

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, August 2, 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
2. Roll Call
3. Pledge of Allegiance
4. 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.*
5. Approval of Regular Meeting Minutes for June 7, 2018
6. Old Business
 - a. Provide Update on Commission Goals and Objectives for Fiscal Year 2017-18
7. New Business
 - a. Elect Parks and Community Services Commission Chair and Vice Chair for Fiscal Year 2018-19
 - b. Review and Discuss Recommendations to the City Council for Renaming of Tracy Ball Park
 - c. Appoint Parks Commissioner to Serve on Mayor's Community Youth Support Network (MCYSN), Reconnecting Our Youth (ROY) Grant Scoring Committee for Fiscal Year 2018-19
 - d. Update from Commissioner Miller on CDBG Grant Process Discussion with Economic Development
8. Items from Staff
 - a. Receive Parks & Recreation Director Report
 - i. Legacy Fields
 - ii. Multi-Generational Recreation Center
 - iii. Aquatics Center

- b. Receive Community Facilities Report
- c. Receive Public Works Parks Maintenance Division Report

9. Items from the Commission

10. Items from the Audience

11. Adjournment

AGENDA POSTED: July 27, 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 Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
June 7, 2018, 7:00 p.m.

City Council Chambers, 333 Civic Center Plaza

1. CALL TO ORDER

Chair Levoit called the meeting to order at 7:02 p.m.

2. ROLL CALL

Present: Chair Levoit, Vice Chair Jimenez, Commissioners Miller, Magaña, Eder, Lieberg, and Gouveia

Absent: None

Staff Present: Brian MacDonald, Parks & Recreation Director; Richard Joaquin, Parks Planning & Development Manager, Amanda Jensen, Recreation Coordinator; Jolene Jauregui, Recreation Services Supervisor

Recorded By: Laura Borjon, Executive Assistant

3. PLEDGE OF ALLEGIANCE

Commissioner Eder led the Pledge of Allegiance

4. ITEMS FROM THE AUDIENCE

5. APPROVAL OF MINUTES – from Special Meeting Minutes for April 19, 2018 & Regular Meeting Minutes for May 3, 2018

ACTION: Motion was made by Commissioner Gouveia and seconded by Commissioner Eder to **approve** the minutes from special meeting on April 19, 2018. Roll call vote found all in favor; passed and so ordered.

ACTION: Motion was made by Commissioner Eder and seconded by Commissioner Miller to approve the minutes from regular meeting on May 3, 2018. Roll call vote found all in favor; passed and so ordered.

6. OLD BUSINESS

a. Update on Parks and Community Services Commission Goals for 2017-18

Vice Chair Jimenez reported she attended the first Block Party which was successful. She also heard the second Block Party was also successful. The Tracy Friends for Parks Recreation and Community Services Foundation received a \$1,000 donation for the Joe Wilson pool fund.

Commissioner Eder announced that she attended the Tracy Senior Association meeting and shared some of the concerns they discussed during the meeting. Commissioner Eder announced the date for the next Tracy Senior Association and invited everyone to attend.

7. NEW BUSINESS

a. Review and Provide Input on the Design for William Larsen Park Renovation Project Under CIP 78157

Lyle Campbell of Odyssey Landscape gave the presentation. Commissioner questions and comments followed.

- b. Discuss Whether to Cancel the Regular Parks & Community Services Commission Meeting Scheduled for Thursday, July 5, 2018

ACTION: Motion was made by Vice Chair Jimenez and seconded by Commissioner Gouveia to approve cancellation of the Regular Parks & Community Services Commission Meeting scheduled for Thursday, July 5, 2018. Roll call vote found all in favor; passed and so ordered.

- c. Review Multi-Generational Recreation Center Survey Results and Provide Recommendations to Council on Multi-Generational Recreation Center Amenities

Brian MacDonald, Parks & Recreation Director gave verbal report and introduced Stephanie Fujimura of Dahlin Group to give presentation on survey results. Commission comments and questions followed.

ACTION: Motion was made by Commissioner Lieberg and seconded by Commissioner Miller for the following recommendation to City Council: The Parks and Community Services Commission recommends the City Council spend the \$40M as wisely as possible with the goal of using existing resources, land and utilities to maximize the new facility that can be built and allow for expansion. Roll call vote found all in favor; passed and so ordered.

ACTION: Motion was made by Commissioner Lieberg and seconded by Commissioner Gouveia for the following recommendation to City Council: The Parks and Community Services Commission recommends a Multi-Generational Recreational Center that includes:

1. a multi-use gymnasium,
2. a multi-purpose room with a commercial kitchen,
3. an educational center (library), and
4. an outdoor recreation area.

Roll call vote found Chair Levoit, Vice Chair Jimenez and Commissioners Lieberg, Eder, Gouveia and Magaña in favor with Commissioner Miller opposed; passed and so ordered.

ACTION: Amended motion was made by Chair Levoit and seconded by Commissioner Magaña for the following recommendation to City Council: The Parks and Community Services Commission recommends a Multi-Generational Recreational Center that includes, *in order of priority*:

5. a multi-use gymnasium,
6. a multi-purpose room with a commercial kitchen,
7. an educational center (library), and
8. an outdoor recreation area.

Roll call vote found Chair Levoit, Vice Chair Jimenez and Commissioners Lieberg, Eder, Gouveia and Magaña in favor with Commissioner Miller opposed; passed and so ordered.

8. ITEMS FROM STAFF

- a. Receive Report from Parks Director
 - i. Legacy Fields

- ii. Multi-Generational Recreation Center
- iii. Aquatics Center
- iv. Parks & Recreation Month Proclamation

Richard Joaquin, Parks Planning & Development Manager provided a verbal report on Legacy Fields. Commission comments and questions followed. Brian MacDonald, Parks & Recreation Director provided a verbal report on the remaining items.

- b. Receive Quarterly Senior Services Report
Amanda Jensen, Recreation Coordinator provided a presentation on Senior Services. Commission comments and questions followed.
- c. Receive Public Works Parks Maintenance Division Report
Brian MacDonald, Parks & Recreation Director stated there was no report.

9. ITEMS FROM THE COMMISSION

- a. Update from Commissioner Miller on CDBG Grant Process Discussion with Economic Development

ACTION: Motion was made by Commissioner Miller and seconded by Commissioner Gouveia to defer the item to the Regular Meeting on August 2, 2018 to be discussed as New Business. Roll call vote found all in favor; passed and so ordered.

Brian MacDonald requested that Commissioner Miller email the attachment to him to be included with the August 2nd agenda.

- Vice Chair Jimenez requested a tally of the number of participants registered for the swim classes. Staff will email the information.
- Chair Levoit wished everyone a happy July 4th and notified staff that there seem to be broken chairs at the Community Center every time he attends an event. He also asked about the status of the water feature at McDonald Park.
- Commissioner Lieberg requested that staff ensure lifeguards are given ample time to reapply sunscreen throughout their shifts.

10. ITEMS FROM THE AUDIENCE

11. ADJOURNMENT - Time: 10:38 p.m.

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

The above agenda was posted at Tracy City Hall on June 1, 2018. The above are action minutes. A recording is available at the Parks and Recreation Department.

PARKS COMMISSION GOALS ~ FISCAL YEAR 2017/18

| Item | Goal | Objective | Tasks | Timeline | Assignment/ Subcommittee |
|----------------------------|--|---|-----------------------------|---|--|
| 1 | <p>COMMUNITY OUTREACH</p> <p>-----</p> <p>Look for ways to get the word out; to make Commission more visible and accessible; to get feedback from community; and to widen participation keeping in mind current economic trends</p> | <p>1.A. Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation</p> | | Monthly meetings | Jimenez |
| | | <p>1.B. Ensure representation with the Tracy Senior Association</p> | | Monthly meetings | Eder |
| | | <p>1.C. Public Outreach at Block Party or other city sponsored events twice per year</p> | | As scheduled in conjunction with the City booth | Jimenez |
| | | <p>1.D. Public Outreach at Farmer's Market twice per year</p> | | As scheduled in conjunction with the City booth | Gouveia |
| | | <p>1.E. Conduct a Special Meeting at the Lolly Hansen Senior Center</p> | | Annually in November | All |
| | | <p>1.F. Provide monthly reports on Parks Commission activities to the Tracy Unified School District (TUSD)</p> | | Monthly meetings | Gouveia |
| | | <p>1.G. Conduct Outreach for Multi-Generational Recreation Center</p> | Attend Focus Group Meetings | April 11, 2018 | Education - Gouveia Seniors - Eder Youth - Jimenez |
| 2 | <p>PROGRAM ENHANCEMENT</p> <p>-----</p> <p>Look for ways to enhance Recreation Programs that will provide community benefit</p> | <p>2.A. Research an Adopt a Park Program</p> | | June 2018 | Vacant |
| | | <p>2.B. Research the Park Watch Program</p> | | June 2018 | Levoit |
| <p>PARKING LOT:</p> | | <p>Programming for Multi-Generational Recreation Center</p> | | | |

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
August 2, 2018**

AGENDA ITEM 7.b.

REQUEST

CONSIDERATION OF REQUEST TO RENAME THE TRACY BALL PARK AS THE RITTER FAMILY BALL PARK AND MAKE A RECOMMENDATION TO CITY COUNCIL FOR APPROVAL OF THE NAME

BACKGROUND

A request to rename the Tracy Ball Park to the Ritter Family Ball Park has been submitted by the Tracy Friends for Parks Recreation and Community Services Foundation who will have member(s) present at the meeting to discuss the matter with the Commission.

| <u>Park</u> | <u>Recommended Name</u> |
|--------------------|--------------------------------|
| Tracy Ball Park | Ritter Family Ball Park |

DISCUSSION

All park facilities are named using the Council Park Naming Policy G-13, amended by City Council in December 2000, and again on September 19, 2017. On July 25, 2018, a single letter was received by the Parks & Recreation Department requesting that the Tracy Ball Park, located at 2100 North Tracy Boulevard, be renamed the Ritter Family Ball Park. The request to rename the park is included for your review.

FISCAL IMPACT

There is no fiscal impact with this item.

RECOMMENDATION

Staff recommends the Parks and Community Services Commission consider the recommendation by the Tracy Friends for Parks Recreation and Community Services Foundation and make a recommendation to City Council for approval of the name.

Prepared by: Brian MacDonald, Parks & Recreation Director

Attachment – Park Renaming Request



July 25, 2018

To: Brian MacDonald
Parks & Recreation Director
City of Tracy

Re: Tracy Ballpark

We, the undersigned board members of Tracy Friends for Parks Recreation and Community Services Foundation, would like to request your formal consideration in the re-naming of the Tracy Ballpark to the "Ritter Family Ballpark" (or something similar). We understand that the next City of Tracy Parks Commission Meeting is to be held on August 2, 2018 and are hoping that we can have this item placed on the agenda for discussion.

The request would be in recognition of Mr. Carlton Ritter, an involved and active citizen of Tracy for 60 years. Mr. Ritter donated the 10.2 acres of land that makes up the current Tracy Ballpark which opened in 1946. Mr. Ritter was one of Tracy's most active citizens for several decades, with his contributions well chronicled in the attached supporting documents, and whose inspirational legacy of civic duty continues with his grandson Paul today.

We feel that Mr. Ritter's contributions far exceed the naming requirements (for an individual family or person) of Resolution 89-1221 adopted by City Council effective March 21, 1989 and hope that with your help we can honor Mr. Ritter, a man that gave so much to our community.

Among the items attached are Mr. Ritter's obituary from June 29, 1983, a more recent Tracy Press article that does an excellent job of recounting his involvement through the years, and a document from Sam Matthew's (Publisher Emeritus, Tracy Press) personal files documenting the park donation itself back in 1945-1946.

As a point of clarification, we would also like to retain the current name of "George Albano Field" as it currently exists, with something similar to "George Albano Field at Ritter Family Ballpark".

We thank you for your time and consideration of the matter.

Sincerely,

By: Dan Schack
President

On behalf of board members:

Charles Tuso, Louie Serrato, Dino Margaros, Joann Hieb, Daniel Greene, Wes Huffman, Nanette Sorensen

6-26-83
★ Wednesday

June 29, 1983

Vol. 87—No. 47

26 pages—25 cents

Tracy civic leader

Rites today for 'Pete' Ritter

A memorial service will be conducted here this afternoon for Carlton E. "Pete" Ritter, 86, Tracy insurance agent, property developer and civic leader who died Sunday.

Today's services will begin at 2 p.m. at the First Presbyterian Church, El Portal Street and Berverdor Avenue.

Mr. Ritter, a Tracy resident for 60 years and one of the community's most active citizens for several decades, died Sunday morning in Tracy Community Memorial Hospital. He had originally been hospitalized two months ago and returned last week to the hospital that he played a major role in building.

In the late 1940s, Mr. Ritter was chairman of the campaigns that raised funds to build the hospital. He also participated in many community projects and headed the committee that recommended the establishment of the council-manager form of government for the City of Tracy in the mid-1950s.

He was a native of Chico, where his father, Carlton M. Ritter, was president of Chico State Normal School, now California State University, Chico. The family returned to a family farm on the west bank of Lake Cayuga in New York state.

Although Mr. Ritter never received a high school diploma, he entered the University of Michigan after passing the entrance examinations on the basis of his father's tutoring. At Michigan, he studied architecture and played baseball on the same team as George Sisler, later a star of the St. Louis Browns.

After leaving the university at the end of a year, Mr. Ritter



CARLTON RITTER
Memorial rites today

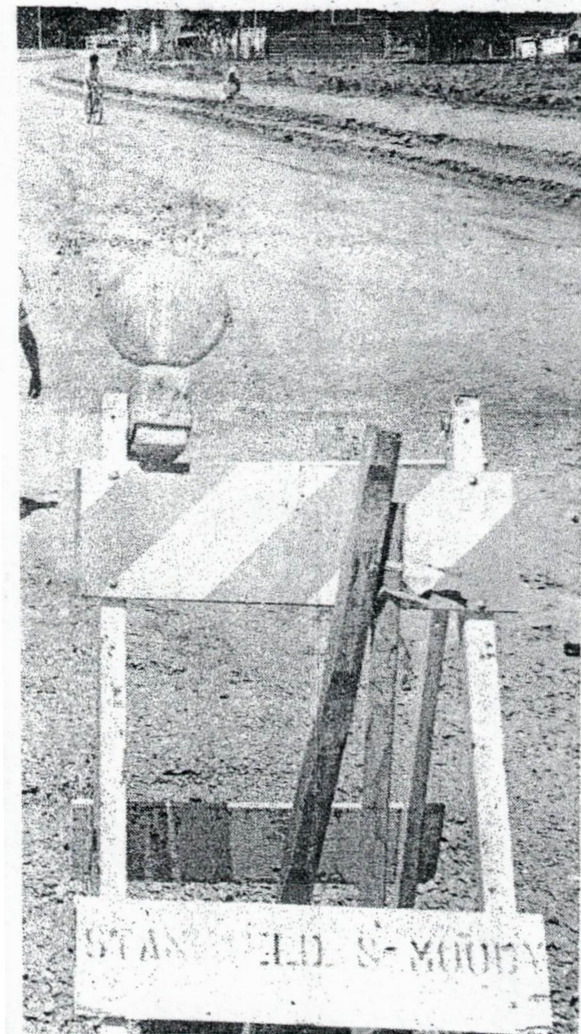
traveled throughout Canada representing the D.M. Ferry Seed Co. to general stores, hardware stores and other frontier establishments selling seed.

It was at this time that he observed the activities of the Doukhobors, an eccentric Christian sect of Russian origin, whose members sometimes removed their clothing before marching through a town to protest civil authority. The sect was headed by Peter Verigin, and later when Mr. Ritter told the story of Verigin and the Doukhobors to Tracy friends, he was given the nickname "Pete."

In 1921, Mr. Ritter rejoined his family, then living in Stockton, and in 1923, he came to

(Turn to back page col. 3)

concern



city of Tracy. Soon, the children will have a paved street and sidewalks to come on.

aid man on fire

Weather

Date of Birth - Nov 17, 1896
Date of death - June 26, 1983

more about...

Ritter memorial services today

(Continued from page 1)

office until a year ago. Active in community projects for more than three decades, Mr. Ritter joined Tracy Community Theatre in 1926. He played the lead opposite Margaret Dwyer, and a year later they were married.

Mr. Ritter was among the Tracy residents who sold stock in the Tracy Inn, a community corporation, and received an award as the top stock salesman before the hotel was opened in early 1927.

In 1933, he was one of the charter members of the Tracy Rotary Club. He served as club president in 1945-46. He also helped found the Tracy Executive Club, which brought speakers to Tracy, and served as its first president.

At the beginning of World War II, Mr. Ritter was chairman of the drive to raise funds for the USO. He also served on the ration board and he headed several War Bond drives.

Long active in the Tracy Chamber of Commerce, he served as Chamber president in 1948. He was also active in Tracy Frontier Days and was one of Tracy's top bowlers for several decades.

In late 1945, he joined with the late Dr. J. Frank Doughly, George Clever and J. Kingsley

Chadaayne to form a nucleus of a group working toward the establishment of a hospital in Tracy.

Mr. Ritter was chairman of the campaign that raised \$263,875 in 1946 and 1947. When bids for the hospital's construction were received, they totaled \$362,582, so Ritter headed a second drive that raised an additional \$156,000 for a total of \$420,000.

After the hospital was opened in December 1949, Mr. Ritter continued as a member of the board of directors.

In 1953, he became involved in another major community project, when newly elected City Councilman Manuel Rico asked him to head a committee to study the feasibility of establishing a council-manager form of government for Tracy.

Tracy was incorporated in 1910, members of the council had dealt directly with city employees with each councilman having a specific sphere of control. The committee, which worked with Tracy Jaycees and consultants from the University of California, Berkeley, recommended the council-manager system, and in April 1954, Tracy voters overwhelmingly approved its implementation.

In carrying out community projects and in conversations over the counter of the insurance office, Mr. Ritter was known for his strongly held views on issues affecting Tracy and the world.

Mr. Ritter is survived by his wife, Margaret Ritter of Tracy; two sons, Norman Ritter of Kennebunk Beach, Maine, and Peter S. Ritter of Tracy; and daughter, Joy Freschi of Villa Park. A third son, Paul Ritter, preceded him in death.

Also surviving are six grandchildren, Cindy Ritter of Boston, Mass., Gordon Ritter, a student at Princeton University, Paul Ritter and Kimberly Marcucci, both of Tracy, and Paula Freschi and Lisa Freschi, both of Villa Park; and a great-grandson, Gian Marcucci of Tracy.

Mr. Ritter's brother, the late Ovid H. Ritter, had served as executive vice president and controller of the University of the Pacific before retiring in 1953.

The family has asked that memorials be made in the form of contributions to the Stockton Unity Church, Poplar and Commerce streets, Stockton, or to Tracy Community Memorial Hospital.

legislature and President Reagan command the pair. At least one local service organization, the Tracy Exchange Club, is planning an award.

"The thing that I want the public to know is that people who have learning disabilities are able to save a person's life," Anastasio said. "You

Fire Department and Tracy 911 paramedics, and helped the victim to the ground. It was the first mishap involving a resident of the home since it opened 2 1/2 years ago, Valerie Sims said. She believed the fire "exploded" on Bleak leaked in his pocket earlier.

Saving fire victim

(Continued from page 1)

a Cambodian couple designated "house partner" the home. They are ill-supervisors and act in capacity when the Sims are present. Valerie Sims church and Bill Sims king outside of Tracy of the mishap.

ing Som rushed the occupants out of the

The fire

support group for single parents will meet Friday morning beginning July 8 at the Community Action Agency, Tracy Service Center at 732 Central.

The new group, which will meet from 9 to 11 a.m., is open to all persons interested in improving their relationships with their children or grand relationships.

Estia Bowen will be the group and will use a realistic approach. The group will be held one's life-style environment. Persons may call 836 further information.

Wednesday, June 29, 1983

support group fo

relationships.

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farmers Market open here this morning

The paved parking lot at eighth and Central will come alive again this morning with farmers selling fresh fruits and vegetables from the back of trucks and at stands to Tracy shoppers.

The Farmers Market will open for its third year in Tracy, operating each Wednesday from 7 a.m. to noon under the auspices of the Stockton Farmers Market Association.

Some 15 growers are expected to be here this morning for the 1983 Farmers Market about in Tracy. Apricots, peaches, nectarines, oranges,

The Tracy market is sponsored by the Downtown Improvement District.

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The Tracy market is sponsored by the Downtown Improvement District.

Mike: I've got at least some of the answers for you.

Tracy Ballpark: The Tracy Ballpark property was acquired by the city of Tracy at the end of 1945 or early 1946. C.E. "Pete" and Margaret Ritter donated 10.6 acres of land for the ballpark. The diamond was shaped and lights installed by PG&E in spring of 1946. Before World War II, the city ballpark was located where the Civic Center is now. But the Wainwright Village housing project took up that land at the start of the war. The first games were delayed two weeks in May in order to get the lights working. Finally, at the new ballpark, described as being "out at the end of Bessie Avenue," the first games were played May 26, 1946. One story noted that the Tracy Lions Club helped develop the ballpark. I haven't found any information about that, but I'll keep looking. This was a time of a lot of changes in Tracy. World War II had just ended (in August 1945), Heinz had just opened up and people were pouring into Tracy to build the Central Valley Project. And, of course, the railroad was going full steam (literally). George DeLap, who still lives in Tracy, signed up the first softball teams as secretary of the Tracy Softball League. A and B fast-pitch leagues were started. In those days, softball was not only a big participant sport, but also drew big crowds, especially for "A" League games involving Hill's Sporting Goods, Banta Signal Oil and the VFW. Herb Freeborough, retired mailman, was the first announcer-scorekeeper.

El Pescadero Park: In 1963, the City Council learned that the U.S. Housing Act of 1946 contained some funds for open-space grants. Knowing Tracy needed some additional park land (Dr. Powers Park had just been completed), decided to apply for a grant. The city ID'd property on the north side of Grant Line Road as the site -- 14.2 acres. The owner.

Ballpark proposal gives honor where it's due

In November 1944, C.E. "Pete" and Margaret Ritter donated 10.3 acres to the city of Tracy for a ballpark.



TRACING TRACY TERRITORY
SAM MATTHEWS

years later, the Ritters, although both deceased, are close to being recognized for their gift. The ballpark across Bessie Avenue from 23rd Street may soon be named for them.

Tracy Friends for Parks and Recreation, a nonprofit organization, is asking the city that the Ritter name be applied to the park, which since its opening in 1945 has been named the Tracy Ballpark.

An ad hoc committee from the support organization, composed of Chuck Tusso and Louise Serrato, plans to appear before an upcoming meeting of the City Parks and Community Services Commission to seek its support.

"Donating more than 10 acres of land for the ballpark was a generous gift from the Ritter family, and it's long past due that the family be

recognized," Tusso said.

Serrato added that as long as there was only one ballpark in Tracy, there was no confusion over it as a venue for softball and baseball games.

"Now, though, with the addition of the Tracy Sports Complex on West 11th Street and the development of Legacy Fields, giving a name specific name to the Tracy Ballpark will help identify it," he said.

It's no surprise that Paul Ritter, grandson of Pete and Margaret Ritter, strongly supports the naming of the ballpark for the Ritter family.

"Our family became interested in the history of the ballpark a few years ago when the city unsuccessfully wanted to turn it into a housing complex," he said. "We found the deed that said the property was transferred to city ownership on Nov. 29, 1944. That confirmed a verbal agreement by my grandparents to give the land to the city for a ballpark."

Ritter said World War II was entering its final stages in late 1944, and they knew veterans would be returning and the city needed a ballpark for softball and baseball games. A few years before the U.S. had entered the war in

December 1941, a city ballpark was built on land donated by the Grunauer family (Abe Grunauer was Tracy's first mayor).

In 1942, after the Quartermaster Depot was opened and Southern Pacific activity greatly increased by wartime troop and supply shipments, homes were needed for families of workers at the depot and railroad. The ballpark was demolished to make way for Wainwright Village's 400 units of housing.

After the war in 1945, city crews and volunteer labor created the single diamond and set up bleachers, and the Tracy Ballpark became, along with the Tracy Plunge, one of the centers of recreation activity in Tracy for several decades.

In 1994, the main diamond was named George Albano Field in honor of a longtime baseball and basketball stand-out who coached baseball and youth basketball teams despite being a paraplegic from an automobile accident.

Brian McDonald, the city's recently named director of parks and community services, said the baseball field would continue to be named for Albano, even if the ballpark



M. RITTER



PETE RITTER

were to take on the Ritter name.

He said the city has a procedure for renaming recreation facilities. A written request to rename the ballpark would have to be submitted to him and be accompanied by information outlining reasons for the renaming, buttressed by letters and any documents of support.

The recreation staff would then forward the request to the Parks and Community Services Commission for consideration, including a public hearing.

"If approved, the commission would recommend the renaming to the City Council, which would take final action," McDonald said. "The history of community service of the person or family to be honored would be an important consideration."

In the Ritter family's case, that should be no problem. Not only did Pete and Margaret

Ritter donate the 10.3 acres to the city, but Pete Ritter, who was active in developing Parker Acres between Eaton Avenue and Grant Line Road, was one of Tracy's most active citizens from the 1920s and through the 1950s.

In 1926, he was a leader in establishing the Tracy Hotel Corp., which sold stock to local residents to finance construction of the Tracy Inn. Later, in 1942 during World War II, he headed the USO drive to create a Servicemen's Club in the old Central School building.

Following the war, Ritter was chairman of two fundraising campaigns to finance Tracy Community Memorial Hospital (now Sutter Tracy Community Hospital), which was opened in 1948.

In the mid-1950s, he headed a citizens committee to examine the pros and cons of bringing the council-manager form of government to Tracy. The committee recommended the change to bring better management to the city, and in 1954, Tracy voters approved the change. Tracy's first city manager was soon hired.

BALLPARK

CONTINUED FROM PAGE 14

In the meantime, his wife, Margaret, presented dramatic readings to local organizations and was one of the founders of Tracy Community Players, the little-theater group.

If any Tracyites want to support the renaming of the Tracy Ballpark in the Ritter family's name, they should contact McDonald at City Hall: by phone at 831-6200, by fax at 831-6218, by email at parks@cityoftracy.org, or by mail

at Department of Parks and Community Services, 333 Civic Center Plaza, Tracy, CA 95376.

■ Sam Matthews, Tracy Press publisher emeritus, can be reached at 830-4234 or by email at sim@tracypress.com.

ranch. His wife and granddaughters were injured but survived.

Tracy Police Department is increasing its pressure on gang activity in Tracy. Most of the members of five Tracy gangs are young, according to officers.

The Altamont Rail Coalition is beginning negotiations with the Union Pacific to use its tracks for

supervisors.

Ron VanderMeer established a new shot put record of 49 feet, 9½ inches at the annual Tracy Junior Olympics at Peter B. Kyme Field. Wins by three Mizunos — Brian, Clark and Gordon — gave

TALES, CONTINUED ON NEXT PAGE

BALLPARK, CONTINUED ON NEXT PAGE

RESOLUTION 2000-502

AMENDING CITY COUNCIL POLICY G-13, NAMING PUBLIC
PARKS AND RECREATION FACILITIES

WHEREAS, The City of Tracy will be developing new parks and recreation facilities,
and

WHEREAS, The Parks and Community Services Commission discussed the need to
amend Council Policy G-13 to include additional criteria; and

WHEREAS, An amendment to Council Policy G-13 was discussed, approved and
recommended to City Council,

NOW, THEREFORE, BE IT RESOLVED That the Tracy City Council adopt the
attached amended Council Policy G-13, Naming Public Parks and Recreation Facilities as
recommended by the Parks and Community Services Commission.

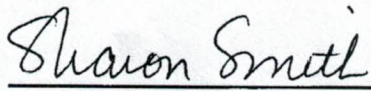
The foregoing Resolution 2000-502 was adopted by the Tracy City Council on the
5th day of December, 2000, by the following vote:

- AYES: COUNCIL MEMBERS: IVES, TOLBERT, TUCKER, BILBREY
- NOES: COUNCIL MEMBERS: NONE
- ABSENT: COUNCIL MEMBERS: MATTHEWS
- ABSTAIN: COUNCIL MEMBERS: NONE



Mayor

ATTEST:



City Clerk

CITY OF TRACY
COUNCIL POLICY - G-13

SUBJECT: NAMING PUBLIC PARKS AND RECREATION FACILITIES

AUTHORIZATION: RESOLUTION 89-121

EFFECTIVE DATE: MARCH 21, 1989

RESPONSIBILITY: PARKS AND COMMUNITY SERVICES COMMISSION

1. When named for an individual family or person, strong consideration should be given to:
 - A. the level of involvement and commitment to the Tracy community over a span of years that are sufficient for accomplishments and contributions to have taken place;
 - B. individuals or families who have been involved in many facets of the community such as through service clubs, civic organizations, school community, multi-cultural events and organizations, elected/appointed positions, military service, church community and non-profit groups; the nature of their involvement should be beyond that done in the normal course of their employment [i.e. voluntary];
 - C. the local significance and relationship of this individual or family to the City of Tracy or to the parks and recreation system or programs.

2. Park names should reflect both the current and past heritage and historical significance of the community that is now served. Strong consideration should be given to:
 - A. maintaining park names that represent the current and past cultural diversity of the community;
 - B. any relevant California history that is part of the Tracy community, such as the period covered by the Spanish land grants, Indian tribal history, etc.

3. Park names should reflect the geographical significance of the park site's topography or other natural amenities that exist in or near the park property. Strong consideration should be given to:
 - A. vistas and view corridors;
 - B. native plants or trees;
 - C. adjacencies to creeks, streams, open space, hills.

4. Park names should reflect the functionality of the park or facility that simply states its purpose without further description, especially when a specialized facility may be a part of the park such as sports fields, etc. Special features of the park should be considered in the park name.
5. Consideration should also be given to park names that reflect the geographic location or adjacencies to other city facilities or schools in order to avoid confusion about the geographic location of the park.
6. If a park or recreation facility or park improvement is acquired or constructed by means of a substantial gift, contribution or donation by an individual, family or corporation, consideration should be given to recognizing the contribution by incorporating naming the park or facility after the benefactor.

PROCEDURE:

1. The Parks and Community Services Commission will generally follow a process for naming parks and facilities that includes:
 - A. review and evaluation of requests submitted by residents and other interested groups such as the West Side Pioneers, Chamber of Commerce, etc. by the standing sub-committee;
 - B. the sub-committee will bring forth screened, evaluated and prioritized selections to the full Commission for authorization to forward to City Council for final approval.
2. Depending on the special nature, size or location of a park, the Commission may also consider the following ideas for park naming:
 - A. development of a community-based naming process such as a contest;
 - B. receive input from an adjacent homeowner's association;
 - C. receive input from future facility user group as identified through design process.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
August 2, 2018**

AGENDA ITEM 7.c.

REQUEST

APPOINT PARKS COMMISSIONER TO SERVE ON MAYOR'S COMMUNITY YOUTH SUPPORT NETWORK (MCYSN) RECONNECTING OUR YOUTH (ROY) GRANT SCORING COMMITTEE TO RANK GRANT APPLICATIONS AND MAKE FUNDING ALLOCATION RECOMMENDATIONS FOR FISCAL YEAR 2018/19

BACKGROUND

On February 19, 2008 the Tracy City Council approved, per resolution 2008-030, the MCYSN Strategic Plan and annualized budget allocations which earmarked funds towards a matching grant program available to local service providers who can fill identified service gaps while enhancing youth asset development, and reducing risk factors to anti-social behaviors.

The MCYSN, ROY Grant Program aims to support local programs that develop skills and competencies resulting in healthy and thriving youth and families. The MCYSN approach is to prevent and intervene on issues of youth violence via a network of community service providers, and stakeholder groups. To this end, the ROY grant helps support local services that foster:

- Positive relationship-building between youth and adults within and outside their families;
- Meaningful participation of youth in our community;
- Programs and staff that set high expectations for youth;
- Programs that mentor individual youth;
- Programs that assist youth in improving academic achievement, parent/family relationships and self-awareness.

The five target areas, as identified in the MCYSN Strategic Plan are:

- A. Youth Outreach and Education**
 - a. Substance abuse, prevention and education
 - b. Bullying prevention (physical, verbal, cyber)
- B. Alternative After-School & Evening Youth Activities**
- C. Gang Prevention & Intervention Services**
- D. Family or Individual Youth Case Management**
- E. Behavioral Health Services – Prevention and Intervention**

DISCUSSION

The role of the MCYSN Roy Grant scoring committee is to review received applications for compliance with the grant application requirements, score and prioritize the funding of applications, and make funding allocation recommendations. The City Council will be asked to review and accept the MCYSN ROY Grant scoring committee recommendations during a regular meeting on September 4, 2018.

The City aims to have representatives from our local school districts, public safety, probation, and the Parks and Youth Advisory Commission on the grant scoring committee. The review team will focus on the following requisites when scoring the grant applications:

1. The strategy of strengthening and expanding the City's partnerships and service collaborations in providing youth and/or family services.
2. The applicant's past and current experience, expertise, reliability, and capacity in operating high quality, cost-effective programs for youth and/or families exhibiting high risk behaviors including those associated with behavioral health.
3. The development of realistic and measurable client outcomes.
4. The applicant's understanding and history of the City's Mayor's Youth Community Support Program, and at-risk youth service needs in the community.
5. Proper completion and submittal of all required proposal documents outlined in the RFQ.
6. Staff planning and staffing qualifications.
7. Method(s) of evaluating program fidelity.
8. Cost proposal.

MCYSN ROY Grant contracts may be funded up to \$50,000, but may not exceed a \$50,000 contract total. Projects must focus on middle and high school youth, ages 10-18 and families of youth ages 10-18. Youth and Families must also reside within City of Tracy or Tracy Unified School District or Jefferson School District Boundaries. The term of the contract is from October 1, 2018 to June 30, 2019.

The MCYSN ROY grant application for FY 2018-19 was made available to the public on June 29, 2018. The deadline for application submittal was Friday, July 27, 2018. Staff held a public outreach meeting on July 12, 2018 to answer questions regarding the application requirements and process.

RFQ Application timeline; all dates are subject to change:

| Description | Date |
|---|---|
| Release of RFQ | Friday, June 29, 2018 |
| Mandatory Pre-Submittal Conference | Date: Thursday, July 12, 2018 Time: 5:00 p.m. Location: City Hall, Room 109 |
| Application Submittal Deadline | Friday, July 27, 2018 |
| Distribute copies of grant applications to MCYSN ROY grant scoring committee | Thursday, August 9, 2018 |
| Application Review with MCYSN ROY Grant scoring committee | Wednesday, August 15, 2018 @ 4:00 p.m. |
| Present funding recommendations to Tracy City Council for review and approval | Tuesday, September 4, 2018 |
| Notification to Proposers | Wednesday, September 5, 2018 |
| Appeal Deadline | Thursday, September 7, 2018 |
| Agreements Negotiated/ Executed | Week of September 17, 2018 |
| Services Begin | Monday, October 1, 2018 |

RECOMMENDATION

Staff recommends the Parks and Community Services Commission appoint a Parks Commissioner to serve on the MCYSN, ROY Grant scoring committee to rank grant applications and make funding allocation recommendations for FY 2018-19.

Prepared by: Vanessa Carrera, Public Information Officer

Reviewed by: Midori Lichtwardt, Interim Assistant City Manager

Approved by: Brian MacDonald, Parks & Recreation Director

ATTACHMENTS

Attachment "A" – MCYSN ROY Grant Request for Qualifications FY 2018/19

ATTACHMENT "A"



Request for Qualifications (RFQ)

Mayor's Youth Community Support Network

Reconnecting Our Youth Grant Program

Cycle XI (11)

Fiscal Year 2018-2019

Release Date: Friday, June 29, 2018

Application Due Date: Friday, July 27, 2018 @ 5 p.m.

For more information, please contact:
City of Tracy, City Manager's Office
Vanessa Carrera, Public Information Officer
vanessa.carrera@cityoftracy.org
(209) 831-6102

TABLE OF CONTENTS

1.0 PROPOSAL SUBMITTAL AND RFQ TIMELINE..... 3

2.0 INTRODUCTION..... 4

3.0 APPLICANT QUALIFICATIONS/CONDITIONS.....5/6

PROPOSAL CONDITIONS..... 6

4.0 SERVICE PROVIDER SELECTION.....7

5.0 DISQUALIFICATIONS.....8

6.0 RESERVATIONS AND RIGHTS BY THE CITY.....9

7.0 CONTRACT REQUIREMENTS..... 10

8.0 PROPOSAL FORMAT..... 11

SECTION 1: PROGRAM SUMMARY OUTLINE..... 12

SECTION 2: ORGANIZATIONAL EXPERIENCE AND RELIABILITY..... 13

SECTION 3: STAFFING PLAN AND STAFFING QUALIFICATIONS..... 13

SECTION 4: COST PROPOSAL/BUDGET..... 13-15

SECTION 5: EXHIBITS..... 15

APPLICATION ATTACHMENTS:

Attachment "A" References.....**16**

Attachment "B" Budget.....**17**

Attachment "C" Budget Narrative-Sample.....**18**

Attachment "D" Statement of Fiscal Agent Responsibilities.....**19**

Attachment "E" Proposal Authorization Signature Page.....**20**

Additional SAMPLE Exhibits - no completion/submittal required..... 21-31

Exhibit A - Insurance Requirements (page 21-22)

Exhibit B - General Services Requirements (page 23)

Exhibit C - Certificate of Assurances (page 24)

Exhibit D - Professional Services Agreement (page 25-31)

Exhibit E – RFQ Check-off List (page 32)

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

1.0 PROPOSAL SUBMITTAL AND RFQ TIMELINE

Sealed proposals must be submitted to the City of Tracy, City Manager's Office, 333 Civic Center Plaza, Tracy, CA 95376 by **Friday, July 27, 2018 at 5:00 p.m. Submit one (1) original application packet and a disc or thumb drive with electronic soft copies of complete grant and five (5) additional copies. Be sure to include application cover sheet and all additional copies of documents.**

All proposals shall be addressed as follows:

City of Tracy
MCYSN ROY Grant RFQ, Cycle 11
Attn: Vanessa Carrera
333 Civic Center Plaza
Tracy, CA 95376

The proposal envelope shall state the name and address of the submitting contractor.

Proposals will **NOT** be accepted after **July 27, 2018 at 5:00 p.m.** All proposals received after the submittal due date and time will be time stamped and returned unopened to the sender.

The City of Tracy will not accept proposal responses submitted by fax or by email.

RFQ Application timeline; all dates are subject to change:

| Description | Date |
|------------------------------------|---|
| Release of RFQ | Friday, June 29, 2018 |
| Mandatory Pre-Submittal Conference | Date: Thursday, July 12, 2018 Time: 5:00 p.m. Location: City Hall, Room 109 |
| Application Submittal Deadline | Friday, July 27, 2018 |
| Application Review | Wednesday, August 15, 2018 |
| Notification to Proposers | Wednesday, September 5, 2018 |
| Appeal Deadline | Thursday, September 7, 2018 |
| Agreements Negotiated/ Executed | Week of September 17, 2018 |
| Services Begin | Monday, October 1, 2018 |

Questions related to the RFQ must be submitted in writing to Vanessa Carrera, Public Information Officer, at vanessa.carrera@cityoftracy.org by **Friday, July 16, 2018**. Responses to all questions will be publicly posted at www.cityoftracy.org by **Tuesday, July 17, 2018**.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

2.0 INTRODUCTION

The City of Tracy's Mayor's Community Youth Support Network, Reconnecting Our Youth (ROY) Grant Program aims at supporting local programs that develop skills and competencies resulting in healthy and thriving youth and families. The Mayor's Community Youth Support Network's approach is to prevent and intervene on issues of youth violence via a network of community service providers, the Tracy Police Department, and the Tracy Unified School District. To this end, the ROY grant helps support local services that foster:

- Positive relationship-building between youth and adults within and outside their families.
- Meaningful participation of youth in our community.
- Programs and staff that set high expectations for youth.
- Programs that mentor individual youth.
- Programs that assist youth in improving academic achievement, parent/family relationships and self-awareness.

On February 19, 2008 the Tracy City Council approved, per resolution 2008-030, the MCYSN Strategic Plan and annualized budget allocations which earmarked funds towards a matching grant program available to local service providers who can fill identified service gaps while enhancing youth asset development and reducing risk factors to anti-social behaviors.

The five target areas, as identified in the Mayor's Community Youth Support Network Strategic Plan are:

- A. Youth Outreach and Education**
 - a. Substance abuse, prevention and education
 - b. Bullying prevention (physical, verbal, cyber)
- B. Alternative After-School & Evening Youth Activities**
- C. Gang Prevention & Intervention Services**
- D. Family or Individual Youth Case Management**
- E. Behavioral Health Services – Prevention and Intervention**

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

3.0 APPLICANT QUALIFICATIONS/ CONDITIONS

To be considered for MCYSN funding from the City of Tracy, applicants must meet all ENTRY CRITERIA at the time of submittal. **Applicants who do not meet all entry criteria will not be considered and no evaluation of the proposal will be made.** Applications submitted must be responsive to all proposal instructions and requirements.

| | |
|---|--|
| <p>Eligible Applicants</p> | <p>Applicants must meet the following criteria::</p> <ul style="list-style-type: none"> A. A non-profit agency with 501(c)(3) status. B. Any recognizable association of people with a fiscal agent that agrees to abide by the City's grant agreement on behalf of the association. The fiscal agent will be the legal representative of the project and may only be used once. Funds approved for the project will be awarded to the fiscal agent and the Funding Agreement for award of grant funds will be made between the City and the fiscal agent. The fiscal agent must sign Attachment "D" in this packet, which shows agreement to apply for funding on behalf of the association and to comply with the responsibilities of a fiscal agent. The fiscal agent must also show proof that it is either a government agency or a private non-profit agency with 501(c)(3). C. Possess all required permits, licenses, and professional credentials to perform and provide services specified in the RFQ. D. Have no record of unsatisfactory performance under the MCYSN ROY grant program. Contractors who have been seriously deficient in a current or recent contract, in the absence of circumstances properly beyond that of the contractor, are presumed to be unable to meet this requirement. E. Have the administrative and fiscal capability to provide and manage the proposed services under a reimbursement grant, and ensure adequate audit trail. F. Have the ability to maintain adequate files and records to meet reporting and evaluation requirements. |
| <p>Eligible Clientele/ Target Population</p> | <p>Projects must focus on middle and high school youth, ages 10-18 and families of youth ages 10-18. Youth and Families must also reside within City of Tracy or Tracy Unified School District and Jefferson School District Boundaries.</p> |
| <p>Eligible Services</p> | <ul style="list-style-type: none"> A. Youth Outreach and Education B. Substance abuse, prevention and education C. Bullying prevention (physical, verbal, cyber) D. Alternative After-School & Evening Youth Activities E. Gang Prevention & Intervention Services |

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

| | |
|--|---|
| | <p>F. Family or Individual Youth Case Management G. Behavioral Health Services – Prevention and Intervention ONLY</p> |
|--|---|

501(c)(3) must be in good standing at the time of application submittal.

Proposal Conditions

1. The MCYSN ROY grant program is a yearly matching grant program pending appropriation and approval by the City Council. By issuing this RFQ, the City does **not** make any assurances that it will enter into any Funding Agreements and is **not** committed to any future year.
2. The CITY reserves the right to waive any minor informality or irregularity in any response. The CITY may, for any reason, decide not to award grants as the result of this RFQ.
3. MCYSN ROY Grant contracts **MAY** be funded up to \$50,000, but may **not** exceed a \$50,000 contract total.
4. To be considered, all applications must be submitted in the manner set forth in the RFQ.
5. The CITY will have the final decision making authority to award contract(s).
6. The CITY may require the selected applicant(s) to participate in negotiations and to submit revisions to budget, scope, or other proposal details.
7. The RFQ does not commit the CITY to pay any costs incurred in the preparation of the RFQ application or making any necessary studies or designs for the preparation of a funding agreement for services in connection with the preparation of a submission. The CITY is not obligated to enter into any funding agreements.
8. All materials submitted will become the property of the CITY. **All responses become public records and may be subject to public review.** If an applicant believes any portion of its response is subject to a legal exemption from public disclosure, the applicant shall: (1) clearly mark the relevant portions of its response “Confidential”; (2) upon request from the CITY, identify the legal basis for exemption from disclosure under the California Public Records Act. The applicant may seek protection from disclosure by a court of competent jurisdiction. Any response which contains language purported to render all or significant portions of the application as “Confidential”, “Trade Secret”, or “Proprietary” shall be regarded as non-responsive.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

4.0 SERVICE PROVIDER SELECTION

A review team, consisting of community stakeholders and community members, will evaluate all completed applications that meet the **minimum eligibility requirements**. Members of the review team will evaluate and score each response to the RFQ, and make recommendations to City staff.

Selection as an eligible provider does not guarantee that the City will enter into a funding agreement with any eligible provider, nor grant the full funding amount requested by the provider. The review team will focus on the following requisites in selecting the eligible service providers:

1. The strategy of strengthening and expanding the CITY's partnerships and service collaborations in providing youth and/or family services.
2. The applicant's past and current experience, expertise, reliability, and capacity in operating high quality, cost-effective programs for youth and/or families exhibiting high risk behaviors including those associated with behavioral health.
3. The development of realistic and measurable client outcomes.
4. The applicant's understanding and history of the CITY's Mayor's Youth Community Support Program, and at-risk youth service needs in the community.
5. Proper completion and submittal of all required proposal documents outlined in the RFQ.
6. Staff planning and staffing qualifications.
7. Method(s) of evaluating program fidelity.
8. Cost proposal.

The maximum points allowed for the City of Tracy's MCYSN, ROY Grant Program is 500. Each application will receive an average score computed from individual scores assigned by the review committee members.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

5.0 DISQUALIFICATIONS

Factors such as, but not limited to, any of the following may be considered a basis to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among applicants in regard to the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the selection staff;
- Existence of any lawsuit, unresolved contractual claim or dispute between applicant and City, County and/or local School Districts;
- Evidence of incorrect information submitted as a part of the proposal;
- Evidence of applicant's inability to successfully complete the responsibilities and obligations of the proposal;
- Respondent's default under any agreement, which results in termination of the agreement; and
- Incomplete applications with missing exhibits.

The City of Tracy reserves the right to reject any application should the proposer be found not responsible or qualified to carry out the work outlined in the proposed scope of services due to: 1) proposer failed to carry out or complete prior contracts with the City in a satisfactory or timely manner 2) proposer has insufficient experience to carry out scope of work 3) evidence of financial instability within the agency to administer a reimbursement agreement 4) proposer has been terminated on other City projects/contracts.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

6.0 RESERVATIONS AND RIGHTS BY THE CITY

1. The attached sample (**Exhibit "D"**) proposed Grant Funding Agreement is subject to changes by the CITY. If an applicant has any concerns regarding signing this agreement, it should include a letter with its application setting forth a list of the specific changes requested. Applicants not willing to sign the agreement may not be awarded a grant. If a grant agreement in the form and substance acceptable to the CITY cannot be completed within a reasonable time frame as determined by the CITY, the CITY may terminate negotiations and pursue an agreement with a different eligible service provider.
2. Applicants submitting a proposal authorize the CITY to verify any or all information given in the application.
3. If the applicant proposes the use of sub-applicants for the performance of work under the Funding Agreement resulting from this RFQ, the CITY reserves the right to have consent over each sub-applicant. All changes to proposed sub-applicants must be submitted to the CITY in writing.
4. If both parties agree, the CITY reserves the right after grant award, to amend the resulting Funding Agreement through the term of the contract to best meet the needs of all parties.
5. This Request for Qualifications shall be governed according to the laws of the State of California.
6. If any provisions of the Request for Qualifications shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
7. The CITY reserves the right to revise or amend any part of this RFQ up to the due date and time for accepting Applications. Such revisions and amendments, if any, shall be announced by addendum to this Request for Qualifications. Copies of such addendums shall be furnished to all applicants who have obtained application documents subsequent to the Request for Qualifications advertisement. If the revisions and addenda require changes, the due date set for applications may be postponed by such number of days as in the opinion of the CITY shall enable applicants to revise their applications. In any case, the due date shall be at least five (5) working days after the last addendum, and the addendum shall include an announcement of the new due date, if applicable.
8. **The CITY reserves the right to consider an applicant's financial standing as a basis for denying eligibility, including, in the CITY's estimation, the financial ability or lack of financial ability of any applicant to carry out and successfully complete the proposed services.**

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

7.0 CONTRACT REQUIREMENTS

Program Term

The term of the contract is from **October 1, 2018** to **June 30, 2019**.

Funding

MCYSN ROY Grant contracts **MAY** be funded up to \$50,000, but may **not** exceed a \$50,000 contract total.

Fund Matching

The City of Tracy MCYSN Grant Program requires a minimum of a 20% cash match of the funds awarded (non-City funding match). When used to augment the proposed project, expenditures for items such as personnel and operating expenses may be considered a match. All matching items specified in the budget will become a requirement under the Funding Agreement. The matching of direct funds and/or in-kind resources above the 20% is encouraged, but a **minimum of 20% must be a direct monetary match contribution. Personnel expenses may NOT exceed 50% of the budget total.**

Insurance

Awardees will be required to submit Certificates of Insurance in accordance with the insurance requirements set forth in **Exhibit "A"** to the Grant Funding Agreement **during the Funding Agreement negotiation period**, and in conjunction with execution of the Grant Funding Agreement and prior to release of any installment of the grant award thereunder. **Please submit a letter of endorsement from your insurance carrier (naming the City of Tracy as additionally insured) along with the insurance certificate.**

Service Partner Agreements

Selected Grantees will be required to submit a separate Service Partner Agreement or Memorandum of Understanding (MOU) between all collaborative partners **prior to the Funding Agreement negotiation period**. Collaborative partners are defined as any entity that will share resources, whether funding match or in-kind, that impact the delivery of the proposed service. Examples of collaborative partners may include, but are not limited to:

1. School sites where services will be provided;
2. School districts where services will be provided; and
3. Other non-profit community based organizations.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

8.0 PROPOSAL FORMAT

To apply for funds, agency **must have** attended the **MANDATORY** Pre-Submission Conference on **Thursday, July 12, 2018 at 5:00p.m. in Room 109 in Tracy City Hall.**

Please complete and submit the application by: **5:00 PM on Friday, July 27, 2018.**

All applications will be time and date stamped upon submission to the City Manager's Office at **333 Civic Center Plaza, 2nd Floor, Tracy, CA 95376.**

Any RFQ Application that is late, fails to meet eligibility requirements, or fails to follow submission instructions **WILL NOT** be considered for funding. **NO FAXED, E-MAILED POSTMARKED OR LATE APPLICATIONS WILL BE ACCEPTED.**

Proposals submitted must include the following to be considered:

1. Submit one (1) original Application Packet and a disc or thumb drive with electronic copies of complete grant packet and five (5) additional copies. Documents must be saved in Microsoft Word versions not PDF's to be used IF funding agreements are negotiated.
2. Be sure to include Application cover sheet and all additional copies of documents
3. Each packet should be submitted in a sealed envelope
4. One service category per packet

Applications must be typed, using 12-point font;

- Single spaced;
- One-inch margins on all sides of each page;
- Labeled with a header in the upper right corner of each page that includes the agency name on the first line and the proposed program name on the second line (narrative section only).

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

Proposals submitted must include the following information to be considered. **Please ensure that your proposal contains all of the requested information and is packaged in the following order:**

Section 1: Program Summary Outline

1. Agency name, address, applicant name, applicant title, contact information (phone number/email), number of years in business, number of employees in agency.
2. Identify one of the **Eligible Services Areas** for which you are applying for.
3. List the proposed program name.
4. List your target population and age group you propose to serve.
5. Describe the community's need for the proposed service. Include quantitative or qualitative data, if applicable.
6. Provide your Theory of Change for the proposed program.
7. Include if this is an evidence based program, or promising practice, and provide background.
8. List the proposed program's activities and dosage (frequency of services, how often).
9. Describe how program success and consistency will be measured.
10. Provide the proposed program's outputs.
11. Provide the proposed program's outcomes.
12. List evaluation methods for outputs.
13. List evaluation methods for outcomes.
14. List the geographic area in Tracy where services will be provided.
15. Describe how the program will be culturally competent and how it will address the diverse linguistic needs of the target population.
16. Describe how the program will collaborate and communicate with the CITY and other organizations serving the target population.
17. Provide a proposed timeline for program implementation.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

Section 2: Organizational Experience and Reliability

1. Describe your organization's experience in successfully providing services to at-risk youth.
2. Provide a list of current and recent contracts, including dates, funding organization, contract amount, population and location served, and a description of the services provided.
3. Describe the outcomes of contractual services previously performed through the MCYSN ROY Grant program (if applicable).
4. Describe the organization's financial capacity to administer the proposed program.
5. Describe the organization's client record keeping system and management of confidential data and data sharing.
6. Please attach a recent evaluation report and successes for the existing program(s) or eligible service area.
7. Complete **Attachment "A"** – Reference Sheet

Section 3: Staffing Plan and Staffing Qualifications

1. Provide a staffing plan for the proposed program, including job titles, part-time and full-time positions, qualifications/credentials/ education/ licenses for each position.
2. Justify the number of full-time equivalents (FTE) and job positions, including job descriptions.
3. Include if the proposed program will include volunteers, including expected experience, qualifications or background. Do not include contract staff or consultants under your personnel staffing plan. Contract services need to be included under Funding Agreement Services (see page 15).
4. Attach your agency's organizational chart; including board of directors, officers, and staff.
5. Attach resumes for staff members associated with the proposed program.
6. Provide your list of staff who have completed the required DOJ background screening.

Section 4: Cost Proposal/Budget

1. Line item budget for Fiscal Year 2018-19 outlining all program costs, including personnel and operational. **Attachment "B"** shown as sample line item budget.
2. Personnel Salary: Enter the position and hourly wage of each staff member to be paid by the City of Tracy's MCYSN, ROY Grant Program Grant, including full-time equivalent (FTE) estimate. Do not list administrative staff here if included in the Overhead line item.
3. Total personnel costs **must not exceed 50%** of the total funding request.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

4. The CITY **will not reimburse for Fringe Benefits**. This cost must be assumed by each individual agency. **This includes: worker's compensation, employer/employee insurance, vacation/ sick leave, and payroll taxes.**

5. Budget Narrative- Complete a Project Budget form **Attachment "C"** for operational expenses and provide an explanation on how these items directly impact and support the program(s) being proposed.

➤ Operating cost areas and guidelines:

Occupancy: Include either of the following,

- Occupancy costs for a building owned or leased by the recipient may be included as a budgeted item only if,
 - it is necessary for the services provided under this grant; or
 - costs are allocated among funding sources. If costs are covered by other funding source, then this may qualify under agency match.

Utilities: are **NOT** covered under the grant, but may be listed as an agency match. Enter the prorated costs for water, gas, electric, garbage and trash collection, and similar expenses for the project.

Communication: Enter costs for telephone, fax, postage, and other communication costs that are essential to the operation of the project or services provided by the grant.

Office Supplies: Enter costs for office supplies that are essential to the operation of the project or service provided by the grant.

Equipment: Enter costs of equipment that is essential for the operation of the project or service provided by the grant. Justification should be provided for the purchase of all electronic goods.

Program Supplies: Enter costs for consumable commodities that have a useful life of one (1) year or less, which render services essential to the operation of the project or service provided by the grant.

Travel: Enter cost for automobile mileage, transportation, and all necessary and ordinary travel expenses while on official project business. **Vehicle maintenance and insurance may not be charged.**

Insurance costs: Are **not** covered under the grant, but may be listed as an agency match. Enter the prorated cost of insurance and other related services for the project or service provided by the grant. **This includes: auto, business, and facility insurance.**

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

Funding Agreement Services: Include payments made to individuals who provide professional, scientific, or technical services. This means any services that the agency does not have the capability to perform itself, but are required to operate its program, and are performed by individuals who are not the agency's employees (i.e. consultants, trainers, evaluator, therapists, and social workers). The type of service must be stated next to Funding Agreement Services line item.

6. Overhead Rate Documentation: Overhead costs including administrative or support staff may only be submitted for projects that have a federally negotiated overhead rate or an approved rate from a Certified Public Accountant (CPA). **Submit the letter from the federal agency or the CPA that details the basis for the negotiated overhead.**

Section 5: Exhibits (required for submission with application and shall be incorporated into any final agreement)

1. **Attachment "D"** - Statement of Fiscal Agent Responsibility
2. **Attachment "E"** Proposal Authorization Signature Page
2. Most recent financial audit or financial statement
3. Overhead rate documentation (if applicable)
4. Proof of non-profit status in good standing – IRS determination letter 501 (c)(3)
5. Resolution for non-profit signature authorization
6. Service Partner Agreement, if applicable

Additional SAMPLE Exhibits – no completion/submittal required

1. Exhibit A – Insurance Requirements
2. Exhibit B - General Services Requirements
3. Exhibit C - Certificate of Assurances
4. Exhibit D - Professional Services Agreement

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

ATTACHMENT A

REFERENCES

List three contacts in which the applicant has provided similar services during the past three (3) years:

| | |
|----------------------------|--------|
| Agency Name: | |
| Phone: | Email: |
| Contact Person: | |
| Date and term of Contract: | |
| Services Provided: | |

| | |
|----------------------------|--------|
| Agency Name: | |
| Phone: | Email: |
| Contact Person: | |
| Date and term of Contract: | |
| Services Provided: | |

| | |
|----------------------------|--------|
| Agency Name: | |
| Phone: | Email: |
| Contact Person: | |
| Date and term of Contract: | |
| Services Provided: | |

ATTACHMENT B
 BUDGET – SAMPLE

Personnel Costs

| Description | MCYSN Grant | Agency Match * | Total Program |
|-------------------------------------|------------------------------|-----------------------|----------------------|
| | Funding Request | | |
| <i>(Position title and FTE)</i> | | | |
| <i>Program Director (.25 FTE)</i> | | | |
| <i>Program Manager (.50 FTE)</i> | | | |
| <i>Program Specialist (1.0 FTE)</i> | | | |
| Fringe Benefits | <i>Not Applicable</i> | | |
| Total Personnel Costs | | | |

Operating Costs

| Description | MCYSN Grant | Agency Match * | Total Program |
|------------------------------|------------------------------|-----------------------|----------------------|
| | Funding Request | | |
| <i>Occupancy</i> | | | |
| Office Supplies | | | |
| Funding Agreement Services | | | |
| <i>Program Supplies</i> | | | |
| Travel | | | |
| Insurance | <i>Not Applicable</i> | | |
| Total Operating Costs | | | |
| Total Budget | | | |

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

ATTACHMENT C
BUDGET NARRATIVE - SAMPLE

Personnel Costs

| Description | Explanation |
|---|---|
| <i>Examples:</i> | |
| <i>Program Specialist (1.0 FTE) @ \$10.00 an hour</i> | <i>Full time dedicated position, organizing all activities and program support.</i> |
| <i>Program Director (.25 FTE) @ \$25 an hour</i> | <i>Devotes 25% of time overseeing administration of program and grant contract.</i> |
| <i>Program Manager (.50 FTE) @ \$15 an hour</i> | <i>Half time supervisory position responsible for overseeing staff, budget and reporting documentation.</i> |

Operating Costs

| Description | Explanation (please be as thorough as possible) |
|-----------------------------------|--|
| <i>Examples:</i> | |
| <i>Occupancy</i> | <i>Classroom space for 3 hours/day including utilities.</i> |
| <i>Equipment</i> | <i>Wireless tablet for outreach presentations.</i> |
| <i>Program Supplies</i> | <i>Textbooks, workbooks, and materials necessary to run program.</i> |
| <i>Travel</i> | <i>Mileage from office to school site.</i> |
| <i>Funding Agreement Services</i> | <i>Bookkeeping /payroll</i> |

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

ATTACHMENT D

STATEMENT OF FISCAL AGENT RESPONSIBILITIES

(Agency) shall act as a fiscal agent for (Applicant) for its (Applicant's Project). The applicant has or will submit a grant application for the City of Tracy, MCYSN Grant Program.

If the project is awarded funds, the fiscal agent shall accept the following responsibilities:

- Enter into an agreement with the City of Tracy to provide specified services in accordance with any program funding conditions.
- Receive payments from the City of Tracy for project expenses and disburse funds to the applicant.
- Maintain adequate accounting records for the funded project.
- Submit project reports to the City of Tracy as required.
- Participate in the program evaluation system.

| | |
|--|-------|
| Fiscal Agent: | |
| Address of Fiscal Agent's Authorized Representative: | |
| Phone Number: | |
| Email Address of Fiscal Agent's Authorized Representative: | |
| Fiscal Agent's Name and Title: | |
| Fiscal Agent Signature: | Date: |

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

ATTACHMENT E

PROPOSAL AUTHORIZATION SIGNATURE PAGE

This application and the information contained herein are true and correct and complete, to the best of my knowledge.

By submitting an application, Applicant, and if Applicant is operating with a fiscal agent then such fiscal agent or its authorized representative, acknowledges and agrees, that they are a responsible officer or employee of the firm submitting the application, that obligations assumed by submission of application must be fulfilled, and that they have reviewed all responses and information provided by or on behalf of Applicant, and Applicant, and its fiscal agent, if applicable, further agrees under penalty of perjury and other applicable state and federal laws, that all the responses, statements and information provided in this application are true, correct and complete. Applicant further acknowledges and agrees that it is Applicant's duty and obligation to notify City immediately, and provide additional information, in the event that any of the information provided becomes outdated, untrue or incomplete due to one or more changes in facts or circumstances at any time prior to award.

| |
|------------------------------------|
| Authorized Representative & Title: |
| Organization Name: |
| Phone: |
| Email of Representative: |
| Signature of Representative: |
| Date: |

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

EXHIBIT A
INSURANCE REQUIREMENTS

GRANTEE shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum limits as indicated below and issued by insurers with AM Best ratings of no less than A:VII or otherwise acceptable to the CITY.

| | | |
|---|---|--------------------|
| A | Commercial general liability at least as broad as ISO CG 0001(per occurrence) | <u>\$1,000,000</u> |
| | With an edition date prior to 2004 or its equivalent (aggregate) ¹ | <u>\$2,000,000</u> |
| B | Business auto coverage at least as broad as ISO CA 0001 ² (per accident) | <u>\$1,000,000</u> |
| C | Errors and Omissions liability ³ (per claim & agg) | <u>\$1,000,000</u> |
| D | Workers Compensation ⁴ | Statutory |
| | Employer's Liability | <u>\$1,000,000</u> |

¹ If insurance applies separately to this project/location, aggregate may be equal to per occurrence amount. Limits may be met by a combination of primary and excess insurance but excess shall provide coverage at least as broad as specified for underlying coverage.

² Auto liability insurance shall cover owned, non-owned and hired autos. If GRANTEE owns no vehicles, auto liability coverage may be provided by means of a non-owned and hired auto endorsement to the general liability policy. If GRANTEE, its agents, employees or volunteers, will use personal autos in any way on this project, GRANTEE, its agents, employees or volunteers, shall provide evidence of personal auto liability coverage and a valid driver's license.

³ GRANTEE shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.

⁴ Sole Proprietors must provide representation of their exempt status. If permissibly self-insured, the GRANTEE must provide a copy of the Certificate of Consent to Self-Insure and proof of excess insurance.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

Endorsements:

- All policies shall contain or be endorsed to contain the following provisions:
- Coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the entity unless canceled for non-payment, and then ten (10) days notice shall be given.
- Commercial General Liability policies are to contain, or be endorsed to contain the following provisions:
- For any claims related to this project, the **GRANTEE's insurance coverage shall be primary** and any insurance or self-insurance maintained by the CITY shall be excess of the GRANTEE's insurance and shall not contribute with it.
- **The City of Tracy, its officers, officials, employees and volunteers are to be named as additional insured on a form equivalent to CG20 10 and CG 20 37 with an edition date prior to 2004.**

Workers Compensation Insurance is to be endorsed waiving the right to subrogate against the City of Tracy, its officers, officials, employees or volunteers.

Other Insurance Provisions

No policy required by this section shall prohibit GRANTEE from waiving any right of recovery prior to loss. GRANTEE hereby waives such right with regard to the indemnities.

All insurance coverage and limits provided by GRANTEE and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

Self-insured retentions and/or deductibles above \$5,000 must be approved by the CITY. At the CITY's option, the GRANTEE may be required to provide financial guarantees.

Verification of Coverage and Certificates of Insurance

GRANTEE shall furnish the CITY with **original certificates and endorsements** effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the CITY before work commences and must be in effect for the duration of the Funding Agreement. The CITY reserves the right to require complete, copies of all required policies and endorsements.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

EXHIBIT B

GENERAL SERVICES REQUIREMENTS

1. GRANTEE shall attend Mayor's Community Youth Support Network Service Provider Team meetings that will ensure coordination and linkage of services, participate in MCYSN subcommittees which may be identified or directed by the CITY staff.
2. GRANTEE shall participate in at least two program review meetings and/or agency site visits with the CITY REPRESENTATIVE for the purpose of reviewing GRANTEE's implementation of the Scope of Services.
3. GRANTEE shall assist the CITY with any needs assessment meetings when held by the CITY in order to ascertain the community's needs regarding MCYSN GRANT PROGRAM funded services. GRANTEE's assistance will include, but not be limited to, assistance with the collection of needs assessment surveys, perform outreach to persons served by GRANTEE's Scope of Services in order to increase attendance, and to promote meaningful discussion at the needs assessment meetings.
4. GRANTEE must contribute at least a twenty percent (20%) match of the Grant Award in cash contributions from a source other than the CITY.
5. GRANTEE shall maintain on file with the CITY REPRESENTATIVE, a current Service Partner Agreement, in the form of Exhibit L to the RFQ, with each partner agency. GRANTEE is responsible for notifying the CITY REPRESENTATIVE of any updates/changes to contacts or other information contained in any Service Partner Agreement.
6. GRANTEE shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. The CITY-operated services will provide gang intervention emergency services, but GRANTEE recognizes and agrees that, from time to time, the CITY may need to coordinate and/or make referrals to GRANTEE. In addition, if GRANTEE delivers services on any school campus, GRANTEE shall adhere to the district's emergency protocol and procedures.
7. Each of GRANTEE's employees and volunteers who interact or directly supervise minors in the performance of the Scope of Services shall undergo a criminal background check at applicant's expense, as provided in California Penal Code Section 11105.3 and the California Public Resource Code 5164
8. This condition applies in the event that GRANTEE conducts the Scope of Services on school campuses. Prior to commencing its services on one (1) or more school campuses, GRANTEE shall obtain permission from an authorized school DIRECTOR and shall represent in writing that it has obtained the school district's authorization. No later than thirty (30) days following commencement of its services, GRANTEE shall have in place a written agreement with the school district, in the form as set forth at Exhibit L to the RFQ, which sets forth the district's permission to GRANTEE to offer the Scope of Services on one or more of the school district's campuses. The term of the Service Partner Agreement with the school district shall be for the duration of GRANTEE's services on the school district's campuses. GRANTEE shall provide the CITY REPRESENTATIVE with a copy of GRANTEE's agreement with each school district, or school, as determined appropriate by the CITY REPRESENTATIVE. GRANTEE shall notify the CITY REPRESENTATIVE in the event that a school district terminates, amends or suspends the agreement with GRANTEE. GRANTEE's failure to have and to maintain an agreement with each school district (or school) in which GRANTEE conducts its Scope of Services shall, in addition to all other remedies available to the CITY, constitute grounds for the CITY to withhold payment of one or more portions of the Grant Award.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

EXHIBIT C

CERTIFICATION AND ASSURANCES

The following assurances are required from each applicant before the City of Tracy can execute a Funding Agreement.

If funded, applicant assures that it will:

1. Be in compliance with all local, State, and Federal laws, ordinances, codes, regulations and decrees;
2. Practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and shall provide a Personnel Practices Plan, if funded;
3. Submit in a timely manner such program and financial reports as are required by the City to monitor performance of the project;
4. Appoint one director of the project who will be responsible for the administration of the project;
5. Appoint a fiscal agent who shall be responsible for all financial and accounting activities of the project;
6. Obtain and maintain insurance provisions as required by the City. Applicant understands that the project will not begin, nor can costs be incurred, until proof of adequate insurance is approved by City;
7. Use the MCYSN Grant funding for delivering services to only Tracy residents and students within the Tracy Unified School District and Jefferson School District communities;
8. Applicant agrees that funds provided under this contract will **NOT** be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with federal regulations;
1. Not supplant existing funds for services provided by the agency; and
2. Submit a Professional Services Agreement detailing funding agreements and participation as a member of Mayor's Community Youth Support Network Service Provider Team.

EXHIBIT D

PROFESSIONAL SERVICES AGREEMENT – SAMPLE

**CITY OF TRACY
PROFESSIONAL SERVICES AGREEMENT
Reconnecting Our Youth Grant Program, Cycle XI**

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter "Agreement") is made and entered into by and between the CITY OF TRACY, a municipal corporation (herein after "CITY"), and GIVE EVERY CHILD A CHANCE OF TRACY, a California non-profit corporation (herein after "CONSULTANT").

RECITALS

- A. June 29, 2018 the City issued a Request for Qualifications (RFQ) for the Reconnecting Our Youth Grant Program (herein after "Project").
- B. On July 27, 2018 CONSULTANT submitted its proposal for the Project to the CITY. After negotiations between the City and CONSULTANT, the parties have reached an agreement for the performance of services in accordance with the terms set forth in this Agreement.
- C. Pursuant to Tracy Municipal Code 2.20.130 the City Manager has authorized the execution of this Agreement.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- 1. **SCOPE OF SERVICES.** CONSULTANT shall perform the services described in Exhibit "A" attached hereto and incorporated herein by reference. The services shall be performed by, or under the direct supervision of, CONSULTANT's Authorized Representative : __(**name here**)__. CONSULTANT shall not replace its Authorized Representative, nor shall CONSULTANT replace any of the personnel listed in Exhibit "A," nor shall CONSULTANT use any subcontractors or subconsultants, without the prior written consent of the CITY.
- 2. **TIME OF PERFORMANCE.** Time is of the essence in the performance of services under this Agreement and the timing requirements set forth herein shall be strictly adhered to unless otherwise modified in writing in accordance with this Agreement. CONSULTANT shall commence performance, and shall complete all required services no later than the dates set forth in Exhibit "A." Any services for which times for performance are not specified in this Agreement shall be commenced and completed by CONSULTANT in a reasonably prompt and timely manner based upon the circumstances and direction communicated to the CONSULTANT. CONSULTANT shall submit all requests for extensions of time to the

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

CITY in writing no later than ten days after the start of the condition which purportedly caused the delay, and not later than the date on which performance is due. CITY shall grant or deny such requests at its sole discretion.

3. **INDEPENDENT CONTRACTOR STATUS.** CONSULTANT is an independent contractor and is solely responsible for all acts of its employees, agents, or subconsultants, including any negligent acts or omissions. CONSULTANT is not CITY's employee and CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless the CITY provides prior written authorization to CONSULTANT. Contractors and CONSULTANTS are free to work for other entities while under contract with the CITY. Contractors and CONSULTANTS are not entitled to CITY benefits.
4. **CONFLICTS OF INTEREST.** CONSULTANT (including its employees, agents, and subconsultants) shall not maintain or acquire any direct or indirect interest that conflicts with the performance of this Agreement. In the event that CONSULTANT maintains or acquires such a conflicting interest, any contract (including this Agreement) involving CONSULTANT's conflicting interest may be terminated by the CITY.
5. **COMPENSATION.**
 - 5.1. For services performed by CONSULTANT in accordance with this Agreement, CITY shall pay CONSULTANT on a time and expense basis, at the billing rates set forth in Exhibit "B," attached hereto and incorporated herein by reference. CONSULTANT's fee for this Agreement is Not To Exceed \$DOLLAR AMT. CONSULTANT's billing rates shall cover all costs and expenses of every kind and nature for CONSULTANT's performance of this Agreement. No work shall be performed by CONSULTANT in excess of the Not To Exceed amount without the prior written approval of the CITY.
 - 5.2. CONSULTANT shall submit quarterly invoices to the CITY describing the services performed, including times, dates, and names of persons performing the service.
 - 5.3. CONSULTANT shall submit receipts with each quarterly invoice to the CITY detailing the expense including dates, total amount and vendor from which the purchase was made, payroll record and all other payment verification allowable for type of expense.
 - 5.4. Within thirty days after the CITY's receipt of invoice, CITY shall make payment to the CONSULTANT based upon the services described on the invoice and approved by the CITY.
6. **PROGRAM BUDGET:** CONSULTANT shall submit the required Program Budget as described in Exhibit "B" attached hereto and incorporated herein by reference.
7. **GENERAL SERVICES REQUIREMENTS.** CONSULTANT agrees and understands the General Services Requirements described in Exhibit "X" attached hereto and incorporated herein by reference.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

8. CERTIFICATION AND ASSURANCES. CONSULTANT agrees and understands the Certification and Assurances as described in Exhibit "X" attached hereto and incorporated herein by reference.

9. TERMINATION. If either party ("demanding party") has a good faith belief that the other party ("defaulting party") is not complying with the terms of this Agreement, the demanding party shall give written notice of the default (with reasonable specificity) to the defaulting party, and demand the default to be cured within ten days of the notice.

If: (a) the defaulting party fails to cure the default within ten days of the notice, or, (b) if more than ten days are reasonably required to cure the default and the defaulting party fails to give adequate written assurance of due performance within ten days of the notice, then (c) the demanding party may terminate this agreement upon written notice to the defaulting party.

10. OWNERSHIP OF WORK. All original documents prepared by CONSULTANT for this Agreement, whether complete or in progress, are the property of the CITY, and shall be given to the CITY at the completion of CONSULTANT's services, or upon demand from the CITY. No such documents shall be revealed or made available by CONSULTANT to any third party without the prior written consent of the City.

11. ATTORNEY'S FEES. In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred.

12. INDEMNIFICATION. CONSULTANT shall indemnify, defend, and hold harmless the CITY (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of CONSULTANT's performance of services under this Agreement.

13. BUSINESS LICENSE. Prior to the commencement of any work under this Agreement, CONSULTANT shall obtain a City of Tracy Business License.

14. INSURANCE.

14.1. General. CONSULTANT shall, throughout the duration of this Agreement, maintain insurance to cover CONSULTANT, its agents, representatives, and employees in connection with the performance of services under this Agreement at the minimum levels set forth herein.

14.2. Commercial General Liability (with coverage at least as broad as ISO form CG 00 01 01 96) "per occurrence" coverage shall be maintained in an amount not less than \$2,000,000 general aggregate and \$1,000,000 per occurrence for general liability, bodily injury, personal injury, and property damage.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

- 14.3. Automobile Liability** (with coverage at least as broad as ISO form CA 00 01 07 97, for "any auto") "claims made" coverage shall be maintained in an amount not less than \$1,000,000 per accident for bodily injury and property damage.
- 14.4. Workers' Compensation** coverage shall be maintained as required by the State of California.
- 14.5. Professional Liability** "claims made" coverage shall be maintained to cover damages that may be the result of errors, omissions, or negligent acts of CONSULTANT in an amount not less than \$1,000,000 per claim.
- 14.6. Endorsements.** CONSULTANT shall obtain endorsements to the automobile and commercial general liability with the following provisions:
- 14.6.1** The CITY (including its elected officials, officers, employees, agents, and volunteers) shall be named as an additional "insured."
- 14.6.2** For any claims related to this Agreement, CONSULTANT's coverage shall be primary insurance with respect to the CITY. Any insurance maintained by the CITY shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- 14.7. Notice of Cancellation.** CONSULTANT shall obtain endorsements to all insurance policies by which each insurer is required to provide thirty (30) days prior written notice to the CITY should the policy be canceled before the expiration date. For the purpose of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 14.8. Authorized Insurers.** All insurance companies providing coverage to CONSULTANT shall be insurance organizations authorized by the Insurance Commissioner of the State of California to transact the business of insurance in the State of California.
- 14.9. Insurance Certificate.** CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a certificate of insurance, in a form satisfactory to the City, no later than five days after the execution of this Agreement.
- 14.10. Substitute Certificates.** No later than thirty days prior to the policy expiration date of any insurance policy required by this Agreement, CONSULTANT shall provide a substitute certificate of insurance.
- 14.11. CONSULTANT's Obligation.** Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever (including indemnity obligations

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

under this Agreement), and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

15. ASSIGNMENT AND DELEGATION. This Agreement and any portion thereof shall not be assigned or transferred, nor shall any of the CONSULTANT's duties be delegated, without the written consent of the CITY. Any attempt to assign or delegate this Agreement without the written consent of the CITY shall be void and of no force and effect. Consent by the CITY to one assignment shall not be deemed to be consent to any subsequent assignment.

16. NOTICES.

16.1 All notices, demands, or other communications which this Agreement contemplates or authorizes shall be in writing and shall be personally delivered or mailed to the respective party as follows:

To CITY:

Vanessa Carrera
333 Civic Center Dr.
Tracy, CA 95376
(209) 831-6102

vanessa.carrera@cityoftracy.org

To CONSULTANT:

NAME
ADDRESS
CITY, STATE, ZIP
PHONE

EMAIL

16.2 Communications shall be deemed to have been given and received on the first to occur of: (1) actual receipt at the address designated above, or (2) three working days following the deposit in the United States Mail of registered or certified mail, sent to the address designated above.

17. MODIFICATIONS. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.

18. WAIVERS. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

19. SEVERABILITY. In the event any term of this Agreement is held invalid by a court of competent jurisdiction, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect.

20. JURISDICTION AND VENUE. The interpretation, validity, and enforcement of the Agreement shall be governed by and construed under the laws of the State of California.

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of San Joaquin.

21. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between the parties concerning the services to be performed for this project. This Agreement supersedes all prior negotiations, representations, or agreements.
22. **COMPLIANCE WITH THE LAW.** CONSULTANT shall comply with all local, state, and federal laws, whether or not said laws are expressly stated in this Agreement.
23. **STANDARD OF CARE.** Unless otherwise specified in this Agreement, the standard of care applicable to CONSULTANT's services will be the degree of skill and diligence ordinarily used by reputable professionals performing in the same or similar time and locality, and under the same or similar circumstances.
24. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

AREA INTENTIONALLY LEFT BLANK

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

IN WITNESS WHEREOF the parties do hereby agree to the full performance of the terms set forth herein.

CITY OF TRACY

CONSULTANT

Grantee

By: Randall Bradley

Title: City Manager

Date: _____

By: name

Title: title

Date: _____

Fed. Employer ID No.

Approved As To Form:

By: Thomas Watson

Title: CITY ATTORNEY

Date: _____

City of Tracy - Mayor's Community Youth Support Network

ROY Grant, Request for Qualifications

Cycle 11, 2018-2019

EXHIBIT E

RFQ APPLICATION CHECKLIST

(For proposer use only, please do not submit with application packet)

| Required for Completion of RFQ Application | |
|--|---|
| Section 1 | Program Summary Outline |
| Section 2 | Organizational Experience and Reliability |
| Section 3 | Staffing Plan and Staffing Qualifications |
| Section 4 | Cost Proposal/Budget |
| Section 5 | Exhibits (required for submission with application and shall be incorporated into any final agreement) *Most recent financial audit or financial statement *Overhead rate documentation (if applicable) *Proof of non-profit status in good standing-IRS determination letter 501 (c)(3) *Resolution for non-profit signature authorization *Service Partner Agreement if applicable |
| Attachment A | References |
| Attachment B | Budget-Sample |
| Attachment C | Budget Narrative-Sample |
| Attachment D | Statement of Fiscal Agent Responsibilities |
| Attachment E | Proposal Authorization Signature Page |
| Additional SAMPLE Exhibits-No completion/submittal required | |
| Exhibit A | Insurance Requirement |
| Exhibit B | General Services Requirements |
| Exhibit C | Certificate of Insurance |
| Exhibit D | Professional Services Agreement-Sample |

Date: May 3, 2018
To: Park & Community Services Commission
From: Mark S. Miller, Commission Member
Subject: Meeting Report - CDBG Grant Review Process

I was invited to meet with Shelley Bircham, Tracy's Economic Development Manager on April 9, 2018. The meeting was to review concerns that had been expressed by members of the Park & Community Services Commission related to the recent CDBG community services grant review process.

At the meeting, I conveyed my perceptions that the scoring sheet developed by the City was an improvement over more subjective application processes I understood that the City had employed in previous years. However, as one commissioner that had participated in the grant selection sub-committee, I saw the scoring system developed by the City's consultant to be deficient. What was missing from the grant application review process was a portion of the scoring that allowed Park & Community Services Commission members to recommend to the City Council those projects which, if funded, would be of most benefit to the Tracy Community. All the projects are "good" but which, with limited funding, are the projects that would benefit the City most?

I also offered Ms. Bircham some suggestions for changes to the review process. Those suggestions are attached along with a ranking system that would help the Commission rank funding proposals. The existing process doesn't compare projects one to another or rank projects in the order in which they achieve various City objectives. I have attached a possible ranking instrument that could be used in conjunction with the City's existing scoring sheet.

Using this approach, the scoring sheet wouldn't just identify which projects were "good," (all the proposed services are "good"), it would also give higher scores to those projects that were most needed or appeared to represent the best use of limited funds.

Ms. Bircham explained that City staff also saw a need to further refine the social services grant process. She indicated that she would be meeting with the City's consultant to work on that. She would convey my comments and recommendations to him as well as any other input from members of the Commission that might be forthcoming. Whatever changes were made to the

process, she said, would need to be objective rather than subjective considerations and will need to be consistent with CDBG-related regulations and with City Council priorities.

I would encourage other Commissioners to submit comments and ideas regarding the CDBG grant process to Economic Development staff. It would also be helpful to comment on the materials I've provided to Ms. Bircham. Which of these recommendations seem helpful? Which may be less useful?

It is my understanding, based on my meeting with staff, that before the 2018-2019 CDBG social services grants process begins, staff will recommend an updated grant review process to the Park & Community Services Commission for our review and adoption.

CDBG SERVICE PROJECT RANKING SHEET

Rank each project from 5 to zero in the order in which that project reflects each of the following statements.

Score one project a 5 in response to each question, one a 4, one a 3, one a two, and one a 1. Projects not in the top five score a zero.

A rank of "5" indicates that the project is the one that is MOST like the statement and "0" the LEAST like the statement.

Project Number

A B C D E F G H I J K L

This project will improve the quality of life for the largest number of Tracy residents.

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

This project delivers a service that is not duplicated by any other agency

| | | | | | | | | | | | | |
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This project leverages City funds with volunteer time and other sources of funding to achieve a bigger impact.

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Without City funds, this project will not happen.

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Services delivered by this project will be of profound benefit to project clients.

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This project delivers services to a population that is underserved.

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Total the rankings

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Rankings provided by Park & Community Services members on the project assessment subcommittee will be added together when the subcommittee assessment sheets are tabulated. At that time, the 3 projects with the highest combined rankings will receive 35 additional points the 3 projects with the next highest rankings will receive 20 points, and the three projects with the next highest rankings will receive 10 points.

Suggestions for improving the City of Tracy CDBG Social Services Grant Program

1. Add the comparative ranking sheet to the review process and add the additional scores to the review process. That will provide a ranking of the projects that more accurately reflects the Commission's assessment as to each projects relative benefit to the City.
2. Eliminate the assessment question that awards up to 8 points for programs that have been in operation for 20 years. The question duplicates other, similar questions on the scoring sheet. Also, given the small amount of funding available, it would be positive for the Commission to favor newer, innovative projects that address emerging community needs.
3. Limit the maximum grant size to \$12,000
4. Make grants all-or-nothing. Either the entire grant is awarded or no award is made.
5. Include a service statement in the applications that requires applicants to estimate service units to be completed if grant is awarded. In future years, ask returning applicants to report on their success in meeting service estimates. Include those reports in subcommittee review packets.
6. Ask all Park & Community Service members serving on the review subcommittee to pose questions arising from the application in writing prior to turning in scores. Ask applicants to respond to those questions, also in writing, at least 2 days before scores are tabulated. Circulate the questions and answers to all subcommittee members.
7. Committee members should tabulate scores prior to the public meeting with applicants.
8. When scoring is completed and before the Committee reports to the full Commission, schedule a 90 minute subcommittee workshop and invite applicants. At the workshop, subcommittee members would report the scores they have arrived at, why they gave those scores, and aspects they liked or didn't like about each application. This process is to provide feedback to applicants so they understand the scores they received. This meeting would not be interactive with applicants however applicants would be provided 5 minutes each at the end of the meeting to express any comments or concerns.

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION MEETING
August 2, 2018**

AGENDA ITEM 8.b.

RECEIVE COMMUNITY FACILITIES DIVISION UPDATES

FACILITIES OVERVIEW

by Thien Nguyen

Community Facilities is responsible for the reservations and scheduling of many of the Parks and Recreation Department Facilities. A summary of our common reserve-able spaces include:

- Clyde Bland Park (1 ball field/soccer)
- Galli Family Park (1 ball field)
- Legacy Fields (8 soccer fields, 5 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

OPERATIONS and STAFFING

by Thien Nguyen

The Communities Facilities Division currently operates with 12 Facility Attendants and 1 Clerical Staff. Our Facility Attendant team is responsible for Check In and Check Out of our community renters after hours at our reserve-able spaces (i.e. private parties in parks or programs on our sport fields). Our Facility Attendant Staff are also responsible for locking some of our Public Park restrooms in the evening (Bland, Ceciliani, Galli, Hoyt, Larsen, Thoming, Zanussi), locking community facilities (i.e. Lolly Hansen Senior Center and Tracy Transit Station) as well as assisting with some of our sports programs (i.e. Jr. Giants and Adult Softball) and community "Special Events".

2018 RENTAL HIGHLIGHTS

by Christine Mabry

The City of Tracy puts together many special events but also frequently partners with other agencies and groups to bring "Special Events" to the community. In FY 2017-2018, 55 Special Event applications were received and routed to multiple City departments for review and comment. These events included:

Internal/City events

- City Manager's Office

- 11th Street Bridge Ribbon Cutting
- Cultural Arts
 - Downtown Artwalks
 - Music & Picnic in the Park
- Public Works
 - Arbor Day (with Tracy Tree Foundation)
 - Document Shredding Event
 - Household Hazardous Waste Disposal Event
- Parks & Recreation
 - Volunteer Recognition Event
 - Block Parties
 - Movies on the Plaza
 - Girls' Night Out (2)
 - Blues, Brews & BBQ
 - Dive-in Movies
 - World's Largest Swim Lesson™
- Police Department/Tracy PAL
 - Tracy PAL Donut Dash 5K
 - National Night Out
 - Tracy PAL Poker Run
 - Community BBQ & Safety Faire

Partner/MOU agencies (with City support)

- Tracy City Center Association (TCCA)
 - Farmers' Market
 - Taps on Tenth
 - Vintage & Antique Faire
 - Downtown Tracy Wine Stroll
 - Downtown Halloween Festivities
 - Holiday Parade & Tree Lighting
 - Downtown Holiday Ornament Stroll
- Tracy Chamber of Commerce
 - 4th of July Parade, Event & Fireworks
- Tracy African American Association
 - Juneteenth Cultural Celebration
- South Side Community Organization
 - 16th September Parade and Cultural Celebration
- Hospice of San Joaquin
 - Tree of Lights & Tree Lighting Ceremony
- American Legion Post 172
 - Memorial Day Event
 - Veterans Day Event
- Brighter Christmas
 - Brighter Christmas Family Applications
 - Brighter Christmas Delivery Day (William MS)
- Girl Scouts Heart of Central CA (Tracy Service Unit)

- Tracy Twilight Camp

UPCOMING SPECIAL EVENTS

by Christine Mabry

Southwest Club Regional Ultimate Championships

During the weekend of September 22-23, 2018, the California Ultimate Association will be hosting the Southwest Club Regional Championships at the City of Tracy's Legacy Fields and Tracy Sports Complex soccer fields. The Southwest Region, one of eight regions in the United States, includes California, Arizona, and Nevada. Participants will be mostly young adults, with an approximate range of ages from 18-40 years old, with men's, women's, and mixed divisions competing.

With the assistance of City of Tracy staff beginning in early February 2018, California Ultimate Association (www.calulti.org) submitted a bid to host the Club Regional Championships in Tracy. USA Ultimate (www.usultimate.org), the national governing body for the sport of Ultimate, awarded the host bid to Tracy – over competing city Las Vegas – due largely in part to the quality, size, and location of the Legacy Fields Sports Complex, as well as the proximity of additional premium fields at the Tracy Sports Complex. City staff continues to work with California Ultimate to secure hotel accommodations and to provide other event preparation support.

Ultimate, sometimes referred to as "Ultimate Frisbee," is a self-officiated, non-contact sport played by passing a flying disc on a grass turf field "pitch" to score goals in an end zone. A playlist of ultimate videos is available for viewing: [Ultimate Playlist](#).