

## REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- |                          |                       |
|--------------------------|-----------------------|
| Charles Webber, Chair    | Leticia Lupio, Member |
| Donald Beardsley, Member | Monte Moore, Member   |
| Rocco Calantone, Member  | Rick Vafeades, Member |
| Case Lok, Member         |                       |
- IV. ORAL COMMUNICATIONS FROM PUBLIC
- V. COMMISSION REORGANIZATION – Election of Vice Chair
- VI. APPROVAL OF MINUTES – May 6, 2010 Meeting
- VII. CORRESPONDENCE - None
- VIII. CONSENT CALENDAR – Acknowledge receipt of information provided by staff
- 1) **Monthly Reports**
  - 2) **Report on Council Actions**
- IX. SCHEDULED MATTERS
- 1) **Street Tree Removal Request at 2341 W. Putnam Court** – Approve request of owner to remove nine trees at expense of owner.
  - 2) **Commission Member Attendance at Council Meetings** - Receive reports from Commission Members and discuss attendance at future Council meetings.
  - 3) **Mural in Centennial Plaza** – This item has been moved to the July 1, 2010 meeting
  - 4) **Heritage Ball Field Interim Improvements** – Discussion of potential interim improvement of the planned Heritage Ball Field site along with funding sources.
  - 5) **Dog Waste Clean-Up Reminder Signs** – Discuss effectiveness of temporary signs, and recent installation of permanent sign
  - 6) **Fiscal Year 2010/11 Draft Budget** – Information and discussion on Parks & Leisure Department proposed operational budgets
  - 7) **Leisure Activities/Program Report** – Information and discussion
  - 8) **Schedule Items For Future Meetings** – Information and discussion
  - 9) **Other Matters of Information** – Information Only
- X. ADJOURNMENT TO JULY 1, 2010 AT 5:30 p.m.

The mission of the City of Porterville Parks and Leisure Services Commission is to advise on the provision of excellent customer services to the citizens of the community, to enhance their quality of life by providing opportunities for the public enjoyment, inspiration, education, personal development and cultural enrichment, and to advocate for clean, safe, well designed parks and facilities.

*In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the Deputy City Clerk, 559.782.7442. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet. (28 CFR 35, 102-35.104 ada Title 11.)*

**PARKS AND LEISURE COMMISSION  
MINUTES  
May 6, 2010**

Chair Webber called the meeting of the Parks and Leisure Services Commission to order at 5:30 p.m. and asked Director Perrine to lead in the Pledge of Allegiance.

**Roll Call of Parks & Leisure Services Commission**

<b>Present:</b>	<b>Charles Webber, Chair</b>	<b>Donald Beardsley, Member (T)</b>
	<b>Cathy Capone, Vice Chair</b>	<b>Monte Moore, Member</b>
	<b>Case Lok, Member</b>	<b>Rick Vafeades, Member</b>
	<b>Leticia Lupio, Member</b>	
<b>Absent:</b>	<b>Rocco Calantone, Member</b>	

**Oral Communication** - None

**Correspondence** - None

**Approval of Minutes**

Chair asked for a motion to accept the minutes of 04/01/10. Member Moore made a motion to accept the Minutes with Member Lok seconding. Motion passed unanimously.

**Consent Calendar**

- 1) Monthly Reports
- 2) Report on Council Actions

Reports were accepted by Chair Webber without discussion.

**Scheduled Matters**

- 1) Mural in Centennial Plaza

Item was rescheduled to the meeting of June, 2010, because the Mural Committee had scheduling conflicts and requested Commission to reschedule.

- 2) Commission Member Attendance at Council Meeting

Chair Webber called for a report from Member Vafeades. Member Vafeades reported the following:

- 1) Proclamations presented
- 2) Summer camp for handicapped
- 3) Richard Sanchez introduced himself to the City Council

Commissioners agreed to continue attending the meeting with Member Moore agreeing to attend the May 18 meeting.

Action: Information Only

- 3) Heritage Ballfield Interim Improvements

Member Beardsley will have more information on the rental of the machines as to how much it will cost to level the ground at the next meeting and asked that this item be brought back.

Action: Bring back for June's meeting

4) Dog Waste Clean-Up

Member Capone reported at the CPRS Conference she attended there were several vendors who had the stands but they were supplied with a plastic mitt to pickup the waste. Member Vafeades felt we should have one permanent sign to put along side the pole with supplies. Mrs. Vafeades thought dog waste wasn't as prominent as it was at one time. Member Lupio commented on how well the Sports Complex looked.

Action: Discussion

5) Commission Member Report on CPRS Conference Attendance

Chair Webber called for the report from Vice Chair Capone. Vice Chair Capone reported on a meeting she attended relative to skate parks. The current trend is moving away from all cement to more visually appealing structures. Development of pre-cast concrete elements for skate parks and the vendor representing his type is willing to work with cities on creating a less expensive skate park element along pathways throughout the City. Member introduced the idea of having an individual be a steward of a park as training to be a Parks Commissioner or having a vested interest in the park. Seattle has this type of program and it is on the internet. It could be a way to bring volunteers to contribute to the parks. San Jose has offered to give the Commissioners, or a part of the Commissioners, a tour of their trails. Chair Webber thanked Vice Chair Capone for her report.

Action: Discussion

6) Budget Framework

Director Perrine introduced Leisure Superintendent Moore to give this report. The purpose of this item is to respond to the request of the Commission for information that will assist with their knowledge of the department operations, a portion of the City Budget and doing so staff wishes to keep the Commission aware of the current budget issues and service limits. Additional information is included with the meeting materials and fabrication can be provided by staff at the meeting. The next budget year commences July 1, 2010, and staff is in the process of preparation and projected expenditure needs and the program adjustments to be responsive to the anticipated budget constraints. Staff's suggested budget information is provided to the City Manager Lollis and it's his role to compile a recommended budget for presentation to the City Council. The budget recommendation will be distributed to the City Council on June 1. A study session will follow and after that the adoption of the upcoming budget will follow as well. There is a public hearing being scheduled at this time for June 15. The Commission can be provided with the budget recommendations on or after June 2, and the Commission can submit to the City whatever recommendations they deem appropriate for the June 15 or subsequent City Council budget meetings. There were budget summary sheets attached to the report and this illustrates how the responsibilities in certain areas are defined within the department budget. The lines of expenditure amount are indicated under each of the department categories. In order to reduce the amount of paper waste assembled by the data, we have a 75 page worksheet and we didn't reproduce for all the Commissioners. Across the summary pages there are columns that provide the actual expenditures for the budget years ending June 30, 2008, and June 30, 2009, and the City Council authorized budget year to end June 30, 2010. The far right column provides the department response planned for the current projected budget deficit. The department must do its part in reducing general fund expenses 95% or less of the authorized current year budget, therefore, a portion of the five percent expenditure reduction in cost savings has been assigned the greatest portion of the budget and approximately \$230,000 of department expense which is planned to occur before June 30, 2010, has now been identified for suspension or elimination. A separate sheet is attached to this to illustrate the reductions identified as of March 1. Leisure Superintendent Moore put them on the screen for the Commissioners and they should have them in their packet as well. This is an evolving process and a stab at monitoring adjustments needed to insure that the department's full share is achieved while taking advantage of any other cost savings that become available and the recommendation for tonight is that the Commission

consider the annual budget framework information. A couple of significant ones: Parks- to keep the parks maintenance worker vacant, and another significant one is reduction in irrigation water expense. Leisure Services most significant is there is a considerable number of suspended programs and those will be subject to next year's budget and priorities if they will return or not. These actions were all taken March 1, to come in at that projected 95%. Leisure Superintendent Moore offered to answer any questions the Commissioners might have. Member Lupio asked that the parks maintenance worker vacancy be explained again. Leisure Superintendent Moore referred the answer to Parks Superintendent Zorn who explained it's an open position at this point and we are not going to fill it, which will be a salary saving towards the Parks division. It just goes along with the fiscal year reduction. Parks Superintendent continued that a Parks Maintenance Worker can do a variety of work, irrigation, weed abatement, field maintenance, restroom cleaning, and many other activities that need to be done for the public to enjoy the City's facilities and parks. It would involve tree trimming even though at present we are not doing very much of that. Chair Webber inquired if fuel had been taken into consideration budget wise.

Action: Discussion

7) Leisure Activities/Program Report

Director Perrine deferred to Leisure Superintendent Moore to give this report:

1. April 23 – third annual City Track Meet co-sponsored by Porterville College
2. Arbor Day Celebration and tree planting at Sports Complex
3. Youth Baseball program and Run is underway, first week of play, held at Sports Complex
4. National Pitch, Hit and Run Competition May 7 at Santa Fe Elementary School
5. Swimming Pool will open May 24<sup>th</sup> for the end of the year school parties and May 29, Memorial Day weekend will be open for recreation swim, and water slide hopefully will be ready for use.

Action: Discussion

8) Schedule Items for Future Meetings

1. Mural in Centennial Plaza
2. Commission Member Attendance at Council Meeting
3. Heritage Ball Field Interim Improvements
4. Dog Waste Clean-Up/Reminder Signs
5. City Manager's Recommended Budget
6. Trees located at 3241 West Putnam Court
7. Leisure Activities Update

9) Other Matters

1. Vice Chair Capone announced her resignation to the Commission and stated she would continue to be interested in Parks & Leisure, however time restraints were pertinent. Chair Webber expressed his appreciation and stated he enjoyed working with her.
2. Director Perrine addressed the Chairman and members of the Commission stating he was resigning by choice, last day of work will be one week from today, and on leave to June 30. Thanked the Commission for the opportunities and pleasure of working with the Commission and requested them to stay positive, and please keep forever in your thoughts that parks make life better. The Commission Members applauded him. Chair Webber commented that the Commission wishes him well and they are sorry to see him leave the City of Porterville and hopes the City Council, and citizens of Porterville have appreciated his efforts. Chair asked if there were any other matters. Parks Superintendent Zorn apologized for taking the fire out of Director Perrine's resignation but stated we have a matter before us at 3241 West

Putnam, it's a tree matter south of Putnam School on the corner of Westwood and Putnam Court and I have never had one like this before therefore I am mentioning it. There are nine Italian Cypress trees at this location between their fence and the sidewalk. There are various things I would point out to you in the next agenda, however, they want all these trees removed and they will pay to do it, but I would appreciate everyone, if you can go by and take a look at these trees, the Italian Cypress are not the most geographically sound trees as far as oxygen producing and other benefits. I have worked with these people two or three times. There are utility wires that are a problem. I would like you to go by so we don't have to extensively talk about it so you can envision it. I will be able to work with these people to secure a couple of better trees in their backyard. The owner will remove the trees at their cost.

3. Member Lupio commented on the last couple of weekends she has had an opportunity to go out to Hayes Field where the Adult Softball League has been playing and it seems that everything is well organized and looks as if they are all having fun and the park is kept up. I haven't seen it like that for awhile and am really happy to see that activity back in our town and hopes to make an appearance when the youth and little girls are playing. No other comments where made.

Chair called for adjournment. Motion was made by Member Vafeades and seconded by Member Lupio.

**Meeting adjourned at 6:30**  
**Next Meeting is June 3, 2010**

Respectfully Submitted,

Lee Waggle, Secretary

**STAFF COMMENTS ON  
AGENDA ITEMS  
JUNE 2, 2010  
REGULAR MEETING**

**Commission Reorganization**

Annually the Commission elects a chairperson and a Vice Chairperson to lead the Commission. Vice Chairperson, Cathy Capone, submitted her letter of resignation at the May 6, 2010 Commission meeting. It is appropriate for the Chairperson to open nominations for the position of Vice Chairperson to serve in that capacity through October 2010. Upon closing of the nominations an open vote should be conducted if there is more than one nomination. If nominations are singular then one vote should be conducted to ratify the selection.

**Consent Calendar** – Consent Calendar items are considered routine and informational in nature and will be enacted in one motion. There will be no separate discussion on these matters unless a request is made, in which event the item will be removed from the Consent Calendar.

**1. Monthly Report**

A monthly operations summary is provided for Commission acknowledgement of receipt.

Action: Acknowledge receipt of information

**2. Report on Council Actions**

At their meeting of May 4, 2010 the City Council approved giving administrative direction to the City Manager to proceed with how the current Youth Commission is implemented; received an informational report on attendance for City Commissions Boards and committees; approved the renewal of the MOU with K/TAAA; and provided direction that alternative 1 of the Library and Community space improvements be considered in the 2010-'11 capital budget. At their meeting of May 18, 2010 the City Council accepted the Family Place Library Program information report on the grant application process.

Action: Acknowledge receipt of information

**Scheduled Matters**

**1. Street Tree Removal at 2341 W. Putnam Court**

A request to remove nine Italian Cypress trees has been submitted by Torrie Santoyo. The request stated that the trees interfere with utility lines, damage the property owner's gate, damage the sidewalks, and limit access to the backyard.

Staff recommends approval of the request by the applicant to remove the nine trees at the owner's expense.

Action: Approve tree removal request

## **2. Commission Member Attendance at Council Meetings**

The Commission requested this opportunity to receive reports from members of the Commission regarding their observations at City Council meetings and to schedule attendance and observation of future City Council meetings. June 15, 2010 will be the only meeting prior to the next Commission meeting.

Action: Receive reports from Commission Members and discuss attendance at future Council meetings.

## **3. Mural in Centennial Plaza**

The Porterville Mural Committee is requesting consideration of a large mural wall along the eastside of Centennial Plaza. The mural is proposed to be a depiction of Porterville music educators, including Buck Shaffer, thus the location of Centennial Plaza is proposed. The Committee has requested that this item be discussed at the July 1, 2010 Commission meeting as some Committee members can not attend the June 3, 2010 Commission meeting.

Action: This item be carried over to the July 1, 2010 Commission meeting agenda

## **4. Heritage Ball Field Interim Improvements**

The Commission continued discussion of the matter to this meeting. Previous discussion has centered on ideas for creating interim playing field(s) at the proposed Heritage Ballfield Complex.

Action: Discussion of potential interim improvement of the planned Heritage Ball Field site along with funding sources.

## **5. Dog Waste Clean-Up Reminder Signs**

The Commission continued discussion of the matter to this meeting. Previous discussion has been regarding the installation of signs at the Sports Complex to remind the public that they should clean-up the waste deposited by their dogs. One permanent sign was installed by Parks staff. The location of the sign is just west of the main entrance at the end of the drive. A picture of the sign will be

available to view during this Commission meeting.

Action: Information & Discussion

## **6. Fiscal Year 2010/11 Draft Budget**

The City Manager will be presenting his recommended budget to the City Council at their meeting of June 1, 2010. The Council will then engage in a study session, followed by a public hearing. The date of the study session and public hearing will be available at the Commission meeting. The draft budget contains annual operational activities and capital projects. The draft budget information related to the Parks & Leisure Services Department will be reviewed with the Commission at the June 3, 2010 meeting. In general, it is anticipated that the draft budget will provide for continuance of operational activities without significant alteration during the next year.

Action: Information and discussion on Parks & Leisure Department proposed operational budgets

## **7. Leisure Activities/Program Report**

In order to keep Commission members abreast of current happenings within the Parks and Leisure Services Department, staff will highlight programs and upcoming events.

Action: Information & Discussion

## **8. Schedule Items for Future Meetings**

This is also an opportunity for the Commission to request the inclusion of items of interest for future meeting agendas.

Action: Information & Discussion

## **9. Other Matters of Information**

At the Commission's discretion, other matters of information may be shared within the realm of charge for the Commission.

Action: Information only

## **Parks & Leisure Services Monthly Operations Summary May 2010**

**Heritage Center** – Fall soccer registration began May 22<sup>nd</sup> from 9:00a.m.-Noon. There was a huge turnout. Swim lesson registration and pavilion rentals kept the facility extra busy.

**Youth Center** – 10 members took part in the Pitch, Hit & Run Competition on Friday, May 7th at the Heritage Center from 4:30p.m.-6:30p.m. Most of the Youth Center members took home a 1st place ribbon for Pitching, Hitting or Running. Staff continue to teach arts and crafts every Wednesday and the youth enjoy themselves with all the different crafts offered.

**Youth Sports** – Junior Giants registration opened May 3<sup>rd</sup>, and nearly reached maximum registrant capacity on that day. Four additional teams were added in two different age divisions to accommodate the number of people wanting their children to play. Currently, each age division has 25-40 kids on the waitlist. The Jr. Pirates Track Club wrapped up May 8<sup>th</sup> with a final track meet in Tulare. Baseball games began on Monday, May 3<sup>rd</sup>. With over 450 kids in our Youth Baseball, it's amazing seeing 12 games played at once. Fall Soccer registration began May 22<sup>nd</sup> from 9:00a.m.-Noon at the Heritage Center. The league is for boys and girls 4 - 13 year olds and the cost is \$45.

**Sports Complex** – This is quite the busy place these days with baseball in full swing. There's also some club soccer teams that practice and play occasional games.

**Swimming Pool** – End of the year school parties began May 24<sup>th</sup>. The pool will open to the public on May 29<sup>th</sup>. The new water slide is up and going and is a fantastic addition to the facility.

**OHV Park** – Park hours are weekends 8:00a.m. – 1:00p.m. and Wednesdays 3:30p.m. – dusk.

**Zalud House** – New hours are Wednesdays through Saturdays 10:00a.m.-1:00p.m.

**Tiny Tots** – The children are enjoying the spring weather and have been making the cutest arts & crafts and decorating the room. Because of the AMGEN race, Tiny Tots day was extended to 1:00p.m. because of the road closures. The children had fun racing around on their trikes and cheering on the bicyclists.

**Recreation Afterschool Program** – The school year is coming to an end and our enrollment has pretty much stayed steady. I am happy to announce that our program has been welcomed back at the Burton School District for the 2010-11 school year. We will be holding the program at the Burton, Oak Grove and Summit Sites.

**Youth Experiencing Success** – The middle schools and elementary schools have great enrollment and the grant was renewed for the 2010/11 school year. This year summer school will not be held for the YES program.

**Senior Dance** – Ongoing Thursday evenings from 7:00-10:00p.m.

**Library** – There was a free email tutorial computer class offered May 22<sup>nd</sup>. Children's Story Hour is ongoing Tuesday's at 10:00a.m. The youth and adult summer reading programs and youth entertainment are currently being planned. Patrons continue to utilize the computer lab at a high level.

**Parks & Landscape Areas –**

Roundup was sprayed at various locations.

Slide at Sports Complex was replaced on the Wal-Mart playground.

Mowing operations were started again.

Baseball/softball fields received annual maintenance.

Tree pruning was started downtown in an effort to eradicate mistletoe.

CSET started operations for pond dredging at Murry Park and subsequent projects to follow.

**Golf Course –**

Restroom renovation at Clubhouse continued.


Greens were aerated.

**Special Events –**

**Pitch Hit & Run Competition** – A free baseball competition was held May 7, 2010 from 4:30 p.m.-6:30p.m. at the Heritage Center for boys and girls ages 7-14.

**Music on Main-** Continues each Friday evening in Centennial Park from 6:00-8:00p.m. through June.

# *MEMORANDUM*

DATE: May 20, 2010  
TO: Donnie Moore, Interim Director, Parks and Leisure Services  
FROM:  David Zorn, Parks Superintendent  
SUBJECT: Tree Removal Request, 2341 W Putnam Court

Upon inspection of the nine trees at 2341 W Putnam Court it would be the recommendation of the Parks Division that all nine trees be removed.

Removal of the nine trees is subject to City of Porterville City Code 19-52-D-1 and 19-52-D-3.

It will be the responsibility of the homeowner to remove and pay all applicable charges.

DZ/gl

CITY OF PORTERVILLE

PARKS & LEISURE SERVICES DEPARTMENT

291 N. MAIN STREET, PORTERVILLE, CA 93257

PHONE (559) 782-7461 FAX (559) 782-4053

REQUEST FOR SERVICES

TO REMOVE, PRUNE OR REPLACE TREE(S)

Please Check One:

- REMOVE
- PRUNE
- REPLACE
- SPRAY

Owner of Property Torrie Santoyo

Address of Owner 2341 W putnam ct Phone <sup>559</sup> 791-9061

Location of Tree (s) corner of putnam and westwood

Number of Trees 9 Variety Italian Sycress

Reason messy interfering in utility lines, Doing Damage to gates, and also sidewalks also just access to backyard for trailer.

I, THE UNDERSIGNED, DO AGREE TO REPLACE ANY TREE(S) REMOVED FROM THE CITY PARKWAY ABUTTING MY PROPERTY WITH TREES FROM THE PARKS AND LEISURE SERVICES COMMISSION APPROVED TREE LIST TO BE PLANTED WITHIN THIRTY (30) DAYS OF SAID TREE REMOVAL.

*Torrie Santoyo*  
APPLICANT'S SIGNATURE

5-4-10  
DATE

FOR OFFICE USE ONLY

PERMISSION IS HEREBY: GRANTED  DENIED

SUBJECT TO THE FOLLOWING CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PARKS & LEISURE SERVICES COMMISSIONER

\_\_\_\_\_  
DATE

REPLACEMENT TREE(S)	NO.	SIZE	Gallon	VARIETY	@ \$	DATE PAID

[15 gal - \$ \_\_\_\_\_]

THE TERMS OF THIS AGREEMENT  HAVE  HAVE NOT BEEN MET.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PARKS SUPERINTENDENT

\_\_\_\_\_  
DATE