

## 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, December 6, 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 Meeting Minutes
  - a. Regular Meeting Minutes for November 1, 2018
  - b. Special Meeting Minutes for November 7, 2018
6. Old Business
  - a. Updates on Commission Goals and Objectives for Fiscal Year 2018-19
7. New Business
  - a. Receive, Discuss, and Accept the 2018-2019 Youth Advisory Commission Annual Report
  - b. Discuss, Select, and Adopt a Consistent Funding Allocation Formula for the City of Tracy's Community Block Grant and Home Investment Partnership Programs to be used for FY 2019-2020 and Future Notice of Funding Availability (NOFA) Opportunities
8. Items from Staff
  - a. Receive Parks & Recreation Director Report
    - i. Legacy Fields
  - b. Receive the Special Interest Program Report
  - c. Receive Comments from Senior Center Comment Box from June–November 2018

9. Items from the Commission

10. Items from the Audience

11. Adjournment

AGENDA POSTED: November 30, 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  
November 1, 2018, 7:00 p.m.**

City Council Chambers, 333 Civic Center Plaza

1. CALL TO ORDER

Chair Levoit called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Chair Levoit, and Commissioners Lieberg, Miller, Magaña, and Eder

Absent: Vice Chair Jimenez and Commissioner Gouveia

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

Recorded By: Laura Borjon, Executive Assistant

3. PLEDGE OF ALLEGIANCE

Audience member, Pete Mitracos led the Pledge of Allegiance

4. ITEMS FROM THE AUDIENCE

Robert Tanner, 1371 Rusher Street, thanked staff and the commission for the work done to get the Dr. Powers Park sidewalk project

5. APPROVAL OF REGULAR MEETING MINUTES – September 6 and October 4, 2018

Approval of meeting minutes was deferred to the Regular meeting on December 4, 2018 to be approved by a quorum of the commissioners present at the meeting.

**ACTION:** Motion was made by Commissioner Eder and seconded by Commissioner Miller to approve the Regular meeting minutes from October 4, 2018. Roll call vote found all in favor; passed and so ordered.

Staff requested approval to present items 7.a., 7.b., and 8.c. before 6.a.

7. NEW BUSINESS

- a. Appoint a Three Member Subcommittee to Evaluate and Rank Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) Funds Applications and Make Funding Allocation Recommendations for the 2019/20 Fiscal Year

Barbara Harb, Economic Development Analyst, provided the report. Commission comments and questions followed. Commissioner Miller asked for a special meeting of the Parks Commission to further discuss the CDBG process. Staff indicated that a special meeting was planned later in the month.

**ACTION:** Motion was made by Commissioner Eder and seconded by Chair Levoit to appoint Vice Chair Jimenez and Commissioners Miller and Leiberg with Chair Levoit as an alternate to serve as the three-member subcommittee to evaluate and rank Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds applications and make funding allocation recommendations for 2019/20 fiscal year. Roll call vote found all in favor; passed and so ordered.

- b. Review and Approve the New Front Street Plaza Monument  
 Brian MacDonald, Parks & Recreation Director provided the report. Commission comments and questions followed. Pete Mitracos, Westside Pioneer Association discussed the prior approval of the name change by the Parks Commission and the design of the monument.

**ACTION:** Motion was made by Chair Levoit and seconded by Commissioner Magaña to approve the design and location of the new Front Street Plaza Monument. Roll call vote found all in favor; passed and so ordered.

8. ITEMS FROM STAFF

- b. Receive Public Works Parks Maintenance Division Report  
 Todd Rocha, Superintendent of Parks, Sports Fields and Urban Forestry provided a verbal report. Commission comments and questions followed.

6. OLD BUSINESS

- a. Discuss Commission Goals and Objectives for Fiscal Year 2018-19

Brian MacDonald, Parks & Recreation Director initiated the discussion. Commissioner comments and questions followed.  
 The following was added to the Commission Goals and Objectives for Fiscal Year 2018-19:

Tasks		Assignment/ Subcommittee
1.A.1	Attend monthly Tracy Friends for Parks, Recreation & Community Services Foundation meetings & report back to Commission	Jimenez Alt: Miller
1.B.1	Attend monthly Tracy Senior Association meetings & report back to Commission	Eder Alt: Miller
1.C.1	Attend Farmers Market	Lieberg & Levoit
1.C.2	Attend Block Party	Magaña
1.C.3	Attend Blues, Brews & BBQ	Magaña
1.D.1	Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	All Commissioners
1.E.1	Attend monthly School District meetings & report back to Commission	TBD
1.E.2	Attend City/School Liason meetings and report back to Commission	Levoit Alt: Lieberg
2.A.1	Attend a Rollin' Rec Event	All Commissioners
2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	Magaña
2.A.3	Develop a survey to get feedback on the Rollin' Rec program	Magaña & Eder

Staff will email commission with City/School Liaison Meeting information.

Staff will email the Draft Goals and Objectives for Fiscal Year 2018-19 to the Commission.

8. ITEMS FROM STAFF

a. Receive Report from Parks Director

- i. Legacy Fields
- ii. Multi-Generational Recreation Center

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

9. ITEMS FROM THE COMMISSION

- Commissioner Lieberg discussed the following items:
  - Participation as Urban Forestry representative
  - Arbor Day
  - Aquatics Center Launch Party
- Commissioner Magaña discussed and inquired about the following items:
  - Statistics on summer classes and programs
  - Smoking ban in parks
  - Homeless in Lincoln Park
- Commissioner Eder provided updates from Tracy Senior Association Meeting.
- Commissioner Miller discussed an acorn distribution event he participated in.

10. ITEMS FROM THE AUDIENCE

11. ADJOURNMENT - Time: 8:42 p.m.

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

The above agenda was posted at Tracy City Hall on October 25, 2018. The above are action minutes. A recording is available at the Parks and Recreation Department.

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Brian MacDonald, Staff Liaison

**PARKS & COMMUNITY SERVICES COMMISSION  
SPECIAL MEETING MINUTES  
November 7, 2018, 2:00 p.m.**

Tracy Community Center, 950 East Street

1. **CALL TO ORDER**  
Commissioner Eder motioned and Commissioner Lieberg seconded to elect Commissioner Gouveia as temporary Chair for the Special Meeting. Roll call found all in favor, passed and so ordered  
Commissioner Gouveia called the meeting to order at 2:10 p.m.
  
2. **ROLL CALL**  
Present: Commissioners Gouveia, Lieberg, Miller, Magaña, and Eder  
Absent: Chair Levoit and Vice Chair Jimenez  
Staff Present: Jolene Jauregui, Recreation Services Supervisor, Amanda Jensen, Recreation Coordinator  
Recorded By: Laura Borjon, Executive Assistant
  
3. **ITEMS FROM THE AUDIENCE**
  
4. **RECEIVE AND DISCUSS CURRENT AND FUTURE SENIOR CONCERNS AND NEEDS**

The following comments and concerns were shared:

<b>Senior Concern/Comments</b>	<b>Recommendation</b>	<b>By When</b>
Marketing <ul style="list-style-type: none"> <li>• Banners (11<sup>th</sup> St.)</li> <li>• Supermarket Bulletin Boards</li> <li>• Interfaith</li> <li>• Program Fair</li> <li>• Have senior volunteers distribute activity guides to church clubs and communities</li> <li>• Gather emails yearly from seniors</li> </ul>	Senior Center staff will continue to utilize the following marketing strategies and efforts: <ul style="list-style-type: none"> <li>• Facebook (City, Parks &amp; Recreation and Senior Page)</li> <li>• Farmer's Market</li> <li>• City Website</li> <li>• Local Newspapers</li> <li>• Flyers</li> <li>• Senior table at City Events</li> <li>• Channel 26</li> <li>• Recreation Activity Guide (3x year – Winter/Spring, Summer, Fall)</li> </ul> <p>The Senior Center targets locations that seniors frequently visit. The current distribution includes locations such as pharmacies, restaurants, doctor's offices, senior living facilities, churches and city facilities. Staff will continue to research more locations and research other marketing methods.</p>	<ul style="list-style-type: none"> <li>• Announcement Boards at the Senior Center (4)</li> <li>• Various Community Events</li> <li>• Tracy Press Datebook</li> <li>• Announcements (Daily)</li> <li>• Mailers - Periodically</li> <li>• Flyers on City buses</li> <li>• Email Distribution Blasts</li> </ul>
		Ongoing

Handicap seniors at Bingo should be allowed in first	Staff will work with seniors with physical disabilities to assist them into the Bingo room.	December 1, 2018
<b>Senior Concern/Comments</b>	<b>Recommendation</b>	<b>By When</b>
Ukulele Class should not have to pay for event if performing	Invited performers are never required to pay for events. Staff will make sure that all staff is aware of this prior to any further event.	November 9, 2018
Transportation for seniors to events	Staff works with TRACER staff to organize bus pick-ups from the Senior Center for afterhours events. During the day, Paratransit service are also available.	Ongoing
Congregate Lunches <ul style="list-style-type: none"> <li>• Limited meals</li> <li>• Have to sign up day of</li> <li>• Noise of Zumba during lunch</li> <li>• Not enough time to eat lunch and attend Zumba (Tuesday)</li> <li>• More help to serve lunch</li> </ul>	The use of the Community Center is temporary. Once construction of the Senior Center is completed, staff will look into offering Zumba at another time or utilize another room that would not disrupt other programs. All lunch suggestions have been shared with the San Joaquin Department of Aging, who provides the meals. Staff will ensure that 2 staff or volunteers are available to serve lunch.	December 1, 2018
Events <ul style="list-style-type: none"> <li>• Better prizes</li> <li>• Better food</li> </ul>	Staff will work together to find more creative food options. Staff will also explore new options for event prizes.	Ongoing
Parking Lot <ul style="list-style-type: none"> <li>• Being used by non-seniors</li> <li>• New permit system</li> </ul>	The Senior Center staff currently monitors the parking lots as best as possible. However, the street parking on East Street is not a permit required section and is available to the community. Once the renovation is completed, staff will implement the permit procedure.	Approximately Spring 2019
Country Jams <ul style="list-style-type: none"> <li>• Signs for Spanish speakers</li> </ul>	Staff has provided the volunteers of Country Jubilee with a sign for Spanish speakers. Staff will remind the volunteers to put the sign out every Tuesday.	November 13, 2018
Free Flu shots	The Senior Center partners with University of Pacific School of Pharmacy to offer free flu shots are part of their Medicare Beneficiaries event once a year. Staff will also look to provide information on other services for free flu shots as it becomes available and share with seniors and post at the Senior Center.	Completed October 2018

5. ADJOURNMENT - Time: 3:18 p.m.

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

The above agenda was posted at Tracy City Hall on November 6, 2018. The above are action minutes. A recording is available at the Parks and Recreation Department.

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Brian MacDonald, Staff Liaison



**Tracy Parks and Community Services Commission**

Updated: November 30, 2018

**PARKS COMMISSION GOALS ~ FISCAL YEAR 2018-19**

Goal		Objective		Tasks		Timeline	Assignment/ Subcommittee	Status
1.	<b>COMMUNITY OUTREACH</b>  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	1.A.	Ensure representation with the Tracy Friends for Parks, Recreation & Community Services Foundation	1.A.1	Attend monthly meetings & report back to Commission	Monthly meetings	Jimenez Alt: Miller	
		1.B.	Ensure representation with the Tracy Senior Association	1.B.1	Attend monthly meetings & report back to Commission	Monthly meetings	Eder Alt: Miller	
		1.C.	Public outreach at community events twice per year	1.C.1	Attend Farmers Market	Twice per year	Lieberg & Levoit	
				1.C.2	Attend Block Party	Twice per year	Magaña	
				1.C.3	Attend Blues, Brews & BBQ	September	Magaña	
		1.D.	Public outreach to senior community	1.D.1	Conduct a special meeting of the Parks Commission at the Lolly Hansen Senior Center	Annually in November	All Commissioners	
		1.E.	Increase communications with local school districts	1.E.1	Attend monthly meetings & report back to Commission	Monthly meetings	TBD	
1.E.2	Attend City/School Liason meetings and report back to Commission			Quarterly meetings	Levoit Alt: Lieberg			
2.	<b>PROGRAM ENHANCEMENT</b>  Look for ways to enhance Recreation Programs that will provide community benefit	2.A.	Sponsor and Support the Revitalization of the Rollin' Rec Program	2.A.1	Attend a Rollin' Rec Event	Twice per year	All Commissioners	
				2.A.2	Attend Rollin' Rec Planning Subcommittee Staff Meetings & report back to Commission	TBD	Magaña	
				2.A.3	Develop a survey to get feedback on the program	TBD	Magaña & Eder	
<b>PARKING LOT:</b>		Programming for Multi-Generational Recreation Center						



# Youth Advisory Commission 2018-2019 Annual Report



# Purpose of the Commission

- ▶ The Youth Advisory Commission was established in 1998 with the purpose of involving local teens in the community.
- ▶ Helps teens make a positive impact in the community through volunteer opportunities.
- ▶ Offers teens safe and fun social activities.
- ▶ Gives teens a voice in the local government.

# Youth Advisory Commission

- ▶ The Youth Advisory Commission currently has twelve youth Commissioners and one Adult Commissioner
- ▶ Each Commissioner represents one of the local high schools:
  - ▶ Tracy High School (4 Commissioners)
  - ▶ Millennium High School (4 Commissioners)
  - ▶ West High School (3 Commissioners)
  - ▶ Kimball High School (1 Commissioners)
  - ▶ 1 Adult Commissioner



# Youth Advisory Commission

## Goals 2018

1. Incorporate new events and programs to strengthen relations in the community between youth, teens and seniors.
  - ~ *Participate and propose new programs or events for teens to interact with youth and seniors in the community.*
2. Connect teens with opportunities to enhance their future career goals.
  - ~ *Work with staff to develop opportunities to raise teens awareness for higher education and future success.*
3. Integrate community service projects to foster community involvement.
  - ~ *Participate with local organizations and service clubs throughout the community and outreach to teens for participation.*

# Youth Advisory Commission

## Goals 2018

1. Incorporate new events and programs to strengthen relations in the community between youth, teens and seniors.
  - Siblings Watching Siblings
  - Ready, Set, Bake!
  - So You Think You Can Cook
  - Girl Talk!
  - Seniors - Tinsel & Treats
  - Seniors - Black & White Ball
  - Seniors - Forever Young Prom
  - Intergenerational Program



# Youth Advisory Commission Goals 2018

2. Connect teens with opportunities to enhance their future career goals.
  - SAT/ACT Prep Course in February 2018

YOUTH ADVISORY COMMISSION  
AND THE TRACY PUBLIC LIBRARY

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SAT  
PRACTICE  
TEST

**SATURDAY, FEBRUARY 3RD**

TRACY PUBLIC  
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9AM - 1PM

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STOP BY THE LIBRARY TO  
RESERVE YOUR SPOT!

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TRACY  
PARKS & RECREATION



# Youth Advisory Commission

## Goals 2018

3. Integrate community service projects to foster community involvement.

### Park Clean-Up Events

- Love Tracy/Earth Day - April 24, 2018
- Make a Difference Day/Arbor Day - October 27, 2018





# Youth Advisory Commission

## 2019 Goals

1. Support new events and programs to connect youth, teens and seniors in the community.
  - ~ *Participate and propose new programs or events for teens to interact with youth and seniors in the community.*
2. Participate in opportunities to nurture community involvement through community service projects.
  - ~ *Collaborate with local organizations and service clubs through the community and outreach to teens for participation.*

Thank you all for your time!

We would not be able to do this without your support. We are looking forward to another successful year!



**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
December 6, 2018**

**AGENDA ITEM 7.b.**

REQUEST

DISCUSS, SELECT, AND ADOPT A CONSISTENT FUNDING ALLOCATION FORMULA FOR THE CITY OF TRACY'S COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIP PROGRAMS TO BE USED FOR FY 2019/2020 AND FUTURE NOTICE OF FUNDING AVAILABILITY (NOFA) OPPORTUNITIES

BACKGROUND

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

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

On November 15, 2016 per resolution 2016-243, City Council adopted the PCSC recommended funding priorities in ranking order and directed the use of a ranking process and funding formula to allocate funding for the local priorities.

During the FY 2018/2019 CDBG and Home funding award process, a new scoring system was introduced and a funding allocation formula was approved by this commission with consideration to revisit an amenable funding method for future year awards.

DISCUSSION

The City of Tracy's estimated CDBG allocation for FY 2019-2020 is approximately \$475,000. Funding for CDBG public service activities is capped at 15% of the City's annual allocation. The additional 85% of the annual allocation is dedicated to public facilities and public improvement projects in the community.

Additionally, an estimated appropriation of Federal HOME Investment Partnership Program (HOME) funds in the amount of \$157,000 will be available for general housing activity such as: homeowner housing re-construction and/or rehabilitation, new construction of affordable housing and other eligible activities.

The role of the subcommittee will be to review received applications for consistency with adopted local funding priorities, score the applications, and use the approved funding allocation formula to make a recommendation to the full Commission.

RECOMMENDATION

For the Commission to discuss, select, and adopt a consistent funding allocation formula for the City of Tracy's Community Block Grant and Home Investment Partnership Programs to be used for FY 2019-2020 and Future Notice of Funding Availability (NOFA) Opportunities.

Prepared by: Vanessa Carrera, Economic Development Analyst

Reviewed by: Shelley Burcham, Economic Development Manager

Approved by: Brian MacDonald, Parks & Recreation Director

Recreation Division Report  
 Quarterly Senior Update  
 11-23-2018 Revised

## Comments from Senior Center Comment Box

Date	Concern/Comment	Status	How often do you visit?
6/1/2018	No concerns/Comments		
6/6/2018	No Concerns/Comments		
6/15/2018	No Concerns/Comments		
6/22/2018	No Concerns/Comments		
7/6/2018	Use the Senior Center as a cooling center until 7pm in the extreme heat in the summer. AC's break down. We do not have enough HVAC techs in Tracy. During a hot spell residents have to wait 4-7 days, sometimes more for a HVAC tech. I suggest starting a job training program for HVAC here in Tracy. Success has been proven with this job training programs as they provide opportunity and success for those with drug problems and employ HVAC students and have enough techs in the hot weather.	Staff spoke with the participant and explained to her the reason the Senior Center is no longer a cooling center and provided other alternative locations.	
7/13/2018	No Concerns/Comments		
7/20/2018	No Concerns/Comments		
7/27/2018	No Concerns/Comments		
8/3/2018	No Concerns/Comments		
8/10/2018	Regarding Beef stew on Friday-had way too much salt, probably was canned stew. Seniors did not like and this much salt is not healthy.	<b>Anonymous submission.</b> Staff will pass on the complaint to the San Joaquin Department of Aging (congregate meal provider).	3-5 times a week
8/10/2018	Since there are staff persons assigned even short term to the Lolly Hansen Senior Center, perhaps staff could wear name tags like you see at a conference or big meeting. It would allow us to address you, get to know all of you, and help build own feeling of community. Thank you.	<b>Anonymous submission.</b> Staff is assigned name tags upon employment and will be better about wearing them to help seniors learn their names.	N/A
8/17/2018	No Concerns/Comments		
8/24/2018	No Concerns/Comments		
8/31/2018	No Concerns/Comments		
9/7/2018	No Concerns/Comments		
9/14/2018	No Concerns/Comments		
9/21/2018	No Concerns/Comments		
9/28/2018	No Concerns/Comments		
10/5/2018	No Concerns/Comments		
10/12/2018	No Concerns/Comments		
10/19/2018	No Concerns/Comments		
10/26/2018	No Concerns/Comments		
11/2/2018	It would be helpful to have hooks on the ladies bathroom wall to hold our heavy gym bags and purses while we wash our hands or change.	Staff spoke with the participant and let her know that a coat rack has been added to the womens restroom.	3-4 times a week
11/9/2018	No Concerns/Comments		

Agenda Item 8.c.

Date	Concern/Comment	Status	How often do you visit?
11/16/2018	I would like to start a karaoke class and also a oil painting class.	Staff spoke with the participant and they will work together to offer these new classes/programs in the upcoming 2019 season.	2 times per week
11/23/2018	Would like a wood working class for men and women	Staff will look into finding a contractor or volunteer to teach the class.	Daily

\*\*Comment boxes are checked every Friday

**\*\*Parks Commission Updates: March, June, September & December\*\***

Beginning September 19, 2014, the Lolly Hansen Senior Center began documenting comments/concerns that participants submitted. Over the past fifty-one months, 168 seniors have submitted their comments/concerns. The staff at the Senior Center reviews each submission and then notifies each person of what steps will be taken (if needed). The seniors have had a positive response to the process and enjoy seeing comments/concerns being documented.

\*\*Please note comments have been summarized and the original comment cards are available at the Senior Center.