

**PARKS & COMMUNITY SERVICES COMMISSION
REGULAR MEETING MINUTES
February 6, 2014**

1. **CALL TO ORDER:** Commissioner Jimenez called the meeting to order at 7:00 p.m.
2. **ROLL CALL:**
 - a. **Present:** Commissioner Jimenez; Commissioner Birk; Commissioner Gouveia; Commissioner Saltzman; Commissioner Holguin
 - b. **Absent:** Commissioner Jayne; Commissioner Johnson
 - c. **Staff Present:** Brian MacDonald, Management Analyst II; Kim Scarlata, Recreation Manager; Jolene Jauregui, Recreation Coordinator II; Scott Claar, Associate Planner; Barbara Harb, Management Analyst I; Don Scholl, Parks Maintenance Division
 - c. **Recorded By:** Stephanie Garcia, Executive Assistant
3. **ITEMS FROM THE AUDIENCE:** None
4. **APPROVAL OF MINUTES FROM REGULAR MEETING ON JANUARY 2, 2014:**
 - a. **Motion to Approve:** Commissioner Gouveia
 - b. **Second:** Commissioner Birk
 - c. **Abstain:** Commissioner Saltzman
 - d. **Vote:** Passed

APPROVAL OF MINUTES FROM CDBG SUBCOMMITTEE SPECIAL MEETING ON JANUARY 23, 2014:

 - a. **Motion to Approve:** Commissioner Birk
 - b. **Second:** Commissioner Saltzman
 - c. **Abstain:**
 - d. **Vote:** Passed
5. **CORRESPONDENCE:** None
6. **OLD BUSINESS:**
 - a. **Update Commission Goals for Fiscal Year 13/14 & 14/15 – Staff gave the update on the following items:**
 - 2.1.B.1. Research Park History and Post Park Information and Photos on Website – Staff is in the process of updating the website to integrate the Parks and Community Services portion within the Public Works Department and other departments within the City. The targeted completion date is May or June 2014.
 - 3.1.B.1. Research Successful Adopt-A-Park Programs from other Agencies, Identify Desirable Program Elements (with Safety Strategy Team) and Present to Commission – Due to current workload levels in the Community Facilities Division, this goal is being looked into assigning this project to another staff member within the Public Works Department.
7. **NEW BUSINESS:**
 - a. **Approve CDBG Subcommittee Recommendations to City Council Regarding the Allocation of Community Development Block Grant (CDBG) Funds and Home Funds for Fiscal Year 2014-2015:**

Staff provided an overview of the Community Development Block Grant Allocations of the CDBG Funds and Home Funds for FY 2014-2015.

Representatives spoke on behalf of their Organizations and clarified questions from the Commission.

CDBG FUNDS – Public Services Category (15% Cap):

<u>Organization Name</u>	<u>Subcommittee Requested</u>	<u>Commission Recommended</u>
Coalition of Tracy Citizens	\$ 5,000	\$ 4,000
Emergency Food Bank	\$ 2,000	\$ 2,000
HSA: Aging & Community Services	\$ 6,433	\$ 6,433
McHenry House	\$ 7,000	\$ 7,000
Second Harvest Food Bank	\$ 6,000	\$ 6,000
Sow A Seed Community Foundation	\$ 5,000	\$ 6,000
Tracy Interfaith Ministries	\$12,000	\$12,000
Tracy Nor Cal Trojans	\$ 0	\$ 0
Tracy Volunteer Caregivers	\$ 5,000	\$ 5,000
VBR Foster Family Agency	\$ 5,000	\$ 5,000
Women’s Center	\$ 5,000	\$ 5,000
*San Joaquin Fair Housing	\$10,228	\$10,228
*NOTE: The mandatory Housing and Urban Development (HUD) allocation is \$10,228 to fund fair housing activities. The County has a contract with the San Joaquin Fair Housing Authority for this purpose in which the City participates.		
TOTAL FUNDED:	\$68,661	\$58,433

The recommendation from the Commission was to adjust the Home Funds for the Coalition to Assist the Homeless from \$56,219 to \$23,500 on Items 7, 8, 9 and 10 from the Coalition’s application.

CDBG FUNDS – Public Facilities / Economic Development Category:

<u>Organization Name</u>	<u>Subcommittee Requested</u>	<u>Commission Recommended</u>
City of Tracy (Downtown Façade Improvement)	\$ 35,959	\$ 35,959
Small Business Dev. Center	\$ 5,000	\$ 5,000
City of Tracy (Various City Building ADA Door Modification)	\$348,126	\$243,747
Coalition to Assist Homeless	\$ 56,219	\$ 23,500
McHenry House	\$ 80,879	\$ 80,879
**Tri-Valley Housing		
**Ineligible – Duplicate Services	\$ 0	\$ 0
TOTAL FUNDED:	\$526,090	\$389,085

Home Fund:

Down Payment Assistant Program	\$	\$ 65,648
TOTAL FUNDED:		\$ 65,648

Commissioner Saltzman made a motion to approve CDBG subcommittee recommendations to City Council regarding the Allocation of CDBG Funds and Home Funds for Fiscal Year 2014-2015. The motion was seconded by Commissioner Gouveia and passed by unanimous vote.

(DEVIATION FROM AGENDA)

b. Receive, Discuss, and Accept the 2013 Youth Advisory Commission

Annual Report: Youth Advisory Commissioner's Hall and Yang presented the annual report. The Parks Commission received, discussed, and accepted the 2013 Youth Advisory Commission Annual Report.

Commissioner Saltzman stated that she is touched by the diversity of the programs; they are different and they would obviously attract students that might be interested in these programs and the numbers have increased, that's great! Commissioner Gouveia thanked Commissioner Hall and Yang for their energy and their support because they are the future and will take us to another level; he encouraged them to keep going with their talents.

Commissioner Birk encouraged them to keep up the good work.

Commissioner Jimenez applauded their efforts and stated that the Text and Don't Drive program was extremely successful and appreciates that all the High Schools are represented on this committee and are united as a group and looks forward to continue working with the youth.

8. ITEMS FROM STAFF:

- a. Recreation Division Report – Included in agenda packet
 - i. Upcoming Events and Programs
- b. Public Works Parks Maintenance Division Report
 - Three full-time staff members recently started with the Parks Maintenance Division, Antelmo Martinez, Alex Kellogg and Heather Holtsman, they are all doing well and Don looks forward to working with them for a long time.
 - All fields have been shut down for the day due to rain; most of the fields may be shut down throughout the weekend depending if the forecast calls for more rain.
 - Staff received a call from the Tracy Press asking about irrigation in the parks. Residents have seen sprinklers on in the parks at night with the irrigation running. Currently the City is under a 20% voluntary reduction in irrigation due to a possible drought season and as good stewards we want to implement that 20% as we move into the year, part of that is making sure the maintenance of irrigation coverage is good and repair leaks and breaks quickly. Don explained that 95% + of the irrigation is controlled by a computer controlled system. It gets the information from a weather station from the corporation yard and calculates roughly how much water and moisture the plants are using which may trigger the sprinklers to run through a cycle for a few seconds/minutes. Manual adjustments may have to be used from time to time.
 - The lighting at the Tracy Ball Park lights will soon have temporary automatic timers. The Tracy Ball Park is one of the CIP projects that the Commission approved. Staff is in discussion to break down the project in smaller portions to get some partial funding in the tune of \$2 million to \$2.5 million and move forward and attack some larger items on the North Diamond of the Park.
 - Hoyt Park playground, staff is pushing to move forward regarding the safety items.

Commissioner Jimenez stated that she is the liaison to the Tracy Friends for Parks, Recreation and Community Services Foundation and received a letter from a dog owner regarding an issue at the El Pescadero Dog Park and relayed the message to Don and David. Don was on

vacation and answered Commissioner Jimenez to ensure the issue was resolved that same day. Commissioner Jimenez and the Foundation thanked Don for taking care of the issue.

c. Community Facilities Report

- The comparison numbers from January 2013 to January 2014 have slightly increased due to the crab feeds at the Community Center.
- The 2014 sports field allocations have been completed and the leagues have been notified of the allocations. There are a couple of smaller leagues who received half of their requested field usage specifically All American Sports Academy. JP and Laura worked diligently with the smaller groups and due to the prime times they requested, staff was unable to accommodate all of their hours.
- Automated lighting at Veteran's Park has been implemented since December 2013 and has been working efficiently.
- Stephanie Garcia and Laura Serrano will be rotating the recording for the Parks Commission meetings which would give Laura professional development and exposure to public meetings.

d. Director Report

- i. Project Update – on behalf of David Ferguson, Brian gave the update to the Commission.
 - Staff submitted the Commission's top six CIP projects to finance.
 - Staff is working on adjusting the scope of the first phase at the Tracy Ball Park. The total for the repairs is in the tune of \$3.9 million but in reality there is less than \$2 million available for city wide general fund projects.
 - Council reappointed Commissioner Birk and Holguin and appointment Commissioner Johnson at the January 21, 2014, Council meeting. The City Clerk's office received a total of 18 applicants for three vacancies in the Parks & Community Services Commission.

9. ITEMS FROM THE COMMISSION

- Commissioner Holguin stated that there is a generator at the Sports Complex that has a gate door that is unsecured by the center baseball diamond. Staff said it is an AT&T cell tower and will follow-up with an AT&T representative.
- Commissioner Saltzman thanked staff who helped with the CIP priorities.
- Commissioner Gouveia stated that he is the representative from the Parks & Community Services Commission for the Senior Steering Committee and they've met a few times to hear the communities input. The committee's role is to observe and report to the Council for direction on any issues.
- Commissioner Gouveia stated that he read in the newspaper that there is a request for sliding fees for non-profit organization. All involved should be notified of the option to waive fees.
- Commissioner Jimenez recognized and thanked the sub-committee for their hard work. The Notice of the Special Meeting that Commissioner Gouveia was referring to was the Senior Steering Committee issues. The Parks & Community services Commission were present and had a quorum. Commissioner Jimenez spoke to staff and requested that this item be placed on the March agenda. Staff informed her that this would come back in about two months. Staff would like to have the remarks condensed in the report and provide the Commission with a condensed version of

- the possibility of what they can do to address the senior issues. At that time, the Commission can discuss it.
- Commissioner Jimenez met with the Foundation and discussed the Small Dog Park; the Foundation is discussing the fencing at the Small Dog Park with staff and moving forward. Their goal was to have it completed in December 2013 but it's coming along quite nicely.
 - Commissioner Jimenez contacted staff regarding the MOU and it was researched and presented to her. The MOU states that non-profit organizations will receive reduced rates and it did not state that it was free. Staff stated that there is an application process and the only fees adopted by Council are the reduced fees.
 - Staff stated that they received direction from Council to explore waiving fees in the future. Staff will come back and provide Council on reduced costs vs. free services. Staff is currently working on the Master Fee Schedule and anticipates it going to Council before the end of the fiscal year. Staff stated that they are exploring the waiving of the application and banner fee. Staff will email the current MOU guidelines and application procedure to the Commission.

10. ITEMS FROM THE AUDIENCE: None

11. ADJOURNMENT:

- a. Motion to Adjourn:** Commissioner Gouveia
- b. Second:** Commissioner Birk
- c. Vote:** Unanimous
- d. Time:** 10:20 p.m.