

AGENDA

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

TUESDAY, DECEMBER 11, 2018
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 November 13, 2018, regular meeting

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS ~ None

VII. STUDENT REPORTS ~ None

VIII. GENERAL BUSINESS

(1) Accept nominations and select new Chairperson and Vice-Chairperson of the Parks and Recreation Commission for calendar year 2019

VIII. GENERAL BUSINESS (continued)

- (2) **Review Recreation Division attendance report for the month of November 2018 and special events and cost recovery reports**
- (3) **Staff report on park maintenance operations for the month of November 2018 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, November 13, 2018

MINUTES

I. CALL TO ORDER

The Regular Meeting of the Tulare Parks and Recreation Commission was called to order at 6:32 a.m. by Chairperson Craig Hancock, at the Claude Meitzenheimer Community Center.

COMMISSIONERS PRESENT: Craig Hancock Nick Sherwood
Mike Jamaica Armando daSilva
Lori Fishbough Ira Porchia

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

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Jamaica.

After the Pledge of Allegiance, Director Hunt introduced Ms. Ashlee Winslow, recreation supervisor. Ms. Winslow has worked in the parks and recreation field for 15 years and formerly worked for the cities of Kingsburg and Lompoc. In Lompoc, she operated their multi-million dollar aquatics facility. She is also a certified CPR Trainer and Aquatics Facility Operator. Commissioners welcomed Ms. Winslow to the Department.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

Director Hunt reported that he and Recreation Manager Beck attended a meeting in Fresno regarding the Statewide Park Development Community Revitalization program public hearing on their draft guidelines for the upcoming grant cycle. There are two grant components Tulare is looking at – per capita and competitive. Staff anticipates funding for the per capita portion and will come back with ideas on areas to rehabilitate. Public hearings will be held in spring 2019 with the projects starting in fall 2019.

V. ITEMS OF STUDENT'S INTERESTS

None. Recreation Manager Beck apprized commission that new students will be interviewed and selected over winter break and will start serving on boards in 2019.

VI. CONSENT CALENDAR

It was motioned by Commissioner Sherwood and seconded by Vice Commissioner Fishbough that the item on the consent calendar be approved with one typo noted on page 2 (remove the word 'not'). All in favor 6-0.

- 1. Approve Commission minutes of October 9, 2018, regular meeting**

VII. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VIII. GENERAL BUSINESS

- 1. Recreation Division attendance report for the month of October 2018 and review of program cost recovery analysis reports**

Recreation Manager Beck reported on activities for the month of October as follows: Fall softball has ended and staff will begin rehabbing fields as a winter project; softball tournaments will continue through mid-December; second season of coed volleyball will continue into November and December; there were 80 afterschool soccer participants this year; BEST Club continues to have strong participation despite the continued rise in membership fees; youth volleyball has 12 teams participating and coaching is completely done with volunteers this year; Teens on Board students will only sit on City boards and commissions, no community boards; Beck noted upcoming special events: fishing derby on December 1 and the outdoor lighting contest in mid-December. Staff is working on the Spring-Summer 2019 activity guide and the department placed a half-page ad in the AD Direct brochure.

- 2. Staff report on park maintenance operations for the month of October 2018 and update on park projects and special events**

Parks Manager J.D. Johns briefly reviewed the monthly parks report noting the numerous park projects recently completed, current jobs out to bid, and upcoming spring projects. SWAP hours for October were 632.

Director Hunt reminded Commission that they act as the Tree Committee and advised them that 14+ trees south of the Public Library will be removed due to trip hazards from raised concrete and will be replaced with Crepe Myrtle trees.

IX. ITEMS OF COMMISSION INTEREST

None.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7.04 a.m.

**ATTENDANCE REPORT NOV 2018
TULARE PARKS AND RECREATION DEPARTMENT**

Location/Activity	This Year					Last Year				
	Total Attendance NOV 2018	Total Events NOV 2018	Number of Program Participants NOV 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018	Total Attendance NOV 2017	Total Events NOV 2017	Number of Program Participants NOV 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017
SOFTBALL										
Co-Ed	60	1	60	1,110	120	120	2	60	1,840	180
Men's										
Seniors										
Tournaments										
Men's	260	2	130	1,740		150	2	75	1,720	
Co-Ed	100	1	100	1,890		220	2	110	2,300	
Women's										
Youth										
VOLLEYBALL										
Co-Ed	192	3	64	612	126	294	7	110	807	99
Men's										
Women's										
B.E.S.T. PROGRAM										
Alpine Vista	3,712	16	232	35,649	232	3,600	16	225	36,029	225
Cypress	704	16	44	7,963	51	800	16	50	8,107	51
Garden	2,000	16	125	21,547	136	2,496	16	156	25,261	156
Heritage	592	16	37	5,561	37	608	16	38	5,834	38
Kohn	784	16	49	8,490	53	864	16	54	8,493	54
Maple	496	16	31	4,697	31	384	16	24	4,164	28
Mission Valley	3,008	16	188	30,757	188	2,960	16	185	30,440	185
Pleasant	672	16	42	7,978	53	912	16	57	8,594	57
ACTIVITY TOTALS	11,968			122,642	781	12,624		789	126,922	794
SPECIAL EVENTS										
Concerts in the Park										
Movies in the Park										
Punt, Pass & Kick										
Santa Letters	47	1	47	47	47	69	1	69	69	69
Kid's Day										
Fishing Derby										
Spring Carnival/Eggstravaganza(3)										
Tulare Youth Track & Field Meet										
Choboian-Wong Legacy Race										
Moo Mile Run/Walk										
Moo Mile 5K										
TEENS										
Volunteens										
Teen Heros	28	1	28	344	59	31	1	31	335	61
Teens on Board										
Teen Fest										
INSTRUCTIONAL										
C.P.R. for Kids										
Golf, Youth										
Jr. Lifeguard										
Little Dancers-Ballet	51	3	17	503	130	28	4	7	457	144
Little Dunkers										
Little Kickers										
Little Sluggers										
Presports										
Super Sitter										
Tennis, Youth										
Track, Youth										
Tumbling	92	4	23	436	109	72	4	18	553	192

Location/Activity	This Year					Last Year				
	Total Attendance NOV 2018	Total Events NOV 2018	Number of Program Participants NOV 2018	Calendar Year to Date Attendance 2018	Calendar Year to Date Program Participants 2018	Total Attendance NOV 2017	Total Events NOV 2017	Number of Program Participants NOV 2017	Calendar Year to Date Attendance 2017	Calendar Year to Date Program Participants 2017
Volleyball	1,320	10	132	3,432	132	1,380	10	138	3,450	138
Water Polo										
FACILITY RENTALS										
Meitzenheimer Comm. Center ①	209	7	30	7,119		1,231	24	51	11,371	
Cecil Berkley Activity Center	143	7	20	4,068		400	8	50	5,801	
Prosperity Sports Park										
Youth Center/KLUB KAOS										
Youth Center/Gymnasium	277	3	92	11,135		1,860	20	93	16,605	
Youth Center/Conference Rm										
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)	170	3	57	595		20	1	20	925	
Blain Park	90	2	45	2,015		90	3	30	1,435	
Cesar E. Chavez Park										
Cypress Park	40	1	40	1,920		100	1	100	1,795	
Live Oak Park										
Topham Park										
Centennial Park	60	1	60	395					150	
Zumwalt Park	250	1	250	10,185		175	2	88	8,450	
Del Lago Park	365	13	28	11,419		655	12	55	11,451	
Elk Bayou Park	40	1	40	1,100					1,130	
Mulcahy Park										
FIELD RENTALS ②										
Bender										
Centennial	360	6	60	1,525		560	13	43	1,450	
Chavez										
Cypress	40	8	5	3,546		270	13	21	2,738	
Elk Bayou Soccer Complex	6,180	118	52	55,541		8,775	141	62	48,005	
Elk Bayou Regional Park										
Live Oak West	496	14	35	8,546		385	13	30	9,160	
Live Oak Lombardi	300	5	60	6,330					2,440	
Prosperity (#2 & #3 only)	15	1	15	1,110					435	
Centennial Tennis	144	9	16	1,832		144	9	16	2,274	
Centennial Horseshoes	30	1	30	285		30	1	30	300	
Santa Fe Trail										
Elk Bayou Concessions										
Del Lago Phase I										
									64	
									84	
TOTALS	23,327	355		261,422	1,504	29,683	422		264,516	1,677

① Number of rentals lower in January 2018 partially due to Life Church weekly rental moving to Sr. Center.

② Number of field rentals lower in January 2017 due to rain.

③ Spring Carnival and Spring Camp were in March this year and April last year.

PARKS DIVISION MONTHLY REPORT

NOVEMBER 2018

(on-going/**complete**/completed-recently/new)

Acreage 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.

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 (14) inspections, repairs, trash removal;
- Tennis Courts (3) daily opening/closing, lighting repairs, surface cleaning, net repair replacement;
- 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:

- Rotary Skate Park Palm Tree Pruning Project 2018
- Meitzenheimer Community Center Tree Pruning Project 2018
- Squatter Encampment Clean up Woman's Club House
- Laguna Central Computer Irrigation Management Upgrades
- Blain Park playground double slide hood installation for compliance CPSI
- Bender Park playground safety panel installation for compliance CPSI
- Del Lago Park playground fall surfacing PNP repairs for compliance CPSI
- Next Generation DX3 Controller Replacements at Prosperity Sports Park
- Corporation Yard DX3 Ethernet Repeater Installation Project
- Meitzenheimer Parking Lot Sealing and Stripping Project
- Prosperity Sports Park Tree Pruning Project 2018
- Zumwalt Park Tree Pruning Project 2019
- Live Oak Park playground guardrail installation and replacement slide & hood CPSI
- Mulchay Park playground swing replacements CPSI

Contracts:

- Route “D” Park Mowing & Blowing RFP
- Award new Mowing & Blowing 2 year contracts Route “D”

DOWNTOWN DISTRICT

Maintenance:

- Contract compliance (Tower Square, 9 City Parking Lots, Pedestrian Overcrossing)
- PBID (Tower Square) attend monthly board meetings
- Specified Municipal Area Response Team (SMART Team) – proactive code violation enforcement in the Downtown area.

Contracts:

- Route “F” Downtown and Other Miscellaneous Locations RFP
- Award new Downtown and Other Miscellaneous Locations Contracts Route “F”

Projects:

- Irrigation repairs multiple locations islands
- Fall leaf clean up coordinate with PW

CITY BUILDING LANDSCAPES, MEDIANS, SANTA FE TRAIL

Maintenance:

- Maintenance contract inspections and compliance
- Pre-emergent applications
- Post Emergent Applications Santa Fe Trail
- Post Emergent Applications Parks and Sports Fields
- Illegal dumping, homeless encampment clean up and removal
- Graffiti removal

Contracts:

- Route “E” Median and Grade Separation Maintenance RFP
- Award new Median and Grade Separation Maintenance Contracts Route “E”

Projects:

- Multiple squatter encampment clean up Santa Fe Trail
- City Hall and Police Department Tree Pruning Project 2019
- New Library tree removals, tree replanting, irrigation repairs and install new sod

LANDSCAPE MAINTENANCE DISTRICTS (20):

Maintenance:

- Landscape Maintenance District inspections, maintenance contract compliance, respond to resident complaints and concerns.

Projects:

- Sidewalk Repairs Laspina between Bella Oaks and Charles Krug West Side Del Lago LLD

New Development Projects:

- Approved New Subdivision Plans Landscape and Irrigation System Willow Glen Phase 2

Contracts:

- Routes A, B, C Landscape & Maintenance Districts RFP's
- Award new Landscape & Maintenance Districts Contracts Routes A, B and C

PERCENTAGE OF ANNUAL BUDGET EXPENDED AS OF THE END OF NOVEMBER 45% FY2019

SWAP HOURS NOVEMBER 360

VOLUNTEER HOURS NOVEMBER 248

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: 2018 Little Dancers - November - Session 3

<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	6		\$21.00		\$126.00	\$126.00	
1	Assistant	6		\$12.00		\$72.00	\$72.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$198.00

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

<u>Indirect Program Costs:</u>	<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.):	5.00		\$30.00		\$150.00	
Clerical Support (1/2 hour min.):	0.00		\$10.50		\$0.00	\$175.00

<u>Program Revenue:</u>	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$30.00		8		\$240.00	
*Discounted - 3 class dates	\$28.00		9		\$252.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$492.00
					\$0.00	

Total Revenue:	<u>\$492.00</u>
Total Program Expense	<u>\$373.00</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$428.95</u>
Net Program:	<u>\$63.05</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of: 115%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Tumbling Fall Session 3 - November 2018

<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	8		\$21.00		\$168.00	\$168.00	
1	Assistant	8		\$12.00		\$96.00	\$96.00	Grand Total
						\$0.00	\$0.00	
							\$0.00	\$264.00

<u>Direct Program Costs (2032):</u>	<u>Cost</u>	<u>Detail</u>	
Carpet Squares			
Supplies:			
Equipment:			
Insurance:			
Other:			
	\$45.38	*Split between 3 sessions (3 of 3)	Grand Total
			\$45.38

<u>Indirect Program Costs:</u>	<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.):	5.00		\$30.00		\$150.00	
Clerical Support (1/2 hour min.):	0.50		\$11.00		\$5.50	\$180.50

<u>Program Revenue:</u>	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$38.00		6		\$228.00	
	\$36.00		16		\$576.00	
	\$28.50		1		\$28.50	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$832.50
					\$0.00	

Total Revenue:	<u>\$832.50</u>
Total Program Expense	<u>\$489.88</u>
Total Expense +15% (X1.15) City Overhead:	<u>\$563.36</u>
Net Program:	<u>\$269.14</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 148%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: After School Soccer 2018

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Youth Sports Leader	259.25		\$11.00		\$2,851.75	\$2,851.75	
1	Officials	34		\$11.50		\$391.00	\$391.00	Grand Total
						\$0.00	\$0.00	\$3,242.75

<u>Direct Program Costs (2032):</u>	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:			
Supplies:		Facility Rental	Grand Total
Equipment:	\$619.66	soccer balls/bags/first aid kits	\$714.71
Insurance:		trophies	
Other:	\$95.05		

<u>Indirect Program Costs:</u>	<u>Total Hours</u>	X	<u>Hourly Rate</u>	=	<u>Total</u>	
Administration (1/4 hour min.):	5.00		\$26.00		\$130.00	Grand Total
Supervision (1/2 hour min.):	32.00		\$31.00		\$992.00	
Clerical Support (1/2 hour min.):	5.00		\$11.00		\$55.00	\$1,177.00

<u>Program Revenue:</u>	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$30.00		80		total sales \$2,490.00	
Donations:					\$0.00	
Other:					third party fees -\$41.28	
					discounts -\$17.50	Grand Total
					net revenue \$0.00	\$2,431.22

Total Revenue:	<u>\$2,431.22</u>
Total Program Expense	<u>\$5,134.46</u>
Total Expense +15% (X.15) City Overhead:	<u>\$5,904.63</u>
Net Program Revenue	<u>-\$3,473.41</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost Recovery of 41%</u>