

AGENDA

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

**TUESDAY, DECEMBER 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 November 8, 2016, regular meeting

VI. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

VII. STUDENT REPORTS

VIII. GENERAL BUSINESS

- (1) **Staff report to recommend approval of revised Part-Time and Seasonal Employee Wage Rates for January 1 – June 30, 2017**
- (2) **Selection of new Chairperson and Vice Chairperson for the 2017 calendar year**

VIII. GENERAL BUSINESS (continued)

- (3) **Recreation Division attendance report for the month of November 2016 and review of cost recovery reports**
- (4) **Staff report on park maintenance operations for the month of November 2016 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, November 8, 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 Chairperson Craig Hancock, at the Claude Meitzenheimer Community Center.

COMMISSIONERS PRESENT: Craig Hancock Nick Sherwood
Dennis Beck Eric Farrenkopf (left @ 7:12am)
Mike Jamaica Armando daSilva
Lori Fishbough

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

STUDENTS PRESENT: Ethan Tjandra, Tulare Western student

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Brian Beck.

III. CITIZEN COMMENTS

None.

IV. COMMUNICATIONS

None.

V. ITEMS OF STUDENT'S INTERESTS

Student Ethan Tjandra gave a brief summary of campus activities.

VI. CONSENT CALENDAR

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

1. Approve Commission minutes of October 13, 2016, regular meeting

VII. SCHEDULED CITIZEN OR GROUP PRESENTATIONS

None.

VIII. GENERAL BUSINESS

Information item only: City Council awarded contract to begin the comprehensive Development Impact Fee (DIF) study (in order to compute proposed rates and methodologies for financing public facilities necessitated by future development projects) at the Council meeting on 11/3/16

Director Rob Hunt apprised Commission of the Council meeting held last week regarding a comprehensive DIF study to compute proposed rates and methodologies for financing public facilities necessitated by future development projects. Council approved a contract that was awarded to TischlerBise, Inc, to analyze and report on comparable market viability of newly recommended DIFs compared to other cities' fees in the surround region.

Director Hunt advised that DIF's pay for new construction, not maintenance. Hunt stated that staff will search for seed money to update the department's comprehensive master plan and look for potential uses of DIF monies.

This item was provided as an informational item for discussion only.

2. Recreation Division attendance report for the month of October 2016 and review of program cost recovery analysis reports

Recreation Manager Beck reported on activities for the month of October as follows: fall softball leagues are ending and tournaments continue strong; ten teams participated in coed volleyball; afterschool soccer participation has decreased over last year; instructional youth programs continued throughout October including Colorguard, Little Dancers, Little Kickers, Presports, Sports Camp, and Tumbling. Beck noted that Kickers participation has decreased due to local soccer groups dropping enrollment age. Upcoming events include Veteran's Day luncheon at the Senior Center, and Fishing Derby on December 3. Staff is currently working on the Spring/Summer activity guide and preparing for winter activities. Beck also reviewed cost recovery on several programs for Colorguard, Little Dancers, Little Kickers, Presports, Sports Camp and Tumbling all meeting or exceeding the minimum standards for cost recovery.

3. Staff report on park maintenance operations for the month of October 2016 and update on park projects and special events

Parks Manager Johns reported on Park activities: crews have been preparing for special events along the Santa Fe Trail; herbicide applications; overseeding Live Oak varsity field; performing numerous restroom repairs and updates; winterized

both splash pads; installed new security lighting at Centennial Park; replaced spiral slide at Mulcahy Park playground; will be replacing two light poles along the Santa Fe Trail near Live Oak Park due to vandalism; Johns advised Commission that department will no longer have park restrooms open unless an event has been scheduled in order to keep vandalism to a minimum. SWAP provided 456 hours of labor.

IX. ITEMS OF COMMISSION INTEREST

None.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 7.22 a.m.

City of Tulare
Parks, Library and Recreation Department
Part-Time and Seasonal Employee Wage Rates
January 1, 2017 – June 30, 2017

ADULT AND YOUTH SPORTS

Adult Sports Time/Scorekeeper	STEP I	\$10.50/game	STEP II	\$11.00/game	STEP III	\$11.50/game	STEP IV	\$12.00/game
Softball Official		\$20/game		\$21/game		\$22/game		\$23/game
Basketball Referee		\$20/game		\$21/game		\$22/game		\$23/game
Ballfield Groundskeeper		\$10.50/hour		\$10.75/hour		\$11.00/hour		\$11.25/hour
Youth Sports Leader		\$10.50/hour		\$10.75/hour		\$11.00/hour		\$11.25/hour
Youth Sports Time/Scorekeeper		\$10.50/hour		\$10.75/hour		\$11.00/hour		\$11.25/hour
Youth Sports Official		\$10.50/hour		\$10.75/hour		\$11.00/hour		\$11.25/hour

PLAYGROUNDS AND YOUTH CENTERS

Youth Recreation Leader	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour
Sr. Youth Recreation Leader		\$11.50/hour		\$11.75/hour		\$12.00/hour

INSTRUCTIONAL CLASSES

Special Interest Instructor I	STEP I	\$11.00/hour	STEP II	\$12.00/hour	STEP III	\$13.00/hour
Special Interest Instructor II		\$14.00/hour		\$15.00/hour		\$16.00/hour
Special Interest Instructor III		\$19.00/hour		\$20.00/hour		\$21.00/hour

AQUATICS

Lifeguard	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour
Senior Lifeguard		\$11.25/hour		\$11.75/hour		\$12.25/hour
Swim Instructor		\$10.50/hour		\$10.75/hour		\$11.00/hour
Pool Attendant		\$10.50/hour		\$10.75/hour		\$11.00/hour
Pool Operations Manager		\$14.00/hour		\$14.50/hour		\$15.00/hour

City of Tulare
Parks, Library and Recreation Department
Part-Time and Seasonal Employee Wage Rates
January 1, 2017 – June 30, 2017

SENIOR ADULT PROGRAMS

Senior Service Recreation Leader	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour
Senior Meals Delivery Aide	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour
Kitchen Attendant	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour

GENERAL, NON-SPECIFIC

Project Aide	STEP I	\$22.50/hour	STEP II	\$23.50/hour	STEP III	\$24.50/hour	STEP IV	\$25.50/hour
Softball Tournament Attendant	STEP I	\$10.50/hour	STEP II	\$10.25/hour	STEP III	\$10.50/hour	STEP IV	\$10.75/hour
Building Attendant	STEP I	\$10.50/hour	STEP II	\$11.25/hour	STEP III	\$12.00/hour	STEP IV	\$12.75/hour
Transportation Driver	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour	STEP IV	\$11.25/hour
Sports Assistant	STEP I	\$10.50/hour	STEP II	\$10.75/hour	STEP III	\$11.00/hour	STEP IV	\$11.25/hour
Staff Helper	STEP I	\$10.50/hour	STEP II	\$11.00/hour	STEP III	\$11.50/hour	STEP IV	\$12.00/hour

PARKS OPERATIONS

Park Ranger	STEP I	\$10.50/hour	STEP II	\$11.50/hour	STEP III	\$12.50/hour
Park Attendant	STEP I	\$10.50/hour	STEP II	\$11.00/hour	STEP III	\$11.50/hour
Security Specialist	STEP I	\$10.50/hour	STEP II	\$11.00/hour	STEP III	\$11.50/hour
Landscape & Lighting Coordinator	STEP I	\$25.00/hour	STEP II	\$26.25/hour	STEP III	\$27.50/hour

REVISED: 11/30/2016
 Recreation Commission Approval:

Location/Activity	This Year					Last Year				
	Total Attendance NOV 2016	Total Events NOV 2016	Number of Program Participants NOV 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016	Total Attendance NOV 2015	Total Events NOV 2015	Number of Program Participants NOV 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	23					
Santa Letters	47	1	47	47	47	63	1	63	63	63
Kid's Day				650	650				750	750
Fishing Derby										
Spring Carnival/Eggstravaganza				1,040	1,040				800	800
Tulare Youth Track & Field Meet				360	360				300	300
TEENS										
Volunteens	4	1	4	37	14	5	1	5	72	14
Teen Heros	28	1	28	341	67	32	1	32	359	34
Teens on Board	15	1	15	152	31	15	1	15	90	24
Teen Fest				725	725				463	463
INSTRUCTIONAL										
C.P.R. for Kids				13	13				17	17
Adult Cooking Classes				15	8					
Future Flyers				60	12					
Golf, Youth				64	16				96	25
Intro to Colorguard	36	4	9	116	84	32	2	16	156	39
Jr. Lifeguard				60	6				30	3
Little Dancers	132	4	33	1,076	187					
Little Dancers - Ballet						34	1	34	367	91
Little Dancers - Jazz/Tap									152	37
Little Dunkers				444	111				568	142
Little Kickers				664	166				943	236
Little Sluggers				856	214				896	224
Little Spikers				80	20					
Move & Groove				48	6					
Plan, Shop, Save & Cook									12	3
Presports				592	184				760	190
Adaptive & Inclusive Sports Camp				24	6				32	8
Super Sitter				6	6				15	15
Tennis, Youth				140	28				160	32
Track, Youth				240	60				292	73
Intro to Tumbling	57	3	19	217	21					
Water Polo				288	24				126	9
Yoga				24	6					
AQUATICS										
Instructional Swim Session 1				2,880	288				2,820	273
Instructional Swim Session 2				2,286	239				784	209
Instructional Swim Session 3				1,570	167				2,639	203
Public Swim-Union									1,307	1,307
Public Swim-Western				2,047	2,047				1,145	1,145
FACILITY RENTALS										
Meitzenheimer Comm. Center	1,114	20	56	8,320		970	16	61	9,797	
Cecil Berkley Activity Center	249	25	10	4,142		112	3	37	2,983	
Woman's Clubhouse									2,910	
Prosperity Sports Park				336					777	
Youth Center/KLUB KAOS				240		50	1	50	765	
Youth Center/Gymnasium	1,725	22	78	10,073		2,045	16	128	11,145	
Youth Center/Conference Rm	25	2	13	135					65	

Location/Activity	This Year					Last Year				
	Total Attendance NOV 2016	Total Events NOV 2016	Number of Program Participants NOV 2016	Calendar Year to Date Attendance 2016	Calendar Year to Date Program Participants 2016	Total Attendance NOV 2015	Total Events NOV 2015	Number of Program Participants NOV 2015	Calendar Year to Date Attendance 2015	Calendar Year to Date Program Participants 2015
PAVILION RENTALS/GENERAL PARK										
Bender Park (Pleasant)				650					700	
Blain Park	130	3	43	1,820		100	3	33	1,685	
Centennial Park				140					400	
Cesar E. Chavez Park									45	
Cypress Park	90	2	45	2,500		85	3	28	2,065	
Live Oak Park	50	1	50	2,975		690	6	115	2,495	
Topham Park										
Zumwalt Park	50	1	50	5,830					8,085	
Del Lago Park	565	15	38	11,170		545	11	50	12,575	
Elk Bayou Park	20	1	20	2,240					1,630	
Mulcahy Park	100	1	100	2,220		50	2	25	1,840	
FIELD RENTALS										
Bender *				200					0	
Centennial	170	7	24	1,235		215	10	22	2,002	
Chavez				415					725	
Cypress	212	11	19	2,264		150	6	25	3,834	
Elk Bayou Soccer Complex *	9,960	165	60	51,850		7,411	142	52	60,204	
Elk Bayou Regional Park										
Live Oak West*	665	13	51	11,050		710	17	42	4,113	
Live Oak Lombardi				4,190					2,795	
Prosperity				270						
Centennial Tennis	144	9	16	2,170		128	8	16	1,964	
Centennial Horseshoes				335					353	
Santa Fe Trail	150	2	75	710		350	2	175	350	
Elk Bayou Concessions	10	1	10	100						
Del Lago Phase I						50	1	50	2,050	
POOL RENTALS										
Western				1,800					1,500	
TOTALS	30,118	460		308,315	13,331	26,723	410		316,291	13,217

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

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

* Live Oak numbers up due to closure of Elk Bayou Soccer Complex

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Little Kickers 16'

#of Staff	Classification	# of Hours	X	Salary Rate	=	Subtotal	Total	
1	Youth Sports Leader	208.25		\$10.00		\$2,082.50	\$2,082.50	
1	Sports Assistant	13		\$11.00		\$143.00	\$143.00	Grand Total
						\$0.00	\$0.00	
						\$0.00	\$0.00	\$2,225.50

Direct Program Costs (2032):	Cost	Detail	
Professional and Special Services:	\$0.00		
Supplies:	\$1,809.24	Facility Rental	Grand Total
Equipment:		Shirts	\$1,809.24
Insurance:			
Other:			

Indirect Program Costs:	Total Hours	X	Hourly Rate	=	Total	Grand Total
Administration (1/4 hour min.):	6.00		\$24.00		\$144.00	
Supervision (1/2 hour min.):	20.00		\$29.00		\$580.00	
Clerical Support (1/2 hour min.):	2.00		\$10.00		\$20.00	\$744.00

Program Revenue:	Registration Fee	X	Number of Participants	=	Total	Grand Total
Registration Fee:	4-5 yr olds		97		\$3,395.00	
	6-7 yr olds		68		\$2,382.00	
Donations:					\$0.00	
Other:					\$0.00	
					\$0.00	Grand Total
					\$0.00	\$5,777.00
					\$0.00	

Total Revenue:	<u>\$5,777.00</u>
Total Program Expense	<u>\$4,778.74</u>
Total Expense +15% (X.15) City Overhead:	<u>\$5,495.55</u>
Net Program Revenue	<u>\$281.45</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	Cost Recovery of <u>105%</u>

**Recreation Department
Program Cost Recovery Analysis**

Division: Community Development/Parks & Recreation

Program Name: Fall Softball 2016

<u>#of Staff</u>	<u>Classification</u>	<u># of Hours</u>	X	<u>Salary Rate</u>	=	<u>Subtotal</u>	<u>Total</u>	
1	Scorekeeper	133		\$10.00		\$1,330.00	\$1,330.00	
1	Umpire	135		\$22.00		\$2,970.00	\$2,970.00	Grand Total
1	Umpire	26		\$21.00		\$546.00	\$546.00	
1	Umpire	2		\$20.00		\$40.00	\$40.00	\$4,886.00

Direct Program Costs (2032):	<u>Cost</u>	<u>Detail</u>	
Professional and Special Services:	\$1,795.00	ballfield maintenace	
Supplies:	\$1,208.04	t-shirts	Grand Total
Equipment:		ASA registration	\$3,975.12
Insurance:	\$510.00	chalk	
Other:	\$203.76	clay	
	\$258.32		

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.):	40.00		\$29.00		\$1,160.00	
Clerical Support (1/2 hour min.):	2.00		\$10.00		\$20.00	\$1,252.00

Program Revenue:	<u>Registration Fee</u>	X	<u>Number of Participants</u>	=	<u>Total</u>	
Registration Fee:	\$350.00		34		\$11,900.00	
Donations:					\$0.00	Grand Total
Other:					\$0.00	\$11,900.00
					\$0.00	

Total Revenue:	<u>\$11,900.00</u>
Total Program Expense	<u>\$10,113.12</u>
Total Expense +15% (X.15) City Overhead:	<u>\$11,630.09</u>
Net Program Revenue	<u>\$269.91</u>
Comments (met goal, continue, increase fee, decrease expense, eliminate etc.):	<u>Cost recovery 102%</u>