

AGENDA

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

**TUESDAY, April 9, 2024
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 – None

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 February 13, 2024 regular meeting.**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS – None

VII. GENERAL BUSINESS

- (1) **Administrative Items – Jason Glick**
- (2) **Recreation Report, Attendance Report, Cost Recovery Report, Upcoming Events – Brian Beck**
- (3) **Parks Division Monthly Report – March 2024**

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 Diana at 684-4310
so that a quorum may 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
830 S. Blackstone St.
Tuesday, February 13, 2024 6:30 a.m.
MINUTES

I. CALL TO ORDER

The Regular Meeting of the Tulare Parks and Recreation Commission was called to order at 6:30 a.m. by Chairperson Craig Hancock at the Claude Meitzenheimer Community Center.

COMMISSIONERS PRESENT: Craig Hancock, Nick Sherwood, Eric Farrenkopf, Mike Jamaica, Lupe Mendoza,

STAFF PRESENT: Jason Glick, Brian Beck, Ivan Nicar, Diana Smith

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mike Jamaica.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

None.

V. CONSENT CALENDAR

(1) **Commission minutes of January 9, 2024 regular meeting.**

It was moved by Commissioner Farrenkopf, seconded by Commissioner Sherwood, and unanimously carried to approve the items on the Consent Calendar as presented.

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VII. GENERAL BUSINESS

(1) **Review and consider approval of request by Triumphant Life Ministry to reserve the Sierra/Cascade room at the Senior Center – Pastor Carlos Martinez**

It was moved by Chairperson Hancock, seconded by Commissioner Jamaica to approve the request to use the Sierra/Cascade room for an additional six months.

(2) **Administrative Items – Jason Glick**

The Zumwalt Park ribbon cutting ceremony is scheduled for Wednesday, October 30th. Foreigner and Asia are scheduled for a concert on Saturday, November 9th. The department is working with a consultant for a winter Dr. Seuss event “Whoville”, that will take place next winter.

The dog park construction plans are finishing up and construction is scheduled to be six months. The bid should go out in the spring. The park will open around the same time as Zumwalt Park.

The department has met with CSET for some grant opportunities for the Parks Department and are looking at doing something in Centennial Park.

(3) **Recreation Report, Attendance Report, Cost Recovery Reports, Upcoming Events – Brian Beck**

Assistant Community Services Director Beck went over the attendance report and emphasized that the Volleyball program will be ran year-round, along with cost recovery reports. He discussed the program flyers. Commissioner Mendoza asked questions about programs. Assistant Community Services Director Beck answered his questions.

(4) **Parks Division Monthly Report for Report – January 2024**

Parks Maintenance Manager gave a brief report on parks operations, including completed projects at seven parks and upcoming projects which include the annual field preparation of Prosperity Sports Park.

VIII. ITEMS OF COMMISSION INTEREST

Chairperson Hancock expressed disappointment in the way City Council handled removal of previous Commissioner Lori Fishbough and appointment of new Commissioners. He believes there was no reason to remove them as they were very active members and wanted to be a part of the Commission. He commented that is also contradicts the diversity that is preached by specific council members by removing the only woman from the Commission. Commissioner Sherwood voiced support for the Chairperson’s statements.

IX. ADJOURNMENT

The meeting was adjourned by Vice Chairperson Sherwood at 6:57 a.m.

**ATTENDANCE REPORT FEBRUARY 2024
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year				Last Year			
	Total Attendance FEB 2024	Total Events FEB 2024	Number of Program Participants FEB 2024	Calendar Year to Date Attendance 2024	Total Attendance FEB 2023	Total Events FEB 2023	Number of Program Participants FEB 2023	Calendar Year to Date Attendance 2023
SOFTBALL								
Co-Ed								
Men's								
Seniors								
Tournaments								
Men's								
Co-Ed								
Women's								
Youth								
VOLLEYBALL								
Co-Ed	288	4	72	576				
Men's								
Women's								
AFTERSCHOOL SPORTS								
Alpine Vista	462	14	33	594	434	14	31	651
Cypress	154	14	11	198				
Garden	350	14	25	450	210	14	15	294
Heritage/Los Tules	294	14	21	378	238	14	17	357
Kohn								
Lincoln	126	14	9	162				
Mission Valley	210	14	15	270	378	14	27	567
Roosevelt/Mulcahy	154	14	11	198	308	14	22	455
ACTIVITY TOTALS	1,750		125	2,250	1,568		112	2,324
B.E.S.T. PROGRAM								
Alpine Vista	4,199	19	221	6,815	3,996	18	222	7,404
Cypress	1,463	19	77	2,423	1,476	18	82	2,788
Garden	3,249	19	171	5,265	3,168	18	176	5,984
Heritage	1,483	19	78	2,431	1,440	18	80	2,720
Kohn	1,881	19	99	3,081	1,458	18	81	2,738
Maple	1,501	19	79	2,413	1,422	18	79	2,702
Mission Valley	3,667	19	193	6,007	3,582	18	199	6,766
Pleasant	1,501	19	79	2,425	1,440	18	80	2,704
ACTIVITY TOTALS	18,944		997	30,860	17,982		999	33,806
FULL DAY CAMPS								
Spring Camp								
Winter Holiday Camp				222				105

**ATTENDANCE REPORT FEBRUARY 2024
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year				Last Year			
	Total Attendance FEB 2024	Total Events FEB 2024	Number of Program Participants FEB 2024	Calendar Year to Date Attendance 2024	Total Attendance FEB 2023	Total Events FEB 2023	Number of Program Participants FEB 2023	Calendar Year to Date Attendance 2023
Instructional Swim Session 3								
INSTRUCTIONAL SWIM TOTALS								
Public Swim-Western								
	0			0				
FACILITY RENTALS								
Meitzenheimer Comm. Ctr. (Tulare Room)	883	13	68	1,561	452	8	57	895
Meitzenheimer Comm. Ctr. (Sequoia Room)				1	20	3	7	22
Cecil Berkley Activity Center	72	2	36	294	116	4	29	116
Prosperity Sports Park								
Youth Center/Gymnasium	1,157	29	40	1,817	902	19	47	1,493
Youth Center/Conference Rm								
Senior Center (Louis Rich Room)	315	5	63	626	427	7	61	705
Senior Center (Cascade/Sierra Room)	309	7	44	550	276	4	69	544
Senior Center (Cascade Room)	2	1	2	2				
PAVILION RENTALS/GENERAL PARK								
Bender Park (Pleasant)	35	1	35	35				
Blain Park	95	3	32	95	25	1	25	25
Cypress Park	40	1	40	120				25
Live Oak Park	30	1	30	30				
Centennial Park								
Del Lago Park	250	7	36	300	285	6	48	430
Elk Bayou Park								
Mulcahy Park	30	1	30	30				
Santa Fe Trail								
Zumwalt Park								
FIELD RENTALS								
Bender				20				
Centennial	246	12	21	373	367	15	24	417
Chavez								
Cypress	195	11	18	716	587	25	23	668
Elk Bayou Soccer Complex	2,185	62	35	7,195	2,710	86	32	3,604
Elk Bayou Concession								
Live Oak West	360	18	20	580	220	11	20	560
Live Oak Lombardi	300	15	20	520	220	11	20	560
Centennial Tennis								
Centennial Horseshoes								
Del Lago Tennis								
Del Lago Phase I								
POOL RENTALS								
Western								
TOTALS	27,656	447		49,048	26,503	420		46,875

**ATTENDANCE REPORT MARCH 2024
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year				Last Year			
	Total Attendance MAR 2024	Total Events MAR 2024	Number of Program Participants MAR 2024	Calendar Year to Date Attendance 2024	Total Attendance MAR 2023	Total Events MAR 2023	Number of Program Participants MAR 2023	Calendar Year to Date Attendance 2023
SOFTBALL								
Co-Ed	144	3	48	144				
Men's	864	3	288	864				
Seniors					25	1	25	25
Tournaments								
Men's	168	2	84	168	160	1	160	160
Co-Ed	240	2	120	240				
Women's								
Youth								
VOLLEYBALL								
Co-Ed	144	2	72	720				
Men's								
Women's								
AFTERSCHOOL SPORTS								
Alpine Vista				594				651
Cypress				198				
Garden				450				294
Heritage/Los Tules				378				357
Kohn								
Lincoln				162				
Mission Valley				270				567
Roosevelt/Mulcahy				198				455
ACTIVITY TOTALS	0		#DIV/0!	2,250	0		#DIV/0!	2,324
B.E.S.T. PROGRAM								
Alpine Vista	3,536	16	221	10,351	4,884	22	222	12,288
Cypress	1,280	16	80	3,703	1,780	22	81	4,568
Garden	2,736	16	171	8,001	3,894	22	177	9,878
Heritage	1,280	16	80	3,711	1,760	22	80	4,480
Kohn	1,504	16	94	4,585	1,782	22	81	4,520
Maple	1,264	16	79	3,677	1,760	22	80	4,462
Mission Valley	3,056	16	191	9,063	4,378	22	199	11,144
Pleasant	1,248	16	78	3,673	1,760	22	80	4,464
ACTIVITY TOTALS	15,904		994	46,764	21,998		1,000	55,804
FULL DAY CAMPS								
Spring Camp	158	5	32	158				
Winter Holiday Camp				222				105

**ATTENDANCE REPORT MARCH 2024
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year				Last Year			
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Instructional Swim Session 3								
INSTRUCTIONAL SWIM TOTALS					0			0
Public Swim-Western								
	0			0				
FACILITY RENTALS								
Meitzenheimer Comm. Ctr. (Tulare Room)	595	13	46	2,156	707	12	59	1,602
Meitzenheimer Comm. Ctr. (Sequoia Room)	5	1	5	6				22
Cecil Berkley Activity Center	533	15	36	827	532	16	33	648
Prosperity Sports Park	320	4	80	320	270	7	39	270
Youth Center/Gymnasium	493	19	26	2,310	902	19	47	2,395
Youth Center/Conference Rm								
Senior Center (Louis Rich Room)	701	12	58	1,327	490	7	70	1,195
Senior Center (Cascade/Sierra Room)	483	10	48	1,033	450	10	45	994
Senior Center (Cascade Room)	10	4	3	12				
PAVILION RENTALS/GENERAL PARK								
Bender Park (Pleasant)	205	5	41	240				
Blain Park	180	5	36	275	95	3	32	120
Cypress Park	250	6	42	370	230	6	38	255
Live Oak Park	90	2	45	120	60	3	20	60
Centennial Park	90	2	45	130				
Del Lago Park	1,310	33	40	1,610	785	19	41	1,215
Elk Bayou Park	95	3	32	95				
Mulcahy Park	120	3	40	150	30	1	30	30
Santa Fe Trail								
Zumwalt Park								
FIELD RENTALS								
Bender				20				
Centennial	366	17	22	739	254	9	28	671
Chavez								
Cypress	645	33	20	1,361	178	7	25	846
Elk Bayou Soccer Complex	6,805	154	44	14,000	2,413	46	52	6,017
Elk Bayou Concession								
Live Oak West	260	13	20	840	40	2	20	600
Live Oak Lombardi	260	13	20	780	40	2	20	600
Centennial Tennis								
Centennial Horseshoes								
Del Lago Tennis	10	1	10	10				
Del Lago Phase I								
POOL RENTALS								
Western								
TOTALS	32,716	523		81,948	30,155	363		77,030

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: Spring carnival 2024

<u>#of Staff</u> 21	<u>Classification</u> Staff	<u># of Hours</u> 74	X	<u>Salary Rate</u> \$16.50	=	<u>Subtotal</u> \$1,217.50	<u>Total</u> \$0.00	Grand Total \$1,217.50
						\$0.00	\$0.00	

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$ 137.43	Walmart (egg baskets)	Grand Total <u>\$3,606.09</u>
Supplies:	\$ 737.80	Eggs (Ricks Vending)	
	\$ 60.00	Wristbands	
	\$ 400.00	Crafts	
	\$ 400.00	S&S Worldwide	
Equipment:	\$ 782.00	Bounce Houses	
Other:	\$ 388.86	Sign Time Signage	
	\$ 700.00	Train Rides	

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	Grand Total
Administration (1/4 hour min.):	1.00		\$27.00		\$27.00	
Supervision (1/2 hour min.):	2.00		\$31.00		\$62.00	
Clerical Support (1/2 hour min.):	1.00		\$16.00		\$16.00	\$105.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$3.00		152		\$456.00	
	\$5.00		153		\$765.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	
					\$0.00	\$1,221.00
					\$0.00	

Total Revenue:	<u>\$1,221.00</u>
Total Program Expense	<u>\$4,928.59</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$5,667.88</u>
Net Program:	<u>-\$4,446.88</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery of: <u>22%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: Little Dancers - Session 1

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Special Inst	10.25		\$22.00		\$225.50	\$225.50	
1	Assistant	5		\$18.00		\$90.00	\$90.00	Grand Total
1	Assistant	7.5		\$18.00		\$135.00	\$135.00	
1	Assistant	4		\$16.00		\$64.00		\$515.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Supplies:	\$40.00	Certificates & Nametags	
Equipment:	\$10.00	Stickers	
Other:			
			Grand Total
			\$50.00

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	2.00		\$26.00		\$52.00	Grand Total
Supervision (1/2 hour min.):	4.00		\$31.00		\$124.00	
Clerical Support (1/2 hour min.):	2.00		\$16.00		\$32.00	\$208.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$36.00		18		\$648.00	
	\$40.00		19		\$760.00	
Donations:					\$0.00	
Other:					\$0.00	Grand Total
					\$0.00	\$1,400.71
					\$0.00	

Total Revenue:	\$1,400.71
Total Program Expense	\$773.00
Total Expense +15% (X1.15) City Overhead:	\$888.95
Net Program:	\$511.76
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: 158%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: Little Tumblers - Session 1

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Special Inst	6		\$22.00		\$132.00	\$132.00	
1	Assistant	3		\$18.00		\$54.00	\$54.00	Grand Total
1	Assistant	4.5		\$18.00		\$81.00	\$81.00	
1	Assistant	4		\$16.00		\$64.00	\$64.00	\$331.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:		No new supplies needed	
Supplies:	\$50.00	Certificates & Name Tags	Grand Total
Equipment:	\$20.00	Stickers	\$70.00
Other:			

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	2.00		\$26.00		\$52.00	Grand Total
Supervision (1/2 hour min.):	4.00		\$31.00		\$124.00	
Clerical Support (1/2 hour min.):	2.00		\$17.00		\$34.00	\$210.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$36.00		17		\$612.00	
	\$40.00		11		\$440.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$1,043.04
					\$0.00	

Total Revenue:	\$1,043.04
Total Program Expense	\$611.00
Total Expense +15% (X1.15) City Overhead:	\$702.65
Net Program:	\$340.39
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: 148%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: PreSports Spring March 2024

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Lead Staff	12		\$18.00		\$216.00	\$216.00	
1	Assistant	38.5		\$16.00		\$616.00	\$616.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$832.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Awards			
Program t-shirts	\$231.24	Program t-shirts	
Supplies:	\$50.00		
Equipment:	\$600.00	Nametags & Certificates	
Other:		2 Basketball Hoops	
			Grand Total
			\$881.24

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	1.00		\$27.00		\$27.00	Grand Total
Supervision (1/2 hour min.):	4.00		\$31.00		\$124.00	
Clerical Support (1/2 hour min.):	1.00		\$16.00		\$16.00	\$167.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$40.00		5		\$200.00	
	\$36.00		33		\$1,188.00	
	\$15.00		1		\$15.00	
	(Refund)				\$0.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$1,403.00
					\$0.00	

Total Revenue:	\$1,403.00
Total Program Expense	\$1,880.24
Total Expense +15% (X1.15) City Overhead:	\$2,162.28
Net Program:	-\$759.28
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery of: 65%

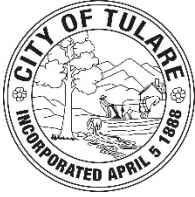


RECREATION REPORT

April 9, 2024

Upcoming Programs/Activities

- Little Dancers
- Little Tumblers
- Pre-Sports
- Adult Softball/Senior Softball/Tournaments
- Spring Camp
- Spring Carnival
- Little Sluggers
- BEST Club
- Aquatics
- Senior Center



Staff Report

Meeting: Parks and Recreation Commission

Date: April 9, 2024

Item #:
Presentations

Department: Community Services - Parks

Submitted by: Parks Manager, Ivan Nicar

Agenda Title: Parks Division Monthly Report – March 2024

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, and 5 miles of Tulare Santa Fe Trail.

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 (26) weekly safety inspections, repairs, trash removal;
- Tennis Courts (3) daily opening/closing, lighting repairs, surface cleaning, net repair replacement;
- Tulare Santa Fe Trail (5 miles) maintenance and repair as needed;
- 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:

Completed:

- Blain Park – repaired vandalized chain-link fence along the east fence line.
- Santa Fe Trail – repaired vandalized lamp post (west of Tulare Ave.).
- Rotary Skate Park – transient encampment cleanup.
- Del Lago Park – replaced broken playground crawl tunnel.
- Mulcahy Park – replaced vandalized playground panel.
- LMD – Standards and Details (project with Engineering Department).
- Laspina Median – surveyed and provided details of irrigation and water service to Project Management Team for the Interchange Project.
- Bardsley Underpass – transient encampment cleanup.
- Santa Fe Trail Pedestrian Overpass – transient encampment cleanup.
- Del Lago District – transient encampment cleanup along Mooney Blvd.
- Tulare Cares Encampment – site cleanup, repaired vandalized chain-link fence, installed additional BBQ grills.

Upcoming Project:

- 33rd Annual Arbor Day Celebration at Prosperity Sports Park.
- Centennial Park – Park Sign

Community Service:

- Total of **416 Hours** of volunteered community service.

Tulare Cares Temporary Encampment:

- Parks staff spent over **44 Hours** for documents filing, maintenance, and operation.