

**Visalia Parks & Recreation Commission  
Meeting Minutes November 13, 2012**

**1. Call Meeting to Order/Roll Call**

The Visalia Parks & Recreation Commission met in a regular meeting on Tuesday, November 13, 2012, at the Visalia Senior Center at 310 N. Locust Street, Visalia, California. The meeting was called to order by Chairperson Mann at 5:30 pm.

**Present:** Lesa Mann, Carla Calhoun, Ben Filiponi, Robert Doi, Dolores Taylor, and Shann Blue

**Guests:** Alex Peltzer, Rotarian; Steve Canada, HLA Group; Stephanie Bartsch, Neighborhood Church Mission Strategist; Cindy Alonzo, Principle Houston Elementary School.

**Staff:** Vince Elizondo, Allison Lambert, Jim Bean, and Brenda Miernik

- 2. Review and Approve the Minutes of the Regular Meeting, October 16, 2012.** Commissioner Mann requested a motion to approve the minutes. Commissioner Filiponi moved to approve the minutes, and Commissioner Calhoun seconded the motion.

**MOTION**

Motion passed 5-0

- 3. Public Comment:** Mr. Bill Huott complimented the Commission on the Kiwanis Park Grand Opening, which was held Saturday, November 10.

- 4. Recommendation to Adopt a Series of Proposed Improvements for Rotary Neighborhood Park as Part of an Updated Master Plan.** Mr. Peltzer, Rotarian and Parks & Recreation Foundation (Foundation) Board Member, stated a Master Plan has been created for Rotary Park through grant funding and the Rotarians are fully supporting it. The park was established in 1965, south of Divisadero Middle School, it's utilized by neighbors in the community and the American Little League.

Mr. Peltzer stated the City recently replaced the playground equipment in the park but City funding is insufficient to provide unique characteristics to the park. He also said the City removed a restroom and the Rotarians, on Make a Difference Day, planted shrubs in that area which was a visual improvement. Ideas for renovation are 1) developing a pathway through the park, "Hundred Acre Wood", 2) possible future "par course", entry signage update and landscaping improvements. Projected costs for the multi-year project are as follows.

**Rotary Park  
Master Plan Elements**

Project Year	Project Description	Estimated Cost
1	"Forest Walk" Decomposed Granite Perimeter Trail	\$5,000-\$7,000
2	Entry Landscaping, Signage Improvements, New Cable Fencing	\$3,200-\$3,400
3	Forest Trail Interest Items/Par Course	\$2,000-\$5,000
4	Updated, additional park hardware	\$2,000-\$5,000
5	Rotary Presidents Walk Addition to Forest Walk	\$2,000 initial, \$50 updates

Future year expenses would include new benches, trash receptacles, new lighting, add an interactive feature for the Forest Walk, and an addition of a President's Walk with commemorative pavers to enhance the Rotary connection. These pavers would present a revenue producing fundraising opportunity.

Mr. Peltzer stated the long range goal for Rotary Park would be to purchase neighborhood housing as it becomes available to enlarge the park and connect it with Mill Creek.

Commissioner Mann commended the Rotarians for the short and long-term plans for Rotary Park. Commissioner Calhoun said the Rotary Park is a little jewel and appreciated the plans for it.

Commissioner Mann requested a motion to accept the plan put forth by the Rotarians. Commissioner Calhoun so moved and Commissioner Doi seconded the motion.

**MOTION**

Motion passed 5-0

**5. Presentation of a Concept Plan for a Neighborhood Park at Houston Elementary School.** Mr. Elizondo, Parks and Recreation Director, welcomed the public's attendance at the meeting. He noted a handout that Mr. Huott gave to the Commissioners at a previous meeting in April 2012, which showed the previous location of the proposed park (Gamboa Park). Mr. Elizondo stated the challenge of a park in this area of the community is primarily financial. The City would have to establish a minimum budget of \$1.5 million dollars to acquire and develop a 3 to 5 acre neighborhood park, and since this is an older developed section of the City, park impact fees would not be a source of funding. As an alternative, Mr. Huott has partnered with Neighborhood Church to explore the concept of developing a park-like atmosphere at Houston Elementary School. Mr. Elizondo said this location is on Houston Avenue, between Giddings and Turner. The site is about 4 to 5 blocks south of the proposed Gamboa Park site.

Mr. Elizondo said the Neighborhood Church has long been a supporter of Houston Elementary School and has a long history of providing resources (volunteer and financial) to assist the school with various projects. Ms. Bartsch, spokesperson for the Church, is working with the local school district and Mr. Huott on the concept of developing the east side of the school playground into a neighborhood park. Mr. Elizondo said it is interesting that the playground is divided by a fence in the middle of the playground. The west side of the playground includes playground equipment. i.e., basketball courts, tables, etc., but, is closed to the public after hours due to concerns of vandalism, loitering and trash. The east side is accessible to the public after-hours but has no improvements.

Mr. Elizondo stated that a concept plan for the project is included in the staff report provided to the commissioners for their consideration. The Neighborhood Church is the primary advocate of the new park-like playground and is prepared to back the project with some level of financial support. Ms. Bartsch is desirous of a VUSD-City partnership to improve and maintain the new park area. Mr. Elizondo said this would have to be explored as no discussions have taken place regarding this potential project between the two entities. He also stated that, as the commission knows, the City adopted its 2012-2014 budget on July 1 and no funding is currently allocated for this type of project from the City coffers.

Mr. Elizondo said City staff recommends that the Commission accept the staff report, public testimony, and provide direction and comments as appropriate.

Ms. Bartsch, Neighborhood Church representative, introduced Mary Novello, interpreter for the north side residents. She said there are many negative influences in the neighborhood and the Church wants to support positive activities. She expressed her pleasure that about 15 adults and children were able to attend the meeting but there were many more supporting the creation of a neighborhood park in the chosen area.

Hortencia (Spanish speaking), stated "I have lived here for 21 years and I am a mother of four children. All four attended Houston Elementary and now my grandchildren are attending school there. I want the park for the future of my kids; a safe and secure place for them to play and visit". She said it would also be a beautiful place for the north side residents to gather. She said she supports the project, Stephanie and the Church, 100 percent.

Consuelo (Spanish speaking) said "I have seven children and they all attended Houston Elementary School, and now their children attend there. I have been a resident of the north side for 17 years. The north side of Visalia has a bad reputation and that is why I believe we need a park. I think it would be nice to have a safe place to walk and play so that my children will be in better health. If we had a park in the neighborhood children and families could gather to socialize and it would deter children from joining gangs." She thanked the Commission for allowing her to speak.

Virginia said, "I speak on behalf of my children. I live across the street from the site and other parks are too far for me to go. All of my children are hyperactive and the doctor recommended taking them to a park to play. If they had a park to run, jump, and play they would be much better off; sleep and not be so anxious."

Ms. Bartsch said this is the first City meeting the residents have attended and they meet every Friday morning to discuss what the needs are in the neighborhood. During a meeting with the residents, it was suggested to use some of Houston School's property for the dual purpose of school use and parkland. Ms. Bartsch said she met with the superintendent and maintenance crew of Visalia Unified School District (VUSD) and presented the dual purpose concept. She also met with an architect from Tellian Parrish McLain who created a rendering of the proposed park and amenities, which was provided to the commissioners. She said the area residents really want to be partners and help with maintaining the park.

Ms. Bartsch asked how this project can move forward and what the next steps are for the residents.

Commissioner Mann deferred to Mr. Elizondo. Mr. Elizondo stated the department could research costs and maintenance and report back to the commission. He introduced Mr. Russ Desch, former Parks & Recreation Commissioner, to the new members of the commission.

Mr. Desch said the North Side Advisory Committee fully supports the effort to create a park on the north side of Visalia. He said Ms. Bartsch's dual purpose idea is phenomenal.

Cindy Alonzo, Houston Elementary School Principal, said that Pro Youth Heart utilizes the school under a lease until 6 pm and then it is locked and secured. She added that the playground currently has no lighting.

Ms. Bartsch said the church is vested in the children in the neighborhood and could bring in some private donations. She said the church has many ideas on fundraising, and community involvement.

Commissioner Calhoun asked if VUSD has a plan to develop the land at this time. Ms. Alonzo stated the school is designed to hold 700 students and they currently have 660. She said there is no design at this time to utilize that open area space but it is part of the allocated empty space for the school. She said the school district would not turn over ownership because it could be used for physical education, soccer, etc.

Commissioner Blue asked Ms. Alonzo for clarification on the property. He asked if there is a dedicated amount of property that relates to the 700 versus 660 number of children? She replied yes, the state requires the school to have that specific acreage for the school to exist. She also stated that the gate that opens onto the street is open all day to the public. The gate that is between the school and that open area is only open when the PE teachers use it.

Commissioner Filiponi suggested the largest hurdle would be how much of the property the school would allow for park use, and with Measure E passing, what exactly would the school be willing to do in a partnership.

Mr. Elizondo stated that no formal conversations have taken place with VUSD on this topic. He said the City and VUSD meet regularly and he would get this subject on the agenda soon. Other questions he raised were as follows.

- When grants are applied for the first question is – “do you own the property”. Would the school donate the property to the city?
- Using Community Development Block Grant (CDBG) funding can you use it on properties owned by VUSD. In most instances the answer is no.

Mr. Huott expressed his thanks to Ms. Bartsch and the residents for attending the meeting and bringing their concerns to the Commissioners.

- 6. Proposed Cell Tower at Riverway Sports Park.** Mr. Elizondo stated that AT & T Mobile has submitted a proposal to the City to establish a cell tower at Riverway Sports Park. He said the idea is to establish the tower utilizing one of the existing lighting poles (northeast corner) on the former BMX area. Should the plan come to fruition, the City would enter into a lease with the company that would bring monthly revenue into the City budget. The fee is currently under negotiation, but the general range is \$12,000 to \$15,000 per year. AT & T will pay for all of the capital improvements and all of the ongoing utilities to support the operation.

Mr. Elizondo stated that the timing of the proposed improvement is critical because of the Commission’s intent to recommend a new development plan for the former BMX area. The type of plan selected or recommended by the Commission could impact the feasibility of establishing the AT & T station. He said should the Commission endorse the concept, the City’s Planning Commission would also have to approve the project, and the lease agreement would need to be approved by City Council. He said City staff recommends the Commission accept the staff report, accept public testimony, and provide direction and comments as appropriate.

Commissioner Taylor asked where the revenue would be applied. Mr. Elizondo said the Commission could earmark the funds for the Sports Park in the future for capital improvements or maintenance.

Mr. Elizondo stated there is no action required on this topic tonight, as it will come back to the Commission for a decision in a few months.

- 7. Review of Three Proposed Concept Plans for Undeveloped Property at the Riverway Sports Park (Former BMX Area).** Mr. Elizondo said the new commissioners have not met Mr. Canada, Principle at the HLA Group, but he has worked with the City since 1999 and has worked on the Sports Park since its conception. Phase I of the Sports Park opened in 2007 and included 10 soccer fields, three group areas, the splash pad, playgrounds, concessions, the BMX area, parking and restrooms. Phase II opened in 2010 and included the four field youth baseball complex and its supporting amenities of restrooms, concessions, parking and new roadways. Phase III of the Sports Park will begin in January 2013 and will include a new playground, restroom, picnic shelter, a promenade area for special events, and a large area dedicated to turf and trees.

Mr. Elizondo said Mr. Canada would be discussing three preferred alternatives for Commission review and discussion. At a future meeting Mr. Canada will return with a refined preferred alternative which ultimately will be presented to City Council for final approval.

Mr. Canada gave an overview of what has been completed in the Sports Park. He said the purpose of his presentation for this evening is deciding how to repurpose the area for best future use. He said out of nine alternative purposes, three were the preferred concepts.

**Concept 1:** T-ball fields, warm-up turf, single gated entry, bench seating and drinking fountain, existing sports lighting (70' poles), shade trees to screen the maintenance facility, low perimeter hedge, retain existing fence and perimeter hedge. Cost estimate - \$235,000 with 15% contingency.

**Concept 1a:** Same as 1 except installing soccer fields.

**Concept 2:** Two tennis courts, four handball courts, two half-court basketball courts, retain existing fence and perimeter hedge, existing fencing, shade trees to screen the maintenance facility, relocate existing pathway light, low hedge ties into existing, raised planter with oak tree, shade structures with bench seating, existing sports lighting to be relocated. Cost estimate - \$425,000.

**Concept 3:** Indoor/outdoor multipurpose sports facility that would generate revenue for the City. All fencing would be removed except for the fencing around the maintenance facility, creating greater access to the area. A central gathering area, consisting of a roof structure with synthetic turf inside it, white walls around it, and facilitates indoor soccer games. Another game called footsol is becoming popular, and generates income and could be played in this area. Also included in this area are two handball courts, free game court by Kompan, two half-court basketball courts, raised planter with oak tree, existing fencing, relocate existing pathway light, shade structures with bench seating, existing sports lighting to be relocated. Cost estimate - \$850,000. Mr. Canada said this could be accomplished in phases.

Mr. Canada stated that when originally planning the BMX site the City looked ahead in case it would be used for another venue and stubbed in electricity, a drain system, and irrigation wiring.

Commissioner Filiponi said he would like the area developed with adult sports in mind, i.e. tennis, volleyball, and bocce ball.

Commissioner Calhoun agreed.

Commissioner Mann asked if bocce ball was popular. Mr. Canada said there are usually clubs associated with the space, such as AYSO with soccer. She also asked about accessible, lighted tennis courts. In discussion it was determined that Mt. Whitney School had the only accessible, lighted courts besides Plaza Park.

Commissioner Taylor asked what amenity would be in more demand based on the rentals we have and requests the City cannot meet. Mr. Elizondo stated it would probably be adding additional courts. She also asked about work-out stations. Mr. Canada stated these work well in a linear area and would be possible in the park.

Commissioner Blue stated he liked the variety of concept two.

Commissioner Mann stated she agreed with Commissioner Calhoun regarding offering adults more things to do and exploring different opportunities and games.

Mr. Elizondo stated the Commission likes Concept 2 including the Kompan court. The Commissioners agreed by consensus.

- 8. Recommendation from the Senior Center Advisory Committee on Fee Waivers and/or Reductions for non-City Entities Utilizing the Senior Center for the Purposes of Providing Programs for Seniors.** Ms. Lambert stated that approximately six years ago, City staff began an evaluation of non-city program use of the Visalia Senior Center. Since that time, a Senior Advisory Committee has formed and consists of representatives from programs and interests at the facility.

Ms. Lambert said the Senior Advisory Committee has a Facility Use Sub-Committee that is comprised of representatives from organizations who utilize the facility with a fee waiver or modified fee. She said it is important to the Advisory Committee that current facility users be involved in the decision making process and that decisions are not made without input from those who would be impacted. She noted this report represents the fourth year of recommendations from the Facility Use Sub-Committee.

Committee recommendations are based on the following.

- ❖ The program or service meets the needs and interests of Visalia Seniors. First and foremost, our goal is to provide programs and services to our senior residents. In trying to accomplish this, the committee must evaluate if the request is an appropriate use for the facility and clientele.
- ❖ Programs and services should be affordable and within the means of seniors.
- ❖ When fees are charged for use, where do the fees go? Who benefits? Only two of the current users have a 501(c)(3), non-profit status. The committee looked at the amount of program fees, direct program expenses and if a "profit" was being made from use of the City facility.
- ❖ That the amount of time and facility space requested with the needs of the program. In some instances, small groups with few participants may utilize a large room for several hours per week. The Committee looks for best use of the facility and makes recommendations accordingly.

- ❖ That the City does not incur expenses specifically for the function of a free or reduced fee program. In some instances, the City must pay for a staff member to open and close for a program that is outside of normal hours of operation. This creates a City subsidy for a particular program or event.
- ❖ It is important to the Committee that all recommendations are fair and consistent amongst all users based on the structure of their program and the items listed above.

Ms. Lambert stated that based on these criteria, the Senior Advisory Committee submits the following recommendations for free or reduced fees for existing Senior Center users.

*Visalia Gadabouts – recommendation is to continue a waiver of fees for 2013 (City subsidy \$1,368 per year).*

*Senior Squares - recommendation is to continue a waiver of fees for 2013 (City subsidy \$4,992 per year).*

*Visalia Duplicate Bridge – recommendation is to continue a reduced fee of \$15 per hour for 2013 (City subsidy \$10,746 per year).*

*“Double A” and Friday Bridge - recommendation is to continue a reduced fee of \$15 per hour for 2013 (City subsidy \$14,040 per year).*

*Senior Pride Bingo - recommendation is to continue a waiver of fees for 2013 (City subsidy \$17,836 per year).*

*Saturday Night Dance - recommendation is to continue a reduced fee for 2013 (City subsidy \$17,004 per year).*

*KTAAA – recommendation is to continue waiver of fees and reduction of hours for 2013 (City subsidy \$3,836).*

***Total City Subsidy \$69,822***

#### Conditions of Use

- ✓ That all organizations provide the City of Visalia with a certificate of insurance – the City requires general liability insurance with a combined limit of not less than One Million Dollars (1,000,000) per occurrence. The certificate shall be submitted to the City of Visalia Parks & Recreation Department located at 345 N. Jacob Street and shall contain the following clause: “The City of Visalia, its officers, agents, employees, representatives and volunteers are added as additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with the City of Visalia.”
- ✓ A representative from each organization must attend the monthly Senior Advisory Committee meeting held the 3<sup>rd</sup> Wednesday of each month at 1:00 pm at the Visalia Senior Center. Participation in this Committee ensures good communication among all facility users and provides all groups the opportunity to give input to the Committee and City staff on Senior Center policies, functions, and operations.
- ✓ Organizations that charge user fees and are currently receiving a fee waiver – if, based on participation and fees collected, an organization (such as the dance groups) has a change in financial status where their organization has the means to contribute towards facility use costs, the Committee would re-evaluate the request for a fee waiver or the continuance of a fee waiver.
- ✓ If participation significantly decreases and space is needed for other programs that would attract more users, an activity could be moved to a smaller room or cancelled. It is not the goal of City staff or the Senior Advisory Committee to cancel programs. However, if participation does not justify the size of the room or the amount of time requested, the Committee will work to make sure that the facility is being used in the best interest of the seniors.
- ✓ Each organization must provide the Visalia Senior Center Coordinator an informational page giving a brief history and description of the program. This page should also include the dates and time of the program and updated contact information. This page will go into an information binder so that programs can be referred to interested seniors.
- ✓ Groups wishing to continue use of the Senior Center beyond the current calendar year shall complete and submit a Facility Use Application by October 15, 2010 for the following year (January through December 2011). Each application will be reviewed by the Senior Advisory Committee’s Facility Evaluation Subcommittee and recommendations will be forwarded to the Parks & Recreation Commission for approval. When reviewing requests, the Commission may ask for financial and attendance statements from each organization.
- ✓ If, in the opinion of the Committee, an organization or group has profited from its use of this City facility, the Committee may recommend that the organization pay full facility rental fees (for those on a fee reduction), pay a modified fee (for those currently on a fee waiver), or make a contribution (monetary or in-kind) to the Senior Center.

Ms. Lambert asked if there were any questions.

Commissioner Mann asked if Kings Tulare Area Agency Aging (KTAAA) attended the meetings and Ms. Lambert stated to her knowledge they did not. Commissioner Mann asked if the benefits received out-weighed the need for them to attend the meetings. Ms. Lambert stated that is how the Senior Advisory Group accepted the situation.

Commissioner Mann requested a motion to accept the recommendations of the Senior Advisory Committee and approve forwarding to City Council for approval. Commissioner Doi so moved and it was seconded by Commissioner Calhoun.

#### **MOTION**

4-0 Commissioner Filiponi left early.

- 9. Annual Park Rental and Facility Management Report.** Ms. Lambert said the key areas of facility management are park reservations, facility reservations, contract management and facility improvements.

Ms. Lambert reported that her resources are the front office staff; two full time staff members and one hourly office assistant, and the building attendance staff; one Building Attendant II and eight building attendants.

Ms. Lambert said the City has 25 reservable areas throughout 12 parks. Amenities in the parks include arbors, BBQs, play grounds, and walking trails. Customer feedback, using Park User Evaluations and follow up, is good.

#### **Park Rentals – Annual Comparison**

<i>Year</i>	<i>Bookings</i>	<i>Revenue</i>
2012 YTD	956	\$67,210.00
2011	945	\$67,054.00
2010	964	\$68,240.00

Ms. Lambert said this year the department has experienced an increase in the number of bookings in our City parks, and if weather permits, park rentals for 2013 will increase to the range of 965.

Ms. Lambert said the City has four rental facilities, Anthony Community Center, Whitendale Community Center, Manuel F. Hernandez Community and the Visalia Senior Center. Utilization includes department classes and programs, private parties, faith based functions, and meeting groups. The community has used them for elections and flu shot clinics.

#### **Facility Bookings - Annual Comparison**

<i>Year</i>	<i>Bookings</i>	<i>Revenue</i>
2012 YTD	4,358	\$95,694.00
2011	4,988	\$75,702.00
2010	4,653	\$63,180.00

Ms. Lambert said staff continues to update the Parks & Recreation website ([www.liveandplayvisalia.com](http://www.liveandplayvisalia.com)) with detailed maps and information. Our goal is to make viewing potential park reservations more convenient. She also reported that social media is becoming a key form of outreach, as the department has placed all of our parks on the web ([www.facebook.com](http://www.facebook.com)) so that users can “check in”. At this time we have experienced 32,200 check-ins. Riverway Sports Park leads with 12,496 check-ins, while Plaza Park takes second place with 9,843 check-ins.

Ms. Lambert reported on the facility improvement projects completed this year, or in progress.

- Anthony Community Center – Gym motor project for improved basketball hoop system is in progress; and a new facility banner near front entrance states office hours and [www.liveandplayvisalia.com](http://www.liveandplayvisalia.com).
- Visalia Senior Center – Patio improvement project is in process. Lobby interior re-design has been completed as well as a gift of new chairs from Senior Pride Bingo.
- Manuel F. Hernandez Community Center - Gym motor project for improved basketball hoop system is in progress; double doors are to be installed near entrance hallway, offering privacy and security for user groups.

Ms. Lambert stated she is responsible for managing the following projects.



- ✓ Proteus at the Wittman Community Center.
- ✓ Tulare Office of Education childcare at the Manuel F. Hernandez and the Fairview Community Centers.
- ✓ YMCA, who leases space at the Whitendale Park for YMCA owned childcare facility; and the UCYC after school program at the Anthony Center.
- ✓ Visalia Rescue Mission, operating the Lincoln Oval Building, is currently in the final stages of the revitalizing project.

Ms. Lambert stated the start of the New Year presents an exciting opportunity to continue building on the success that we have seen over the past three years. To further our outreach the following plans will be implemented.

- A marketing plan will be created for Facility Management, complete with website revisions, social media integration, print materials featuring a facility reservation guide and supporting documentation that allows us to sell the facility not only to the local community, but throughout the area.
- Facility User Surveys for renters and program users that allow us to capture data and evaluate what pieces of facility operations we can work on and improve.
- Implementation of a check-out process for facility renters, wherein they walk the building with a Building Attendant, allowing for the renter to give feedback to staff, while building a relationship to anchor future interaction and simplify the process of addressing facility maintenance issues and return of deposits.
- Continue to evaluate the state of facility buildings, working on plans for improvements and repairs. This will include, but is not limited to, new restroom signage on Manuel F. Hernandez Community Center gym restrooms, freshening up of the Whitendale Community Center with improved restroom door locks and repaired lighting fixtures, and continued progress on the improvements seen at the Visalia Senior Center.

Ms. Lambert asked if there were any questions.

Commissioner Mann requested a motion to accept the recommendations of the Senior Advisory Committee and approve forwarding to City Council for approval. Commissioner Doi so moved and it was seconded by Commissioner Calhoun.

### **MOTION**

**4-0**

**10. Review and Select a Potential Date for a Special Meeting to Review Commission Goals and Objectives for the Coming Two Years.** Mr. Elizondo said he would send an email to the Commissioners suggesting dates and times for a meeting and set a date depending on the responses he receives.

**11. Update on City Council Reports & City Staff Announcements:**

- **Upcoming Recreation Programs & Special Events.** Ms. Lambert reported the following.
  - The Spooky Sprint took place on October 27 and it was very successful with 190 participants.
  - The Kiwanis Park Grand Opening received many positive comments. The Kiwanis Clubs cooked for the neighborhood and everyone had a great time.
  - The Sports Division wrapped up football registrations with 450 participants and volleyball had 250 participants.
  - Tiny tots and Youth classes begin next month.
  - A dance recital will be held next Wednesday at the Anthony Community Center.
  - A new column will appear in the Times-Delta beginning Wednesday titled The Rec Report.
- **Upcoming Parks & Urban Forestry Projects, Programs & Special Events.** Mr. Bean, Parks & Urban Forestry Manager reported the following.
  - Make a Difference Day – was another success with 350 participants. Ms. Bartsch came with over 100 volunteers. Blain Park parking lot was slurry sealed and striped.
  - The basketball court at Recreation Park is in progress.
  - Summers, Fairview, Jefferson, Ruiz, and Riverbend Parks will soon be receiving shade structures.
  - Mr. Bean ordered a new sign for Recreation Park.
  - Mill Creek Trail project began today.
- **Director's Report on Administrative Items.** Mr. Elizondo announced that a luncheon would be held December 5, at the Anthony Center in Room at 11:30am. The Parks & Recreation Department would like to show their appreciation for the hard work the Commission has done throughout the year.

Commissioner Filiponi asked Mr. Elizondo the status of the Splash Pad at Recreation Park. Mr. Elizondo stated that agreements are being drawn up between the City and the Rotary, the City and the Rawhide and the City is hiring a consultant to design the project. The project will then go to City Council for approval.

**12. Commissioner's Requests & Comments:**

- **Parks & Recreation Foundation Monthly Report.** No report.
  - **North Visalia Neighborhood Advisory Committee.** Mr. Doi stated he did not attend the meeting but he spoke with Bill Huott and he said the Committee voted to unanimously to adopt the Houston School project.
  - **Senior Citizens Advisory Committee Update.** Commissioner Mann said the artificial turf in the patio area was the topic of discussion.
  - **Waterways & Trails Committee Report.** No report.
- 13. Adjourn to Regular Meeting December 18, 2012, at 707 W. Acequia, City Council Chambers at 5:30 pm.** Commissioner Filiponi made a motion to adjourn and Commissioner Doi seconded the motion.

### **MOTION**

Motion passed 3-0                      Commissioner Taylor left early.

Brenda Miernik  
Senior Administrative Assistant