

## NOTICE OF REGULAR MEETING

Pursuant to Section 54954.2 of the Government Code of the State of California, a Regular meeting of the **PARKS AND COMMUNITY SERVICES COMMISSION** is hereby called for:

**Date/Time:** Thursday, February 7, 2019, 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 December 6, 2018
6. Old Business
7. New Business
  - a. REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2019-2020 AND RECOMMEND APPROVAL TO CITY COUNCIL
  - b. REVIEW AND PROVIDE INPUT ON THE DESIGN OF A NEW PARK MONUMENT SIGN FOR THE RITTER FAMILY BALL PARK
8. Items from Staff
  - a. Receive Parks & Recreation Director Report
    - i. Introduce new Executive Assistant, Andrea Pedigo
    - ii. Legacy Fields
      - iii. Project update
      - iv. Concessionaire update

9. Items from the Commission

10. Items from the Audience

11. Adjournment

AGENDA POSTED: January 31, 2019

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**  
**December 6, 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,

Absent: Vice Chair Jimenez, Commissioner Gouveia and Commissioner Eder

Staff Present: Jolene Jauregui-Correll, Recreation Services Supervisor; Lauren Repetto, Recreation Coordinator, Amanda Jensen, Recreation Coordinator, Shelley Burcham, Economic Development Manager, Barbara Harb, Economic Development Management Analyst, and Vanessa Carrera, Economic Development Management Analyst

Recorded By: Laura Borjon, Executive Assistant

3. PLEDGE OF ALLEGIANCE

Chair Levoit led the Pledge of Allegiance

4. ITEMS FROM THE AUDIENCE

None.

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.

Regular Meeting Minutes for November 1, 2018 Commissioner Lieberg requested clarification that the September 6 meeting minutes was deferred and the October 4 meeting minutes were approved.

Confirmed by Laura Borjon.

Special Meeting Minutes for November 7, 2018

**ACTION:** Motion was made by Commissioner Lieberg and seconded by Commissioner Miller to approve the Regular Meeting Minutes from November 1, 2018. Roll call vote found all in favor; passed and so ordered.

**ACTION:** Motion was made by Commissioner Lieberg and seconded by Commissioner Miller to approve the Special Meeting Minutes from November 7, 2018. Roll call vote found all in favor; passed and so ordered.

6. Old Business

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

Per Staff Jauregui-Correll, program item tasks will be updated and discussed as needed.

7. New Business

a. Receive, Discuss, and Accept the 2018-2019 Youth Advisory Commission Annual Report

Youth Advisory Commissioners Siddiqui and J. Kaur presented the annual report. Questions and comments followed. Commissioner Magana encouraged YAC to consider skate park and cultural activities.

- 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

Vanessa Carrera, Economic Development Management Analyst provided a presentation for the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding allocation process and subcommittee ranking and scoring recommendations. Additional clarifications and discussions were provided by staff Shelley Burcham, Economic Development Manager and Barbara Harb, Economic Development Management Analyst.

A subcommittee Recommendation by Commissioner Miller to revisiting scoring sheet for future applicants for year 2020-21. Staff Burcham recommends the consultant be present to provide insight.

**ACTION:** Motion was made by Commissioner Lieberg and seconded by Commissioner Miller to approve the funding allocation formula option D. Tier 1 recipients will have their request fully funded up to a maximum allocation of \$12,000, tier 2 recipients will be fully funded up to a maximum of \$8,000, and tier 3 recipients will be funded \$5,000 until funds are diminished. Any remaining funds less than the minimum \$5000 will be applied to the tier 3 recipients provided they do not exceed the tier 2 maximum allotment. Further the, funding allocation formula will remain in effect until 2021. If the grant amount is significantly increased, the maximum allocation amounts may be reevaluated to increase as a percentage of the total allocation. Roll call vote found all in favor; passed and so ordered.

#### 8. Items from Staff

- a. Receive Parks & Recreation Director Report
  - i. Legacy Fields

Staff Jauregui-Correll, provided an update on behalf of Richard Joaquin. The soccer field restrooms and concession stand are completed. Baseball restroom and concession stand and maintenance yard construction are ongoing, baseball field 1 is anticipated to be completed by the end of December.

- b. Receive the Special Interest Program Report

Lauren Repetto, Recreation Coordinator presented the report and provided the new Winter/Spring activity guide. Special interest offered 98 courses with 344 classes, with a net revenue of \$155,198.00 and an average participant cost of \$60.00. Commission comments and questions followed. STEM, special needs and nature camps are encouraged by Commissioner Magana.

- c. Receive Comments from Senior Center Comment Box from June–November 2018

Staff Amanda Jensen, Recreation Coordinator provided the Commission with a copy of the comments received from the Senior Center comment box, there were no questions.

9. Items from the Commission

- Commissioner Lieberg thanks staff for their hard work.
- Commissioner Miller requests adding an agenda item to review and discuss the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) grant process in the spring (Feb, March, or April 2019) for the following years application process. Commissioner Lieberg supported the request.
- Chair Levoit discussed
  - homelessness in Lincoln Park
  - CPRS conference in March

Commissioner Miller requested adding homelessness in the parks to the next agenda, seconded by Commissioner Magana.

10. Items from the Audience

Staff Laura Borjon notified commission of her leaving the City of Tracy for a new employment opportunity.

11. Adjournment

Time: 9:09 p.m.

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

The above agenda was posted at Tracy City Hall on November 30, 2018. The above are action minutes. A recording is available at the Parks and Recreation Department.

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Brian MacDonald, Staff Liaison

**CITY OF TRACY  
PARKS AND COMMUNITY SERVICES COMMISSION MEETING  
February 7, 2019**

**AGENDA ITEM**

REQUEST

**REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES  
COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS  
FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS  
FOR FISCAL YEAR 2019-2020 AND RECOMMEND APPROVAL TO CITY COUNCIL**

DISCUSSION

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds are allocated to cities and counties by the United States Department of Housing and Urban Development (HUD) for use in projects that make for a viable community, with local programs and services that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income individuals and families. The City of Tracy receives an annual pass-through allocation from San Joaquin County, which serves as the entitlement community. There is no impact to the City General Fund.

On November 15, 2016, the City Council adopted the Parks and Community Services recommendation for local funding priorities, to be considered in this allocation process in priority rank order:

CDBG

Public Services Category:

- (1) Food Distribution Services
- (2) Homelessness Prevention, Intervention and Transitional Housing Services
- (3) Senior and Special Needs Services
- (4) Domestic Violence Services
- (5) Youth Education and Enrichment Services

Public Facilities/Improvements Category:

- (1) Public Parks and Facilities
- (2) Removal of Architectural Barriers (ADA)

HOME

- (1) Address issues of public safety, health and welfare;
- (2) Rehabilitate residential properties occupied by low income persons; and,
- (3) Partner to construct income restricted family and senior housing facilities.

San Joaquin County has provided estimated amounts of CDBG and HOME funds to be allocated to the City of Tracy in the FY 2019-2020 program year as follows:

CDBG

Public Services Allocation (15%)	\$ 71,263
Public Improvements/Public Facilities	\$ 339,213
Grant Administration (16%)	\$ 64,612

	Total	\$ 475,000
<u>HOME</u>		
HOME Eligible Activities	Total	\$ 156,621

The County requires ranking of the applications among each eligible CDBG/HOME local funding category, and a minimum allocation of \$5,000 for CDBG Public Service awards and \$150,000 for CDBG Public Improvement/Public Facilities awards. Ranking of applications among each local funding category allows San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to the highest ranked local priority services and projects. The San Joaquin County Board of Supervisors are scheduled to review and consider all local funded projects in April 2019, and submit recommendations to the U.S. Department of Housing and Urban Development (HUD) in May 2019.

**Subcommittee Review and Recommendation:**

CDBG/HOME grant applications for FY 2019-2020 were available beginning December 6, 2018, with a submittal deadline of January 17, 2019. On December 6, 2018, the Parks and Community Services Commission discussed and adopted a funding allocation formula for CDBG Public Service grant applications. The adopted funding allocation formula is as follows:

- The top two scoring public service program applications will be funded the requested amount up to a max of \$12,000 each.
- Applications ranked 3 and 4 will be funded the requested amount up to a maximum allocation of \$8,000 each.
- Applications ranked 5 and below will receive a \$5,000 allocation in order of applicant ranking until funds are exhausted.
- Any remaining funds less than \$5,000 will be distributed to applicants 5 and below until exhausted, so long as it does not exceed Tier 2 max amounts and their funding request.
- Should the City receive more funding than estimated, additional programs will be funding in ranking order.

The Parks and Community Services Commission Subcommittee met on January 29, 2019, to review, and consider grant application funding requests, rank applications based on local funding priorities, and recommend funding allocation amounts to the Parks and Community Services Commission.

A scoring sheet was used by the Parks and Community Services Subcommittee to evaluate each application. Individual scores for each application were averaged to determine a final score. The Subcommittee recommendations for application ranking and grant funding allocations for FY 2019-2020 are listed in Attachment A. Individual scoring sheets completed by the sub-committee members will be provided to each applicant and will be provided to interested parties upon request. All CDBG/HOME program funding is subject to final confirmation by San Joaquin County and HUD.

RECOMMENDATION

Staff recommends the Parks and Community Services Commission accept the Subcommittee's recommendations for priority ranking and funding of CDBG and HOME grant applications for FY 2019-2020 and recommend approval to the City Council.

Prepared by: Vanessa Carrera, Economic Development Analyst

Reviewed by: Shelley Burcham, Economic Development Manager

Approved by: Brian MacDonald, Parks & Recreation Department Director

ATTACHMENTS:

Attachment A – Sub-Committee of the Parks and Community Services Commission's Final Ranking and Summary Recommendations for Funding of FY 2019-2020 CDBG and Home Grant Applications



## City of Tracy

## 2019-2020 CDBG/HOME Local Priority Rankings &amp; Funding Recommendations

2018-2019 Funding Available to City of Tracy		
CDBG Public Services	\$	71,263.00
CDBG Public Improvements/Public Facilities	\$	339,213.00
HOME	\$	156,621.00

## CDBG Public Services

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Subc-Cmte Recommendations	Comments
San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,000	-	Direct Allocation	\$ 5,000.00	
SJ County Food Services Pool	Food Distribution Services	(1) Food Distribution	\$ 3,333	-	Direct Allocation	\$ 3,333.00	
Tracy Interfaith Ministries	Hunger Relief and Food Distribution	(1) Food Distribution	\$ 12,000	82.6	1	\$ 12,000.00	
Chest of Hope, Inc.	Emergency Shelter & Meals for Domestic Violence Victims	(4) Domestic Violence Services	\$ 10,000	78.3	2	\$ 10,000.00	
McHenry House Tracy Family Shelter	Family Crisis Intervention Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 15,000	78.3	3	\$ 8,000.00	
Women's Center Youth & Family Services	South County Domestic Violence Emergency Shelter Services	(4) Domestic Violence Services	\$ 15,000	76.3	4	\$ 8,000.00	
Coalition of Tracy Citizens to Assist the Homeless	Support CTCAH to Help Tracy's Homeless	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	75	5	\$ 8,000.00	
Boys & Girls Club of Tracy	Summer Enrichment Program	(5) Youth Education and Enrichment Services	\$ 8,000	74.3	6	\$ 6,930.00	
Tracy Community Connections Center, Inc.	Homeless Intervention: Transportation and Vehicle Assistance	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	70.3	7	\$ 5,000.00	
Tracy Seniors Association	Safe At Home	(3) Senior and Special Needs Services	\$ 10,000	66	8	\$ 5,000.00	
Unneed2	IT Fundamentals & Internship	(5) Youth Education & Enrichment Services	\$ 10,402	59	9	\$ -	
Chest of Hope, Inc.	Transitional Housing and Services for Domestic Violence Survivors	(4) Domestic Violence Services	\$ 30,000	58.6	10	\$ -	
Mountain's Hope Community Worship Center	MHCWC Community Food Distribution	(1) Food Distribution Services	\$ 16,490	Ineligible	Ineligible	Ineligible	Application did not include financial statement, copy of audit, proof of non-profit status.
Good Samaritan Community Thrift Store	Workforce development	N/A	\$ 79,900	Ineligible	Ineligible	Ineligible	The program described in the application did not meet eligibility criteria under CDBG Public Service category.
Surtec Adopt a Family	Provide Food & Gifts During Holiday Season	(1) Food Distribution Services	\$ 10,000	Ineligible	Ineligible	Ineligible	Application did not include financial statement, and proof of non-profit status.
		CDBG Public Services Request	\$ 245,125			\$ 71,263	

ATTACHMENT "A"

**CDBG Public Improvements/Public Facilities**

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Subc-Cmte Recommendations
Mc Henry House Tracy Family Shelter	McHenry House Low Income Apartments - Rehab	(1) Public Parks and Facilities	\$ 500,000	91	1	\$ 189,213
City of Tracy	ADA Sidewalk Improvements	(2) Removal of Architectual Barriers (ADA)	\$ 519,872	90.6	2	\$ 150,000
City of Tracy	Senior Centert Landscape Improvements	(1) Public Parks and Facilities	\$ 275,714	90.3	3	\$ -
Boys & Girls Club	Lowell Gym Improvement and Bathroom Installation	(1) Public Parks and Facilities	\$ 410,000	85.6	4	\$ -
Uneed2, Inc.	Technical Training Center	(2) Removal of Architectual Barriers (ADA)	\$ 150,000	65.6	5	\$ -
CDBG Public Improvements/Facilities Request			\$ 1,855,586			\$ 339,213

**HOME Program**

Applicant	Project Title	Local Funding Priority	Funding Request	Sub-Cmte Avg. Score	Rank	PCS Subc-Cmte Recommendations
Housing Authority County of San Joaquin	Tracy Homes	(2) Rehabilitate residential properties occupied by low income persons	\$ 2,000,000	94.3	1	\$93,972.60
Eden Housing, Inc.	Stone Pine Meadows Apartments	(2) Rehabilitate residential properties occupied by low income persons	\$ 300,000	86.6	2	\$62,648.40
HOME Program Request			\$ 2,300,000			\$ 156,621