

## 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 4, 2018, 7:00 p.m.  
*(or as soon thereafter as possible)*

**Location:** City of Tracy 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, ROLL CALL & PLEDGE OF ALLEGIANCE
2. INTRODUCTION OF NEW COMMISSIONERS
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. CONSENT CALENDAR All matters listed on the consent calendar are considered routine in nature and will be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.
  - a. Approval of Minutes: Regular Meeting December 7, 2017
  - b. Reports from Staff
    - i. Report from Parks & Recreation Director – Verbal  
Parks & Recreation Department Project Updates
    - ii. Recreation Division Report
    - iii. Aquatics, Athletics, and Community Facilities Division Report
    - iv. Public Works Parks Maintenance Division Report - Verbal
5. REGULAR ITEMS
  - a. ACTION ITEM: Appoint a Three Member Subcommittee to Evaluate and Rank Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) Funds Applications and Make Funding Allocation Recommendations for the 2018/19 Fiscal Year
  - b. ACTION ITEM: Election of Parks and Community Services Commission Vice Chair
6. COMMISSIONER COMMENTS
7. ADJOURNMENT

### AGENDA POSTED: December 29, 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  
December 7, 2017**

1. **CALL TO ORDER** Chair Levoit called the meeting to order at 7:00 p.m.
2. **ROLL CALL**
  - a. Present: Chair Levoit, Vice Chair Johnson , Commissioners Birk, Douglas, Jimenez, Saltzman and Gouveia
  - b. Absent: None
  - c. Staff Present: Craig Bronzan, Special Advisor; Ed Lovell, Management Analyst II; Jolene Jauregui, Recreation Supervisor; Don Scholl, Public Works Director; Todd Rocha, Superintendent of Parks, Sports Fields and Urban Forestry.
  - d. Recorded By: Laura Borjon, Executive Assistant
3. **ITEMS FROM THE AUDIENCE**
  - Commissioner Gouveia asked for a moment of silence for the civilians and service personnel who died at Pearl Harbor.
  - Craig Bronzan stated that he will no longer be the staff liaison to the Parks Commission and introduced Don Scholl who announced the promotion of Brian MacDonald to Parks & Recreation Director.
  - Brian MacDonald, incoming Parks & Recreation Director, introduced himself, his wife and son; his daughter was not able to attend. Brian expressed his pride and honor in serving the community he grew up in.
  - Chair Levoit thanked Craig Bronzan for his service and welcomed Brian MacDonald as the incoming Parks & Recreation Director.
  - Don Scholl introduced the new Superintendent of Parks, Sports Fields and Urban Forestry, Todd Rocha. Todd Rocha introduced himself to the Commission.
3. **CONSENT CALENDAR**
  - a. APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 2, 2017  
Commissioner Johnson requested a change to meeting minutes. Commissioner Birk motioned approval of meeting minutes with amendment. Commissioner Jimenez seconded the vote. Roll call vote found all in favor; passed and so ordered.
  - b. REPORTS FROM STAFF – Motion was made by Commissioner Gouveia and seconded by Commissioner Saltzman. Roll call vote found all in favor; passed and so ordered.
    - i. Report from Craig Bronzan, Special Advisor, Management Partners  
Commissioner Jimenez requested staff to bring a report to the commission regarding the Exclusive Negotiating Rights Agreement with Cal North prior to approval from Council.
    - ii. Recreation Division Report
      - 1) Senior Concerns & Comments Quarterly Updates
    - iii. Aquatics, Athletics, and Community Facilities Division Report  
Staff presented verbal report.
    - iv. Public Works Parks Maintenance Division Report  
Staff presented verbal report.

**4. REGULAR ITEMS**

- a. Receive, discuss, and accept the 2017-2018 Youth Advisory Commission Annual Report  
Youth Advisory Commissioners Meredith Hagler and Reyva Dillon presented the report

Commission discussion ensued.

**ACTION:** Motion was made by Commissioner Birk and seconded by Commissioner Jimenez accepting the 2017-2018 Youth Advisory Commission Annual Report.

**5. COMMISSIONER COMMENTS**

- Commissioner Jimenez thanked staff for taking her suggestion to promote diversity on the City's Activity Guide. She also thanked Commissioner Birk and Vice Chair Johnson for their service on the Parks Commission.
- Commissioner Jimenez reported the attached accomplishments of the Tracy Friends for Parks, Recreation & Community Services Foundation for 2017.
- Commissioner Gouveia thanked Commissioner Birk and Vice Chair Johnson for their service on the Parks Commission. Commissioner Gouveia recounted his personal experience as a child on the island of Hawaii on December 7, 1941.
- Chairman Levoit thanked Commissioner Birk and Vice Chair Johnson and Craig Bronzan for their service on the Parks Commission and welcomed Brian MacDonald.

**6. ITEMS FROM THE AUDIENCE - None**

**7. ADJOURNMENT - Time: 7:42 p.m.**

**ACTION:** Motion was made by Commissioner Gouveia and seconded by Commissioner Birk to adjourn. Roll call vote found all in favor; passed and so ordered.

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Staff Liaison

ATTACHMENTS

Attachment A - TFFPRCS 2017 Highlight Accomplishments

TRACY FRIENDS for PARKS, RECREATION & COMMUNITY SERVICES

2017 HIGHLIGHT ACCOMPLISHMENTS

Presented at the City of Tracy Parks, Recreation & Community Services Commission Meeting

Thursday, December 07, 2017

The Tracy Friends for Parks, Recreation & Community Services Foundation accomplished the following goals.

Donations

- Established criteria to donate funds from the Joe Wilson Swim account to provide free swim lessons for underserved children.
- Donated funds for the purchase of a new bingo machine for the Lolly Hansen Senior Center.
- Donated funds for van transportation for underserved children to attend the City of Tracy Arts League event.
- Donated funds to the Sunrise Rotary to purchase food for Thanksgiving free meal program.
- Donated funds for the "We Will Never Forget 9/11 Memorial" event.
- Purchased wreaths for placement at military grave sites.

Event Participation

- Volunteered at Blues, Brews & BBQ.
- Volunteered at Taps on 10<sup>th</sup> Street
- Volunteered at wine Stroll.
- Volunteered at Tracy City Center Association events.
- Volunteered at all City of Tracy Block Parties.
- Volunteered at Arbor Day.

Presented by Linda Jimenez, City of Tracy Parks, Recreation & Community Services Commissioner and Commissioner Liaison to TFPRCSF.

**CITY OF TRACY**  
**PARKS AND COMMUNITY SERVICES COMMISSION MEETING**  
**January 4, 2018**

**AGENDA ITEM 4.b.ii.**  
**RECREATION DIVISION UPDATE**

**SENIORS**

*By Jolene Jauregui*

For the month of November there were approximately 4,010 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 20 new seniors visit and tour the center for the month of October.

During the month of November, the Senior Fitness programs had 1,485 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. Starting in November a Chair Pilates class and Tai Chi class were added to the fitness program.

Throughout the month of November, the Senior Center served 377 hot lunches with an additional 17 seniors joining with their own lunches in the Multi-purpose room. In addition, Meals on Wheels delivered meals to 41 homebound seniors in Tracy. Meals are delivered every Tuesday for a 5 day supply.

**Highlights for November**

- On Monday, November 28, the Senior Center hosted its holiday themed Lunch and a Movie at the Grand Theatre Center for the Arts. There were 63 seniors that enjoyed a special lunch, live music, popcorn and holiday themed movie in the ambiance of the historic theater.

**Highlights for December**

- On Wednesday, December 6, the Senior Center held its annual Tinsel 'n Treats event. There were 96 seniors who enjoyed live dance and musical performances by Starlight Studios, Academy of Performing Arts, the Senior Center Line Dance class and The Flaming Ukes. Seniors indulged in sweet treats and sipping hot chocolate.
- On Monday, December 18, the Senior Center held its Black & White Ball. There were 91 seniors that enjoyed a "Night under the Stars" with a formal sit down dinner. Seniors danced the night away to jazz tunes played by *In the Mood Jazz Band*.

**Upcoming events and programs:**

- On Tuesday, January 2, seniors will celebrate the New Year during our New Year's Party Brunch. There will be brunch buffet, a DJ, karaoke and sparkling cider toast to the New Year.
- On Tuesday, January 16, the Lolly Hansen Chorus group will kick off. This group will practice singing techniques and prepare for performances.
- Starting January 16, the senior center will be offering 30 minutes of private Facebook lessons on Tuesdays by appointment.
- February 5 to April 10 the Senior Center will be partnering with AARP to assist seniors, who are 60 years of age or older, to file their taxes for 2017. Each year, over 80 seniors are helped by this free service.
- On February 13, the annual Lunch & a Movie will take place at the Grand Theatre Center for the Arts. Seniors will enjoy a lovely lunch followed by a Valentine's Day themed movie among friends and family.

1. Senior Trip to the Academy of Sciences
2. Lunch and a Movie
3. Tinsels 'n Treats
4. Black and White Ball

1.



2.



3.



4.



### **SPECIAL INTEREST**

*By Jolene Jauregui*

**My First Sports Class:** Participants will run, hit, slam, catch and kick all with company of their first friends. This class is designed to teach 1.5 to 3 years of age about different sports such as baseball, soccer and basketball. The pint sized kid friendly equipment is sure to have your child fully engaged in what this class has to offer.

**Olympic Tae Kwon Do:** Olympic Tae Kwon Do is a Korean Martial Art that will teach each participant about the values of respect, confidence and discipline. This class addresses how to deal with strangers and bullies with self-defense techniques.



**A.S.P. – After School Program**

*By Jolene Jauregui*

The ASP (After School Program) is a program offered at Louis Bohn, Poet Christian and Wanda Hirsch Schools. The program continues to provide healthy snacks, homework help, recreation games and arts and crafts. For the month of December, participants used their imaginations and created beautiful snowflakes with craft sticks. Paper heart penguins and newspaper polar bears were also on the agenda as participants explored the wonders of the winter season.

**For the month of December:**

Site	Full Time	Daily	Hourly
Bohn	4	0	6
Hirsch	11	4	4
Poet-Christian	6	4	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 & craft and recreational activities. SAFE has been very fortunate enough 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 51 teens enrolled this school year. For the month of December, participants learned how to make salt dough ornaments and had some sweet fun making graham cracker houses for snack.



**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
January 4, 2018**

**AGENDA ITEM 4.b.iii.**

**AQUATICS, ATHLETICS, & COMMUNITY FACILITIES DIVISION UPDATES**

**SPORTS FIELD UPDATES**

*by Christine Mabry*

As part of the annual Sports Field Allocation Process, applications for all sports tournaments were received and allocated according to procedures listed in the Sports Field Reservation Handbook. The 2018 schedule, which includes 40 baseball, softball, and soccer tournaments, has been compiled and is included with this report.

These tournaments will also be entered onto the City's website event calendar and available to the general public. This schedule may change over the course of the year, as hosting sports organizations finalize tournament attendance and as open weekends are filled on a space-available basis.

**ATHLETICS PROGRAM UPDATES**

*by Justin Geibig*

**Softball Leagues:** Registration for the Spring 2018 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 2017/18 basketball program kicked off on December 2 with 270 participants. The first game is scheduled for Saturday, December 2. The 3<sup>rd</sup> & 4<sup>th</sup> grade divisions play at North Elementary School and the 5<sup>th</sup> through 8<sup>th</sup> grade divisions' play at Hawkins Elementary School. The season concludes on February 17, 2018.

**SPECIAL EVENTS & MOUs**

*by Christine Mabry*

**Upcoming Special Events:**

- **January 22-26** – Special on-site aquatics registration @ Joe Wilson Pool (9am-1pm + 2-6 pm)
- **March 3** – 2<sup>nd</sup> Annual Tracy ColorVibe 5K @ West Valley Mall
- **March 10** – “So You Wanna Be a Lifeguard?” aquatics staff recruitment event @ Joe Wilson Pool, 10 am-1 pm

**ATTACHMENTS**

Attachment A - 2018 City of Tracy Sports Tournament Schedule

ATTACHMENT A

2018 CITY OF TRACY SPORTS TOURNAMENT SCHEDULE

Updated 12/20/17

Date	Tournament Host	Location	Notes
<b>FEBRUARY</b>			
17-18	NSA Westside Bullets (Stan Hansen)	TSC Ballfields	
24-25	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
<b>MARCH</b>			
3-4	CalNorth District 8 (Shirley Thompson)	TSC + Legacy Soccer	District tournament (BML Winter All Star)
10-11	NCSSA Senior Softball (John Reedy)	TSC Ballfields	
17-18	All Star Softball (Lance Oliver)	TSC Ballfields	
24-25	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
<b>APRIL</b>			
(Mar 30 - ) 1	EASTER WEEKEND		
5-7	NorCal Classic (TUSD)	TSC Ballfields	Regional softball tournament
8	NONE		
14-15	NSA Westside Bullets (Stan Hansen)	TSC Ballfields	
21-22	CYSA State Cup (Kathi Killion, CalNorth)	TSC + Legacy + Plascencia Soccer	State Cup soccer tournament
28-29	CYSA State Cup (Kathi Killion, CalNorth)	TSC + Legacy + Plascencia Soccer	State Cup soccer tournament
<b>MAY</b>			
5-6	CYSA State Cup (Kathi Killion, CalNorth)	Legacy + Plascencia Soccer	State Cup soccer tournament
5-6	NCSSA Senior Softball (John Reedy)	TSC Ballfields	
19-20	TPR Baseball (Lance Bouillon)	TSC Ballfields	
25-27	West Coast Cup (West Coast Soccer)	Legacy + Plascencia Soccer	Formerly known as "Orange Bowl"
26-27	All Star Softball (Lance Oliver)	TSC Ballfields	
<b>JUNE</b>			
2-3	TPR Baseball (Lance Bouillon)	TSC Ballfields	
9-10	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
16-17	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
23-24	1st to 3rd (Chris Kappmeyer)	TSC Ballfields	
<b>JULY</b>			
(Jun 30 - ) 1	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
7-8	1st to 3rd (Chris Kappmeyer)	TSC Ballfields	
14-15	NCSSA Senior Softball (John Reedy)	TSC Ballfields	
21-22	NCTB Nor Cal Travel Ball (Jim Sammons)	TSC Ballfields	
28-29	TPR Baseball (Lance Bouillon)	TSC Ballfields	
<b>AUGUST</b>			
4-5	NONE		
11-12	NONE		
25-26	NCSSA Senior Softball (John Reedy)	TSC Ballfields	
<b>SEPTEMBER</b>			
1-2	All Star Softball (Lance Oliver)	TSC Ballfields	
1-2	Itifaq Soccer Club	Plascencia Soccer	
8-9	All Star Softball (Lance Oliver)	TSC Ballfields	
15-16	1st to 3rd (Chris Kappmeyer)	TSC Ballfields	
22-23	NSA Westside Bullets (Stan Hansen)	TSC Ballfields	
29-30	All Star Softball (Lance Oliver)	TSC Ballfields	

ATTACHMENT A

**2018 CITY OF TRACY SPORTS TOURNAMENT SCHEDULE**

*Updated 12/20/17*

<b>Date</b>	<b>Tournament Host</b>	<b>Location</b>	<b>Notes</b>
OCTOBER			
6-7	All Star Softball (Lance Oliver)	TSC Ballfields	
13-14	1st to 3rd (Chris Kappmeyer)	TSC Ballfields	
20-21	TPR Baseball (Lance Bouillon)	TSC Ballfields	
27-28	TPR Baseball (Lance Bouillon)	TSC Ballfields	
NOVEMBER			
3-4	NCSSA Senior Softball (John Reedy)	TSC Ballfields	
10-11	CalNorth District 8 (Shirley Thompson)	Plasencia/Legacy soccer	District Tournament
10-11	TPR Baseball (Lance Bouillon)	TSC Ballfields	
17-18	All Star Baseball (Lance Oliver)	TSC Ballfields	
DECEMBER			
7-8	2nd Annual Lancer Pride Cup (East Union HS)	Legacy soccer	

**CITY OF TRACY**  
**PARKS AND COMMUNITY SERVICES COMMISSION MEETING**  
**January 4, 2018**

**AGENDA ITEM 5.a.**

REQUEST

**APPOINT A THREE MEMBER SUBCOMMITTEE TO EVALUATE AND RANK CDBG AND HOME FUNDS APPLICATIONS AND MAKE FUNDING ALLOCATION RECOMMENDATIONS FOR THE 2018/19 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, score and make funding allocation recommendations on the CDBG applications. 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 2018-2019 is approximately \$437,000. 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 \$112,000 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, score 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 2018-19 were made available to the public on December 18, 2017. The deadline for application submittal is January 18, 2018. Staff will hold a public outreach meeting on January 9, 2018, 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, score, and rank the applications on Thursday, January 25, 2018. The subcommittee's recommendations will be presented to the Parks and Community Services Commission on February 1, 2018. The Commission's recommendations will go before City Council during a public hearing in late February 2018. A fully detailed schedule is attached as Attachment A (CDBG/HOME Grant Program Application and Award Schedule for 2018-2019).

## RECOMMENDATION

That the Commission appoint a three-member subcommittee to evaluate, score and rank the CDBG and HOME funds applications and make funding allocation recommendations for the 2018-2019 Fiscal Year.

Prepared by: Shelley Burcham, Economic Development Manager

Approved by: Brian MacDonald, Parks & Recreation Director

## ATTACHMENTS

Attachment A – CDBG/HOME Grant Program Application and Award Schedule for FY 2018-2019

## ATTACHMENT "A"

# CDBG/HOME Grant Program Application and Award Schedule for FY 2018-2019

### Program Timeline

December 19, 2017	Start of application availability (NOFA)
January 4, 2018	PCS Commission agenda item to appoint a three-member subcommittee for evaluating, scoring and ranking grant applications
January 9, 2018	Public meeting for informational purposes to help guide applicants through the process at 5:00PM
January 18, 2018	Application submittal deadline at 4:00PM
January 22, 2018	Distribute copies of the applications and scoring sheet to the PCS subcommittee members
January 25, 2018**	PCS subcommittee meeting to review and <sup>i</sup> score the applications and make recommendations for funding allocations at 6:00PM
February 1, 2018	PCS Commission meeting to review the recommendations from the subcommittee and make recommendations to City Council
February 20, 2018	City Council meeting to approve CDBG/HOME funding grant request recommendations to San Joaquin County for FY 2018-2019
April 2018 (TBD)	Public Hearing performed by San Joaquin County for 2018-2019 Final Grant Allocations
July 1, 2018	Applicants commence services, subject to City and County approval

\*\* Subject to PCS Commission Sub-Committee availability

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<sup>i</sup> Scoring system will be implemented with FY 2018/2019 Grant Applications.