

NOTICE OF REGULAR MEETING

Pursuant to Section 54956 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 4, 2021 @ 7:00 p.m.
(or as soon thereafter as possible)

Location: City Hall, 333 Civic Center Plaza, Tracy

THIS REGULAR MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

RESIDENTS ARE STRONGLY ENCOURAGED TO PARTICIPATE REMOTELY AT THE February 4, 2021 REGULAR MEETING

Government Code Section 54954.3 states that every public meeting shall provide an opportunity for the public to address the Parks and Community Services Commission on any item, before or during consideration of the item, however no action shall be taken on any item not on the agenda.

Remote Access to City of Tracy Commission Meeting:

In accordance with the guidelines provided in Executive Order N-29-20 on social distancing measures, the City of Tracy will allow for remote participation at the upcoming Parks and Community Services Commission Regular Meeting on Thursday, February 4, 2021.

Remote Public Comment:

*Public comment, limited to 250 words or less, submitted via email **will only be accepted for agenda items before the start of the Parks Commission Regular Meeting at 7:00 p.m.** Please send an email to publiccomment@cityoftracy.org - identify the item you wish to comment on in your email's subject line.*

During the upcoming Parks Commission Regular Meeting, public comment will be accepted via the options listed below. If you would like to comment remotely, please follow the protocols below:

- *Comments via:*
 - **Phone** by dialing (209) 831-6010, or
 - **Online by visiting** <https://cityoftracyevents.webex.com> and using the following **Event Number:** 126 811 1045 and **Event Password:** Parks1
 - **If you would like to participate in the public comment anonymously**, you may submit your comment via phone or in WebEx by typing "Anonymous" when prompted to provide a First and Last Name and inserting Anonymous@example.com when prompted to provide an email address.

- *Protocols for submitting comments by **phone**:*
 - *If you wish to discuss an item under “New Business” identify the item when calling in. All requests to discuss an item under “New Business” must be submitted before the Chair announces that the time to submit such a request has expired.*
 - *Identify the item you wish to comment on to staff when calling in. Comments received by phone will be accepted for the “Items from the Audience” portions of the agenda.*
 - *Comments received by phone for the “Items from the Audience” portion of the agenda must be received by the time the Chair opens that portion of the agenda for discussion.*

- *Protocols for commenting via **WebEx**:*
 - *If you wish to comment on “New Business” or “Items from the Audience” portions of the agenda:*
 - *Listen for the Chair to open that portion of the agenda for discussion, then raise your hand to speak by clicking on the Hand icon on the Participants panel to the right of your screen.*
 - *If you no longer wish to comment, you may lower your hand by clicking on the Hand icon again.*
 - *Comments for “New Business” or “Items from the Audience” portions of the agenda will be accepted until the public comment for that item is closed.*

- *The total allotted time for public comment will be as follows:*
 - *New Business: **5 minutes***
 - *Items from the Audience: **5 minutes***

Comments received by publiccomment@cityoftracy.org, phone call, or on Webex outside of the comment periods outlined above will not be included in the record.

Full copies of the agenda are available on the City’s website: www.ci.tracy.ca.us

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. ITEMS FROM THE AUDIENCE - *In accordance with Council Meeting Protocols and Rules of Procedure, adopted by Resolution 2019-240, a five-minute maximum time limit per speaker will apply to all individuals speaking during “Items from the Audience/Public Comment”. For non-agendized items, Parks and Community Services Commissioners may briefly respond to statements made or questions posed by individuals during public comment; ask questions for clarification; direct the individual to the appropriate staff member; or request that the matter be placed on a future agenda or that staff provide additional information to the Parks and Community Services Commission.*

5. Approval of Meeting Minutes
 - a. **Review and Approve the Regular Meeting Minutes from January 7, 2021.**
6. Old Business
 - a. **UPDATE COMMISSION GOALS AND OBJECTIVES FOR FISCAL YEAR 2020-2021**
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 2021-2022 AND RECOMMEND APPROVAL TO CITY COUNCIL**
8. Parks Planning and Development Manager Report (Verbal Report)
 - a. **PARK CAMERA PROJECT UPDATE**
9. Item from the Audience
10. Items from the Commission
11. Adjournment to next Regular Meeting: **March 4, 2021**

Posted: February 1, 2021

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 (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 & Recreation Department located at 333 Civic Center Plaza, Tracy, during normal business hours.

PARKS & COMMUNITY SERVICES COMMISSION
SPECIAL MEETING MINUTES
January 7, 2021

1. CALL TO ORDER:

Chair Lieberg called the meeting to order at 7:18 p.m.

2. ROLL CALL:

- a. Present: Chair Lieberg, Vice Chair Krogh, and Commissioners Jimenez, and Singh
- b. Absent: None
- c. Staff Present: Brian MacDonald, Parks and Recreation Director; Richard, Joaquin, Parks Planning and Development Manager, Thien Nguyen, Recreation Program Services Supervisor; Justin Geibig, Recreation Leader II; and Jolene Jauregui, Recreation Program Manager
- d. Recorded By: Andrea Pedigo, Executive Assistant

3. PLEDGE OF ALLEGIANCE:

The pledge of allegiance was led by Chair Lieberg

4. ITEMS FROM THE AUDIENCE:

There were no comments from the public via Webex, phone, or email.

5. APPROVAL OF MINUTES FROM

- a. Review and Approve the Regular Meeting Minutes from December 3, 2020

ACTION: A motion was made to approve the meeting minutes for December 3, 2020 by Vice Chair Krogh and seconded by Commissioner Singh. Roll call found Chair Lieberg, Vice Chair Krogh and Commissioner Singh all in favor. Commissioner Jimenez abstained. Passed and so ordered.

6. NEW BUSINESS:

- a. **Review and Approve a Memorial Bench and Plaque for the Mobley Family at Veteran's Park**

Richard Joaquin, Parks Planning and Development Manger presented the staff report.

Richard Joaquin, Parks Planning and Development Manager turned the presentation over to Chris Long with Surland for his presentation.

Chris Long with Surland turned the presentation over to Linda Gates with Gates & Associates, Landscape Architect for her presentation.

There were no comments from the public via email, Webex, or phone.

Commission comments and questions followed.

Linda Gates with Gates & Associates and Chris Long with Surland answered the questions of the commission.

ACTION: A motion was made by Commissioner Jimenez to accept the amended details to the Western Park and to approve the Schoolhouse Park plan as presented and make recommendation to City Council. Vice Chair Krogh seconded the motion. Roll call found Chair Lieberg, Vice Chair Krogh, and Commissioners Singh and Jimenez all in favor. Passed and so ordered.

7. PARKS AND RECREATION DIRECTOR REPORT

Brian MacDonald, Parks and Recreation Director presented the directors report along with Richard Joaquin, Parks Planning and Development Manager.

No commission questions or comments followed.

8. ITEMS FROM THE AUDIENCE

There were no comments from the public via Webex, phone, or email.

9. ITEMS FROM THE COMMISSION

Commissioner Jimenez had a question for Director MacDonald on whether or not the City will be opening a recruitment for the two (2) vacant positions since the resignation of former commissioners along with if he knew when TUSD would appoint a new board member to serve on the commission.

Director MacDonald stated the TUSD appointed Lori Souza as the new commissioner to serve on the Parks Commission and that she would be in attendance at our next meeting.

Director MacDonald stated that the two (2) open vacancies are on hold at this time, as City Council had previously directed staff to bring an item to City Council to discuss the Commissions make up and purpose, as well as a discussion as to whether or not we align the number of commissioners to 5 as City Council.

Commissioner Singh thanked Director MacDonald as he had the same question as Commissioner Jimenez.

Commissioner Krogh had no additional questions.

Chair Lieberg asked Commissioner Singh how the Youth Advisory Commission (YAC) interviews went as he was appointed to the interview panel.

Commissioner Singh stated he was thankful to be on the interview team, as he expressed how talented, knowledgeable, and passionate each interviewee was. Commissioner Singh stated that Amanda Jensen along with the interview team selected 2 adult Commissioners and students who will be appointed to the Commission.

Chair Lieberg thanked the Parks Department and City Staff who helped in the renovation of Sullivan Park as it is now complete and looks great.

Chair Lieberg reported that he, Vice Chair Krogh, and Commissioner Singh will soon be reviewing the CDBG applications and that staff will be bringing back the update for the public discussion. Chair Lieberg also expressed that he would like for staff to work on a summary from years past as to who has been granted funds and how much was paid out in order to compare to who has applied.

Chair Lieberg has requested to staff to look into who owns the vacant property at the corner of Schulte and Tracy Blvd across from the Savemart. He would really like to see this developed as it is an eye sore and that staff should contact owner to see if he would like to sell as this is a highly traveled area.

Director MacDonald stated that this is a privately owned lot and that there has been talk in the past to develop it as it is a commercial lot, but it is limited due to low power lines. He also stated that there have been issues in the past regarding homeless that has been addresses with code enforcement. Director MacDonald is unaware of whom owns it.

10. ADJOURNMENT:

Time: 8:34 P.M.

ACTION: Vice Chair Krogh motioned to adjourn the meeting at the said time of 8:34 pm and seconded by Commissioner Jimenez. Roll call found all in favor; passed and so ordered.

The above agenda was posted at Tracy City Hall on December 31, 2020. The above are action minutes. A recording is available at the Parks and Recreation Department.

Brian MacDonald, Staff Liaison

PARKS COMMISSION GOALS ~ FISCAL YEAR 2019-20

Goal		Objective	Tasks	Timeline	Assignment/ Subcommittee	Status
1.	COMMUNITY OUTREACH 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: Levoit	continuous
		1.B. Ensure representation with the Tracy Senior Association	1.B.1 Attend TSA monthly meetings & report back to Commission; Attend other non-profit meetings & report back to Commission	Monthly meetings; Quarterly meetings	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/Singh	
			1.C.3 Attend Blues, Brews & BBQ	September	Magaña/Singh	
			1.C.4 Attend Sponsored Youth Events	Twice per year	Magana	
			1.C.5 Attend Movies on the Plaza	Twice per year	Levoit	
		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.D.2 Reach out and meet with other senior organizations	Quarterly	Miller	
		1.E. Increase communication with local school districts	1.E.1 Attend monthly meetings & report back to Commission	Monthly meetings	Costa	
1.E.2 Attend City/School Liasion meetings and report back to Commission	Quarterly meetings		Levoit; Alt: Lieberg			
2.	PROGRAM ENHANCEMENT Look for ways to enhance Recreation Programs that will provide community benefit	2.A. Sponsor and Support 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/Singh	
			2.A.3 Develop a survey to get a feedback on the program	TBD	Magaña	
3	PARK FACILITY & SPORTS FIELD SAFETY	3.A. Safety need	3.A.1 Research lighting and security cameras	TBD	Levoit/Miller	
PARKING LOT:		Programming for Multi-Generational Recreation Center; Aquatics Center; Nature Park; & Parks Master Plan				

**CITY OF TRACY
PARKS AND COMMUNITY SERVICES COMMISSION SPECIAL MEETING
February 4, 2021**

AGENDA ITEM 7.A.

REQUEST

REVIEW AND ACCEPTANCE OF THE PARKS AND COMMUNITY SERVICES COMMISSION'S SUBCOMMITTEE RANKING AND FUNDING RECOMMENDATIONS FOR THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUNDS FOR FISCAL YEAR 2021-2022 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 2021-2022 program year as follows:

CDBG

Public Services Allocation (15%)	\$ 73,293
Public Improvements/Public Facilities (85%)	\$ 415,327

Total \$ 488,620

<u>HOME</u> HOME Eligible Activities	Total \$ 165,414
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The County requires ranking of the applications among each eligible CDBG/HOME local funding category, and a minimum allocation of \$5,000 for CDBG Public Service awards and \$150,000 for CDBG Public Improvement/Public Facilities awards. Ranking of applications among each local funding category allows San Joaquin County, as the entitlement community, to potentially allocate any supplemental CDBG/HOME program funds to the highest ranked local priority services and projects.

The Parks and Community Services Commission CDBG/HOME funding allocation recommendations will go before the Tracy City Council on March 16, 2021. The San Joaquin County Board of Supervisors are scheduled to review and consider all local funded projects in May 4, 2021, and submit those recommendations to the U.S. Department of Housing and Urban Development (HUD) in May 15, 2021.

Subcommittee Review and Recommendation:

CDBG/HOME grant applications for FY 2021-2022 were available beginning December 10, 2020, with a submittal deadline of January 22, 2021. 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.

The Parks and Community Services Commission Subcommittee reviewed each application and scored them electronically using the City's new eCivis Grant Management Portal based on local funding priorities and project details between January 22, 2021 and January 28, 2021. Members of the sub-committee met virtually on January 28 and January 29, 2021 to finalize their recommended funding allocations to the Parks and Community Services Commission.

Individual scores for each application were averaged to determine a final score. The Subcommittee recommendations for application ranking and grant funding allocations for FY 2021-2022 are listed in Attachment A. Individual scoring records completed by the sub-committee members can be provided to each applicant and 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 CDBG Subcommittee's recommendations for priority ranking and funding of CDBG and HOME grant applications for FY 2021-2022 and recommend approval to the City Council.

Prepared by: Barbara Harb, Economic Development Analyst

Reviewed by: Michael Nimon, Economic Development Manager
Jolene Jauregui, Recreation Services Manager

Approved by: Brian MacDonald, Parks & Recreation Department Director

ATTACHMENTS:

Attachment A - 2021-2022 CDBG/HOME Sub-Committee of the Parks and Community Services Commission Local Priority Ranking and Funding Recommendations

ATTACHMENT A

2021-2022 CDBG/HOME Sub-Committee of the Parks & Community Services Commission
Local Priority Rankings & Funding Recommendations

2021-2022 Funding Available to City of Tracy		
Total Allocation	\$	488,620.00
CDBG Public Services	\$	73,293.00
CDBG Public Improvements/Public Facilities	\$	415,327.00
HOME	\$	165,414.00

CDBG Public Services												
Applicant	Project Title	Local Funding Priority	Funding Request	Score 1	Score 2	Score 3	Avg. Ranking Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments	
San Joaquin Fair Housing	Affordable Housing and Counseling Services	HUD Requirement-Fair Housing	\$ 5,000				n/a	Direct Allocation	Direct Allocation	\$ 5,500.00		
SJ County Food Services Pool	Food Distribution Services (Emergency Food Bank & Meals on Wheels)	(1) Food Distribution	\$ 7,000				n/a	Direct Allocation	Direct Allocation	\$ 4,793.00	Requested \$4,608. Increased by \$185	
Women's Center	Homeless Youth Outreach & Engagement	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 16,000	93	99	96	96	1	1	\$ 12,000.00		
Tracy Interfaith Ministries	Hunger Relief and Food Distribution	(1) Food Distribution	\$ 12,000	89	99	97	95	2	1	\$ 12,000.00		
Boys & Girls Clubs of Tracy	Summer Enrichment Program	(5) Youth Education and Enrichment Services	\$ 12,000	89	92	93	91	3	2	\$ 8,000.00		
Tracy Community Connections Center, Inc. (TCCC)	Homeless Client Assistance	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 22,500	79	94	92	88	4	2	\$ 8,000.00		
McHenry House Tracy Family Shelter	Night Supervisor / Family Crisis Intervention Program	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 10,000	77	92	93	87	5	3	\$ 8,000.00	After funding formula applied, \$8,185 remained. Alloc. \$3k to #5, \$3k to #6, \$2k to #7 and \$185 to Food Svc. Pool.	
Coalition of Tracy Citizens to Assist the Homeless (CTCAH)	Emerson House Operations - Resident Mgr. Salary	(2) Homelessness Prevention, Intervention and Transitional Housing Services	\$ 12,000	71	88	93	84	6	3	\$ 8,000.00		
Tracy D.A.R.E. Program, Inc.	Elementary Schools in Tracy	(5) Youth Education and Enrichment Services	\$ 10,000	73	88	89	83	7	3	\$ 7,000.00		

CDBG Public Services Request \$ 106,500 \$ 73,293 \$ -

CDBG Public Improvements/Public Facilities												
Applicant	Project Title	Local Funding Priority	Funding Request	Score 1	Score 2	Score 3	Sub-Cmte Avg. Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments	
City of Tracy	Grant Administration	Direct Allocation	\$ 20,000				n/a	Direct Allocation	Direct Allocation	\$ 20,000		
City of Tracy	Temporary Emergency Housing Shelter (Arbor Road) Project	(1) Public Parks and Facilities	\$ 415,327	92	94	91	92	1		\$ 395,327		
Mc Henry House Tracy Family Shelter	Painting of Shelter Exterior	(1) Public Parks and Facilities	\$ 250,000	79	94	98	90	2		\$ -	Not Funded	
City of Tracy	Pedestrian ADA Improvements	(2) Removal of Architectual Barriers (ADA)	\$ 528,300	80	89	92	87	3		\$ -	Not Funded	

CDBG Public Improvements/Facilities Request \$ 1,213,627 \$ 415,327 \$ -

HOME Program												
Applicant	Project Title	Local Funding Priority	Funding Request	Score 1	Score 2	Score 3	Sub-Cmte Avg. Score	Scoring Rank	ALLOCATION TIER	PCS Sub-Cmte Recommendations	Comments	
N/A	N/A	Direct Allocation					n/a					
Housing Authority County of San Joaquin	Tracy Homes Phase I	(2) Rehabilitate residential properties occupied by low income persons	\$ 165,414	80	99	99	93	1	1	\$165,414.00		

HOME Program Request \$ 165,414 \$ 165,414