

AGENDA

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

**TUESDAY, JUNE 13, 2017
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 9, 2017, regular meeting**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

VII. STUDENT REPORTS

- (1) Presentation of Certificates of Appreciation
- (2) Student Reports

VIII. GENERAL BUSINESS

- (1) **Recreation Division attendance report for the month of May 2017 and review of cost recovery reports**

VIII. GENERAL BUSINESS (continued)

- (2) **Staff report on park maintenance operations for the month of May 2017 and 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 & Students, 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, May 9, 2017

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 Eric Farrenkopf
Mike Jamaica Dennis Beck
Lori Fishbough Nick Sherwood

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

STUDENTS PRESENT: Alexandria Ramirez

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mike Jamaica.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

Director Rob Hunt outlined the department reorganization as approved by City Council which became effective May 1, 2017. Under the reorganization, the Parks, Recreation and Library divisions will now be under a separate department titled Community Services. Director Hunt is now the Community Services Director.

Economic Development, Planning, Building and Engineering divisions will remain under the new Community and Economic Development Department for which a new Director position will be recruited.

It is anticipated that the reorganization will better position the City and staff to focus on Council objectives and priorities.

V. CONSENT CALENDAR

It was motioned by Chairman Hancock, seconded by Commissioner Sherwood and unanimously carried that the minutes be approved with correction as noted on page 2, VIII, 3.

- (1) Approve Commission minutes of April 11, 2017, regular meeting

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VII. STUDENT REPORT

Alexandria Ramirez reported on upcoming talent show and Western Week activities.

VIII. GENERAL BUSINESS

- (1) **Staff report and recommendation to set schedule for the water splash pads at Del Lago Park and Mulcahy Park**

Parks Manager Johns stated he would like to begin operating all splash pads by Memorial weekend from 12 – 7 p.m. on Saturday through Monday, then operate daily from 12 – 7 p.m. beginning in June. Johns noted that new water cannons were installed at Mulcahy Park. After short discussion, it was the consensus of the Commission to accept operating hours as presented.

- (2) **Recreation Division attendance report for the month of April 2017 and review of program cost recovery reports**

Recreation Manager Beck reviewed the following: men's and coed softball participation remained the same as last year; summer softball begins June 12; women's volleyball is continuing and a second season will begin on June 12; BEST Club attendance is slightly higher over last year; Spring Carnival was held and approximately 700 persons attended; department staff did a new recruitment for next year's Teen Heroes; colorguard, tumbling and dance classes were well attended; Little Sluggers ends this Saturday with approximately 50 participants less than last year; staff is preparing for summer activities including camp, tennis, golf, volleyball, aquatics, and a drop-in center will open from June 5-June 23 at Prosperity Sports Park; Beck also noted that Teen Fest was held last Friday and approximately 550 students attended.

- (3) **Staff report on Park maintenance operations for the month of April 2017 and update on park projects and special events**

Parks Manager Johns reported on the following: post-emergent spraying continues; restroom repairs were made at Cypress Park due to vandalism; fall surface and pathway lighting repairs were made at Del Lago; street trees were planted along

Cross Avenue; irrigation repairs were made at H Street due to previous street construction; tree pruning was completed at Prosperity Sports Park; tennis court lighting was replaced and new timers installed; staff continue weekly maintenance and L&L inspections; new part-time staff was hired for weekend maintenance; RFP is being prepared for Cesar Chavez Park playground after a grant award of \$53,000 was received from First 5 Tulare County. Playground will include full umbrella shading over playground and existing playground will be replaced. Grant requires a 20% match and Johns stated that staff labor to remove existing playground qualifies. Construction should be complete by the fall.

IX. ITEMS OF COMMISSION INTEREST

Chairman Hancock advised of a fallen tree along the trail and broken sprinkler flooding the pathway at Blackstone and Cherry. Hancock also asked if the skate park was locked in the evenings. Johns assured him it was being locked.

Commissioner Fishbough wanted to let Parks Division know that Blain Park looks nice and is amazed that maintenance issues are being handled so quickly. Fishbough also reported on the condition of former Parks and Recreation Commissioner Williams.

Vice Chairman Jamaica inquired about the Alpine Park area near Mission Oak high school and whether or not there a park will be put in. Hunt advised that the developer promised buyers a park would be put in and to date there are no confirmed plans. Hunt further stated that City Council would need to give direction to staff to proceed, however, the question remains as to how will the park be funded and who will pay to maintain.

Chairman Hancock asked if Recreation is working with Planning Division on the development of new subdivisions in relation to park development. Hancock would like to see a dog park built. Hunt stated he will include a dog park in the master plan.

X. ADJOURNMENT

There being no further business, the regular meeting adjourned at 7:27 a.m.

Location/Activity	This Year					Last Year				
	Total Attendance MAY 2017	Total Events MAY 2017	Number of Program Participants MAY 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	Total Attendance MAY 2016	Total Events MAY 2016	Number of Program Participants MAY 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016
SPECIAL EVENTS										
Concerts in the Park	300	3	100	300	300	450	2	225	450	450
Movies in the Park										
Punt, Pass & Kick										
Santa Letters										
Kid's Day										
Fishing Derby										
Spring Carnival/Eggstravaganza				700	700				1,040	1040
Tulare Youth Track & Field Meet				460	460				360	360
TEENS										
Volunteens	5	1	5	18	5	2	1	2	17	6
Teen Heros	33	1	33	145	61	29	1	29	165	63
Teens on Board	14	1	14	70	14	15	1	15	75	15
Teen Fest	550	1	550	550	550	725	1	725	725	725
INSTRUCTIONAL										
C.P.R. for Kids				7	7				9	9
Future Flyers									60	12
Golf, Youth										
Intro to Colorguard	16	2	8	32	8				48	12
Jr. Lifeguard										
Little Dancers - Ballet	52	2	26	311	134	120	4	30	656	164
Little Dunkers				472	118				444	111
Little Kickers										
Little Sluggers	300	2	150	600	150				856	214
Presports	108	3	36	284	36				264	102
Super Sitter				5	5					
Tennis, Youth										
Track, Youth				248	62				240	60
Tumbling	112	4	28	337	61					
Water Polo										
AQUATICS										
Instructional Swim										
Public Swim-Comm. Center										
Public Swim-Western										
FACILITY RENTALS										
Meitzenheimer Comm. Center	804	21	38	5,136		1,070	19	56	4,374	
Cecil Berkley Activity Center	288	11	26	1,131		310	29	11	1,643	
Woman's Clubhouse										
Prosperity Sports Park				240						
Youth Center/KLUB KAOS	100	1	100	200		80	2	40	190	
Youth Center/Gymnasium	655	12	55	9,046		530	11	48	6,032	
Youth Center/Conference Rm				105					60	
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	260	3	87	420		190	5	38	390	
Blain Park	195	7	28	595		270	6	45	765	
Cesar E. Chavez Park	150	1	150	150						
Cypress Park	315	8	39	870		490	12	41	1,195	
Live Oak Park	350	10	35	590		110	3	37	515	
Topham Park										
Centennial Park	40	1	40	70						
Zumwalt Park	2,375	5	475	3,925		2,100	2	1,050	3,100	
Del Lago Park	1,565	35	45	5,146		1,860	40	47	4,715	
Elk Bayou Park	190	5	38	440		710	10	71	1,245	
Mulcahy Park	230	7	33	820		460	12	38	1,115	

Location/Activity	This Year					Last Year				
	Total Attendance MAY 2017	Total Events MAY 2017	Number of Program Participants MAY 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	Total Attendance MAY 2016	Total Events MAY 2016	Number of Program Participants MAY 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016
FIELD RENTALS										
Bender										
Centennial	75	5	15	670				945		
Chavez				460				400		
Cypress	90	3	30	1,420		185	12	15	1,757	
Elk Bayou Soccer Complex				10,182		4,710	106	44	21,270	
Elk Bayou Regional Park				20						
Live Oak West	320	8	40	2,160		500	12	42	3,500	
Live Oak Lombardi	480	12	40	1,960		400	8	50	4,150	
Prosperity Field	30	2	15	340		45	3	15	45	
Centennial Tennis	144	9	16	846		144	9	17	780	
Centennial Horseshoes	30	1	30	195		30	1	30	150	
Santa Fe Trail				100					100	
Elk Bayou Concessions	5	1	5	5						
Del Lago Phase I				300						
POOL RENTALS										
Western										
TOTALS	29,387	385		130,865	4,879	35,308	632		142,927	5,668

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Women's Volleyball 2017

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Sports Assistant	28		\$10.50		\$294.00	\$294.00	
				\$0.00		\$0.00	\$0.00	Grand Total
						\$0.00	\$0.00	
						\$0.00	\$0.00	\$294.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Supplies: T-shirts	\$129.90	Facility Rental	Grand Total
Equipment:			\$129.90
Insurance:			
Other:			

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	1.00		\$24.00		\$24.00	Grand Total
Supervision (1/2 hour min.):	10.00		\$29.00		\$290.00	
Clerical Support (1/2 hour min.):	1.00		\$10.00		\$10.00	\$324.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$160.00	6	9		\$1,440.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$1,440.00
					\$0.00	\$0.00

Total Revenue:	\$1,440.00
Total Program Expense	\$747.90
Total Expense +15% (X.15) City Overhead:	\$860.09
Net Program Revenue	\$579.92
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery of 167%

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2017 Little Sluggers

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Sports Assnt.	16		\$11.00		\$176.00	\$176.00	
24	Sports Leaders	11		\$10.50		\$2,772.00	\$2,772.00	Grand Total
						\$0.00	\$0.00	\$2,948.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$0.00		
Supplies: Ribbons	\$53.00		
Equipment:			
Insurance:			
Other: T-shirts	\$1,682.00		
			Grand Total
			<u>\$1,735.00</u>

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	10.00		\$24.00		\$240.00	Grand Total
Supervision (1/2 hour min.):	24.00		\$38.00		\$912.00	
Clerical Support (1/2 hour min.):	3.00		\$10.50		\$31.50	<u>\$1,183.50</u>

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registrstion Fee:	\$34.00		92		\$0.00	
	\$36.00		56		\$3,128.00	
Donations:					\$2,016.00	
Other:					\$0.00	Grand Total
					\$0.00	<u>\$5,144.00</u>

Total Revenue:	<u>\$5,144.00</u>
Total Program Expense	<u>\$5,866.50</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$6,746.48</u>
Net Program Revenue	<u>-\$1,602.48</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 76%</u>