

AGENDA

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

**TUESDAY, SEPTEMBER 12, 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 August 8, 2017, regular meeting**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

VII. STUDENT REPORTS

NEW TEENS ON BOARD REPRESENTATIVES				
Brock Borba	•	Estefania Palomarez	•	Kallista Wales

VIII. GENERAL BUSINESS

- (1) **Staff report to review of budget and program proposal and recommend approval of youth volleyball program**

VIII. GENERAL BUSINESS (continued)

- (2) **Staff report to recommend approval of proposed youth rugby camp**
- (3) **Recreation Division attendance report for the month of August 2017 and review of cost recovery reports**
- (4) **Staff report on park maintenance operations for the month of August 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, 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 8, 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 Claude Meitzenheimer Community Center, Sequoia Room.

COMMISSIONERS PRESENT: Craig Hancock Mike Jamaica
Eric Farrenkopf Nick Sherwood
Dennis Beck Armando daSilva
Lori Fishbough

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

OTHERS PRESENT: Councilmember Jose Sigala

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dennis Beck.

III. CITIZEN COMMENTS

District 1 Councilmember Sigala introduced himself to the Commission. He served 22 years in the legislature in Los Angeles. His goal is to open a youth center on the west side of Tulare and find funding for summer jobs. Chairman Hancock feels more can be done for our community and appreciates Sigala's efforts.

IV. COMMUNICATIONS

None.

V. CONSENT CALENDAR

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

- 1) Approve Commission minutes of June 13, 2017, regular meeting

VI. ITEMS OF STUDENT INTERESTS

Students will not report back until September.

VII. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VIII. GENERAL BUSINESS

(1) Staff report and consideration to allow special event uses at Mulcahy Park

Director Hunt reported that, last year, Commission approved Centennial Park and Del Lago Parks as special event locations. Recently, requests have been received to use Mulcahy Park as a special event location for a health fair and National Night Out. Staff believes this park can accommodate special events at this location without having an impact on the neighborhood. There is currently a fee structure in place for special events that would also apply to Mulcahy Park.

Chairman Hancock stated he received a call regarding the health fair. Hancock is in support of adding Mulcahy Park as a special event location. Commissioner Sherwood would like to see more organized events because there would be less problems. Councilmember Sigala thanked the Commission for their support. Sigala wants to see more activity in that park such as movie nights and other events.

Motion was made by Commissioner Farrenkopf and seconded by Commissioner Beck to allow Mulcahy Park as an additional park location for special events. All in favor.

(2) Staff discussion to provide direction to proceed with potential new youth volleyball program

Recreation Manager Beck reported that the department was approached by TYAA (Tulare Youth Athletic Association) to take over their youth volleyball program. The program serves 200-300 third through eighth grade students. Practices are generally held twice weekly with games on Sundays. The program would be held at the Youth Center gymnasium. Staff would like to get Commission's approval to proceed in acquiring the program from TYAA. If allowed, Beck will provide a budget and cost analysis at the next Commission meeting. Commissioner Sherwood noted this would be a good program for the department.

It was the consensus of the Commission for staff to proceed.

(1) Recreation Division attendance report for the months of June and July 2017 and review of cost recovery reports

Recreation Manager Beck reported on the following: several tournaments were canceled due to extreme heat; fall softball begins in September; BEST Club staff meeting was held last week to prepare for the new school year. Staff also received first aid training; Summer Camp was attended by approximately 40 youth daily where they enjoyed excursions to the library and pool in addition to their daily activities at the center; the drop-in program was held for 3 weeks at Prosperity Sports Park with approximately 25 youth attending daily. The drop-in camp days coincided with the summer school hours; concerts were well attended with only one concert canceled due to extreme temperatures but was rescheduled; Movies in the park was also well attended at Del Lago Park. Beck noted that the Greater Tulare Recreation Foundation sponsored the movie series; instructional aquatics was slightly less than last year, however, staff had to cut a few class times due to summer school held at Tulare Western. Public swim attendance was slightly higher than last year; new Access Tulare activity guide was distributed to all commissioners; staff is preparing for the upcoming Kids Day on August 19 in Zumwalt Park; Beck stated the a local baseball team is participating in the Little League World Series in North Carolina and would to congratulate them on their return.

Councilmember Sigala inquired as to why Roosevelt does not have BEST Club on the campus. Beck replied that attendance numbers dropped below 10 and it was not feasible to have two staff. Also, Roosevelt has Choices on their campus and that is a free program.

(4) Staff discussion to provide direction to Parks Division to amend splash pad days and hours of operation for the months of August, September and October

Parks Manager Johns proposed to change the splash pad hours in conjunction with the start of the new school year. For the month of August, Johns proposed the pads would be in operation on weekends and holidays from noon to 7pm, in September from noon to 6pm, and in October from noon to 5pm.

It was the consensus of the Commission for staff to proceed with hours as proposed.

(5) Staff report on park maintenance operations for the months of June and July 2017 and update on park projects and special events

Parks Manager Johns reported there were 517 SWAP hours in June and 536 hours in July. Staff repaired the fall surfaces for safety purposes at Del Lago playground; Del Lago Lake continues to be maintained by the Lake Doctors; Johns is working with Edison regarding high voltage faults; field prep continues at Prosperity Sports Park; constant irrigation repairs and weekly park maintenance and L&L inspections; Johns is preparing an RFP for the replacement of the Chavez Park Playground. Bids will be sent out in August. The City received a grant for the playground replacement from First 5 Tulare County and there will be a 20% City match; replaced manifolds at Mulcahy Park splash pad; a new full-time Park Technician position was budgeted for the 2017/18 budget year.

VI. ITEMS OF COMMISSION INTEREST

Commissioner Fishbough had a couple minor issues at Centennial Tennis Courts that she addressed to Parks Manager.

Chairman Hancock thanked Councilmember Sigala for attending the Commission meeting and for his efforts to improve the community.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:40 a.m.

Tulare Parks and Recreation Department
NEW PROGRAM PROPOSAL

Date Submitted: Tuesday, August 8, 2017
Action Date Required: Tuesday, September 12, 2017

1. Name of Program: Youth Volleyball
2. Clientele to be served: 3rd – 8th grades
3. Program Description: Youth Co-Ed Volleyball league.
4. Approximate Number of Participants to be served: Minimum 60; Max 200
5. Method of Publicity/Promotion: Activity guide, newspaper/column, flyers, social media.
6. Facilities: Tulare Youth Center, 948 N. H Street
7. Personnel: 1 Special Interest Instructor & 4 Youth Sports Leaders, and Volunteers.
8. Schedule of Operation: Tuesday & Thursday
3rd-4th, 6:15pm – 7:00pm
5th-6th, 7:15pm – 8:00pm
7th-8th, 8:15pm – 9:00pm
Games will be played on Sunday between 1:30pm-6:30pm at the Youth Center starting Sunday, October 8th.

REVIEWED BY _____ COMMISSION APPROVAL REQUIRED Yes No

NEW PROGRAM PROPOSAL

PROGRAM BUDGET

PROGRAM NAME: YOUTH VOLLEYBALL

EXPENDITURES

Salaries & Wages

1 Special Interest Instructor @ \$12.00 x 8hrs week x 10 weeks (practice)	\$960
1 Special Interest Instructor @ \$12.00 x 5hrs week x 9 weeks (games)	\$540
4 Youth Sports Leaders @ \$10.50 x 8hrs week x 10 weeks (practice)	\$3,360
4 Youth Sports Leaders @ \$10.50 x 5hrs week x 9 weeks (games)	\$1,890

Equipment and Supplies	\$100
Printing/Copying/Advertising	\$60.00
Awards/Ribbons	\$0
Team Pictures: \$10 per child (200 X \$10= \$2,000) (60 x \$10= \$600)	

Total est. Expenses: \$7,510 min
\$8,940 max

REVENUE

<u>Max.200</u> Participants grades 3 rd -8 th @ \$70 per Child	\$14,000
<u>Min. 60</u> Participants grades 3 rd -8 th @ \$70 per Child	\$4,200

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Youth Volleyball

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
1	Sports Assistant	80		\$12.00		\$960.00	\$960.00	
1	Sports Assistant	45		\$12.00		\$540.00	\$540.00	Grand Total
4	Y. Sports Leader	80		\$10.50		\$3,360.00	\$3,360.00	
4	Y. Sports Leader	45		\$10.50		\$1,890.00	\$1,890.00	\$6,750.00

Direct Program Costs (2032):	Cost	Detail	
Professional and Special Services:			
Flyers	\$60.00		Grand Total
Supplies:			
Equipment:	\$100.00	Sports Equipment	\$2,160.00
Insurance:			
Other: Pictures	\$2,000.00		

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
Administration (1/4 hour min.):	8.00		\$25.00		\$200.00	
Supervision (1/2 hour min.):	40.00		\$38.00		\$1,520.00	
Clerical Support (1/2 hour min.):	2.00		\$10.00		\$20.00	\$1,740.00

Program Revenue:	Registration Fee	X	Number of Participants	=	Total	Grand Total
Registration Fee:	\$70.00		200		\$14,000.00	
Donations:						
Other:						\$14,000.00

Total Revenue:	<u>\$14,000.00</u>
Total Program Expense	<u>\$10,650.00</u>
Total Expense +15% (X.15) City Overhead:	<u>\$12,247.50</u>
Net Program Revenue	<u>\$1,752.50</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 114%</u>

Based on maximum enrollment

**ATTENDANCE REPORT AUGUST 2017
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year					Last Year				
	Total Attendance AUG 2017	Total Events AUG 2017	Number of Program Participants AUG 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	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
BASKETBALL										
Men's					0					
SOFTBALL										
Co-Ed	300	5	60	1,300	120	300	3	100	1,440	150
Men's	1,360	5	272	5,680	565	750	3	250	6,220	655
Seniors	444	5	90	1,902		400	5	80	1,762	
Tournaments										
Men's	150	2	75	1,290		280	4	70	1,760	
Co-Ed	170	2	85	1,620		240	3	80	1,560	
Youth	200	2	100	650				960		
Women						50	1	50	50	
VOLLEYBALL										
Co-Ed										
Men's				510	58	90	3	30	882	113
Women's				360	63	144	4	36	876	90
AFTERSCHOOL SPORTS										
Alpine Vista				391	23				180	12
Cypress				136	8				90	6
Garden				238	14				282	19
Heritage/Los Tules				272	16				210	14
Kohn									2	2
Lincoln				187	11				326	22
Maple									90	6
Mission Valley				153	9				270	18
Pleasant										
Roosevelt/Mulcahy				129	9				150	10
Wilson										
Cherry										
ACTIVITY TOTALS	0		0	1,506	90	0			1,600	109
B.E.S.T. PROGRAM**										
Alpine Vista	3,417	17	201	23,832	220	3,264	16	204	22,008	204
Cypress	731	17	43	5,387	51	704	16	44	5,173	46
Garden	2,499	17	147	16,664	154	2,640	16	165	18,179	165
Heritage	544	17	32	3,765	35	512	16	32	2,869	32
Kohn	765	17	45	5,568	52	896	16	56	6,497	58
Maple	340	17	20	2,900	28	416	16	26	2,586	26
Mission Valley	3,060	17	180	20,120	184	3,056	16	191	22,357	199
Pleasant	918	17	54	5,421	54	736	16	46	5,639	51
Roosevelt						0	0	0	1,426	16
ACTIVITY TOTALS	12,274		722	83,657	778	12,224		764	86,734	797
FULL DAY CAMPS										
Spring Camp				90	18				141	24
Winter Holiday Camp				99	25				109	22
Summer Camp Week 1				191	51				205	53
Summer Camp Week 2				191	49				185	50
Summer Camp Week 3				185	51				155	49
Summer Camp Week 4				144	43				168	51
Summer Camp Week 5				205	58				177	48
Summer Camp Week 6				198	55				178	46
Summer Camp Week 7				207	57				171	47
SUMMER CAMP TOTAL ATTENDANCE				1,321	364				1,239	344

Location/Activity	This Year					Last Year				
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SUMMER PLAYGROUND DROP-IN										
Prosperity Sports Park Clubhouse				475	475				336	336
SPECIAL EVENTS										
Concerts in the Park				1,125	1,125				1,450	1,450
Movies in the Park				425	425				800	800
Punt, Pass & Kick						23	1	23	23	23
Santa Letters										
Kid's Day	1,500	1	1,500	1,500	1,500	650	1	650	650	650
Fishing Derby										
Spring Carnival/Eggstravaganza				700	700				1,040	1,040
Tulare Youth Track & Field Meet				460	460				360	360
TEENS										
Volunteens				25	7	3	1	3	26	10
Teen Heros	33	1	33	239	61	28	1	28	255	67
Teens on Board	13	1	13	111	14				105	15
Teen Fest				550	550				725	725
INSTRUCTIONAL										
C.P.R. for Kids				7	7				9	9
Future Flyers									60	12
Golf, Youth	24	2	12	68	23	7	1	7	43	16
Intro to Colorguard				32	8				48	12
Jr. Lifeguard				40	4				60	6
Little Dancers - Ballet	28	4	7	339	141	60	4	15	716	179
Little Dunkers				472	118				444	111
Little Kickers										
Little Sluggers				600	150				856	214
Little Spikers				84	21				80	20
Move & Groove						24	4	6	24	6
Presports				412	68				448	148
Super Sitter				5	5					
Tennis, Youth				140	28				140	28
Track, Youth				248	62				240	60
Tumbling	60	4	15	397	76	76	4	19	76	19
Water Polo				192	16				288	24
AQUATICS										
Instructional Swim Session 1				2,450	245				2,920	292
Instructional Swim Session 2				2,025	236				2,002	239
Instructional Swim Session 3				1,510	151				1,570	157
INSTRUCTIONAL SWIM TOTALS	0			5,985	632				6,492	688
Public Swim-Western				2,154	2,154				2,047	2,047
FACILITY RENTALS										
Meitzenheimer Comm. Center	975	23	42	8,121		670	13	52	6,499	
Cecil Berkley Activity Center	96	9	11	4,924		210	33	6	3,679	
Woman's Clubhouse										
Prosperity Sports Park				715					336	
Youth Center/KLUB KAOS				450					240	
Youth Center/Gymnasium	325	7	46	10,130		325	7	46	7,324	
Youth Center/Conference Rm	10	1	10	115		10	1	10	70	

Location/Activity	This Year					Last Year				
	Total Attendance AUG 2017	Total Events AUG 2017	Number of Program Participants AUG 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	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
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	75	2	38	750		35	1	35	480	
Blain Park	140	5	28	985		130	4	33	1,325	
Cesar E. Chavez Park				150						
Cypress Park	130	4	33	1,270		345	7	49	1,795	
Live Oak Park	130	5	26	850		60	1	60	735	
Topham Park										
Centennial Park				70		50	1	50	50	
Zumwalt Park	600	3	200	6,925		1,250	3	417	4,350	
Del Lago Park	1,085	25	43	8,806		695	15	46	7,830	
Elk Bayou Park	120	2	60	830					1,695	
Mulcahy Park	865	11	79	2,245		135	4	34	1,615	
FIELD RENTALS										
Bender						200	1	200	200	
Centennial				670		110	5	22	1,055	
Chavez				460					400	
Cypress	76	4	19	1,596					1,892	
Elk Bayou Soccer Complex*	1,250	31	40	14,012		1,330	25	53	26,410	
Elk Bayou Regional Park				20						
Live Oak West	2,500	30	83	8,630		2,530	26	97	9,255	
Live Oak Lombardi				2,440		40	1	40	4,190	
Prosperity Field	40	2	20	395		40	2	20	270	
Centennial Tennis	260	12	22	1,558		244	11	22	1,454	
Centennial Horseshoes	75	1	75	270		125	3	42	335	
Santa Fe Trail				100					100	
Elk Bayou Concessions				5		10	1	10	10	
Del Lago Phase I				300						
POOL RENTALS										
Western				1,195					1,800	
TOTALS	25,308	347		195,757	10,911	23,893	336		208,568	13,317

*2017 closure of Elk Bayou was 6/1/17 and 2016 closure of Elk Bayou was 6/1/16

**2017 BEST Club attendance 1 day in June and 2016 BEST Club attendance 6 days in June

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2017 Summer Aquatics

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
22	Lifeguard	3,476.50		\$10.50		\$36,503.25	\$36,503.25	
1	Pool manager	243		\$14.00		\$3,402.00	\$3,402.00	Grand Total
							\$0.00	
							\$0.00	\$39,905.25

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Pools:	\$12,325.74	TW pool	Grand Total
Supplies:	\$243.56	t-shirts	
Equipment:			
Insurance:			
Other:			
			\$12,569.30

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	50.00		\$25.00		\$1,250.00	Grand Total
Supervision (1/2 hour min.):	45.00		\$30.00		\$1,350.00	
Clerical Support (1/2 hour min.):	15.00		\$10.50		\$157.50	\$2,757.50

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$31,817.75		632		\$31,817.75	
Swim passes	\$513.00		13		\$513.00	
Pool rentals	\$2,559.50		5		\$2,559.50	
Water polo	\$714.75		16		\$714.75	Grand Total
Donations:					\$0.00	
Other: Jr. Lifeguard	\$150.00		4		\$150.00	\$39,058.54
Public Swim	\$3,410.50		2318		\$3,303.54	

Total Revenue:	<u>\$39,058.54</u>
Total Program Expense	<u>\$55,232.05</u>
Total Expense +15% (X.15) City Overhead:	<u>\$63,516.86</u>
Net Program Revenue	<u>-\$24,458.32</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 61%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Services/Parks & Recreation

KIDS DAY 2017

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
2		4		\$11.50		\$92.00	\$92.00	
10		4		\$10.50		\$420.00	\$420.00	Grand Total
17	Volunteers	4		\$0.00		\$0.00	\$0.00	
						\$0.00	\$0.00	\$512.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services: DJ	\$0.00	Paid by foundation \$200	
Train	\$500.00		
Reptile Show	\$0.00	Paid by foundation \$275	
Big Bounce Rentals	\$335.00		
Pony Rides	\$0.00	Paid by foundation \$530	Grand Total
Supplies:	\$11.50		
Equipment: Banner	\$97.65		\$1,004.15
Insurance:			
Other: Flyers	\$60.00		

Indirect Program Costs:	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	1.00		\$25.00		\$25.00	Grand Total
Supervision (1/2 hour min.):	32.00		\$38.00		\$1,216.00	
Clerical Support (1/2 hour min.):	2.00		\$11.00		\$22.00	\$1,263.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:					\$0.00	
Ticket sales	\$3.00		160		\$480.00	
	\$5.00		285		\$1,425.00	
Vendors	\$25.00		2		\$50.00	Grand Total
Donations:					\$0.00	
Other:					\$0.00	\$1,955.00
					\$0.00	

Total Revenue:	<u>\$1,955.00</u>
Total Program Expense	<u>\$2,779.15</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$3,196.02</u>
Net Program Revenue	<u>-\$1,241.02</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 61%</u>