

AGENDA

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

**TUESDAY, SEPTEMBER 13, 2016
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 August 9, 2016, regular meeting

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

VII. STUDENT REPORT ~ None

VIII. GENERAL BUSINESS

- (1) Discussion regarding an interest by T-Mobile in leasing area at Centennial Park to place a 70-80 foot cellular tree pole and lease 900 square feet of property
- (2) Recreation Division attendance report for the month of August 2016 and review of cost recovery reports

VIII. GENERAL BUSINESS (continued)

- (3) **Review of splash pad hours to amend for fall operation schedule**
- (4) **Staff report on park maintenance operations for the month of August 2016 and update on park projects and special events**
- (5) **Discussion to review Irrigation Improvements at Prosperity Sports Park**

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.

PARKS AND RECREATION COMMISSION

Tuesday, August 9, 2016

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 Vice Chairperson Mike Jamaica at Claude Meitzenheimer Community Center, Sequoia Room.

COMMISSIONERS PRESENT: Mike Jamaica Eric Farrenkopf
Dennis Beck Armando daSilva
Lori Fishbough

STAFF PRESENT: Rob Hunt Brian Beck
J. Dean Johns Kathy Melendez

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mike Jamaica.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

None.

V. CONSENT CALENDAR

It was motioned by Commissioner Beck and seconded by Commissioner Farrenkopf that the item on the consent calendar be approved as presented:

- 1) Approve Commission minutes of July 12, 2016, regular meeting

VI. ITEMS OF STUDENT INTERESTS

None.

VII. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VIII. GENERAL BUSINESS

(1) Discussion regarding an interest by T-Mobile in leasing area at Centennial Park to place a 70-80 foot cellular tree pole and lease 900 square feet of property

Director Hunt advised that staff is seeking direction from Commission regarding the request from T-Mobile to place a cellular tower in Centennial Park. If Commission feels this is an appropriate use, staff will pursue discussions with Property Management for lease options. Hunt advised that this type of use cannot be denied due to radio emissions per city ordinance and there are currently no existing policies regarding co-locating, however, ordinance requires poles to be camouflaged. Possible revenue could bring \$500-\$800 month for a long-term lease and funds could be earmarked for park improvements.

It was the consensus of the Commission to table this item to the next meeting for further discussion.

(2) Recreation Division attendance report for the month of July 2016 and review of cost recovery reports

Recreation Manager Brian Beck reported on the following: summer softball ended and it was noted that numbers have increased slightly; softball tournaments continue weekly; staff is considering scheduling volleyball on a year-round basis due to demand; summer camps were well attended with 40 students attending weekly. Students were taken on field trips to the Library and swimming pool via city transit; drop-in program saw about 20 students daily. Program was held at Prosperity Sports Park from 12-4pm during the month of July; attendance at Concert series dropped slightly from last year; Movies in the Park saw an increase in attendance increased over last year; Staff feels that Del Lago Park is a great venue for this event; instructional programs were well attended and good feedback was received; public swim was successful, however, Tulare Union pool was not utilized this year for cost savings; staff is gearing up for fall and winter programming such as BEST Club, afterschool sports, Presports, dance and Kids Day, amongst other programs. Beck distributed copies of the new Access Guide and thanked staff for their efforts; additional marketing of program was listed in AD Direct.

(3) Review of splash pad hours in preparation of the upcoming school year

Parks Manager Johns gave a brief report regarding the status of the splash pads at Del Lago and Mulcahy parks. It was the consensus of the Commission to continue daily splash pad operations from 12-7pm through the month of September.

(4) Staff report on park maintenance operations for the month of July 2016 and update on park projects and special events

Parks Manager Johns reported on operations and park projects: staff repaired multiple irrigation lines and irrigation pump issues; staff working with Water Division regarding low pump pressure; splash pad activator issues have been resolved; Del Lago lake has been aerated; continuous restroom repairs throughout the park system due to vandalism; Elk Bayou Soccer Complex has been seeded and fertilized and fence will be removed in early September; lighting and fountains have been repaired along the Santa Fe Trail; landscaping and lighting areas are now in compliance and much improved; staff has seen an increase in homeless as well as an increase in vandalism. Staff will consider closing restrooms due to those issues. SWAP had 584 hours of labor in July.

VI. ITEMS OF COMMISSION INTEREST

None.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:20 a.m.

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

2016 Summer Softball

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
1	Umpires	115		\$22.00		\$2,530.00	\$2,530.00	
1	Umpires	25		\$21.00		\$525.00	\$525.00	Grand Total
1	Umpire	50		\$20.00		\$1,000.00	\$1,000.00	
1	Scorekeeper	170		\$10.00		\$1,700.00	\$1,700.00	\$5,755.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services: 1 ballfield/staff 214.5	\$10.00	ball field maintenance/opening and closing	\$2,145.00
Supplies:	\$235.26	chalk	\$235.26
Equipment:	\$240.21	bases	\$240.21
Insurance:	\$570.00	ASA fees	\$570.00
Other:	\$878.85	T-shirts	\$878.85
			<u>\$9,684.32</u>

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	3.00		\$24.00		\$72.00	Grand Total
Supervision (1/2 hour min.):	45.00		\$29.00		\$1,305.00	
Clerical Support (1/2 hour min.):	1.00		\$10.00		\$10.00	<u>\$1,387.00</u>

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$415.00		38		\$15,770.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$0.00
					\$0.00	<u>\$15,770.00</u>

Total Revenue:	<u>\$15,770.00</u>
Total Program Expense	<u>\$11,211.32</u>
Total Expense +15% (X.15) City Overhead:	<u>\$12,893.02</u>
Net Program Revenue	<u>\$2,876.98</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 122%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Summer Camp 2016

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
	Rec Leader	345		\$10.00		\$3,450.00	\$3,450.00	
	Sr. Rec Leader	365		\$11.00		\$4,015.00	\$4,015.00	Grand Total
	CSET	544		\$0.00		\$0.00	\$0.00	
						\$0.00	\$0.00	\$7,465.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Field Trips/Bus Tickets	\$1,754.50		
Supplies:	\$950.00	Games, parties, snacks, crafts	
Equipment:			
Insurance:			
Other:			
			Grand Total
			<u>\$2,704.50</u>

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	15.00		\$23.00		\$345.00	Grand Total
Supervision (1/2 hour min.):	60.00		\$28.00		\$1,680.00	
Clerical Support (1/2 hour min.):	8.00		\$10.00		\$80.00	<u>\$2,105.00</u>

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$20/day \$83/week \$63/short week				\$22,058.00	
Donations:					\$0.00	
Other:					\$0.00	
					\$0.00	Grand Total
					\$0.00	<u>\$22,058.00</u>

Total Revenue:	<u>\$22,058.00</u>
Total Program Expense	<u>\$12,274.50</u>
Total Expense +15% (X.15) City Overhead:	<u>\$14,115.68</u>
Net Program Revenue	<u>\$7,942.33</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 155%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

KIDS DAY 2016

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
2		4		\$11.00		\$88.00	\$88.00	
13		4		\$10.00		\$520.00	\$520.00	Grand Total
						\$0.00	\$0.00	
						\$0.00	\$0.00	\$608.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Train	\$400.00		
Reptile Show	\$175.00		
Big Bounce Rentals	\$335.00		
Pony Rides	\$650.00		
Supplies:	\$172.00		
Equipment: Magic Show	\$350.00		
Insurance:			
Other: Flyers	\$60.00	Bubbles , Chalk & Banner	
			Grand Total
			<u>\$2,142.00</u>

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	1.00		\$23.00		\$23.00	Grand Total
Supervision (1/2 hour min.):	32.00		\$35.00		\$1,120.00	
Clerical Support (1/2 hour min.):	1.00		\$10.00		\$10.00	<u>\$1,153.00</u>

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:					\$0.00	
Ticket sales	\$3.00		130		\$390.00	
	\$5.00		156		\$780.00	
Vendors	\$25.00		4		\$100.00	Grand Total
Donations: TGRF	\$1,000.00				\$1,000.00	
Other:					\$0.00	<u>\$2,270.00</u>
					\$0.00	

Total Revenue:	<u>\$2,270.00</u>
Total Program Expense	<u>\$3,903.00</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$4,488.45</u>
Net Program Revenue	<u>-\$2,218.45</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 56%</u>

Tulare Parks & Recreation Department
Revenue Amounts for 2015 & 2016

Revenue Accounts:

		<u>2015</u>	<u>2016</u>
3258	<i>Sports</i>		
-000	Adult Softball	\$ 48,333.04	\$ 47,777.34
-001	Adult Volleyball	\$ 6,412.60	\$ 7,206.56
-002	Adult Basketball	\$ 2,322.00	\$ 0
-003	Youth Athletics	<u>\$ 4,481.38</u>	<u>\$ 4,847.48</u>
	Total	\$ 61,549.02	\$ 59,831.38
3259	<i>Aquatics</i>		
-000	Instructional Class	\$ 24,936.53	\$ 33,030.77
-001	Public Swim	\$ 1,076.35	\$ 3,401.09
-002	Community Center Public	<u>\$ 469.65</u>	<u>\$ 674.50</u>
	Total	\$ 26,482.53	\$ 37,106.36 *
3260	<i>Instructional</i>		
-001	Inst. Classes	\$ 28,596.35	\$ 42,497.65
-002	Inst. Camp	\$ 745.88	\$ 278.03
-003	Teen Fest	\$ 5,589.02	\$ 6,356.38
-004	B.E.S.T. CLUB	<u>\$262,546.27</u>	<u>\$288,337.34</u>
	Total	\$297,477.52	\$337,469.40 *
3203	<i>Other Rental Income</i>		
-000	Community Center Rentals	\$ 45,994.03	\$ 47,895.20
-001	Pool Rentals	\$ 1,192.85	\$ 2,536.13
-002	Field Light Rentals	\$ 32,415.39	\$ 41,920.15
-003	Park Rentals	\$ 23,894.14	\$ 21,238.78
-005	Picnic Facility Reservation	\$ 29,997.27	\$ 30,205.64
-007	Park Concessions	\$ 4,241.72	\$ 4,872.00
-010	Tulare Youth Center	\$ 4,268.42	\$ 4,768.64
-011	Elk Bayou Soccer Complex	<u>\$ 22,518.33</u>	<u>\$ 24,991.16</u>
	Total	\$164,522.15	\$178,427.70 *
3503-000	<i>Sponsorships</i>		
	Concerts in the Park	\$ 4,897.36	\$ 4,777.24
	Overall totals	<u>\$554,928.58</u>	<u>\$617,612.08 *</u>

The overall revenue increase from 2015/16: \$62,683.50

Please note: (*) will show a significant increase in revenue from one year to the next.

Location/Activity	This Year					Last Year				
	Total Attendance AUG 2016	Total Events AUG 2016	Number of Program Participants AUG 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016	Total Attendance AUG 2015	Total Events AUG 2015	Number of Program Participants AUG 2015	Calendar Year to Date Attendance 2015	Calendar Year to Date Program Participants 2015
SUMMER PLAYGROUND DROP-IN										
Prosperity Sports Park Clubhouse				336	336				657	930
SPECIAL EVENTS										
Concerts in the Park				1,450	1,450				1,925	1,925
Movies in the Park				800	800				750	750
Punt, Pass & Kick	23	1	23	23	23					
Santa Letters										
Kid's Day	650	1	650	650	650	750	1	750	750	750
Fishing Derby										
Spring Carnival/Eggstravaganza				1,040	1,040				800	800
Tulare Youth Track & Field Meet				360	360				300	300
TEENS										
Volunteens	3	1	3	26	10	5	1	5	57	14
Teen Heros	28	1	28	255	67	32	1	32	263	34
Teens on Board				105	15	3	1	3	45	9
Teen Fest				725	725				463	463
INSTRUCTIONAL										
C.P.R. for Kids				9	9				13	13
Future Flyers				60	12					
Golf, Youth	7	1	7	43	16	12	1	12	60	25
Intro to Colorguard				48	48					
Jr. Lifeguard				60	6				30	3
Little Dancers	60	4	15	716	122					
Ballet						104	4	26	104	26
Jazz/Tap						33	3	11	33	11
Little Dunkers				444	111				568	142
Little Kickers										
Little Sluggers									896	224
Little Spikers				80	20					
Move & Groove	24	4	6	24	6					
Presports				448	148				432	108
Adaptive & Inclusive Sports Camp									32	8
Super Sitter									9	9
Tennis, Youth				140	28				160	32
Track, Youth				240	60				292	73
Intro to Tumbling	76	4	19	76	19					
Water Polo				288	24				126	9
AQUATICS										
Instructional Swim Session 1				2,880	288				2,820	273
Instructional Swim Session 2				2,286	239				2,038	209
Instructional Swim Session 3				1,570	157				2,030	203
Public Swim-Union									1,307	1,307
Public Swim-Western				2,047	2,047				1,145	1,145
FACILITY RENTALS										
Meitzenheimer Comm. Center	670	13	52	6,499		999	20	50	6,512	
Cecil Berkley Activity Center	210	33	6	3,679		270	18	15	1,962	
Woman's Clubhouse									2,910	
Prosperity Sports Park				336					777	
Youth Center/KLUB KAOS				240					265	
Youth Center/Gymnasium	325	7	46	7,324					6,565	
Youth Center/Conference Rm	10	1	10	70		35	4	9	40	

Location/Activity	This Year					Last Year				
	Total Attendance AUG 2016	Total Events AUG 2016	Number of Program Participants AUG 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016	Total Attendance AUG 2015	Total Events AUG 2015	Number of Program Participants AUG 2015	Calendar Year to Date Attendance 2015	Calendar Year to Date Program Participants 2015
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	35	1	35	480		60	1	60	580	
Blain Park	130	4	33	1,325		90	2	45	1,270	
Cesar E. Chavez Park									45	
Cypress Park	345	7	49	1,795		65	2	33	1,430	
Live Oak Park	60	1	60	735		200	4	50	1,060	
Topham Park										
Centennial Park	50	1	50	50						
Zumwalt Park	1,250	3	417	4,350		1,250	2	625	6,575	
Del Lago Park	695	15	46	6,830		1,130	27	42	9,090	
Elk Bayou Park				1,695		215	5	43	1,460	
Mulcahy Park	135	4	34	1,615		150	4	38	1,490	
FIELD RENTALS										
Bender *	200	1	200	200					0	
Centennial	110	5	22	1,055		97	5	19	757	
Chavez				400		60	1	60	725	
Cypress				1,892		28	2	14	1,814	
Elk Bayou Soccer Complex *	1,330	25	53	26,410		4,856	106	46	37,560	
Elk Bayou Regional Park										
Live Oak West	2,530	26	97	9,255		55	2	28	2,880	
Live Oak Lombardi	40	1	40	4,190					2,295	
Prosperity	40	2	20	270						
Centennial Tennis	244	11	22	1,454		128	8	16	1,548	
Centennial Horseshoes	125	3	42	335		130	2	65	316	
Santa Fe Trail				100						
Elk Bayou Concessions	10	1	10	10						
Del Lago Phase I									2,000	
POOL RENTALS										
Western				1,800					1,500	
TOTALS	23,893	336		207,246	12,003	22,590	363		219,929	12,119

* Bender field rental of 200 people is for Tulare Wester Cross Country event.

* Elk Bayou numbers down due to closure of main complex for field renovation.