

Visalia Parks & Recreation Commission
Meeting Minutes January 17, 2012

1. Call Meeting to Order/Roll Call

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, January 17, 2012, at Buckman-Mitchell Insurance located at 500 N Santa Fe Street, Visalia, California. Chairperson Mann called the meeting to order at 5:34 p.m.

Present: Lesa Mann, Carla Calhoun, Jeff Boswell, Robert Doi, and Ben Filiponi

Absent: Travis Griffith

Guests: Roland Soltesz, President Visalia Youth Softball and Ed Glass, American Youth Soccer Organization

Staff: Jeannie Greenwood, Jim Bean, John Bradley, and Brenda Miernik

2. Review and Approve the Minutes of the Regular Meeting, December 13, 2011. Commissioner Calhoun moved to approve the minutes and Commissioner Boswell seconded the motion.

MOTION

Motion passed 4-0

3. Public Comments: None.

4. Annual Parks Maintenance Report. Mr. Jeff Fultz, Maintenance Supervisor stated the 2011 park accomplishments included the following.

- Installation of new teeter totter and wood chip at Fairview Park,
- Painted restrooms at Rotary and Houk Parks,
- Installed Rain Master irrigation clock and revamped system to complete the new playground project at Mill Creek Park,
- Replaced vandalized benches and picnic tables at Woodland Park,
- Hired a seasonal Park Ranger,
- Hired a 40 hour per week maintenance worker for the Sports Park,
- Over seeded the turf at Village and Riverway Sports Parks,
- Removed picnic area #2 at Blain Park,
- Installed and replaced all the ADA hand rails in all the ADA park restrooms and installed all new placards to meet ADA compliance,
- Installed concrete under gates at Cody Kelly Dog Park, and
- Installed 891 cubic yards of playground safety wood chip in various park playgrounds.

Mr. Fultz stated last winter numerous trees fell due to a very wet winter and park maintenance crews removed the damaged trees. City staff worked a total of 1,610 hours on tree services last year.

Voluntary compliance "No Smoking Signs" were installed at the following parks – Riverway Sports Park, Mill Creek, Lions, Sunset, Fairview, Ruiz, Village, Sorpotimist, Harrell Grove, Woodland, Pinkham, Stonebrook, Burke, Seven Oaks, Whitendale, and Blain.

Mr. Fultz said in fiscal year 2010/2011, 7,505 staff hours were invested to trim, weed, and mulch City trees. The following parks projects were accomplished.

- Using Capital Improvement funds the department hired a contractor to remove a telephone pole and retaining wall and install a new concrete wall at Crestwood Park Amphitheater.
- At Blain, Pinkham, and Jefferson Parks three old drinking fountains were replaced with standard Most Dependable ADA approved fountains.
- At Jefferson Park concrete sidewalks and a new basketball court was installed and the lighting was upgraded.
- All new exhaust fans and vents were installed at Blain Park.
- A parking lot was removed at Mill Creek Park and a new playground was installed.

Mr. Fultz reported new park development included Perry Family Park, dedicated November 2011. Volunteer projects completed were new wooden benches and arbors to Cody Kelly Dog Park (an Eagle Scout Project by Cody Gordon), planting and wood chip spreading at Riverway Sports Park, and Make a Difference Day.

Mr. Fultz said some future goals of the Maintenance Division include 1) continuing to work with the community and Police Department to provide green, clean, and safe parks, 2) create Park and Landscape Design Standard Guidelines

for the City, 3) work with the Park and Recreation Foundation to replace the playground equipment at Rotary Park, 4) continue employee training in Maintenance Management, Turf and Irrigation Management, and Playground Inspection, 5) continue to divert vandalism and graffiti with quick responses for repairs and clean up, using new technology or products to help eliminate unnecessary clean up.

In closing, Mr. Fultz announced that two employees received Service Awards in 2011, Chuck Hulsey with 20 years of service and Carl Tuttle with 30 years of service.

The Commissioners each expressed their appreciation of the great job the Parks Maintenance Division does.

5. Review of Annual Park and Recreation Facilities Report. Mr. Bradley, Recreation Supervisor, stated he has four areas of focus which are Facility Management & Rentals, Special Events Committee, Park Reservations, and Contract Management.

- Facility Management & Rentals – Mr. Bradley said the front office has 2 full time employees with 2 hourly staff members. There are approximately 6 to 8 hourly building attendants who cover four community centers and typically work nights and weekends.

The four facilities managed are Manuel F. Hernandez, Anthony, Whitendale Community Centers and the Senior Center. Annual facility rental comparisons are as follows.

2011	\$58,440
2010	\$51,856
2009	\$39,809
2008	\$28,425
2007	\$15,074

Mr. Bradley said the increase in facility revenue is due in part to church rentals at the Whitendale and Anthony Community Centers. Gym groups such as FABL, Adult Basketball League, NJB Youth Basketball and TNT Volleyball leagues have effected the increase as well.

Mr. Bradley reported the 2011 Facilities Improvements Project included the following.

Anthony Community Center – Replaced all plumbing fixtures with water efficient, automatic features such as auto flush commodes and urinals and motion sensor water faucets. Repairs were made to cinder block walls that were damaged when removing old ceramic tile. Vinyl composite tile (VCT) containing asbestos was removed from the entry/lobby area and replaced. In the gym baseboards and fountain backsplashes were replaced and wall corner protectors were added. Outside the front entry a bike rack was installed by Eagle Scout, Adam Dennison. In the lobby wall paper was removed, wall texture was added and then it was painted. A play area was incorporated to entertain children. Grant funding was received through the Natural Conservation Department and the heating and air conditioning units were replaced. This increased the energy efficiency of the building.

Manuel F. Hernandez Community Center – VCT tile was installed in the back hallway and the facility banner was updated.

Whitendale Community Center – Official ADA approved signage was installed on restroom doors and a handicap accessible drinking fountain was installed. The building was re-painted and the alarm panel was updated.

Visalia Senior Center –After painting the meeting room new carpet was installed. The computer counter tops were replaced and crown molding was added to the ceiling. Room decorations were donated and new computer monitors were purchased. Dual pane windows were provided for the main room and kitchen by Senior Pride Bingo, and a new commercial dish washer and water softener was provided by the department.

Rawhide room – After the walls were textured and painted an alarm panel was installed. This space is utilized for Parks and Recreation programs.

- Special Events - Mr. Bradley said the Special Events Committee is comprised of members from each City Department including Police, Fire, Risk Management, Traffic Safety, Solid Waste and Planning. The members assure that events follow City policies and are safe for public use.

The number of community wide special events varies from year to year, and in 2011 experienced an increase.

Processed packets are as follows.

2011-76 events, 2010-71 events, 2009-85 events, 2008-57 events, and 2007-86 events

Parks/Picnic Reservations – Mr. Bradley said park reservations are accepted at the Parks and Recreation business office located in the Anthony Community Center. It is the responsibility of staff to review park space availability, enter customer information into the computer, and communicate the reservations to the Parks Division each week. Additionally, a Supervisor communicates with the Park Ranger to clarify rental issues that may arise.

Mr. Bradley said there are currently 11 parks with 25 available areas for rent. Each rental can range in size from 50 to 100 people.

Park Rentals – January 1 through October 31

<u>YEAR</u>	<u>RESERVATIONS</u>	<u>REVENUE</u>
2011	791	\$58,440
2010	843	\$51,856
2009	789	\$39,809
2008	795	\$28,425
2007	689	\$15,074

He noted the following regarding rentals.

- * Blain Park Arbor #2 was removed due to insufficient parking, neighbor complaints and overcrowding. The tables were removed and trees were planted.
- * Recreation staff have updated the parks website showing more detailed maps and information which should make viewing potential reservations more convenient.
- * New park maps have been developed with key data and are available for office staff to show potential park renters.
- * Updated park special event fees include a \$30 event planning fee, \$15 park attendant fee and table/chair/stage rental fee as available at Recreation and Summers Parks.
- * In 2012 the department will implement rental opportunities for two new picnic areas that will be available due to the Riverway Sports Park Phase III construction.
- * A shade structure will be added at Garden Street Plaza due to the efforts of the Parks & Recreation Foundation.

Contract Management: Mr. Bradley said he manages contracts for Wittman Community Center, Tulare Office of Education, the YMCA, and the Oval Park Building.

Ms. Greenwood said the Park Ranger presence in the parks has been well received but there are some citizens who don't like to be watched or held accountable for their actions. She said this was a possible deterrent to rentals. However, the department will eventually rent to citizens who will follow the rules and policies.

Ms. Greenwood said in relation to marketing, the department is establishing post cards for past users inviting them to come in and receive \$5 off a future rental. At that time they will be asked to complete a survey in order for the department to evaluate what is happening in the parks and how we can better serve our customers.

Mr. Bradley was asked by Commissioner Boswell if arbors at Perry and Lions Parks could be rented. Mr. Bradley replied that neighborhood parks don't have restrooms and arbors are not rented out. He also informed the Commissioners that Fairview Community Center is now leased to the Tulare County Office of Education and the department receives revenue from it. Commissioner Boswell asked if the room at the Rawhide could be leased. Mr. Bradley said the department is currently assessing the use of the room and it could be considered in the future. Commissioner Mann asked if electrical power was available in neighborhood parks. Mr. Fultz said it is, but it is controlled by a computer in his office and would be turned on by request only.

- 6. Proposal to Establish a Formal Name for the Creekside Park Project.** Commissioner Mann reported that she and Commissioner Boswell would continue on this sub-committee and she asked if Commissioner Filiponi would join them if required. Commissioner Filiponi stated he would. Ms. Greenwood said a meeting would be scheduled in the future.
- 7. Appoint Sub-Committee to Negotiate Agreements with AYSO, Visalia Youth Soccer and other Soccer Groups of Use of Riverway Sports Park.** Ms. Greenwood stated that the American Youth Soccer Organization (AYSO) has been an avid supporter and partner of the Riverway Sports Park. The organization contributed \$100,000 to offset the costs of building the southern concession stand and was granted exclusive use of it as a means to raise funds for

their program. She said AYSO also purchased heavy-duty soccer goals for the facility, an additional \$40,000 investment.

Ms. Greenwood said that due to AYSO's commitment the City entered into an agreement with them in August 2007, that provided them use of the facility for three weekend (Saturday and Sunday) tournaments per year. AYSO was also required to pay the City \$4,500 per year to defray field maintenance costs and provide \$2,500 per year of in-kind improvements to the park. The agreement with AYSO expires in November 2012.

Ms. Greenwood said that in 2010 several adult board members of AYSO left the organization and formed a new soccer league, Visalia Youth Soccer (VYS). This group approached the Department requesting field use for their fall 2010 league and practice games. They utilized 2-3 fields on Mondays, Wednesdays, and Saturday evenings. She said VYS operates two seasons per year, fall and spring.

Ms. Greenwood stated that VYS has approached the department requesting a facility use agreement similar to the City's agreement with AYSO. She said they feel they should have equal access to the facility, including Saturdays, which are currently granted to AYSO.

Ms. Greenwood said City staff is requesting assistance from the Parks and Recreation Commission to establish future facility use agreements for the soccer fields at Riverway Sports Park. Staff is requesting the Commission to appoint two members to meet with representatives from AYSO, VYS, and staff to negotiate terms and facility use. It is anticipated that this will require three to four meetings over the next few months.

Mr. Roland Soltesz, President of VYS, said the organization was formed last year as an independent organization for the citizens of Visalia. He said the goal was to include different soccer organizations within the City to provide organization and enjoyment for everyone. He informed the Commission that VYS is affiliated with California Youth Soccer Association (CYSA); and last year 22,000 children played soccer in Fresno, Tulare and Kings Counties under the CYSA. Mr. Soltesz announced that on May 10 VYS will host the Association Cup Tournament and children from all over California are signed up to play. Thirty to forty teams will be traveling to Visalia, which is valuable to the community economy. Mr. Soltesz thanked the Commissioners for their time.

Mr. Ed Glass, regional coach and administrator for AYSO Region 129, stated he welcomes the opportunity to renew the agreement with the City. He also said AYSO serves approximately 2,000 kids ages 5 to 19.

Commissioner Mann asked for two volunteers to serve on the sub-committee. Commissioner Doi and Boswell volunteered to serve.

Commissioner Calhoun moved to approve the appointment of Commissioners Doi and Boswell. Commissioner Boswell seconded the motion.

MOTION

Motion passed 4-0

- 8. Parks and Recreation Commission Annual Report.** Commissioner Mann stated that Mr. Elizondo prepared a draft of the Commission's Annual Report and the commissioners should review and email feedback to Ms. Miernik.
- 9. Recruitment of New Commission Alternate.** Commissioner Mann asked if it was the opinion of the Commission to seek alternates. The consensus of the Commission is to continue to seek two alternates allowing enough time to have a selection to choose from. Ms. Miernik stated the City Clerk posts for committee and commission positions regularly.
- 10. Update on City Council Reports & City Staff Announcements:**
 - **Upcoming Recreation Programs & Special Events.** Ms. Greenwood, Recreation Manager, stated the Tule Fog Run is this Saturday and it will be staged at Cutler Park. The event has 300 registered participants. Future events are as follows.
 - * The Spring Brochure will be mailed by the first week of February.
 - * New aquatic agreements are being negotiated with Visalia Unified School District.
 - * The department will be meeting with Youth baseball organizations and getting the baseball fields ready for play.
 - * Guitar Jam tickets are at your seats. It will be held January 28. The department is partnering with Café 210 on this event.
 - * Next month is the Father/Daughter Dance on Saturday, the 24th.
 - **Upcoming Parks & Urban Forestry Projects, Programs & Special Events.** Mr. Bean, Parks and Urban Forestry Manager reported on the following.

- * Recreation Park Universally Accessible Playground is complete.
- * Rotary Park playground will be complete this week..
- * Sunset playground project begins Monday.
- * Creekside Park project is on schedule.
- * St John's Riverwalk project is on schedule. The ramps are in place. Majority of the project will be complete by the middle of March.
- * April 28 is Arbor Day 2012 everyone is welcome to volunteer.
- * Renovation on Plaza ball fields has begun.
- * No smoking signs have been placed in parks.
- * A \$79,000 Community Development Block Grant has been received for Recreation Park's new variable pump system.
- * Jefferson Park is getting new dual head lights from Edison.

Commissioner Boswell asked if something had been done to the grass at the Soroptimist Park because it looks like it has been scalped and reseeded. Mr. Bean replied he didn't know anything about it but he would go by and look at it. He also said he would call Mr. Boswell with the results.

11. Director's Report on Administrative Items. Ms. Greenwood said Mr. Elizondo is attending a City Counsel meeting this evening. She reminded the Commissioners that the California & Pacific Southwest Recreation & Park Training Conference (CPRS) will be held on March 20-23. She asked the Commissioners to check their calendars and let Ms. Miernik know if they can attend. She noted that the 20th is a regular meeting night for the Commission and attendees with leave that day. The March meeting will probably be moved up a week, to the 13th.

12. Commissioner's Requests & Comments:

- **Health & Wellness Committee.** No report.
- **Waterways & Trails Committee Report.** Commissioner Filiponi said he attended the meeting and they had a guest speaker, Bill Mackey from the League of American Bicyclists. He said he spoke about cities being bike friendly. He said a quote from the speaker was that" Cyclists fair best when they act and are treated as driver's of vehicles". Commissioner Filiponi reported the committee accepted two new members.
- **North Visalia Neighborhood Advisory Committee.** No report.
- **Senior Citizens Advisory Committee Update.** No report.
- **Parks & Recreation Foundation Monthly Report.** Commissioner Boswell stated the Foundation is working on the Garden Street Plaza shade structure. He said the price quote is between \$40 and \$60 thousand and funding is being sought. Rotary Park renovation is also being discussed.
- **General Plan Advisory Committee.** Commissioner Calhoun stated the last meeting was held December 15 and she could not attend. The next meeting will be held on January 26 at which time they are hoping to present the Revised Preferred Plan and Summary Policy document.
- **CAPRCBM Update.** Mr. Doi stated he will be attending the meeting in March at the CPRS conference. He thanked Ms. Greenwood for the e-mail regarding the Senior Center's loss on fee waivers.

11. Adjourn to Regular Meeting, February 21, 2012, Buckman-Mitchell Insurance, 500 N Santa Fe, Main Conference Room, 5:30 pm.

Prepared by: Brenda Miernik
Senior Administrative Assistant