 2016-2017.

Prepared by: Joshua Ewen, Management Analyst
 Christine Mabry, Management Analyst

Reviewed by: Shelley Burcham, Economic Development Manager

Approved by: Andre Pichly, Director of Parks and Community Services

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
February 4, 2016**

AGENDA ITEM 8.A

RECREATION DIVISION UPDATE

ATHLETICS

By Jolene Jauregui

Softball Leagues: Registration for the Spring 2016 Adult Softball season is now open and accepting all applicants. We are anticipating at least 26 teams. The first pitch for the winter/spring season is scheduled on Monday, February 22 with the Monday night Coed division.

Youth Hoops: The 2015/16 Youth Hoops Basketball season has reached the midway point of the season. Each team is competing for a spot in the playoffs. The season will end on February 20, 2016.



SENIORS

By Jolene Jauregui

For the month of December there were approximately 2,969 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 14 new seniors visit and tour the center for the month of December.

In the month of December, the Senior Fitness programs had 851 repeat participants. A variety of fitness classes are offered Monday thru Friday. Each class has very little to no impact on the body and is adaptable for every fitness level.

Throughout the month of December, the Senior Center served 357 hot lunches with an additional 18 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered 820 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 5 day supply.

Highlights for January:

- On January 6, seniors enjoyed a new class, Feel Better with Food. This class focuses on teaching seniors on what is healthy to eat and how food affects the body.
- In partnership with the Tracy Senior Association, the Senior Center held a seminar on January 13 to provide information on Are You Okay? and Vial of Life by program. They also presented on their new programs: Safe at Home and Comfort at Home. There were 9 seniors in attendance that learned how these services can help keep them safe in the comfort of their own home.

Staff has been busy promoting upcoming events and programs that the Senior Center will offer this Winter/Spring.

- AARP Tax Assistance: From February 1 to April 11, representatives from AARP will be at the Senior Center to assist seniors who are 60 years of age or older, to file their taxes for 2015. Each year, over 80 seniors are assisted by this free service.
 - Lunch and a Movie at the Grand: On February 8, the Senior Tuesday series will kick off with the annual Lunch and a Movie event. Seniors will enjoy a Valentine's Day themed movie among friends and family, after enjoying free movie popcorn and lunch.
 - California Telephone Access Presentation: On February 10, a representative from the California Telephone Access program will give a presentation on free specialized telephones. The telephones and assistive devices are great resources for seniors with hearing and speech disabilities and come with many features such as amplified sound, big buttons, and flashing lights.
1. Are You Okay? and Vial of Life Seminar
 2. Senior Fitness



SPECIAL INTEREST

By Jolene Jauregui

The Olympic Style Tae Kwon Do had 57 participants enrolled. Children learn the values of respect, confidence and discipline through mixed martial arts techniques such as Muay Thai and Jujitsu. Tai Chi classes had 18 participants enrolled. Tai Chi helps to reduce stress, increase relaxation and improve overall wellness.



YOUTH DEVELOPMENT

By Jolene Jauregui

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. Staff is continuing to provide healthy snack, homework help, recreation games, and arts and crafts at each site. For the month of January staff coordinated various winter crafts and students also played board games and other indoor activities due to the weather.



For the month of December:

Site	Full Time	Daily	Hourly
Bohn	7	13	3
Hirsch	18	9	8
Poet-Christian	11	7	4

S.A.F.E. - STUDENTS ADDING FUN TO EDUCATION

By Jolene Jauregui

SAFE is an after school program located at Williams Middle School. Staff provides many activities for the teens to participate in, such as homework help, arts & craft and recreational activities. SAFE has been very fortunate to have its own room to hold the program. In addition, staff utilizes the gym and outdoor areas to offer other recreation activities. Currently the SAFE program has 45 teens enrolled this school year. For the month of January, staff has coordinated various art projects and began crafting Valentine's Day themed cards for February. Students also participated in dodgeball tournaments.

