

**PARKS & COMMUNITY SERVICES COMMISSION
CDBG SUBCOMMITTEE SPECIAL MEETING MINUTES
January 17, 2013**

1. **CALL TO ORDER:** Commissioner Saltzman called the meeting to order at 5:32 p.m.

2. **ROLL CALL:**

- a. Present: Commissioner Saltzman; Commissioner Foley; Commissioner Holguin
- b. Staff Present: Vanessa Carrera, Management Analyst II; Scott Claar, Associate Planner
- c. Recorded By: Vanessa Carrera, Management Analyst II

3. **ITEMS FROM THE AUDIENCE:** None.

4. **NEW BUSINESS:**

- a. **Review, Discuss, Score, and Determine Funding Allocation Recommendations for CDBG Applications for the 2013-2014 Fiscal Year –**

Staff provided an overview of the Community Development Block Grant application submittal, review, and allocation process.

Scott Claar stated that the estimated amount of funding the City may receive from the U.S. Department of Housing and Urban Development (HUD), via San Joaquin County is \$417,761. He added that the funding may be used for projects within the Public Service and Public Facilities categories. The Public Services category is limited to a 15% cap of the total allotted amount, which is \$62,664. In addition, \$62,144 is anticipated in federal HOME Investment Partnership Funds.

Staff informed the applicants in attendance that the Commission will provide an opportunity for them to clarify any information presented in their application as well as provide additional information on their proposed project. Scott asked the commissioners to review the applications by category, and in the following order:

CDBG - Public Service Category

- 1. V.B.R. Foster Family Agency & Children Services
\$8,500 requested - Counseling program for domestic violence

The Commission asked V.B.R. for clarification on their service program, which Dr. Valerie Sims provided. Commissioner Foley was not in favor of the project, as funding would be applied to staffing costs for counseling services. Commissioner Holguin and Commissioner Saltzman were in favor of funding the project. Commissioner Holguin applauded V.B.R. for completing the application thoroughly.

- 2. San Joaquin County Department of Aging/ Human Services Agency
\$9,000 requested – Home delivered meals program (Meals on Wheels)

Commissioner Holguin and Commissioner Saltzman were in favor of funding the project. Commissioner Foley was not in favor of the project.

3. McHenry House Tracy Family Shelter
\$25,000 requested – Family Crisis Intervention Program

Commissioner Foley asked staff if economic development had priority funding, which staff confirmed. Commissioner Saltzman added that she visited the McHenry House site and feels that there is a need for funding the project. She also added that consideration be given to the funding allocation that was awarded to McHenry House mid-year in FY 12-13. All Commissioners were in favor of funding the project.

4. Tracy Volunteer Caregivers
\$6,800 requested – Support services to senior citizens, chronically ill, and disabled individuals

Kevin Farrar provided clarification on the proposed project from Tracy Volunteer Caregivers. Commissioners were not in favor of funding the project, as the funding would support personnel costs rather than direct services.

5. Women's Center – Youth & Family Services
\$10,000 requested – Staffing expenses for South County victim services and shelter

Joelle Gomez provided a brief background on the services the Women's Center provides and how the funding would be used. Commissioners were in favor of funding the project.

6. Emergency Food Bank
\$2,000 requested – Mobile Farmer's Market Program

Commissioners were in favor of funding the project.

7. Tracy Interfaith Ministries
\$15,000 requested – Hunger Awareness and Food Distribution Program

Commissioners requested clarification if the program was year-round. Darlene Quinn of Tracy Interfaith Ministries provided a description of program services. Commissioners were in favor of funding the project.

8. True Vine Christian International
\$10,000 requested - True Vine Bread of Life Project (providing supplemental food to families)

Commissioners requested clarification on the application submitted by True Vine Christian International. Commissioner Saltzman and

Commissioner Foley agreed that the application was not submitted correctly, and entirely, and recommended that the organization re-submit their request next fiscal year. Commissioners were not in favor of funding the project.

9. Second Harvest Food Bank of San Joaquin and Stanislaus Counties
\$10,000 requested – Food Assistance Program

Commissioners requested clarification on program services and if Second Harvest would also be receiving funding from other San Joaquin and Stanislaus County cities. Kerri Tapia of Second Harvest Food Bank clarified that the funding received would support services in Tracy only. Commissioners were in favor of funding the project.

10. Boys & Girls Clubs of Tracy
\$15,000 requested – Funding assistance for an Athletic Coordinator position

Kelly Wilson of the Tracy Boys and Girls Club provided information on the application request. Staff added that this application moved from the Economic Development category to the Public Service category based on description. Commissioner Foley did not recommend providing funding for this request as it would support personnel costs. Commissioner Saltzman and Commissioner Holguin were in favor of funding the request.

Following the review of the Public Services applications, staff informed the Commissioners that they would need to narrow down their application selections and provide funding recommendations. The Commissioners were in favor of fully funding the applications they were in consensus with, which included: McHenry House Tracy Family Shelter (\$25,000), Tracy Interfaith Ministries (\$15,000), Women's Center (\$10,000), Second Harvest Food Bank (\$10,000), and Emergency Food Bank (\$2,000).

A \$664 balance remained in the Public Services category. Scott Claar clarified that the unused funding can be rolled into the Public Facilities category.

CDBG - Public Facilities Category

Scott Claar stated that \$355,761 was available in the Public Facilities category which includes the rollover balance from the Public Services category (\$664), and adding \$15,000 available for program administration costs.

1. Tracy Interfaith Ministries
\$207,153 requested - Installation of additional PV solar panels at the facility

Commissioners requested clarification on the project and whether Tracy Interfaith would receive an immediate return on investment and if the available funds used for utility costs would offset service expenses. Tracy Interfaith and Joe Silveira of Renewable Integrator, Inc. (solar contractor) confirmed this and stated that the project can be considered as an

annuity. The Commissioners felt that the cost for installation, materials and labor was very high and were not in favor of supporting the project.

2. McHenry House Tracy Family Shelter
\$30,353 requested - Renovations to Day Center

Armenia Pereira of the McHenry House provided additional information on the project. Commissioner Foley asked if volunteers could assist with building renovations. Armenia responded that there were not enough skilled and available volunteers to assist. Commissioners agreed that there was a need for the project and decided to fully fund in the amount of \$30,353.

3. Coalition of Tracy Citizens to Assist the Homeless
\$32,912 requested – Renovations to Homeless Shelter

Commissioner Saltzman stated that she visited the Homeless Shelter site and felt that there was an apparent need for renovations. Representatives from the Coalition of Tracy Citizens to Assist the Homeless spoke on behalf of the project. Commissioner Foley stated that she was not in favor of recommending funding for the project if it will go to support a rental property that has a month-to-month lease. She added that landlord would benefit from the renovations and the clients may not directly benefit. All Commissioners were in favor of supporting the project with restrictions, and agreed to revisit the item after reviewing the remaining Public Facility projects.

4. Boys & Girls Clubs of Tracy
\$150,000 requested – Improvements for Eco Outdoor Classroom and ADA front counter

Commissioner Saltzman stated that she would be in favor of supporting the ADA front counter improvements but not the Eco Outdoor Classroom, as recommendations for FY 12-13 mid-year funding were made to award the Boys and Girls Club for a similar outdoor area in the amount of \$300,000. Scott Claar confirmed this. The Commissioners agreed to fund the ADA portion of the project in the amount of \$43,000.

5. City of Tracy
\$238,875 requested - Sidewalk, curb, gutter, wheelchair ramp, and storm drain improvements

Zabi Zacca spoke on behalf of the City of Tracy regarding the need for funding to support sidewalk, curb, gutter, storm drain and ADA improvements in the downtown area. He added that the City would be happy to receive funding in any amount towards the project. Commissioner Saltzman commented that an application was submitted for FY 12-13 for this project but was denied because it was incomplete. Commissioners were not in favor of funding the project and felt that the

City should designate CIP or operating funds to support downtown improvements.

At this point the Commissioners had allocated \$73,353 toward Public Facility projects, and agreed to re-examine the Public Facility funding requests in order to allocate the remaining \$282,408 balance.

After additional evaluation and discussion, the Commissioners agreed to fund the Tracy Boys and Girl's Club in the full amount of \$150,000 for the Outdoor Eco Classroom and ADA Counter, and fund the City of Tracy in the amount of \$173,250 for the downtown improvements, leaving an available balance of \$2,158.

Debbie Miller of the Coalition of Tracy Citizens to Assist the Homeless asked the Commission if funding was going to be considered for their project. Commissioner Foley suggested that funding be recommended in the amount of \$2,100 to support trim repairs, painting supplies, plant materials and ceiling fans for the shelter, and added that she would not be in favor of funding the remaining rental property improvements noted in the application. Commissioner Saltzman and Commissioner Holguin were in agreement with this recommendation.

HOME Funds (\$62,144 Total)

1. Women's Center – Youth & Family Services
\$50,000 requested - Purchase of a house to establish the Tracy Shelter for Battered Women and Children

Commissioners were in favor of recommending \$50,000 for the project.

2. NeighborWorks HomeOwnership Center, Sacramento Region, Stockton Office
\$16,000 requested - Homebuyer Education and Home Recovery Assistance programs

Scott Claar stated that the NeighborWorks project would be a duplication of services already provided by Visionary Home Builders (administered by the County). The County has informed the City that CDBG funds are not to be used for duplicate services. The remaining \$12,144 of HOME funds could be used for the Downtown Payment Assistance Loan Program that is administered for the City by San Joaquin County. No funds were recommended for this project.

11. **ITEMS FROM THE AUDIENCE:** None.

12. **ADJOURNMENT:**

- a. Motion: Commissioner Foley
- b. Second: Commissioner Holguin
- c. Vote: Unanimous
- d. Time: 7:20 p.m.