

AGENDA

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

**TUESDAY, May 14, 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 April 9, 2024 regular meeting.**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS – None

VII. GENERAL BUSINESS

- (1) **Administrative Items – Jason Glick**
- (2) **Attendance Report, Recreation Report, Cost Recovery Reports, Upcoming Events – Brian Beck**
- (3) **Parks Division Monthly Report – April 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, April 9, 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, Manuel Caceres, Nick Sherwood, Eric Farrenkopf, Mike Jamaica, Lupe Mendoza, Armando da Silva

STAFF PRESENT: 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 February 13, 2024 regular meeting.**

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

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VII. GENERAL BUSINESS

(1) **Administrative Items – Brian Beck**

Brian provided an update on the permanent shelter, Zumwalt Park construction, and the Tulare CARES Temporary Encampment. The commission inquired about these items and their questions were addressed by Assistant Director Brian Beck.

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

Assistant Community Services Director Brian Beck discussed attendance reports, and cost recovery reports. He spoke about the Spring Carnival turnout at Prosperity Sports Park. He informed the commission that the Aquatics Program will be starting in June.

(3) **Parks Division Monthly Report for Report – March 2024**

Parks Maintenance Manager Ivan Nicar gave a brief report on parks operations, including an increase in vandalism and continued clean ups the Tulare Encampment. Ivan invited the commissioners to attend the Arbor Day Celebration that is scheduled for April 26, 2024.

VIII. ITEMS OF COMMISSION INTEREST

Commissioner Nick Sherwood inquired about the Park Ranger position. His questions were answered by Brian Beck. Chairperson Craig Hancock commented on the Tulare CARES Temporary Encampment.

IX. ADJOURNMENT

The meeting was adjourned by Chairperson Craig Hancock at 7:21 a.m.

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

Location/Activity	This Year				Last Year			
	Total Attendance APR 2024	Total Events APR 2024	Number of Program Participants APR 2024	Calendar Year to Date Attendance 2024	Total Attendance APR 2023	Total Events APR 2023	Number of Program Participants APR 2023	Calendar Year to Date Attendance 2023
SOFTBALL								
Co-Ed	144	3	48	288	220	4	55	220
Men's	1,152	4	288	2,016	1,060	4	265	1,060
Seniors	360	9	40	360	300	8	38	325
Tournaments								
Men's	300	3	100	468	210	2	105	370
Co-Ed	288	24	12	528	240	2	120	240
Women's								
Youth								
VOLLEYBALL								
Co-Ed	360	5	72	1,080				
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	4,840	22	220	15,191	3,108	14	222	15,396
Cypress	1,738	22	79	5,441	1,134	14	81	5,702
Garden	3,784	22	172	11,785	2,478	14	177	12,356
Heritage	1,760	22	80	5,471	1,120	14	80	5,600
Kohn	2,134	22	97	6,719	1,134	14	81	5,654
Maple	1,694	22	77	5,371	1,120	14	80	5,582
Mission Valley	4,158	22	189	13,221	2,786	14	199	13,930
Pleasant	1,716	22	78	5,389	1,120	14	80	5,584
ACTIVITY TOTALS	21,824		992	68,588	14,000		1,000	69,804
FULL DAY CAMPS								
Spring Camp				158	169	5	34	169
Winter Holiday Camp				222				105

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

Location/Activity	This Year				Last Year			
	Total Attendance APR 2024	Total Events APR 2024	Number of Program Participants APR 2024	Calendar Year to Date Attendance 2024	Total Attendance APR 2023	Total Events APR 2023	Number of Program Participants APR 2023	Calendar Year to Date Attendance 2023
Instructional Swim Session 3								
INSTRUCTIONAL SWIM TOTALS	0			0	0			0
Public Swim-Western								
FACILITY RENTALS								
Meitzenheimer Comm. Ctr. (Tulare Room)	745	10	75	2,901	248	7	35	1,850
Meitzenheimer Comm. Ctr. (Sequoia Room)	8	1	8	14				22
Cecil Berkley Activity Center	450	12	38	1,277	339	10	34	987
Prosperity Sports Park	210	5	42	530	160	4	40	430
Youth Center/Gymnasium	465	11	42	3,241	141	7	20	2,536
Youth Center/Conference Rm								
Senior Center (Louis Rich Room)	782	10	78	2,109	474	7	68	1,669
Senior Center (Cascade/Sierra Room)	604	10	60	1,637	341	9	38	1,335
Senior Center (Cascade Room)	100	1	100	112				
PAVILION RENTALS/GENERAL PARK								
Bender Park (Pleasant)	160	4	40	400	295	7	42	295
Blain Park	405	8	51	680	325	8	41	445
Cypress Park	255	7	36	625	485	12	40	740
Live Oak Park	190	6	32	310	200	9	22	260
Centennial Park				90				
Del Lago Park	1,195	27	44	2,805	1,780	44	40	2,995
Elk Bayou Park	100	3	33	195	200	5	40	200
Mulcahy Park	275	7	39	425	283	8	35	313
Santa Fe Trail								
Zumwalt Park					1,400	2	700	1,400
FIELD RENTALS								
Bender				20				
Centennial	490	24	20	1,229	385	14	28	1,056
Chavez	20	1	20	20				
Cypress	537	31	17	1,898	692	31	22	1,538
Elk Bayou Soccer Complex	9,190	171	54	23,190	7,750	134	58	13,767
Elk Bayou Concession								
Live Oak West	320	16	20	1,160	260	13	20	860
Live Oak Lombardi	320	16	20	1,100	340	17	20	940
Centennial Tennis								
Centennial Horseshoes	50	1	50	50				
Del Lago Tennis				10				
Del Lago Phase I								
POOL RENTALS								
Western								
TOTALS	42,243	619		124,617	32,777	555		109,807



RECREATION REPORT

May 14, 2024

Programs/Activities Update

- Little Dancers
- Little Tumblers
- Pre-Sports
- Adult Softball/Senior Softball/Tournaments
- Summer Camp (starts Monday, June 10th)
- Aquatics (starts Monday, June 10th)
- Tennis (starts, Monday, June 10th)
- Movies in the Park (Friday, July 5, 12, 19, 26)
- COED Volleyball (starts Monday, June 17th)
- Senior Center

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: Little Tumblers - Session 2

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
1	Special Inst	5.5		\$22.00		\$121.00	\$121.00	
1	Assistant	4.5		\$18.00		\$81.00	\$81.00	Grand Total
1	Assistant	4.5		\$18.00		\$81.00	\$81.00	
1	Assistant	3		\$17.50		\$52.50	\$52.50	
1	Assistant	4.5		\$17.50		\$78.75	\$78.75	\$414.25

Direct Program Costs (2032):	Cost	Detail	Grand Total
Professional and Special Services:		No new supplies needed	
Supplies:	\$40.00	Certificates & Name Tags	
Equipment:	\$20.00	Stickers	\$60.00
Other:			

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
Administration (1/4 hour min.):	2.00		\$26.00		\$52.00	
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:	Registration Fee	X	Number of Participants	=	Total	Grand Total
Registration Fee:	\$36.00		13		\$468.00	
	\$40.00		13		\$520.00	
Donations:					\$0.00	
Other:					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	\$970.36

Total Revenue:	\$970.36
Total Program Expense	\$684.25
Total Expense +15% (X1.15) City Overhead:	\$786.89
Net Program:	\$183.47
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: 123%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: Little Dancers - Session 2

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total		
1	Special Inst	10.25		\$22.00		\$225.50	\$225.50	Grand Total	
1	Assistant	5		\$18.00		\$90.00	\$90.00		
1	Assistant	7.5		\$18.00		\$135.00	\$135.00		
1	Assistant	5		\$17.50		\$64.00	\$64.00		
1	Assistant	7.5		\$17.50		\$64.00	\$64.00		
								\$608.75	

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

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
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:	Registration Fee	X	Number of Participants	=	Total	Grand Total
Registration Fee:	\$36.00		12		\$432.00	Grand Total
	\$40.00		13		\$520.00	
Donations:					\$0.00	
Other:					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
						\$881.03

Total Revenue:	\$881.03
Total Program Expense	\$866.75
Total Expense +15% (X1.15) City Overhead:	\$996.76
Net Program:	-\$115.73
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery: 88%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

Program Name: PreSports Spring April 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	14.5		\$18.00		\$261.00	\$261.00	
1	Assistant	40		\$16.00		\$640.00	\$640.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$901.00

<u>Direct Program Costs (2032):</u>	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Awards			
Program t-shirts	\$231.24	Program t-shirts	
Supplies:	\$40.00	Nametags & Certificates	
Equipment:	\$600.00	2 Basketball Hoops	
Other:			
			Grand Total
			\$871.24

<u>Indirect Program Costs:</u>	<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.):	2.00		\$31.00		\$62.00	
Clerical Support (1/2 hour min.):	1.00		\$16.00		\$16.00	\$105.00

<u>Program Revenue:</u>	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$40.00		3		\$120.00	
	\$36.00		35		\$1,260.00	
	\$15.00		1		\$15.00	
	(Refund)				\$0.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$1,346.68
					\$0.00	

Total Revenue:	\$1,346.68
Total Program Expense	\$1,877.24
Total Expense +15% (X1.15) City Overhead:	\$2,158.83
Net Program:	-\$812.15
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery of: 62%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Service/Parks & Recreation

Program Name: Little Sluggers 2024

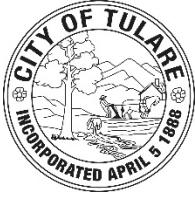
<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
13	Sports Leaders	118.5		\$16.00		\$1,777.50	\$1,777.50	
1	Assistant	16		\$17.00		\$272.00	\$272.00	Grand Total
						\$0.00	\$0.00	
						\$0.00	\$0.00	\$2,049.50

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Supplies:	\$1,113.47	Kids T-Shirts	
Equipment:	\$177.00	Medals	
Insurance:		Active Fee's	
Other:	\$50.55		
			Grand Total
			\$1,341.02

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	16.00		\$28.00		\$448.00	Grand Total
Supervision (1/2 hour min.):	20.00		\$31.29		\$625.80	
Clerical Support (1/2 hour min.):	8.00		\$18.00		\$144.00	\$1,217.80

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$40.00		50		\$2,000.00	
Registration Fee:	\$36.00		111		\$3,996.00	
discounts					\$0.00	Grand Total
refund/credit					\$0.00	
Donations:					\$0.00	\$5,996.00
Other:					\$0.00	

Total Revenue:	\$5,996.00
Total Program Expense	\$4,608.32
Total Expense +15% (X.15) City Overhead:	\$5,299.57
Net Program Revenue	\$696.43
Cost Recovery of:	<u>113%</u>



Staff Report

Meeting: Parks and Recreation Commission

Date: May 14, 2024

Item #:
Presentations

Department: Community Services - Parks

Submitted by: Parks Manager, Ivan Nicar

Agenda Title: Parks Division Monthly Report – April 2024

Acreeage 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:

- West Gate Estates – transient encampment cleanup.
- Del Lago District – transient encampment cleanup.
- Bardsley Greenway – transient encampment cleanup.
- Bardsley Underpass – transient encampment cleanup.
- Tulare Public Library – transient encampment cleanup.
- Santa Fe Trail Pedestrian Overpass – transient encampment cleanup.
- Downtown District – removed benches along K St. due to transient issue.
- Centennial Park – installed new park sign at the corner of Pleasant & H St.
- Prosperity Sports Park – installed tree bubler for the new trees to be planted for the Arbor Day. 33rd Annual Arbor Day Celebration at Prosperity Sports Park.
- J St. Parkway – pruned overgrown oleanders.
- Del Lago District – removed several dead trees along Corvina and Paseo Del Lago.
- Sayre Park – pruned 22 palm trees.

- Bender Park – removed and replaced damaged concrete walkway.
- Cesar Chavez Park – removed damaged trees due to recent windstorm.

Upcoming Project:

- Downtown District – prune overgrown and low hanging Chinese Elm trees in the Tower Square parking lot.
- Del Lago – Replace splash pad sunshade.

Community Service:

- Total of **344 Hours** of volunteered community service.

Tulare Cares Temporary Encampment:

- Parks staff spent over **41Hours** for documents filing, maintenance, and operation.