

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 2, 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 – January 5, 2017
5. Old Business
 - a. Parks and Community Services Commission Goals
 1. Update from Sub-committees
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 2017-2018 and Recommend Approval to City Council
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 March 2, 2017

POSTED: January 27, 2017

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 5, 2017

1. **CALL TO ORDER:** Chair Douglas called the meeting to order at 7:01 p.m.
2. **ROLL CALL:**
 - a. Present: Chair Douglas, Vice Chair Levoit; Commissioners Birk, Johnson, Jimenez, Saltzman, Silva
 - b. Absent: None
 - c. Staff Present: André Pichly Parks & Recreation Director; Brian McDonald, Management Analyst II;
 - d. Recorded By: Sandra Edwards, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:**

Erik Anderson addressed the Commission as a follow up to his request for a new skate park.
4. **APPROVAL OF REGULAR MEETING MINUTES OF DECEMBER 1, 2016**
 - a. Motion: Commissioner Birk made a motion to approve the Minutes of December 1, 2016,
 - b. Second: Vice Chair Levoit
 - c. Abstain: Commissioners Silva, Saltzman
 - 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 – No report given.
 - iii. Park, Facility, and Sports Field Safety – No report given.
6. **ITEMS FROM STAFF:**
 - 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 – Commissioners Saltzman, Levoit, and Chair Douglas were appointed to serve on the subcommittee.
 - b. Reprioritization of the City of Tracy Parks & Recreation Capital Improvement Program for Fiscal Years 2017-2019 – André Pichly, Parks & Recreation Director provided an update regarding the process and projects.

Robert Tanner reminded the Commission that previously a member of the audience had requested a disc golf course.

Mr. Anderson suggested adding the disc golf course at the same location of the second skate park.

The Commission discussed various projects including the aquatic center, a community garden, and upon consensus, added the disc golf project as their fifth item.

Motion: Motion by Commissioner Birk to add a disc golf course at the Legacy Fields site as their fifth ranked Capital Improvement Program for Fiscal Years 2017-2019

Second: Saltzman

Abstained: Silva

Vote: Approved by unanimous vote

7. ITEMS FROM STAFF

- Parks & Recreation Director Report – Mr. Pichly wished everyone a Happy New Year and provided the following update:
 - Legacy Fields – CIP going to Council soon for completion of some of the work including outfield fencing, completion of the fifth baseball diamond, restrooms, etc. Development of another list to fully amenitize Phase 1 is being drawn up.
 - Entered into an ENRA with Cal North Soccer and have had our first meeting. A number of items still need to be discussed.
 - Community Center Rehabilitation – A firm is doing work to get things ready so we can put out construction bids anticipated for June this year.
 - Senior Center Requests For Proposals went out today for an architect.
 - So. County Park – Will meet with the Director of General Services at the end of the month. Plan is to make it a win-win for everyone.
 - McDonald Parks Splash Pad – Engineering staff is working on a construction contract bid that won't be ready until the summer.
- Recreation Division Report – Included as part of the agenda packet.
- Community Facilities Division Report – Included as part of the agenda packet.

Commissioner Jimenez noted the Community Facilities Division Report regarding rental fees earned asking if staff was working on grants or if the Commission could do anything to assist in meeting some of these program goals.

- Public Works Parks Maintenance Division Report – Brian MacDonald provided the following update:
 - Post emergent and pre-emergent spraying of the general fund parks is ongoing.
 - Tracy Sports Complex crews have been very busy with mowing and much needed field maintenance. They also have begun to renovate the infield on the north diamond at the Tracy Ball Park by removing the top eight inches of playing surface material and stock piling it. The next eight inches of sub base material will be removed to lower the infield down to then put the top material back in so that the infield will be at turf grass level.
 - They have continued mowing the ball fields located on the west end at Legacy Fields to a lower height in preparation for spring games along with weed control in common areas and have now taken over the maintenance of the soccer fields at Legacy.
 - Equipment for the maintenance for Legacy fields has been coming in and we are in the process of hiring three new employees for the maintenance of Legacy Fields.

- Parks crews has been busy shrub pruning, small tree trimming at Civic Center along with general maintenance in all parks. Mowing in the parks has now gone into a when needed mow schedule as the turf has slowed down in growth with the colder weather.
- Landscape Maintenance irrigation crews are continually working on irrigation.
- XL Landscape continues to move forward in getting all the parks and streetscapes mowed, edged, trash picked up and shrubs trimmed. Will be going back into the LMD Parks next week to clean up the weeds, shrubs along with broad leaf weed control in the turf, they have 18 parks left to do.
- West Coast Arborist has been grid trimming in zone three. With recent storms only five trees were lost in the City, including parks. Grid trimming the urban forest over the past couple of years has paid off.

Mr. McDonald shared a video of work being done at the Tracy Ball Park.

8. ITEMS FROM THE COMMISSION

Commissioner Jimenez stated that the Parks Foundation did not meet in December, but will resume in January. Commissioner Jimenez added that the Foundation is requesting information (line items) amounts for projects to be broken out so they can consider funding opportunities.

Commissioner Birk asked if any information was available on the park cameras. Mr. Pichly stated there was no update.

9. ITEMS FROM THE AUDIENCE

Robert Tanner reported that the winds have blown the orange fencing and sawhorses into the drive lanes on Lowell Avenue at Dr Powers Park.

10. ADJOURNMENT:

- a. Motion: Levoit
- b. Second: Birk
- c. Vote: Unanimous
- d. Time: 8:15 p.m.

CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
February 2, 2017

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 2017-2018 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 2017-2018 program year:

<u>CDBG</u>	
Public Services Allocation (15%)	\$ 62,825
Public Improvements/Public Facilities	\$ 314,126
City of Tracy Program Administration (10%)	<u>\$ 41,883</u>
Total	\$ 418,834

<u>HOME</u>	
HOME Eligible Activities	Total \$ 107,010

Subcommittee Review and Recommendation:

CDBG/HOME grant applications for FY 2017-2018 were available beginning December 15, 2016, with a submittal deadline of January 17, 2017. The Parks and Community Services Commission Subcommittee conducted a Special Meeting on January 23, 2017, to review and consider grant application funding requests, rank applications based on local funding priorities, and recommend funding allocation amounts to the full Parks and Community Services Commission and the City Council.

Applicants and the Parks and Community Services Subcommittee were made aware of required changes to the CDBG/HOME allocation process for FY 2017-2018. Changes include city allocation minimums per awardee of \$5,000 for CDBG Public Services and \$150,000 for CDBG Public Improvements/Public Facilities, in addition to the ranking of applications among each eligible CDBG/HOME local funding category. Ranking of applications among each local funding category will allow San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to those highest local priority services and projects. San Joaquin County is expected to review and consider all local funded projects by May 2017.

The Parks and Community Services Commission Subcommittee made recommendations for application ranking and grant funding allocations for FY 2017-2018 as listed in Attachment A. Since the Special Meeting of January 23, 2017, the City has more fully explored available CDBG funding and is recommending an additional allocation of \$14,126 in the CDBG Public Improvements/Public Facilities category to the highest ranked project, Lolly Hansen Senior Center Expansion, increasing the recommended award from \$150,000 to \$164,126. This additional funding is not eligible for use in CDBG Public Services. 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 Subcommittee's recommendations for priority ranking and funding of CDBG and HOME grant applications for FY 2017-2018 and recommend approval to the City Council.

Prepared by: Joshua Ewen, Management Analyst

Reviewed by: Shelley Burcham, Economic Development Manager

Approved by: André Pichly, Parks & Recreation Department Director

Attachment A

City of Tracy 2017-2018 CDBG/HOME Local Priority Rankings

2017-2018 Funding Available to City of Tracy		
\$	62,825.00	CDBG Public Services
\$	314,126.00	CDBG Public Improvements/Public Facilities
\$	107,010.00	HOME

CDBG Public Services					
Rank	Applicant	Project Title	Local Funding Priority	Funding Request	PCS Subcommittee
	San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,000	\$ 5,000
	SJ County Food Services Pool	Food Distribution Services	(1) Food Distribution	\$ 7,000	\$ 5,000
1	Tracy Interfaith Ministries	Hunger Awareness and Food Distribution	(1) Food Distribution	\$ 15,000	\$ 9,590
2	Chest of Hope, Inc.	Food, Housing and Shelter Services for Domestic Violence Victims and Families	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	\$ 5,647
3	McHenry House Tracy Family Shelter	Family Crisis Intervention Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 15,000	\$ 5,647
4	Coalition of Tracy Citizens to Assist the Homeless	Volunteers Need Help to Help Homeless in Tracy	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 12,480	\$ 5,647
5	Tracy Community Connections Center, Inc.	TCCC Mobile Showers for Homeless	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 30,000	\$ 5,647
6	Women's Center Youth & Family Services	South County Domestic Violence Emergency Shelter Services	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 15,000	\$ 5,647
7	Tracy Seniors Association	Safe At Home	(3) Senior and Special Needs Services	\$ 20,000	\$ 5,000
8	Tracy Volunteer Caregivers	Client Support Services	(3) Senior and Special Needs Services	\$ 6,250	\$ 5,000
9	Boys & Girls Club of Tracy	Inclusion Program	(3) Senior and Special Needs Services	\$ 15,000	\$ 5,000
10	Small Business Development Center (SBDC) SJ Delta College	Small Business Development Services	N/A	\$ 7,680	-
				CDBG Public Services Request	\$ 158,410
				\$ 158,410	\$ 62,825

CDBG Public Improvements/Public Facilities

Rank	Applicant	Project Title	Local Funding Priority	Funding Request	PCS Subcommittee
1	City of Tracy	Lolly Hansen Senior Center Expansion	(1) Public Parks and Facilities	\$ 295,000	\$ 164,126
2	City of Tracy	Downtown Tracy Façade Improvement Grant Program	N/A	\$ 150,000	\$ 150,000
3	Eden Housing, Inc.	Stone Pine Meadows Apartments	N/A	\$ 720,000	\$ -
				CDBG Public Improvements/Facilities Request	\$ 314,126
				\$ 1,165,000	\$

HOME Program

Rank	Applicant	Project Title	Local Funding Priority	Funding Request	PCS Subcommittee
1	Eden Housing, Inc.	Stone Pine Meadows Apartments	(2) Rehabilitate residential properties occupied by low income persons	\$ 700,000	\$ 107,000
				HOME Program Request	\$ 107,000
				\$ 700,000	\$

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
February 2, 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 and we are anticipating at least 26 teams. 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 season has reached the midway point of the season. Each team is competing for a spot in the playoffs. The season will end on Saturday, February 18.



SENIORS

By Jolene Jauregui

For the month of December there were approximately 3,521 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 8 new seniors visit and tour the center for the month of December.

In the month of December, the Senior Fitness programs had 1,256 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 380 hot lunches with an additional 4 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 7 day supply.

Highlights for December and January:

- On December 30th seniors enjoyed a New Year's Eve Party Brunch. There were 65 seniors who celebrated the New Year with brunch, karaoke, a balloon drop and a sparkling cider toast.
- The Senior Gardening Series on January 6th had 11 seniors in attendance. Seniors enjoyed lunch and making mini gardens and potting plants.
- Independence at Home presented, "Maintain your Brain" on January 11th. There were 11 seniors that learned how to keep their brains active and healthy.
- "Feel Better with Food" class was held on January 11th with 4 seniors in attendance. The class educates seniors on what is healthy to eat and how food affects the body.

Upcoming events and programs:

- AARP Tax Assistance: Beginning February 2nd to April 11th, on Mondays and Tuesdays representatives from AARP will be at the Senior Center to assist seniors 60 years of age or older to file their taxes for 2016. Each year, over 80 seniors are helped by this free service.
 - Lunch and a Movie at the Grand Theatre: On February 14th, Seniors will enjoy a Valentine's Day themed movie among family and friends, after enjoying movie popcorn and lunch.
1. "New Year's Eve Party Brunch"
 2. "Senior Gardening Series"
 3. "Maintain your Brain – Seminar"



SPECIAL INTEREST

By Jolene Jauregui

The Olympic Style Tae Kwon Do/Cardio Kicks classes had 70 participants enrolled. The classes teach children different types of MMA techniques such as Muay Tai and Jujitsu, while learning the values of respect, confidence and discipline. Yoga had 18 participants enrolled. Seniors and adults learn the control of breathing that increases energy and feelings of wellbeing.



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 snacks, homework help, recreation games, and arts and crafts at each site. For the month of January staff coordinated various winter themed crafts to decorate the classrooms. Students also participated with Lego activities in groups.

For the month of January:

Site	Full Time	Daily	Hourly
Bohn	11	1	5
Hirsch	21	5	11
Poet-Christian	7	3	13



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 & crafts and recreational activities. SAFE has been very fortunate to have its own room to hold the 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 January staff organized winter themed arts and crafts projects and students participated in basketball games in the gym.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
February 2, 2017**

AGENDA ITEM 7.c

COMMUNITY FACILITIES DIVISION UPDATE

OPERATIONAL UPDATES

by Christine Mabry

The Community Facilities Division is busy allocating sports fields for 2017. Permit drafts for reservations taking place in January through June have been completed, for which softball, baseball and cricket have scheduling priority. Scheduling is underway now for July through December, during which time football and soccer have scheduling priority.

The ball fields at the Tracy Sports Complex and Legacy Fields open for use February 6, weather permitting.

STAFFING UPDATES

by Christine Mabry

The Community Facilities Division is recruiting for up to five Facility Attendants, including shifts at Legacy Fields. Interested candidates can apply through February 9 via the City website.

In addition, an offer has been extended to a candidate for the part-time Recreation Leader II position which will assist with sports field reservations and facility rentals during business hours.

SPECIAL EVENTS & MOUs

by Christine Mabry

Hospice of San Joaquin Tree of Lights Program Update

The first annual Hospice of San Joaquin "Tree of Lights" Program was a success. On a slightly rainy Saturday, November 19, at 6:00 p.m., Hospice of San Joaquin hosted their annual Tracy "Tree of Lights" Tree Lighting Ceremony at Civic Center Plaza, at which Director of Parks & Recreation, André Pichly, said a few words on behalf of the department and City of Tracy.

City Council had previously approved a Memorandum of Understanding (MOU) with Hospice of San Joaquin at their October 18, 2016 meeting to provide the facility for the program that runs from the Tree Lighting Ceremony through December 31. Due to recent storms, partner agency PG&E was unable to supply volunteers to take down the tree lights, memory board, and signage until January 28. City staff will continue to work closely with Hospice event staff on program logistics.

Upcoming Special Events:

- **February 25** – Tracy PD's Winter Wonderland @ Dr. Powers Park
- **March 11** – Tracy Little League Opening Day @ Legacy Fields
- **March 18** – Tracy Babe Ruth Opening Day @ Legacy Fields
- **April 1** – Taps on Tenth (TCCA)
- **April 1** – Farmers' Market opens (TCCA)