

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, January 5, 2017 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 – December 1, 2016
5. Old Business
 - a. Parks and Community Services Commission Goals
 1. Update from Sub-committees
6. New Business
 - a. Appoint a Three Member Subcommittee to Evaluate and Rank CDBG and HOME Funds Applications and Make Funding Allocation Recommendations for the 2017/18 Fiscal Year
 - b. Reprioritization of the City of Tracy Capital Improvement Program for Fiscal Years 2017-2019
7. Items from Staff
 - a. Parks & Recreation Director Report
 - b. Recreation Division Report - Attached
 - c. Community Facilities Division Report - Attached

- d. Public Works Parks Maintenance Division Report
- 8. Items from the Commission
- 9. Items from the Audience
- 10. Adjournment to next meeting on February 2, 2017

POSTED: December 29, 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
December 1, 2016

1. **CALL TO ORDER:** Chair Douglas called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. Present: Chair Douglas, Vice Chair Levoit; Commissioners Birk, Gouveia, Johnson, Jimenez
 - b. Absent: Saltzman
 - c. Staff Present: André Pichly Parks & Recreation Director; Don Scholl, Public Works Director; Brian McDonald, Management Analyst II; Jolene Jauregui, Recreation Supervisor, Justin Geibig, Recreation Coordinator
 - d. Recorded By: Sandra Edwards, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:**

Mr. Tanner asked that needs for the Tracy Library including roofing, painting, and electrical be added to the CIP list.
4. **APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 3, 2016**
 - a. Motion: Commissioner Gouveia made a motion to approve the Minutes of October 6, 2016,
 - b. Second: Commissioner Johnson
 - c. Abstain: Commissioner Birk, Chair Douglas
 - d. Vote: Approved by unanimous vote
5. **OLD BUSINESS**
 - a. Parks and Community Services Commission Goals
 - i. Support Efficient Policies – No report given.
 - ii. Community Involvement – Commissioner Johnson reported they were working with the County on programs for seniors, including an upcoming request for proposals for a “2012 - Four Year Area Plan”, and a walkability program.
 - iii. Park, Facility, and Sports Field Safety – No report given.
6. **ITEMS FROM STAFF:**
 - a. Receive, Discuss, and accept the 2016-2017 Youth Advisory Commission Annual Report – Commissioners Cho and Dhillon, provided their 2016/2017 annual report outlining goals, volunteer opportunities, and youth activities conducted. Chair Douglas and Commissioners thanked them for their service and contributions and suggested that their group participate in the Senior Black and White Ball.
 - b. Prioritization of the City of Tracy Capital Improvement Program for Fiscal Years 2017-2019 – André Pichly, Parks & Recreation Director, provided the staff report. Don Scholl, Public Works Director, outlined the Public Works top five staff ranked projects including Dr. Powers Park, El Pescadero Park, Tracy Sports Complex, Tracy Ball Park, and electrical upgrades at the Library.

The Commission asked for clarification regarding the time frame of the CIP budget cycle (two years) and funding availability.

The Commission invited members of the public to provide input. Members of the public suggested the Library receive needed upgrades, projects completed versus waiting to accumulate \$9 million in funding, turf upgrades made to the existing dog park versus development of a new dog park on the south side of town, and improvements made to what already exists.

Each of the Commissioners shared their priorities and ranked the following CIPs as their top five: (1) Library Upgrades (2) Dr. Powers Park Renovation (3) El Pescadero Park Renovation (4) New Skate Park (5) Multi-Generational Community Center.

Motion: Birk
Second: Gouveia
Abstained: None
Vote: Approved by unanimous vote

7. ITEMS FROM STAFF

- a. Parks & Recreation Director Report
 1. Video Presentation - Mr. Pichly shared a video highlighting the City of Wellston and development of a city park. Mr. Pichly also provided the following update:
 - CPRS Conference coming up in March 2017.
 - The Marketing Committee has come up with a mascot; it is a kit fox. It will be used as a marketing tool to engage the community.
 - Staff will be doing an exercise regarding programming for the next five years. Staff will be looking at what the community has expressed an interest in, what we are doing now, and what do we want to do.
- b. Recreation Division Report:
 1. Upcoming Events and Programs - Jolene Jauregui provided the following update:
 - Jr. Warriors will have their kick off on Saturday, December 3, with 228 youth enrolled totaling 16 teams of boys and girls.
 - The Senior Center has two big events coming up: December 7, The Tinsel & Treats event and December 12 the Black and White Ball. All Commissioners are invited to attend.
 2. Senior Concerns/Comments Quarterly Update - Jolene Jauregui stated that most of the concerns in the report have already been addressed.
- c. Community Facilities Division Report – Included as part of the agenda packet.
- d. Public Works Parks Maintenance Division Report – Don Scholl invited everyone to the tree lighting and parade event to be held on December 3 at 5:30 p.m. Mr. Scholl also provided the following update:
 - Turf treatment has begun for pre-emergent and post-emergent applications in General Fund Parks starting with the dog park at El Pescadero.
 - Tracy Sports complex crews have been busy maintaining the complex. The fields will be regraded over the winter.
 - Equipment for maintenance at Legacy Fields has been approved and ordered.

- General Fund Park crews have been busy with shrub and tree trimming. Mowing schedules have been changed to every two weeks, weather permitting.
- Landscape Maintenance irrigation crews are updating field maps and completing other amenity work throughout the LMD. Work will begin on the controllers and hopefully completed by spring.
- XL Landscape continues work on getting to a consistent level of care at all parks.
- West Coast Arborist has been working in Zone 35 and once complete, will move to Zone 8.

8. ITEMS FROM THE COMMISSION

- Commissioner Jimenez, as liaison to the Tracy Friends for Parks Foundation, stated they had their meeting on Monday November 28 which she attended. Commissioner Jimenez spoke about the Foundation's recent donations, and that they have committed funds to provide swim lessons to youth who cannot afford them.
- Commissioner Birk inquired on the status of cameras in the parks. Commissioner Birk invited everyone to come to the Brighter Christmas jail event.
- Commissioner Levoit discussed an upcoming event on December 17 involving bikes with lights that was put together by an outside group.
- Commissioner Gouveia wished everyone a farewell on his last meeting on the Commission.
- Commissioner Johnson discussed the Commission's goals in relation to the Library, stating it was a jewel for the community and a close working relationship was needed. An agenda item was requested for a future meeting. Commissioner Johnson invited everyone to an open house at the Museum being held Sunday, December 11, at 2 p.m.
- Commissioner Jimenez asked that the Tracy Friends for Parks be included in the discussion with Commissioner Johnson's request.

Mr. Pichly and Mr. Scholl thanked Mr. Gouveia for his service to the Commission and to the community.

9. ITEMS FROM THE AUDIENCE - None

10. ADJOURNMENT:

- a. Motion: Levoit
- b. Second: Gouveia
- c. Vote: Unanimous
- d. Time: 9:14 p.m.

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
January 5, 2017

AGENDA ITEM 6.a

REQUEST

APPOINT A THREE MEMBER SUBCOMMITTEE TO EVALUATE AND RANK CDBG AND HOME FUNDS APPLICATIONS AND MAKE FUNDING ALLOCATION RECOMMENDATIONS FOR THE 2017/18 FISCAL YEAR

BACKGROUND

Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds are allocated to cities and counties by the United States Department of Housing and Urban Development (HUD) for use in projects, programs, and services that demonstrate a benefit to low and moderate income persons by providing “decent housing, a suitable living environment, and for expanding economic opportunities.” Applicants must meet one of HUD’s National objectives and criteria for eligibility.

On November 15, 2016, City Council approved the following CDBG and HOME local funding priorities in order for each program category based on recommendations from this Commission:

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

CDBG Public Facilities/Improvements Category:

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

HOME Program:

- 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.

In order to encourage meaningful citizen involvement, public examination and appraisal of the process, as well as enhance program accountability, a subcommittee of the Parks and Community Services Commission was established to evaluate the CDBG applications and make funding allocation recommendations. The subcommittee is composed of three members of the Parks and Community Services Commission, selected each year by the Commission Chair.

DISCUSSION

The City of Tracy's estimated CDBG allocation for FY 2017-2018 is approximately \$400,000. Funding for CDBG public service activities is capped at 15% of the City's annual allocation. The additional 85% of the annual allocation is dedicated to public facilities and public improvement projects in the community.

Additionally, an estimated appropriation of Federal HOME Investment Partnership Program (HOME) funds in the amount of \$100,000 will be available for general housing activity such as: homeowner housing re-construction and/or rehabilitation, new construction of affordable housing and other eligible activities.

As a grant program partner of the County, the City of Tracy will accept CDBG/HOME applications for services and projects in the city and make priority ranked funding recommendations to San Joaquin County for a final selection of grant awardees.

The role of the subcommittee will be to review received applications for consistency with adopted local funding priorities, rank and prioritize the funding of applications, and make a funding allocation recommendation to the full Commission which will then provide a formal recommended action to the City Council. City Council will be asked to review and accept the recommendation of services and projects for final approval by the San Joaquin County Board of Supervisors.

CDBG applications for FY 2017-18 were made available to the public on December 15, 2016. The deadline for application submittal is January 17, 2017. Staff will hold a public outreach meeting on January 9, 2017, prior to the Parks and Community Services Commission meeting, to answer questions regarding the application requirements and process.

The CDBG subcommittee will conduct a public meeting to review and rank the applications during the week of January 23, 2017. The subcommittee's recommendations will be presented to the Parks and Community Services Commission on February 2, 2017. The Commission's recommendations will go before City Council during a public hearing in March 2017. A fully detailed schedule is attached as Attachment A (CDBG/HOME Grant Program Application and Award Schedule for 2017-2018).

RECOMMENDATION

That the Commission appoint a three-member subcommittee to evaluate and rank the CDBG and HOME funds applications and make funding allocation recommendations for the 2017-2018 Fiscal Year.

Prepared by: Joshua Ewen, Management Analyst 1

Approved by: André Pichly, Parks & Recreation Director

ATTACHMENTS

Attachment A – CDBG/HOME Grant Program Application and Award Schedule for FY 2017-2018

CDBG/HOME Grant Program Application and Award Schedule for FY 2017-2018

Program Timeline

December 14, 2016	Start of application availability (NOFA)
January 5, 2017	PCS Commission agenda item to appoint a three-member subcommittee for evaluating and ranking grant applications
January 9, 2017	Public meeting for informational purposes to help guide applicants through the process at 5:00PM
January 17, 2017	Application submittal deadline at 4:00PM
January 19, 2017	Distribute copies of the applications to the PCS subcommittee members
January 26, 2017	Technical Advisory Committee (TAC) meeting at San Joaquin County to discuss proposed projects for FY2017-2018 at 10:00AM
January 26, 2017**	PCS subcommittee meeting to review the applications and make recommendations for funding allocations at 6:00PM
February 2, 2017	PCS Commission meeting to review the recommendations from the subcommittee and make recommendations to City Council
March 7, 2017	City Council meeting to approve CDBG/HOME funding grant request recommendations to San Joaquin County for FY 2017-2018
April 25, 2017	Public Hearing performed by San Joaquin County for 2017-2018 Final Grant Allocations
July 1, 2017	Applicants commence services, subject to City and County approval

** Subject to PCS Commission Sub-Committee availability

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
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AGENDA ITEM 6.b

REQUEST

REPRIORITIZATION OF THE CITY OF TRACY PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2017-2019

BACKGROUND

On December 1, 2016, the commission accepted the CIP report and prioritized the list of parks and recreation CIP projects, which included unfunded projects already on the list and some new projects for which members of the public and commission advocated. Staff also advocated for specific projects based on needs. The commission refined the list and selected their top five projects for the 2017-19 budget-cycle.

At the top of that list were upgrades to the Tracy Library, which included new drop boxes, electrical, and interior painting. The drop boxes are not the responsibility of the City of Tracy and are considered fixtures that are provided by the City of Stockton and/or County of San Joaquin, so those items must come off the list.

After an inspection of the electrical by City staff and a certified electrician, it was determined that the cost for upgrades at the Library was significantly lower than originally thought. The work that is needed can be completed for less than \$10,000, which places it below the threshold for becoming a CIP. Work on the electrical system should be completed before the end of January.

Likewise, interior painting is not anticipated to cost more than \$10,000. Facilities Maintenance staff will evaluate the need for interior painting, prioritize the project, and identify a funding source in the general budget for the project. Like the electrical system upgrade, interior painting will not be a Capital Improvement Project.

DISCUSSION

With the Library Project off the top of the list of the Parks & Community Services Commission's Top 5 CIP Projects, staff is asking the Commission to review their selections and update it without the Library CIP on the list. The Commission can take one of the following actions:

- Reprioritize the list and add a 5th item to the list from the unfunded list of projects or nominate a new project not found on the list.
- Decide to move the other 4 items up the priority list and not add a 5th item or add a 5th item to the bottom of the list from the unfunded list of projects or nominate a new project not found on the list.

RECOMMENDATION

The Commission shall re-establish their prioritized list of recommended projects for the fiscal year 2017/2019 Parks and Recreation Capital Improvement Program.

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Prepared by: André Pichly, Parks & Recreation Director

Approved by: André Pichly, Parks & Recreation Director
Don Scholl, Public Works Director

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
January 5, 2017**

AGENDA ITEM 7.b

RECREATION DIVISION UPDATE

ATHLETICS

By Jolene Jauregui

Softball Leagues: Registration for the Spring 2017 Adult Softball season is now open. The first pitch for the winter/spring season is scheduled on Friday, February 24 with the Friday night Men's division.

Junior Warriors: The 2016/17 Jr. Warriors Basketball Program kicked off on December 3 with 228 participants. The program is open to boys and girls grades 3rd through 8th. The 3rd & 4th grade divisions play at North Elementary School and the 5th through 8th grade divisions' play at Hawkins Elementary School. The season concludes on February 18, 2017.



SENIORS

By Jolene Jauregui

For the month of November there were approximately 2,017 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 19 new seniors visit and tour the center for the month of October.

In the month of November, the Senior Fitness programs had 859 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 November, the Senior Center served 320 hot lunches. In addition, Meals on Wheels delivered 820 meals to homebound seniors in Tracy. Meals are delivered every Tuesday for a 7 day supply.

Highlights for December:

- The Ukulele Group, the "Flaming Ukes" performed at City Hall on December 6 before the Tracy City Council meeting.
- The Tinsel 'n Treats event was held on December 7. There were 62 who enjoyed live performances from Starlight Studios and Academy of Performing Arts while indulging in sweet treats and sipping hot chocolate. The Senior Ukulele Group "Flaming Ukes" and Senior Line Dancing group also gave brilliant performances that engaged the seniors to sing and dance along.

- The annual Senior Black & White Ball was held on December 12 at the Lolly Hansen Senior Center. There were approximately 100 seniors who enjoyed a “Timeless Glamour” themed event with a live jazz band, “In the Mood”. A photo booth was also available for seniors to capture their memories of a spectacular evening. Seniors were served a delicious dinner and a desert to enjoy.
- The Senior Holiday Trip, “Winter Wonderland” took place on December 14. There were 31 seniors who traveled to downtown San Jose to visit the two-acre Cesar Chaves Park transformed into a holiday fantasy and toured the Museum of Technology and Innovation.
- In partnership with the Department of Motor Vehicles, the Senior Center held a seminar on December 14 for safe driving. There were 10 seniors in attendance and learned safe driving tips, transportation alternatives, license renewal options and compensating for age related changes.

Upcoming events and programs

- New Year’s Eve Brunch: On December 30, seniors will celebrate the New Year with brunch, karaoke and a sparkling cider toast.
1. “Flaming Ukes” performance at City Hall
 2. Tinsel N’ Treats
 3. Black and White Ball
 4. Senior Trip
 5. DMV Seminar



SPECIAL INTEREST

By Jolene Jauregui

The Action Gymnastics Classes had 31 participants enrolled. Children build strength and confidence, while utilizing gymnastics equipment, obstacles courses and music. Future Stars Tennis had 10 participants enrolled. Students learn the fundamentals of tennis while learning game strategies.



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 December staff had students create gingerbread houses and various holiday themed crafts. Students also participated with relay games in the gym.

For the month of December:

Site	Full Time	Daily	Hourly
Bohn	11	10	7
Hirsch	21	4	9
Poet-Christian	4	1	14



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 program in. In addition, staff utilizes the gym and outdoor areas to offer other recreation activities. Currently the SAFE program has 50 teens enrolled this school year. For the month of December, staff coordinated various holiday themed crafts to decorate the classroom and hosted basketball shooting challenges.



**CITY OF TRACY
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AGENDA ITEM 7.c

COMMUNITY FACILITIES DIVISION UPDATE

OPERATIONAL UPDATES

by Christine Mabry

The Community Facilities Division has completed allocation of sports fields for January to June 2017, and permits have been distributed. Allocations for July through December 2017 will begin in January.

Reservations at Legacy Fields ball fields have been scheduled beginning February 6. Legacy Fields soccer fields will open for reservations as early as July, depending on field readiness, but permits are being double booked with additional soccer fields through August as a contingency plan.

STAFFING UPDATES

by Christine Mabry

The Community Facilities Division is presently operating with eight Facility Attendants and is recruiting for four additional Facility Attendants, including three for Legacy Fields. In addition, interviews are in process to hire a Recreation Leader II who will assist with sports field reservations and facility rentals during business hours.

2016 RENTAL HIGHLIGHTS

by Christine Mabry

Performance Objectives

1. To provide quality facilities and services cost effectively by managing expenses and diversifying revenue sources.
2. To coordinate and schedule use of 1 banquet hall, 9 meeting rooms, 13 ball fields, 19 soccer fields, 12 park and picnic areas, and the mobile stage.
3. To coordinate facility use and special event permit applications requiring review by City departments.
4. To coordinate and facilitate City agreements with local non-profits to provide City facilities and services.
5. To maximize features of the facility reservation and recreation registration software to improve operations and customer service.
6. To generate over \$234,100 in program revenues.

Staff

- 1 Management Analyst I
- 1 Administrative Assistant II
- 14 part-time staff: 12 Facility Attendants (4 vacant), 1 clerical, 1 Recreation Leader II (vacant)

Facilities

- Clyde Bland Park (1 ball field/soccer)
- Galli Family Park (1 ball field)
- Legacy Fields (8 soccer fields, 4 ball fields)
- Plasencia Fields (5 soccer fields)
- Tiago Park (2 ball fields/soccer)
- Tracy Ball Park with lights (2 ball fields/soccer/football)
- Tracy Civic Center (2 meeting rooms, Council Chambers, lobby)
- Tracy Community Center (1 banquet hall with kitchen, 2 meeting rooms)
- Tracy Sports Complex with lights (4 soccer fields, 4 ball fields, 1 meeting room)
- Tracy Transit Station (3 meeting rooms, lobby)
- Veterans Park with lights (1 ball field/soccer)
- 12 park & picnic areas
- Mobile Stage

2016 Rental Highlights

- 820 facility use and special event permits issued to date
- 46 different organizations rented sports fields
- Approximately 100 facility use applications were routed for review by multiple City departments as part of the special event review process
- Generated \$228,500 in program revenues (\$104,500 sports fields, \$23,900 parks, \$96,100 buildings, \$2000 mobile stage, \$3800 concessions)
- Executed over \$45,000 in facility use fee waivers for MOUs and MCYSN grants.

2016 Agreements

New Agreements

- Grillin and Chillin – Concessionaire Services
- Hospice of San Joaquin – Tree of Lights

Renewed Agreements

- South Side Community Organization – 16h September Cultural Event and Parade
- Tracy Friends for Parks, Recreation and Community Services Foundation
- Notre Dame de Namur University

Upcoming Special Events

- **January 27** – Tracy Chamber of Commerce Winter Gala @ Tracy Community Center