

# AGENDA

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

**TUESDAY, OCTOBER 13, 2020  
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 July 14, 2020, regular meeting**

### **VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS**

**VII. GENERAL BUSINESS**

- (1) **Recreation Division Update**
- (2) **Staff report on park maintenance operations for the months of July, August and September 2020, update on park projects and special events.**

**VIII. ITEMS OF COMMISSION INTEREST**

**IX. 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 Karie 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, July 14, 2020  
MINUTES

**I. CALL TO ORDER**

The Regular Meeting of the Tulare Parks and Recreation Commission was called to order at 6:33 a.m., by Chairperson Craig Hancock, at the Claude Meitzenheimer Community Center, Tulare Room.

COMMISSIONERS PRESENT: Craig Hancock Armando DaSilva  
Lori Fishbough Mike Jamaica  
Eric Farrenkopf

STAFF PRESENT: Brian Beck J. Dean Johns  
Karie Rodriguez

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Jamaica.

**III. CITIZEN COMMENTS**

None.

**IV. COMMUNICATIONS**

None.

**V. CONSENT CALENDAR**

**(1) Approve Commission minutes of March 10, 2020, regular meeting**

It was motioned by Commissioner Farrenkopf and seconded by Commissioner Fishbough that the minutes of March 10, 2020, be approved as presented (5-0).

**(2) Approve Commission minutes of June 25, 2020, special meeting**

It was motioned by Commissioner Farrenkopf and seconded by Commissioner DaSilva that the minutes of June 25, 2020, be approved as presented (5-0).

**VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS**

None.

## VIII. GENERAL BUSINESS

- (1) **Staff report to approve revisions to Master Fees & Charges Schedule for the 2020/2021 fiscal year**

It was motioned by Chairperson Hancock and seconded by Commissioner Farrenkopf that the Master Fees & Charges Schedule be approved as presented (5-0).

- (2) **Staff report to approve the July 1, 2020 – June 30, 2020 and January 1, 2021 – June 30, 2021, part time and seasonal employee wage rates due to mandatory State minimum wage increases effective January 1, 2021**

It was motioned by Chairperson Hancock and seconded by Commissioner Farrenkopf that the part-time and seasonal employee wage rates for July 1, 2020 – June 30, 2020 and January 1, 2021 – June 30, 2021 be approved as presented (5-0).

- (3) **Review Recreation Division attendance report for the months of March, April, May and June 2020, upcoming special events and summer programming.**

Recreation Manager Beck reported on the following: Cancellations of all recreation activities and building rentals through July 2020. Refunds for cancelled activities, picnic arbors, deposits and BEST Club fees paid for the shortened Spring session. Beck also advised that BEST Club would not be offered for the Fall Semester of 2020.

- (4) **Staff report on park maintenance operations for the months of March, April, May and June 2020**

Parks Manager Johns gave updates on completed projects including the Bender Park arbor and playground renovation, Blain Park playground renovation project, and Cartmill widening and median project. Sidewalk trip hazards are being identified and RFP for tree removals and sidewalk replacement were cited as current projects. New Development Projects include a pocket park at Kensington Estates. Johns mentioned possible Golden City designation with next year's Arbor Day celebration because the City of Tulare has created an urban forest within the city. One hundred (100) oak trees have been planted in the Cartmill median.

**IX. ITEMS OF COMMISSION INTEREST**

**(1) Status of recommended amendments to Park Ordinance Chapter 8.36**

Beck explained that the Parks and Recreation Commission's recommendations were discussed at the most recent City Council meeting. He expects City Council members will individually review the ordinance and the subject will be revisited at a later meeting.

**(2) Additional Item of Interest**

Beck mentioned that the Facebook page "Tulare Memories" posted an article from 35 years ago, dedication of the Cecil Berkley Activity Center.

**X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:38 a.m.

# PARKS DIVISION MONTHLY REPORT

JULY – SEPTEMBER 2020

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

*Acreage 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 (20) inspections, repairs, disinfecting and 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
- Weekly park closures for maintenance Centennial, Zumwalt and Skate Park
- Tracking expenditures and man hours for budget recommendations Clean Team

### *Projects:*

- Weekly noticing of encampments and park closures Centennial Park for maintenance
- Numerous closures of landscapes for encampment cleanups, "J" Street, "I" Street etc.
- Install 6 new aerators Del Lago Lake and replace 6 compressors for lake oxygenation
- Request for Proposals Rotary Skate Park Palm Tree Pruning Project
- Request for Proposals Zumwalt Park Tree Pruning Project
- Completion of the Elk Bayou Soccer Complex Turf renovation Project
- Parkwood Meadows mainline and valve relocations for the lighted trail project
- Leland Ave and Hillman St installation of new controllers and irrigation repairs
- Request for Proposals Leland & Hillman Tree Removal Project
- Completed communication surveys for new DX3 at Cypress, Zumwalt and Centennial

### *Budget:*

- Budget Approved

*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:*

- Zumwalt Park Tree Pruning Project is underway will be complete by October 9, 2020

*Budget:*

- Budget Approved

**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:*

- Cartmill Widening and Center Median Project completed July 2020

**LANDSCAPE MAINTENANCE DISTRICTS (22):**

*Maintenance:*

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

*Projects:*

- Del Lago L&LD discussed with City Engineer plans for sidewalk trip hazard R&R
- Reviewed plans and commented for the new Landscape & Lighting District Farrar Estates
- Reviewed plans and commented on the Kensington Estates Phase II and Park
- Reviewed plans, commented and approved the plans on the Trail at Taco Bell
- Onsite inspections during construction Kensington Estates Phase II and Park
- Approved Kensington Estates Phase II Landscaping and Park with Tot Playground
- Approved low level lighting for the park at Kensington Estates Phase II
- Assigned Contractor to begin maintenance of Brighton Phase I
- Calculated maintenance costs and utility budget for City Engineer of new Farrar Estates
- Request For Proposal Del Lago Block Wall replacement Prosperity Avenue TA

*New Development Projects:*

- Approved plans for Kensington Estates Phase 2 and Pocket Park currently in construction

*Contracts:*

- Routes A, B, C Landscape & Maintenance Districts

*Budget:*

- Budget Approved
- FY 2021 budget expenditures as of September 30, 2020 28%
- SWAP July – September 0

*Staffing:*

- CURRENTLY PARKS HAS TWO VACANT POSITIONS - PARK SUPERVISOR AND A MAINTENANCE WORKER II WHICH BOTH HAVE BEEN FROZEN DUE TO BUDGET DEFICITS CAUSED PRIMARILY BY TAX REVENUE SHORTFALLS (COVID 19)