

## 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 1, 2018, 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, ROLL CALL & PLEDGE OF ALLEGIANCE
2. 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.
3. ITEMS FROM STAFF
  - a. Brown Act Presentation
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 January 4, 2018
  - b. Reports from Staff
    - i. Report from Parks & Recreation Director - Verbal
    - 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: Review and Accept the Parks and Community Services Commission's Subcommittee Ranking and Funding Allocation Recommendations for the Community Development Block Grant (CDBG) Funds and HOME Investment Partnership Program Funds for the 2018/19 Fiscal Year and Recommend Approval to City Council
6. COMMISSIONER COMMENTS
7. ADJOURNMENT

AGENDA POSTED: January 26, 2018

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 4, 2018**

1. CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE

Chair Levoit called the meeting to order at 7:00 p.m. and Commissioner Jimenez led the Pledge of Allegiance.

Present: Chair Levoit, Commissioners Jimenez, Saltzman, Miller, Gouveia, Magaña, and Lieberg.

Absent: None

Staff Present: Brian MacDonald, Parks & Recreation Director; Todd Rocha, Superintendent of Parks, Sports Fields and Urban Forestry

Recorded By: Laura Borjon, Executive Assistant

2. INTRODUCTION OF NEW COMMISSIONERS

3. ITEMS FROM THE AUDIENCE

4. CONSENT CALENDAR - Motion was made by Commissioner Gouveia and seconded by Commissioner Jimenez to accept the Consent Calendar. Commissioners Miller, Magaña and Lieberg abstained from voting on item 4.a. Roll call vote found a majority in favor; passed and so ordered.

a. APPROVAL OF REGULAR MEETING MINUTES OF DECEMBER 7, 2017

b. REPORTS FROM STAFF

i. Report from Parks Director- Parks & Recreation Department Project Updates

Parks Director MacDonald provided a verbal report. Commission comments and questions followed.

ii. Recreation Division Report

iii. Aquatics, Athletics, and Community Facilities Division Report

iv. Public Works Parks Maintenance Division Report

Staff provided a verbal report. Commission comments and questions followed.

Commissioner Leiberg requested staff to return with criteria for installation of bricks at Veterans Park.

5. REGULAR ITEMS

a. 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

Parks Director MacDonald provided the report. Commission comments and questions followed.

Commissioner Magaña requested staff use social media to advertise the CDBG Grant applications if it is not already done.

Alice English stated, for the record, that the members of the subcommittee should not be related to any of the non-profit organizations requesting funding.

Chair Levoit and Commissioners Jimenez and Miller volunteered to be appointed to the subcommittee. Commissioner Magaña volunteered as an alternate subcommittee member.

**ACTION:** Motion was made by Commissioner Gouveia and seconded by Commissioner Saltzman to appoint Chair Levoit, and Commissioners Jimenez and Miller and Commissioner Magaña as alternate to the Parks and Community Services Commission CDBG Subcommittee.

- b. Election of Parks and Community Services Commission Vice Chair  
Commissioner Gouveia nominated Commissioner Jimenez as Vice Chair.

**ACTION:** Motion was made by Commissioner Gouveia and seconded by Commissioner Saltzman electing Commissioner Jimenez as the Parks and Community Services Commission Vice Chair. Roll call found all in favor; passed and so ordered.

6. COMMISSIONER COMMENTS

- Commissioner Jimenez welcomed the new commissioners and stated that she is the liaison to the Tracy Friends for Parks, Recreation and Community Services (TFFPRCS) Foundation and provided an overview their goals, mission and vision. Commissioner Jimenez further stated that she attends the TFFPRCS Foundation meetings at the end of every month which she reports to the Commission monthly. She also asked the commission to notify her of any projects or ideas that would benefit the community that she can take back to the foundation to request funding. Commissioner Jimenez also announced the Annual Latin Athletic Club Crab Feed scheduled for February 3, 2018.
- Commissioner Gouveia wished everyone a happy new year and wished Commissioner Saltzman well in her future endeavors.
- Commissioner Magaña stated her excitement in being appointed as a Commissioner and has many goals she hopes to achieve.
- Commissioner Liebert requested more Aquatic related news/updates.
- Commissioner Levoit wished everyone a happy new year and stated that he is glad to be a part of the Commission.
- Commissioner Jimenez thanked Commissioner Saltzman for her service on the Commission.
- Commissioner Saltzman stated that she has enjoyed working to improve Senior services in the community.

7. ADJOURNMENT - Time: 8:14 p.m.

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

The above agenda was posted at Tracy City Hall on December 29, 2017. The above are action minutes. A recording is available at the Parks and Recreation Department.

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Brian MacDonald, Staff Liaison

DRAFT

**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
February 1, 2018**

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

**SENIORS**

*By Jolene Jauregui*

For the month of December there were approximately 3,533 repeat seniors that attended the Senior Center. Each week the Senior Center welcomes new participants into our programs. We had 22 new seniors visit and tour the center for the month of December.

During the month of December, the Senior Fitness programs had 1,157 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 346 hot lunches with an additional 57 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 January:**

- On Tuesday, January 2, there were 65 seniors that celebrated the New Year during our New Year's Party Brunch. The seniors in attendance enjoyed a brunch buffet, DJ, karaoke and sparkling cider toast to the New Year.
- On Wednesday, January 10, the Department of Motor Vehicles Ombudsman program gave a presentation at the Senior Center. There were 12 seniors present that had their driving concerns covered during the hour long seminar.
- On Tuesday, January 16, the new Lolly Hansen Chorus group kicked off with 6 seniors in attendance. The group practiced singing techniques and is preparing for future performances.
- On Tuesday, January 16, the new 30 minute private Facebook lessons started at the Senior Center. Seniors were guided through the ins and outs of Facebook.

**Upcoming events and programs:**

- February 5 to April 10 the Senior Center will be partnering with AARP to assist seniors with filing their 2017 taxes. Each year, over 80 seniors are helped by this free service.
- On Tuesday, February 13, the annual Lunch & a Movie will take place in the lobby of 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. New Year's Party Brunch
2. DMV Ombudsman Seminar



1.



2.

**SPECIAL INTEREST**

*By Jolene Jauregui*

Each month Special Interest holds classes for various age groups that are impactful, innovative and exciting! Participants are taught in a fun and safe environment.

**Highlights for January:**

- **Nursery Rhymes Revisited:** The children will learn various well-loved nursery rhymes. They will memorize, recite, role play characters, make decisions and learn some sight words.
- **STRONG by Zumba ®:** Zumba combines targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves to create a calorie-torching, strength-training dance fitness-party.



**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	8	0	6
Hirsch	13	2	5
Poet-Christian	7	1	16



**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 January, science was the theme. Participants learned how to make crystal geodes and saw science in action. Participants also created their own alien spacecraft and explored the universe.



**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
February 1, 2018**

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

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

**SPORTS FIELD UPDATES**

***by Christine Mabry***

Tracy Sports Complex and Legacy Fields ball fields were scheduled to open February 1 for use, weather permitting. Tracy High School softball will be practicing and hosting games on three fields at the Tracy Sports Complex through the end of May. The first weekend tournament of the year is scheduled at the Sports Complex the weekend of February 17-18. The City's adult softball leagues begin on Friday, February 23.

The Tracy Babe Ruth baseball league qualified with the highest priority to utilize the Legacy Fields ball fields and will be on site for practices and games Monday through Saturday through late June or early July. Various other teams are scheduled to use the ball fields for Sunday practices.

**AQUATICS PROGRAM UPDATES**

***by Justin Geibig***

The City of Tracy Parks and Recreation Department is in the process of hiring Pool Managers, Senior Lifeguards and Lifeguard/Swim Instructor positions for the 2018 Aquatics Summer season. The City began accepting applications on February 1, and positions will be open until filled. Applicants for Lifeguard/Swim instructor positions must either have a current American Red Cross Lifeguard Training certification or be enrolled in an American Red Cross Lifeguard Training course to be eligible to apply. Returning staff must indicate their intention to return by March 1.

The first session of the 2018 Aquatics season will begin on June 2 with recreational swim at Joe Wilson Pool.

**ATHLETICS PROGRAM UPDATES**

***by Justin Geibig***

**Softball Leagues:** Registration for the Spring 2018 Adult Softball season is now open and we are anticipating at least 22 teams. The first pitch for the winter/spring season is scheduled on Friday, February 23 with the Friday night Men's division.

**Junior Warriors:** The 2017/18 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 conclude on Saturday, February 17.

**SPECIAL EVENTS & MOUs**

***by Christine Mabry***

The Tracy Municipal Code allows the City Council, by resolution, to issue a permit allowing the consumption of alcohol on public streets and the like at an organized event of community-wide



interest. The Parks & Recreation Department is coordinating several requests for alcohol permits in conjunction with community events and is seeking Council approval at its March 6 regular meeting.

**Upcoming Special Events:**

- **March 3** – 2<sup>nd</sup> Annual Tracy ColorVibe 5K @ West Valley Mall
- **March 10** – “So You Wanna Be a Lifeguard?” Staff Recruitment Event (Aquatics program) @ Joe Wilson Pool, 10 am-1 pm
- **April 7** – Taps on Tenth (Tracy City Center Association) @ Downtown Streets
- **April 16** – Volunteer Recognition Event (Recreation Division) @ Civic Center Lobby & Council Chambers
- **April 20** – Girls’ Night Out (Recreation Division) @ Grand Theatre
- **May 4** – Downtown Block Party @ Downtown Plaza
- **May 5** – Tracy Clutch Burners Car Show @ Dr. Powers Park

**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
February 1, 2018**

**AGENDA ITEM 5.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 2018-2019 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 2018-2019 program year as follows:

CDBG

Public Services Allocation (15%)	\$ 65,546
Public Improvements/Public Facilities	<u>\$ 371,425</u>
Total	\$ 436,971

<u>HOME</u> HOME Eligible Activities	Total \$ 112,000
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The County requires ranking of the applications among each eligible CDBG/HOME local funding category, and a minimum allocation of \$5,000 for CDBG Public Service awards and \$150,000 for CDBG Public Improvement/Public Facilities awards. Ranking of applications among each local funding category allows San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to the highest ranked local priority services and projects. The San Joaquin County Board of Supervisors are scheduled to review and consider all local funded projects by April 24, 2018, and submit recommendations to the U.S. Department of Housing and Urban Development (HUD) on May 15, 2018.

**Subcommittee Review and Recommendation:**

CDBG/HOME grant applications for FY 2018-2019 were available beginning December 18, 2017, with a submittal deadline of January 18, 2018. The Parks and Community Services Commission Subcommittee conducted a Special Meeting on January 25, 2018, to review, and consider grant application funding requests, rank applications based on local funding priorities, and recommend funding allocation amounts to the Parks and Community Services Commission.

As directed by City Council at the March 7, 2017 meeting, a scoring sheet process was implemented and used by the Parks and Community Services Subcommittee to evaluate each application. Individual scores for each application were averaged to determine a final score. The Subcommittee recommendations for application ranking and grant funding allocations for FY 2018-2019 are listed in Attachment A. Individual scoring sheets completed by the sub-committee members will be provided to each applicant and will be provided to interested parties upon request. 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 2018-2019 and recommend approval to the City Council.

Prepared by: Barbara Harb, Economic Development Management Analyst

Reviewed by: Shelley Burcham, Economic Development Manager

Approved by: Brian MacDonald, Parks & Recreation Department Director

**ATTACHMENTS:**

Attachment A – Sub-Committee of the Parks and Community Services Commission's Final Ranking and Summary Recommendations for Funding of FY 2018-2019 CDBG and Home Grant Applications

City of Tracy

2018-2019 CDBG/HOME Local Priority Rankings & Funding Recommendations

2018-2019 Funding Available to City of Tracy		
CDBG Public Services	\$	65,546.00
CDBG Public Improvements/Public Facilities	\$	371,425.00
HOME	\$	112,000.00

**CDBG Public Services**

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Sub-Cmte Recommendations
San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,000	-	Direct Allocation	\$ 5,000.00
SJ County Food Services Pool	Food Distribution Services	(1) Food Distribution	\$ 7,000	-	Direct Allocation	\$ 5,000.00
Tracy Interfaith Ministries	Hunger Awareness and Food Distribution	(1) Food Distribution	\$ 15,000	66	1	\$ 5,504.60
Women's Center Youth & Family Services	South County Domestic Violence Emergency Shelter Services	(4) Domestic Violence Services	\$ 15,000	64	2	\$ 6,004.60
McHenry House Tracy Family Shelter	Family Crisis Intervention Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 15,000	58.7	3	\$ 5,004.60
Surtec Adopt a Family	Provide Food & Gifts During Holiday Season	(1) Food Distribution Services	\$ 40,000	57.7	4	
Chest of Hope, Inc.	Emergency Shelter & Meals for Domestic Violence Victims	(4) Domestic Violence Services	\$ 10,000	57.3	5	\$ 5,504.60
Tracy Community Connections Center, Inc.	Homeless Outreach & Support	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 14,100	56.3	6	\$ 5,504.60
Uneed2	IT Fundamentals & Internship	(5) Youth Education & Enrichment Services	\$ 11,324	54.7	7	\$ 5,004.60
Sow A Seed Community Foundation	Bright Futures Youth Development Program-Tracy	5) Youth Education and Enrichment Services	\$ 7,000	54	8	\$ 7,004.60
DRAIL	Assistive Technology Project	3) Senior and Special Needs Services	\$ 5,000	53	9	\$ 5,004.60
Tracy Volunteer Caregivers	Client Support Services	(3) Senior and Special Needs Services	\$ 5,250	53	10	\$ -

Coalition of Tracy Citizens to Assist the Homeless	Support CTCAH to Help Tracy's Homeless	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 20,600	46.7	11	\$ 5,004.60
Tracy Seniors Association	Safe At Home	(3) Senior and Special Needs Services	\$ 7,000	45	12	\$ 6,004.60
Boys & Girls Club of Tracy	Inclusion Program	(3) Senior and Special Needs Services	\$ 15,000	Ineligible	N/A	\$ -
CDBG Public Services Request			\$ 192,274			\$ 65,546

**CDBG Public Improvements/Public Facilities**

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Sub-Cmte Recommendations
Coalition of Tracy Citizens for the Homeless	Emerson House Enlargement-Deferred ADA Work	2) Removal of Architectural Barriers (ADA)	\$ 207,755	76	1	\$ 207,755
Mc Henry House Tracy Family Shelter	McHenry House Low Income Apartments - Rehab	(1) Public Parks and Facilities	\$ 396,184	74.3	2	\$ 163,670
CDBG Public Improvements/Facilities Request			\$ 603,939			\$ 371,425

**HOME Program**

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Sub-Cmte Recommendations
Housing Authority County of San Joaquin	Tracy Homes	(2) Rehabilitate residential properties occupied by low income persons	\$ 4,000,000	96.7	1	\$ 58,000
Eden Housing, Inc.	Stone Pine Meadows Apartments	(2) Rehabilitate residential properties occupied by low income persons	\$ 150,000	78.7	2	\$ 54,000
HOME Program Request			\$ 4,150,000			\$ 112,000