

AGENDA

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

**TUESDAY, OCTOBER 10, 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 September 12, 2017, regular meeting**

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS ~ None

VII. STUDENT REPORTS

VIII. GENERAL BUSINESS

- (1) Staff update on 2017/18 Community Development Block Grant (CDBG) Annual Action Plan**

VIII. GENERAL BUSINESS (continued)

- (2) **Recreation Division attendance report for the month of September 2017 and review of cost recovery reports**
- (3) **Staff report on park maintenance operations for the month of September 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, September 12, 2017

MINUTES

I. CALL TO ORDER

The Regular Meeting of the Tulare Parks and Recreation Commission was called to order at 6:33 a.m. by Chairperson Craig Hancock at Claude Meitzenheimer Community Center, Sequoia Room.

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

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

STUDENTS PRESENT: Brock Borba Kallista Wales

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner /beck.

III. CITIZEN COMMENTS

No citizens present.

IV. COMMUNICATIONS

There were no items for this section on the agenda.

V. CONSENT CALENDAR

It was motioned by Commissioner Sherwood and seconded by Commissioner Beck that the item on the consent calendar be approved (7-0) as presented:

(1) Approve Commission minutes of August 8, 2017, regular meeting

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

There were no items scheduled.

VII. STUDENT REPORTS

New students representing Teens on Board program were in attendance. Brock Borba, Senior at Tulare Union, introduced himself. Borba reported on football and volleyball. Borba is involved in water polo.

Kallista Wales is a Senior at Tulare Western. Wales is involved in band and reported on water polo.

VIII. GENERAL BUSINESS

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

Recreation Manager Brian Beck provided budget and program proposal for review and approval. Beck advised there will be 5 paid staff and will also have volunteers assist with the program. This program will serve boys and girls in grades 3-8. There will also be minimal equipment purchased and practices and games will be held at the Youth Center.

Motion was made by Commissioner Farrenkopf and seconded by Commissioner Beck to accept and approve the program proposal and budget of the youth volleyball program as proposed. All in favor (7-0).

(2) Staff report to recommend approval of proposed youth rugby camp

Recreation Manager Beck reported Tulare City Schools and Tulare Joint Union High School District have both implemented rugby into their PE programs. USA Rugby approached the City to promote and provide a facility in Tulare. The camp would be offered to students in grades 5-8 and is expected to be held at Live Oak Park in November.

It was the consensus of the Commission to allow staff to continue with discussions with USA Rugby Association to hold the rugby camp as proposed.

(3) Recreation Division attendance report for the month of August 2017 and review of cost recovery reports

Recreation Manager Beck reported on the following activities: softball tournaments continue strong; coed volleyball program begins this month; afterschool soccer begins next week; BEST Club enrollments are down slightly over last year; Kids Day was successful doubling attendance over last year; 23 new Teens on Board students were interviewed and selected to serve on local boards and commissions; golf program continues with strong enrollment; enrollment for instructional programs such as Dancers, Kickers and Presports continue; accepting registrations for Moo Mile that will be held September 30. Beck also reviewed cost recovery reports for Aquatics 2017 and Kids Day 2017.

(4) Staff report on park maintenance operations for the month of August 2017

Parks Manager JD Johns reported the following: the playground fall surface at Del Lago was replaced due to vandalism; lighting replacement was performed at Del Lago and the Santa Fe trail; weekly park maintenance continues; L&L inspections have been in compliance; City received a First 5 grant to replace the gate and

perform painting at Cesar Chavez Park; park preparations done at Elk Bayou Soccer Complex to ready for AYSO season and special events at Zumwalt Park; weather station is functioning well; reported on special boxing event at Zumwalt Park on September 23; SWAP labor hours for the month of August was 336.

IX. ITEMS OF COMMISSION INTEREST

Director Hunt invited Commissioners to the annual Library fundraiser, Night at the Library, which will be held on September 25, 2017, at the Tulare Public Library.

X. ADJOURNMENT

There being no further business, the regular meeting was adjourned at 7:09 a.m.

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

Location/Activity	This Year					Last Year				
	Total Attendance SEP 2017	Total Events SEP 2017	Number of Program Participants SEP 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	Total Attendance SEP 2016	Total Events SEP 2016	Number of Program Participants SEP 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016
BASKETBALL										
Men's					0					
SOFTBALL										
Co-Ed	180	3	60	1,480	120	300	4	75	1,740	225
Men's	760	3	253	6,440	565	1,100	4	275	7,320	930
Seniors			90	1,902					1,762	
Tournaments										
Men's	180	2	90	1,470		210	2	105	1,970	
Co-Ed	200	2	100	1,820		180	2	90	1,740	
Youth	300	2	150	950		390	2	195	1,350	
Women									50	
VOLLEYBALL										
Co-Ed	228	4	57	228	57	216	4	54	216	54
Men's				510	58				882	113
Women's				360	63				876	90
AFTERSCHOOL SPORTS										
Alpine Vista	55	5	11	446	34	65	5	13	245	25
Cypress	30	5	6	166	14	40	5	8	130	11
Garden	55	5	11	293	25	50	5	10	332	29
Heritage/Los Tules	105	5	21	377	37	105	5	21	315	35
Kohn									2	2
Lincoln	45	5	9	232	20	30	5	6	356	28
Maple									90	6
Mission Valley	50	5	10	203	59	40	5	8	310	26
Pleasant										
Roosevelt/Mulcahy	10	5	2	139	11	50	5	10	200	20
Wilson										
Cherry										
ACTIVITY TOTALS	350		70	1,856	200	380			1,980	182
B.E.S.T. PROGRAM**										
Alpine Vista	3,914	19	206	27,746	220	4,452	21	212	26,460	212
Cypress	912	19	48	6,299	51	966	21	46	6,139	46
Garden	2,888	19	152	19,552	154	3,507	21	167	21,686	167
Heritage	684	19	36	4,449	36	714	21	34	3,583	34
Kohn	969	19	51	6,537	52	1,218	21	58	7,715	58
Maple	418	19	22	3,318	28	609	21	29	3,195	29
Mission Valley	3,496	19	184	23,616	184	4,053	21	193	26,410	199
Pleasant	1,064	19	56	6,485	56	1,008	21	48	6,647	51
Roosevelt								0	1,426	16
ACTIVITY TOTALS	14,345		755	98,002	781	16,527		787	103,261	812
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

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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	23
Santa Letters										
Kid's Day				1,500	1,500				650	650
Fishing Derby										
Spring Carnival/Eggstravaganza				700	700				1,040	1,040
Tulare Youth Track & Field Meet				460	460				360	360
TEENS										
Volunteens	4	1	4	29	11	4	1	4	30	14
Teen Heros	33	1	33	272	61	29	1	29	284	67
Teens on Board	13	1	13	124	27	16	1	16	121	31
Teen Fest				550	550				725	725
INSTRUCTIONAL										
C.P.R. for Kids				7	7				9	9
Adult Cooking Classes						15	2	8	15	8
Future Flyers									60	12
Golf, Youth	24	2	12	92	23	21	3	7	64	16
Intro to Colorguard				32	8				48	12
Jr. Lifeguard				40	4				60	6
Little Dancers - Ballet	42	3	14	381	104	96	3	32	812	211
Little Dunkers				472	118				444	111
Little Kickers	131	1	131	131	131					
Little Sluggers				600	150				856	214
Little Spikers				84	21				80	20
Move & Groove						24	4	6	48	6
Presports	76	4	19	488	122				448	148
Super Sitter				5	5					
Tennis, Youth				140	28				140	28
Track, Youth				248	62				240	60
Tumbling	52	4	13	449	120	84	4	21	160	21
Volleyball	552	4	138	552	138					
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	996	35	28	9,117		707	15	47	7,206	
Cecil Berkley Activity Center	333	12	28	5,257		214	30	7	3,893	
Woman's Clubhouse										
Prosperity Sports Park				715					336	
Youth Center/KLUB KAOS	50	1	50	500					240	
Youth Center/Gymnasium	1,305	10	131	11,435		1,024	12	85	8,348	
Youth Center/Conference Rm				115		40	2	20	110	

Location/Activity	This Year					Last Year				
	Total Attendance SEP 2017	Total Events SEP 2017	Number of Program Participants SEP 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017	Total Attendance SEP 2016	Total Events SEP 2016	Number of Program Participants SEP 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	25	1	25	775		110	3	37	590	
Blain Park	255	7	36	1,240		125	4	31	1,450	
Cesar E. Chavez Park				150						
Cypress Park	220	4	55	1,490		430	9	48	2,225	
Live Oak Park	290	6	48	1,140		1,255	11	114	1,990	
Topham Park										
Centennial Park				70		90	3	30	140	
Zumwalt Park	850	4	213	7,775		880	3	293	5,230	
Del Lago Park	1,610	31	52	10,416		2,480	31	80	10,310	
Elk Bayou Park				830		335	5	67	2,030	
Mulcahy Park	215	6	36	2,460		155	4	39	1,770	
FIELD RENTALS										
Bender									200	
Centennial				670					1,055	
Chavez				460					400	
Cypress	320	15	21	1,916					1,892	
Elk Bayou Soccer Complex*	9,113	120	76	23,125		6,925	108	64	33,335	
Elk Bayou Regional Park	90	3	30	110						
Live Oak West	50	1	50	8,680		1,130	8	141	10,385	
Live Oak Lombardi				2,440					4,190	
Prosperity Field				395					270	
Centennial Tennis	328	12	27	1,886		344	13	26	1,798	
Centennial Horseshoes				270					335	
Santa Fe Trail	370	4	93	470		460	3	153	560	
Elk Bayou Concessions				5		30	3	10	40	
Del Lago Phase I				300						
POOL RENTALS										
Western				1,195					1,800	
TOTALS	33,890	496		229,647	11,428	36,326	507		244,894	11,933

*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 Little Dancers Fall Session 2 - September

<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	12		\$21.00		\$252.00	\$252.00	
1	Assistant	12		\$12.00		\$144.00	\$144.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$396.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:		No new supplies needed	
Supplies:	\$0.00		Grand Total
Equipment:			\$0.00
Insurance:			
Other:			

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.):	1.00		\$30.00		\$30.00	
Clerical Support (1/2 hour min.):	0.00		\$11.50		\$0.00	\$53.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$29.00		10		\$290.00	
	\$27.00		4		\$108.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$398.00
					\$0.00	

Total Revenue:	<u>\$398.00</u>
Total Program Expense	<u>\$449.00</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$516.35</u>
Net Program:	<u>-\$118.35</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 77%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2017 Tumbling Fall Session 2 - September

<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	16		\$21.00		\$336.00	\$336.00	
1	Assistant	16		\$12.00		\$192.00	\$192.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$528.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:		No new supplies needed	
Supplies:	\$0.00		Grand Total
Equipment:			\$0.00
Insurance:			
Other:			

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.):	2.50		\$30.00		\$75.00	
Clerical Support (1/2 hour min.):	0.50		\$11.50		\$5.75	\$103.75

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$38.00		10		\$380.00	
	\$36.00		3		\$108.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$0.00
					\$0.00	\$488.00
					\$0.00	

Total Revenue:	<u>\$488.00</u>
Total Program Expense	<u>\$631.75</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$726.51</u>
Net Program:	<u>-\$238.51</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 67%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2017 PreSports Fall Session 1

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
2	Special Inst	12		\$11.50		\$276.00	\$276.00	
2	Assistant	12		\$10.50		\$252.00	\$252.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$528.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Supplies:	\$205.68	Shirts, awards, colorsheets (divided by 3 sessions)	Grand Total
Equipment:			\$205.68
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.):	2.00		\$30.00		\$60.00	
Clerical Support (1/2 hour min.):	0.50		\$11.50		\$5.75	\$89.75

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$38.00		7		\$266.00	
	\$36.00		12		\$432.00	
					\$0.00	
					\$0.00	Grand Total
					\$0.00	
					\$0.00	\$698.00
					\$0.00	

Total Revenue:	<u>\$698.00</u>
Total Program Expense	<u>\$823.43</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$946.94</u>
Net Program:	<u>-\$248.94</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 74%</u>