

AGENDA

PARKS & RECREATION COMMISSION
CLAUDE MEITZENHEIMER COMMUNITY CENTER
830 S. BLACKSTONE STREET
TULARE, CA

**TUESDAY, MAY 14, 2019
6:30 A.M.**

City of Tulare Mission Statement

To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZEN COMMENTS

This is the time for citizens to comment on items within the jurisdiction of the Commission. The Commission cannot legally discuss or take official action on citizen comments that are introduced today. Each speaker will be allowed 3 minutes, with a maximum of 10 minutes per item, unless otherwise extended by Commission.

IV. COMMUNICATIONS

Communications are to be submitted 10 days prior to a meeting to be considered for this section of the Agenda. No action will be taken on matters listed under Communications; however, the Commission may direct staff to schedule issues raised during Communications for a future agenda. Citizen comments will be limited to 3 minutes per topic, unless otherwise extended by Commission.

V. CONSENT CALENDAR

All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- (1) Approve Commission minutes of April 9, 2019, regular meeting**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS ~ None

VII. STUDENT REPORTS

- (1) Teens on Board Student Reports**

VIII. GENERAL BUSINESS

- (1) Staff report regarding department budgets presentation to City Council**

VIII. GENERAL BUSINESS (continued)

- (2) **Review Recreation Division attendance report for the month of April 2019 and upcoming special events**
- (3) **Staff report on park maintenance operations for the month of April 2019, update on park projects and special events**

IX. ITEMS OF COMMISSION INTEREST

X. ADJOURNMENT

Parks and Recreation Department Mission

Provide Recreational Experiences, Enhance Human Development, Promote Health and Wellness, Support Cultural Unity, Facilitate Community Problem-solving, Protect Natural Resources, Strengthen Community Image and Sense of Place, Support Economic Development, Strengthen Community Safety through the provision of Leisure Programs

**Commissioners, if you cannot attend this meeting,
please contact Kathy at the Recreation office at 684-4311
so that a quorum can be determined.**

In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in this meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the Parks and Recreation Department at (559)684-4310. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35, 104 ADA Title II), and allow for the preparation of documents in the appropriate alternate format.

City of Tulare
PARKS AND RECREATION COMMISSION
Tuesday, April 9, 2019
MINUTES

I. CALL TO ORDER

The Regular Meeting of the Tulare Parks and Recreation Commission was called to order at 6:31 a.m., by Chairperson Craig Hancock, at the Claude Meitzenheimer Community Center, Sequoia Room

COMMISSIONERS PRESENT:	Craig Hancock	Eric Farrenkopf
	Nicholas Sherwood	Mike Jamaica
	Armando daSilva	

STAFF PRESENT:	Brian Beck	J. Dean Johns
	Kathy Melendez	

STUDENTS PRESENT:	Krupaly Patel	Samantha Torres
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II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Armando daSilva.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

Acting Director Brian Beck reported staff received an email from a citizen stating they are a Visalia resident who frequents Tulare parks and is quite pleased with our parks.

V. CONSENT CALENDAR

(1) Approve Commission minutes of March 12, 2019

It was motioned by Vice Chair Sherwood and seconded by Chairman Hancock that the minutes of March 12, 2019, be approved as presented (5-0).

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VII. STUDENT REPORTS

Student Samantha Torres reported swim and track meets are in session; EYL Championship games will be held after Spring Break. She is participating in the FFA judging competition in Sacramento; Samantha placed first in Dairy Marketing; she will be participating in the 3-day lifeguard certification classes that will be held this weekend in preparation of working as a Lifeguard this summer.

Student Krupaly Patel reported that tennis program is currently happening and she is working for Little Sluggers on Saturdays.

VIII. GENERAL BUSINESS

- (1) **Presentation from Life Church Movement (per request of Commission) to request use of the Senior Community Center for religious purposes for an additional year**

Pastor Corey Troutt introduced himself to the Commission and gave a presentation of what Life Church has done for the community such as free Movies in the Park and Habitat for Humanity. Troutt stated they have looked into leasing the former Anchor Lighting facility but ran into some roadblocks with conditional use permit conditions relating to parking. They wish to continue to utilize the Senior Community Center. They are currently seeking other venues.

Motion was made by Chairman Hancock and seconded by Vice Chair Sherwood to extend the use by Life Church for an additional year through April 2020. All members in favor (5-0).

Chairman Hancock left at 7:00am for a scheduled appointment.

- (2) **Staff report to approve revisions to Master Fees and Charges Schedule for the 2019/2020 fiscal year**

Acting Director Beck gave a brief report stating that due to minimum wage increases effective January 1, 2020, staff is providing a revision of fees to several youth programs, however, he noted the increases are minimal.

Motion was made by Farrenkopf and seconded by Commissioner daSilva to approve as submitted. All in favor (4-0).

- (3) **Staff report to approve the July 1 – December 31, 2019, part-time employee wage rates and January 1 – June 30, 2020, part-time employee wage rates due to mandatory State minimum wage increases effective January 1, 2020**

Acting Director Beck gave a brief report stating that due to minimum wage increases, effective January 1, 2020, staff is providing a schedule of part-time wages to reflect the mandated salary increases.

Motion was made by Commissioner Farrenkopf and seconded by Commissioner Jamaica to approve rates as submitted. All in favor (4-0).

- (4) **Recreation Division attendance report for the month of March 2019 and upcoming special events**

Acting Director Brian Beck reported on recreation activities from March: Spring softball league began and three tournaments have been held; coed volleyball started their league with 8 teams participating; staff is preparing for concert series and movies in the park, Spring Carnival on April 18 in Zumwalt Park and Teen Fest to be held on May 3; track meet was held at Tulare Western track with almost 600 students participating from throughout the county; Little Sluggers is being held on Saturday and enrollments are down slightly; Recreation Supervisor Ashlee Winslow will be holding a 3-day aquatics training for the summer staff.

- (5) **Staff report on park maintenance operations for the month of March 2019, update on park projects and upcoming special events**

Parks Manager Johns gave an overview of general park activities and events noting staff has been performing repairs/replacement of playground equipment, tree removal and pruning projects at Zumwalt and Blain parks, checking on irrigation systems citywide, briefly reviewed the staff's proposal for a 5-year capital improvement plan for playgrounds, arbors, safety surfacing, and fields; DX3 repeater communicator is now equipped for future expansion; SWAP hours for March was 408 hours.

IX. ITEMS OF COMMISSION INTEREST

Commissioner Jamaica inquired about the squatters in the park and along the railroad. Parks Manager Johns replied that Code Enforcement assists in the cleanup. Sherwood asked if staff is tracking the number of hours that Parks staff puts in and Johns replied that all time is accounted for. Director Beck reported that the homeless people were

recently cited and were advised to vacate the premises along the railroad within 48 hours. There were other social service agencies available to assist.

Director Beck advised there will be a department presentation during a budget hearing on May 7 at the City Council Chambers.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:27 a.m.

**ATTENDANCE REPORT APRIL 2019
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year					Last Year				
	Total Attendance APR 2019	Total Events APR 2019	Number of Program Participants APR 2019	Calendar Year to Date Attendance 2019	Calendar Year to Date Program Participants 2019	Total Attendance APR 2018	Total Events APR 2018	Number of Program Participants APR 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018
SOFTBALL										
Co-Ed						120	4	30	150	30
Men's	880	4	220	1,320	220	860	4	246	1,100	240
Seniors	320	4	80	400	80	350	4	88	430	
Tournaments										
Men's	240	3	80	440		260	3	87	540	
Co-Ed	340	3	113	660		360	3	120	580	
Women's						50	1	50	50	
Youth										
VOLLEYBALL										
Co-Ed				550	50					
Men's	24	1	24	276	60	102	3	34	606	82
Women's	72	2	36	72	72	144	4	36	144	36
AFTERSCHOOL SPORTS										
Alpine Vista				315	21				360	20
Cypress				135	9				108	6
Garden				235	16				324	18
Heritage/Los Tules				495	33				450	25
Kohn									180	10
Lincoln				235	16				173	10
Mission Valley				150	10				180	10
Roosevelt/Mulcahy				150	10				144	8
ACTIVITY TOTALS	0			1,715	115	0			1,919	107
B.E.S.T. PROGRAM										
Alpine Vista	3,504	16	219	14,674	219	4,140	20	207	14,333	207
Cypress	656	16	41	2,645	41	1,020	20	51	3,483	51
Garden	1,952	16	122	8,021	122	2,640	20	132	9,401	132
Heritage	544	16	34	2,229	34	620	20	31	2,163	31
Kohn	784	16	49	3,085	49	1,040	20	52	3,606	52
Maple	448	16	28	1,834	28	520	20	26	1,855	26
Mission Valley	2,880	16	180	11,947	179	3,640	20	182	12,881	182
Pleasant	688	16	43	2,872	43	1,060	20	53	3,782	53
ACTIVITY TOTALS	11,456		716	47,307	715	14,680		734	51,504	734
FULL DAY CAMPS										
Spring Camp	215	5	43	215	43				163	33
Winter Holiday Camp (1)				223	28				98	33
Summer Camp										
SUMMER PLAYGROUND DROP-IN										
Prosperity Sports Park Clubhouse										
SPECIAL EVENTS										
Concerts in the Park										
Movies in the Park										
Santa Letters										
Kid's Day										
Fishing Derby										
Spring carnival/Eggstravaganza	1,050	1	1,050	1,050	1,050				1,200	1,200
Choboian/Wong Legacy Race				249	249				200	200
Tulare Youth Track & Field Meet				580	580					

Location/Activity	This Year					Last Year				
	Total Attendance APR 2019	Total Events APR 2019	Number of Program Participants APR 2019	Calendar Year to Date Attendance 2019	Calendar Year to Date Program Participants 2019	Total Attendance APR 2018	Total Events APR 2018	Number of Program Participants APR 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018
TEENS										
Volunteers	2	1	2	8	2	1	1	1	10	4
Teen Heros	31	1	31	124	31	31	1	31	117	31
Teens on Board	7	1	7	28	7	17	1	17	77	22
Teen Fest										
INSTRUCTIONAL										
C.P.R. for Kids										
Golf, Youth										
Jr. Lifeguard										
Little Dancers-Ballet	57	3	19	154	40	108	4	27	220	55
Little Dunkers				440	110				452	113
Little Kickers										
Little Sluggers	256	2	128	512	128	456	3	152	456	152
Presports	21	1	21	137	50	36	1	36	172	70
Presports Plus	30	1	30	154	61					
Super Sitter										
Tennis, Youth										
Track, Youth				130	50				204	51
Tumbling	66	3	22	178	46	48	4	12	124	31
Water Polo										
AQUATICS										
Instructional Swim										
Public Swim-Comm. Center										
Public Swim-Western										
FACILITY RENTALS										
Meitzenheimer Comm. Center	1,028	17	60	4,109		665	12	55	2,650	
Cecil Berkley Activity Center	389	13	30	1,065		411	12	34	1,008	
Prosperity Sports Park				15					25	
Youth Center/KLUB KAOS										
Youth Center/Gymnasium	320	9	36	4,815		935	13	72	5,623	
Youth Center/Conference Rm										
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	80	2	40	290		85	2	43	150	
Blain Park	210	6	35	485		295	7	42	735	
Cesar E. Chavez Park										
Cypress Park	265	7	38	350		270	6	45	760	
Live Oak Park	245	9	27	385		80	2	40	150	
Topham Park										
Centennial Park	45	1	45	90		80	4	20	165	
Zumwalt Park	2,050	2	1,025	2,050		1,000	1	1,000	2,200	
Del Lago Park	1,206	29	42	2,761		1,370	34	40	2,979	
Elk Bayou Park	170	4	43	210		140	4	35	365	
Mulcahy Park	320	8	40	620		355	10	36	775	
FIELD RENTALS										
Bender										
Centennial	455	21	22	1,045		270	16	17	865	
Chavez	500	1	500	500		400	1	400	400	
Cypress	340	18	19	1,252		435	22	20	1,220	
Elk Bayou Soccer Complex (2)	7,026	133	53	15,081		4,285	96	45	18,083	
Live Oak West	700	14	50	3,450		720	18	40	3,045	
Live Oak Lombardi	700	14	50	3,480		720	18	40	3,050	
Prosperity (#2 & #3 only)	235	13	18	265		180	9	20	445	
Centennial Tennis	144	9	16	560		128	8	16	496	
Centennial Horseshoes	30	1	30	120		30	1	30	120	
FIELD RENTALS CONTINUED										
Santa Fe Trail										
Elk Bayou Concessions	30	3	10	40						
Del Lago Phase I										
POOL RENTALS										
Western										
TOTALS	31,555	498		99,960	3,787	30,477	497		105,825	3,224

(1) Number of program participants is the average number of participants per day.

(2) Rain cancellations make up difference in number of rentals in January & February

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2019 Spring Camp

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
3	Rec Leader	25		\$12.00		\$900.00	\$900.00	
4	Sr. Rec Leader	25		\$13.00		\$1,300.00	\$1,300.00	Grand Total
3	Teen Hero	25		\$0.00		\$0.00	\$0.00	
	VolunTeen	0		\$0.00		\$0.00	\$0.00	\$2,200.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Supplies:	\$303.37	Snack Supplies	
Equipment:	\$132.91	Easter Eggs	
Insurance:			
Other:			
			Grand Total
			\$436.28

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	2.00		\$24.00		\$48.00	Grand Total
Supervision (1/2 hour min.):	12.00		\$30.00		\$360.00	
Clerical Support (1/2 hour min.):	1.00		\$11.50		\$11.50	\$419.50

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$83.00		29		\$1,909.00	
	\$20.00		73		\$1,460.00	
					\$0.00	
					\$0.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$3,369.00
					\$0.00	

Total Revenue:	\$3,369.00
Total Program Expense	\$3,055.78
Total Expense +15% (X1.15) City Overhead:	\$3,514.15
Net Program Revenue	-\$145.15
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: <u>96%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Spring Carnival 2019

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
10	Rec Leader	3		\$12.00		\$360.00	\$360.00	Grand
3	Sr. Rec Leader	4		\$13.00		\$156.00	\$156.00	Total
	Volun-Teen	6		\$0.00		\$0.00	\$0.00	
	Teen Hero	3		\$0.00		\$0.00	\$0.00	\$516.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Instructor			
Professional and Special Services:	\$430.00	4 Bounce Houses	
Supplies:			
Equipment:	\$92.01	Marketing banner	
Crafts:	\$212.17	Make & Take crafts & supplies	
Other:	\$398.74	3,500 Toy filled Easter Eggs	
			Grand Total
			\$1,132.92

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	Grand Total
Administration (1/4 hour min.):	2.00		\$25.00		\$50.00	Total
Supervision (1/2 hour min.):	10.00		\$30.00		\$300.00	
Clerical Support (1/2 hour min.):	1.00		\$11.00		\$11.00	\$361.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$5.00		218		\$1,090.00	
	\$3.00		105		\$315.00	Grand
Vendors:					\$0.00	Total
Donations:					\$0.00	
Other: Snacks & Shirts	\$1.00				\$1.00	\$1,406.00
					\$0.00	

Total Revenue:	<u>\$1,406.00</u>
Total Program Expense	<u>\$2,009.92</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$2,311.41</u>
Net Program Cost:	<u>-\$905.41</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: <u>61%</u>

PARKS DIVISION MONTHLY REPORT

APRIL 2019

(on-going/**complete**/completed-recently/new)

Acres Maintained: The Parks Division maintains 363 acres of landscape and grounds which includes 295 acres of park land, 35 acres of Landscape Maintenance Districts, and approximately 33 acres of green belts, medians, and tree lined streets.

PARKS

Maintenance:

- Restrooms (13) 7 days per week opening/closing, cleaning, stocking supplies, and repairs;
- Picnic Shelters 7 days per week cleaning BBQs, tables, surfaces;
- Playgrounds (14) inspections, repairs, trash removal;
- Tennis Courts (3) daily opening/closing, lighting repairs, surface cleaning, net repair replacement;
- Parks (20) litter clean up, servicing trash containers, graffiti removal, lighting inspections (arbors, trail, sports fields, parking lots) set programs, irrigation systems check including VFD's, calculating ET values, programming, repair as needed citywide communications for LAGUNA (central command irrigation management system), weather station service, sprinkler head adjustments, valve repairs, mainline repairs; herbicide applications for weed management; pesticide monthly usage reports to the State of California DPR; Del Lago Park Lake maintenance; parking lot clean up, tree and shrub pruning;
- Maintenance contract inspections and compliance for mowing (126 Acres)
- Public assistance; Street Tree/Heritage Tree inspection/removal requests.

Projects:

- Preparation and staffing for AMVETS Car Show at Zumwalt April 6th
- Preparation and staffing for Cinco De Mayo at Zumwalt May 4th
- Preparation and staffing for Kevin Blain Legacy Run at Del Lago May 4th
- Preparation and staffing for Tulare Bethel Church Service at Zumwalt May 5th
- Citywide Irrigation Management System Checks and Programming
- Serviced and turned on splashpads at Del Lago and Mulchay on weekends and Holidays
- Replaced compressor for the aeration system at Del Lago Lake
- Bender Park remove non-compliant climbers, slide poles and install new barriers
- Bender Park refill sand fall surfacing once complete with new barrier installation
- Live Oak park install new two bay swing to separate it from the composite structure
- Purchase and install new Parkwood Meadows signage
- Begin preparation, purchase supplies for the Elk Bayou Soccer Park turf renovation
- Purchasing and installing new park ordinance signage for Centennial Park 6am 10pm

Budget:

- [Awaiting direction on any budget revisions requested by administration](#)

Contracts:

- Route "D" Park Mowing & Blowing

DOWNTOWN DISTRICT

Maintenance:

- Contract compliance (Tower Square, 9 City Parking Lots, Pedestrian Overcrossing)
- PBID (Tower Square) attend monthly board meetings
- Specified Municipal Area Response Team (SMART Team) – proactive code violation enforcement in the Downtown area.

Contracts:

- Route "F" Downtown and Other Miscellaneous Locations

Projects:

- [Tree removals and new sod at the new Library west side of the building](#)

Budget:

- [Awaiting direction on any budget revisions requested by administration](#)

CITY BUILDING LANDSCAPES, MEDIANS, SANTA FE TRAIL

Maintenance:

- Maintenance contract inspections and compliance
- Pre-emergent applications
- Post Emergent Applications Santa Fe Trail
- Post Emergent Applications Parks and Sports Fields
- Illegal dumping, homeless encampment clean up and removal
- Graffiti removal

Contracts:

- Route "E" Median and Grade Separation Maintenance

Projects:

- [Santa Fe Trail lighting and irrigation repairs](#)

LANDSCAPE MAINTENANCE DISTRICTS (22):

Maintenance:

- Landscape Maintenance District inspections, maintenance contract compliance, respond to resident complaints and concerns.

Projects:

- Block wall repair in the Del Lago District due to single car traffic accident

New Development Projects:

- Review New Subdivision Plans Landscape and Irrigation System Kensington

Contracts:

- Routes A, B, C Landscape & Maintenance Districts

Budget:

- Awaiting direction on budget revisions requested by administration

PERCENTAGE OF ANNUAL BUDGET EXPENDED AS OF MAY 1ST 83 % FY18/19

SWAP HOURS MARCH = 528 HOURS