

A G E N D A

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

**TUESDAY, JUNE 11, 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 May 14, 2019, regular meeting**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

Presentation by California Health Collaborative regarding environmental and health impact of tobacco litter, dangers of secondhand smoke exposure and a visual demonstration of data that was recently collected in local parks

VII. STUDENT REPORTS

- (1) Presentation of Certificates of Appreciation to Teens on Board Students**

VII. STUDENT REPORTS (continued)

- (2) **Student Reports**

VIII. GENERAL BUSINESS

- (1) **Review Recreation Division attendance report for the month of May 2019, upcoming special events and review of cost recovery reports**
- (2) **Staff report on park maintenance operations for the month of May 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, May 14, 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 Lori Fishbough
Ira Porchia

STAFF PRESENT: Brian Beck J. Dean Johns
Kathy Melendez

STUDENTS PRESENT: Krupaly Patel Samantha Torres

CITIZENS PRESENT: Michael Sigala, Tulare

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Porchia.

III. CITIZEN COMMENTS

Citizen Michael Sigala, Tulare, inquired about field availability at Prosperity Sports Park and asked what are permit fees being used for. Apparently, Sigala has been bumped from using the fields due to Senior games. Beck stated that scheduled league games take priority over walk-on practices. Fields 1 and 4 are used for leagues games and sometimes the Senior games are played on field 2. Beck advised that ballfield fees are placed in the general fund for maintenance. In addition, Sigala asked why are the Recreation Commission meetings held in the morning instead of the afternoon. He feels there would be more citizens attending if the meetings were held in the afternoon. Chairman Hancock stated that most commissioners are unable to make meetings other than mornings and has, thus far, worked best for them. Beck advised Commission that he will contact the Senior Services staff and ask if they can schedule their games on fields 1 or 4 for future games so that fields 2 and 3 will be available for rent by the public. Vice Chair Sherwood asked staff to provide feedback at next meeting.

IV. COMMUNICATIONS

None.

V. CONSENT CALENDAR

(1) Approve Commission minutes of April 9, 2019

It was motioned by Commissioner Farrenkopf and seconded by Commissioner Fishbough that the minutes of April 9, 2019, be approved as presented (7-0).

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VII. STUDENT REPORTS

Student Samantha Torres reported there will be a 60's Prom Play coming up, 5 swimmers will be going to Valley championships and the FFA Judging Team will be going to the final State judging.

Student Krupaly Patel stated that Teacher Appreciation Day was held last week and Union Days is coming up.

VIII. GENERAL BUSINESS

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

Acting Director Beck reported that department heads will be presenting their budget proposals for the 2019/2020 fiscal year to City Council. Beck invited commissioners to the meeting which will be held at the Council Chambers beginning at 6:00 p.m.

Commissioners Farrenkopf and daSilva left at 7:14am – quorum still present.

(2) Recreation Division attendance report for the month of April 2019 and upcoming special events

Acting Director Brian Beck reported on recreation activities from April: Beck advised that the Teens on Board program will be restructured to cover the entire school year; spring softball is ending its season; summer programs will begin June 10; reported volleyball is a new the trend in adult sports; BEST Club has ended enrollment at 716 students; Spring Camp saw an increase in enrollment over last year with 43 students attending each day; over 1,000 persons attended the Spring Carnival last month; some youth programs saw a decrease in participation, however, Beck feels it is due to other local youth serving organi-

zations lowering their age qualifications for their programs but numbers are still good; staff is preparing for summer programs including camp, golf, concerts, movies, tennis, and aquatics. Cost recovery reports were favorable for Spring Camp and Spring Carnival.

(3) Staff report on park maintenance operations for the month of April 2019, update on park projects and upcoming special events

Parks Manager Johns gave an overview of general park activities and events noting staff have been working on maintenance, playground safety repairs, updating park signage, and trail lighting repairs. Annual turf renovation will begin in June at the soccer complex; city staff is currently working on a new city ordinance

IX. ITEMS OF COMMISSION INTEREST

Acting Director Beck stated that a letter was sent to Life Church advising them of approval and extension of their use of the Senior Community Center for an additional year through April 2020.

Chairman Hancock inquired about incidents at Centennial Park. Parks Manager Johns reported that, due to safety concerns, the fence is repaired almost daily due to homeless individuals cutting the chain link fence.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:34 a.m.

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

Location/Activity	This Year					Last Year				
	Total Attendance MAY 2019	Total Events MAY 2019	Number of Program Participants MAY 2019	Calendar Year to Date Attendance 2019	Calendar Year to Date Program Participants 2019	Total Attendance MAY 2018	Total Events MAY 2018	Number of Program Participants MAY 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018
SOFTBALL										
Men's	1,080	5	216	2,400	220	960	4	240	2,060	240
Seniors	340	4	85	740	80	340	4	85	770	
Tournaments										
Men's	100	1	100	540		310	4	78	850	
Co-Ed	120	1	120	780		400	4	100	980	
VOLLEYBALL										
Men's	108	3	36	384	72	288	5	58	894	82
Women's	108	3	36	180	72	150	5	30	294	36
B.E.S.T. PROGRAM										
Alpine Vista	4,862	22	221	19,536	221	4,347	21	207	18,680	207
Cypress	946	22	43	3,591	43	1,071	21	51	4,554	51
Garden	2,706	22	123	10,727	123	2,856	21	136	12,257	136
Heritage	748	22	34	2,977	34	672	21	32	2,835	32
Kohn	1,078	22	49	4,163	49	1,113	21	53	4,719	53
Maple	638	22	29	2,472	29	546	21	26	2,401	26
Mission Valley	3,960	22	180	15,907	180	3,822	21	182	16,703	182
Pleasant	946	22	43	3,818	43	1,113	21	53	4,895	53
ACTIVITY TOTALS	15,884		722	63,191	722	15,540		740	67,044	740
SPECIAL EVENTS										
Concerts in the Park	190	2	190	190	190	375	3	125	375	375
TEENS										
Volunteens	2	1	2	10	2	2	1	2	12	4
Teen Heros	31	1	31	155	31	59	1	59	176	59
Teens on Board	7	1	7	35	7	15	1	15	92	22
Teen Fest	600	1	600	600	600	450	1	450	450	450
INSTRUCTIONAL										
Little Dancers-Ballet	64	4	16	218	56	64	4	16	284	71
Presports	60	3	20	197	50	108	3	36	280	106
Presports Plus	90	3	30	244	61					
Tumbling	52	4	13	230	59	60	4	15	184	46
FACILITY RENTALS										
Meitzenheimer Comm. Center	737	16	46	4,846		593	13	46	3,243	
Cecil Berkley Activity Center	266	14	19	1,331		252	16	16	1,260	
Youth Center/Gymnasium	715	15	48	5,530		935	13	72	5,623	
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	100	2	50	390		75	2	38	225	
Blain Park	265	7	38	750		275	7	39	1,010	
Cypress Park	265	5	53	615		375	8	47	1,135	
Live Oak Park	315	5	63	700		260	6	43	410	
Zumwalt Park	2,540	5	508	4,590		2,375	5	475	4,575	
Del Lago Park	1,257	31	41	4,018		1,620	34	48	4,599	
Mulcahy Park	290	7	41	910		220	7	31	995	

Location/Activity	This Year					Last Year				
	Total Attendance MAY 2019	Total Events MAY 2019	Number of Program Participants MAY 2019	Calendar Year to Date Attendance 2019	Calendar Year to Date Program Participants 2019	Total Attendance MAY 2018	Total Events MAY 2018	Number of Program Participants MAY 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018
FIELD RENTALS										
Centennial	180	9	20	1,225		125	8	16	990	
Cypress	295	15	20	1,547		452	20	23	1,672	
Elk Bayou Soccer Complex (2)	6,632	125	53	21,713		4,485	98	46	22,568	
Live Oak West	365	8	46	3,815		350	8	44	3,395	
Live Oak Lombardi	350	7	50	3,830		280	7	40	3,330	
Prosperity (#2 & #3 only)	65	4	16	330		70	4	18	515	
Centennial Tennis	144	9	16	704		160	10	16	656	
Centennial Horseshoes	30	1	30	150		60	2	30	180	
Elk Bayou Concessions	40	1	40	80						
Del Lago Phase I	200	2	100	200						
TOTALS	33,887	501		127,368	2,222	32,083	480		131,126	2,231

(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

(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 Little Sluggers

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
2	Sports Assnt.	12		\$14.00		\$336.00	\$336.00	
19	Sports Leaders	14		\$12.00		\$3,192.00	\$3,192.00	Grand Total
						\$0.00	\$0.00	\$3,528.00

<u>Direct Program Costs (2032):</u>	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Supplies: Ribbons	\$173.00		
Equipment:			
Insurance:			
Other: T-shirts	\$1,052.00		
			Grand Total
			\$1,225.00

<u>Indirect Program Costs:</u>	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	10.00		\$25.00		\$250.00	Grand Total
Supervision (1/2 hour min.):	30.00		\$4.00		\$120.00	
Clerical Support (1/2 hour min.):	3.00		\$12.00		\$36.00	\$406.00

<u>Program Revenue:</u>	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:					\$0.00	
	\$36.00		63		\$2,268.00	
	\$38.00		65		\$2,470.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$4,738.00
					\$0.00	

Total Revenue:	<u>\$4,738.00</u>
Total Program Expense	<u>\$5,159.00</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$5,932.85</u>
Net Program Revenue	<u>-\$1,194.85</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 80%</u>

PARKS DIVISION MONTHLY REPORT

MAY 2019

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

Acreege 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:

- Bender Park remove non-compliant climbers, slide poles and install new barriers
- Bender Park refill sand fall surfacing once complete with new barrier installation
- 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
- Installed temporary fencing Elk Bayou Soccer closed 90 days during project
- Aeration, fertilization, over-seeding Elk Bayou Soccer turf renovation project
- Live Oak Park install new two bay swing to separate it from the composite structure
- Mulcahy Splashpad controller failure working with technician on repair or replacement
- Begin work on RFP for playground replacement projects Bender and Blain parks
- Program Del Lago Splashpad 7 days a week from noon until 7pm beginning June 5th
- Ongoing work with Rain Master engineers on new versions/ firmware on Laguna
- Repaired electrical outlets in the arbor at Live Oak Park vandals removed wiring
- Repaired sink in the restroom at Mulcahy Park vandals ripped it off the wall

- Fencing repairs Centennial Park due to vandals cutting the fence in several locations
- Tutoring TUHSD on Varsity Diamond irrigations system operation with PRO MAX
- New well site landscape and irrigation inspections “J” Street and Alpine

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 at the Chamber of Commerce and new sidewalk installation

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 repairs 24 poles vandals shaking poles (bulbs, ballasts)

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
- Onsite inspections at the new addition to Palm, Woodside & Cambridge L&LD

Contracts:

- Routes A, B, C Landscape & Maintenance Districts

Budget:

- Awaiting direction on budget revisions requested by administration

PERCENTAGE OF ANNUAL BUDGET EXPENDED AS OF JUNE 1 = 88.59% (FY18/19)

SWAP HOURS FOR MAY = 400 HOURS