



City of Los Banos

At the Crossroads of California

www.losbanos.org

AGENDA

PARKS & RECREATION COMMISSION MEETING

CITY HALL COUNCIL CHAMBERS
520 J Street
Los Banos, California

OCTOBER 21, 2014

If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office @ (209) 827-7000 at least 48 hours prior to the meeting.

The City of Los Banos complies with the Americans with Disabilities Act (ADA) of 1990.

Si requiere asistencia especial para atender o participar en esta junta por favor llame a la oficina de la Secretaria de la ciudad al (209) 827-7000 a lo menos de 48 horas previas de la junta.

La Ciudad de Los Banos cumple con la Acta de Americanos con Deshabilidad (ADA) de 1990.

Any writings or documents provided to a majority of the Parks & Recreation Commission regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 520 J Street, Los Banos, California during normal business hours. In addition, such writings and documents may be posted on the City's website at www.losbanos.org.

Cualquier escritura o los documentos proporcionaron a una mayoría de la Parks & Recreation Commission con respecto a cualquier artículo en este orden del día será hecho disponible para la inspección pública en la reunión y en la oficina del City Clerk del City Hall, 520 J Street, Los Banos, California durante horas de oficina normales. Además, tales escrituras y los documentos pueden ser anunciados en el website de la Ciudad en www.losbanos.org.

1. CALL TO ORDER. **6:00 PM**
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL:
George __, Neu __, Rodriguez __, McCoy __
4. CONSIDERATION OF APPROVAL OF AGENDA.
Recommendation: Approve the agenda as submitted.
5. PUBLIC FORUM. (Members of the public may address the Parks & Recreation Commission on any item of public interest that is within the jurisdiction of the

Parks & Recreation Commission; includes agenda and non-agenda items. No action will be taken on non-agenda items. Speakers are limited to a five (5) minute presentation. Detailed guidelines are posted on the Council Chamber informational table.)

6. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 16, 2014.

Recommendation: Approve the minutes as submitted.

7. RECREATIONAL PROGRAM MONTHLY REPORT.

Recommendation: Informational item only, no action to be taken.

8. PARKS & RECREATION 2014/2015 REVENUE/EXPENDITURE REPORT.

Recommendation: Informational item only, no action to be taken.

9. RECREATION COORDINATOR REPORT.

10. PARKS & RECREATION OPERATIONS MANAGERS REPORT.

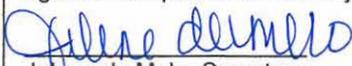
11. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

12. COMMISSIONER REPORTS.

- A. Ronald George
- B. Michael Neu
- C. Norberto Rodriguez
- D. Palmer McCoy

12. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.


Jelene de Melo, Secretary

Dated this 15th day of October 2014

**CITY OF LOS BANOS
PARKS AND RECREATION COMMISSION MEETING MINUTES
September 16, 2014**

ACTION MINUTES – These minutes are prepared to depict action taken for agenda items presented to the Parks and Recreation Commission.

CALL TO ORDER: Chairperson McCoy called the Parks and Recreation Commission Meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE: Chairperson McCoy led the pledge of allegiance.

ROLL CALL – MEMBERS OF THE PARKS AND RECREATION COMMISSION PRESENT: George, Neu, Rodriguez, McCoy.

STAFF MEMBERS PRESENT: Parks and Recreation Operations Manager Cardoza, Administrative Coordinator de Melo.

CONSIDERATION OF APPROVAL OF AGENDA: Motion by Neu, seconded by George to approve the agenda as submitted. The motion carried by the affirmative vote of all Parks and Recreation Commission Members present.

PUBLIC FORUM: MEMBERS OF THE PUBLIC MAY ADDRESS THE COUNCIL ON ANY ITEM OF PUBLIC INTEREST THAT IS WITHIN THE JURISDICTION OF THE CITY; INCLUDES AGENDA AND NON-AGENDA ITEMS. NO ACTION WILL BE TAKEN ON NON-AGENDA ITEMS. DETAILED GUIDELINES ARE POSTED ON THE COUNCIL CHAMBER INFORMATIONAL TABLE. No one came forward to speak, and the Public Forum was closed.

CONSIDERATION OF APPROVAL OF CONSENT AGENDA. Motion by Neu, seconded by Rodriguez to approve the consent agenda as follows: Action Minutes for the Regular Meeting of August 19, 2014; Recreational Program Monthly Report; Acceptance of the Parks & Recreation 2014/2015 Revenue/Expenditure Report. The motion carried by the affirmative vote of all Parks and Recreation Commission Members present.

COMMISSION MEMBER REPORTS.

GEORGE: Would like to see more community services done around the City. Suggested we use www.justserve.org. Wants more citizens to help with the parks. Would like the City to cut the parks watering days from 4 days to 3 days.

NEU: No report.

RODRIGUEZ: Asked if we have a program in place to reduce registration fees. Also asked if City has one big sponsor for uniforms; suggested we look into getting a league sponsor. Asked who runs the concession stand at Oliveira Park, and what percentage of sales the City receives.

MCCOY: No report.

ADJOURNMENT: The meeting was adjourned at the hour of 6:13 p.m. to the park facilities tour.

PARK FACILITIES TOUR: The following park facilities were toured: City Park (450 Ninth St), Meadowlands II (2700 Snow Goose South), Meadowlands I (2600 Wood Duck Dr), Meadowlands III (2500 S. Fallbrook Ave), Veteran's Memorial Park (2300 N. Creekside Dr), Meadowlands III Basin (2599 S. Creekside Dr), Regency Tot Lot (500 Blk Addington St), Vineyard Basin C (645 Santa Ana St), Vineyard Basin A (480 Birchwood Ave), Vineyard Basin B (640 Vineyard Dr), Citrus Terrace II (315 N. Second St), Verona Park (2200 Palermo Dr). The tour concluded at 7:40 p.m.

APPROVED:

Palmer McCoy, Chairperson

ATTEST:

Jelene de Melo, Secretary



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Parks and Recreation Commission

FROM: Robert Baker, Recreation Coordinator II

DATE: October 21, 2014

SUBJECT: Recreational Program Monthly Report

TYPE OF REPORT: Informational Item

Recommendation:

Accept report as submitted.

Background:

Parks and Recreation has completed three weeks of our youth soccer program. Fall Softball is currently in our third week of a six week league. Youth Basketball sign-ups have started and will run until November 14, 2014. Staff will be meeting soon to start planning for Breakfast with Santa Event.

Discuss: Youth Soccer Program started on Saturday September 20, 2014. All games will be played on Saturdays at Oliveira Soccer Park. The fees for this program are \$50.00 for the 3-4 years old and \$80.00 for the 5-13 years old. Adult Softball Leagues are played on Thursday nights at the Ag Sports Complex. Youth Basketball Program will start Saturday January 17, 2014. This year's program will be held at Pacheco High School. The fees are \$63.00 for ages 3-13. Breakfast with Santa will be held at the Los Banos Community Center on Saturday December 6, 2014. This event will be from 8:30a.m. – 11:00a.m. Tickets will be pre-sold \$7.00 and \$10.00 at the door.

Impact to the Community:

The Parks and Recreation Division programs and events help children and adults stay active in the community.

Fiscal Impact:

The cost of these recreational programs are paid for by the associated fees.



City of
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At the Crossroads of California

Agenda Staff Report

TO: Parks and Recreation Commission

FROM: Mark Fachin, P.E., Public Works Director/City Engineer

Mark Fachin

DATE: October 21, 2014

SUBJECT: Parks and Recreation 2014/2015 Revenue/Expenditure Report

TYPE OF REPORT: Informational Item

Recommendation:

Accept report as submitted.

Discussion:

Attached is the 2014/2015 Revenue/Expenditure report for Parks and Recreation as of October 10, 2014. Please note, staff time is not reflected in this report.

Attachments:

Parks and Recreation 2014/2015 Revenue/Expenditure Report

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:22:32
Period 01 - 04
Fiscal Year 2015

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
100	GENERAL FUND					
452	Maintenance					
	Personnel Services					
100-452-100-101	Salaries	374,677.00	92,471.18	92,471.18	282,205.82	24.68
100-452-100-102	Part Time	69,534.00	24,015.87	24,015.87	45,518.13	34.54
100-452-100-103	Overtime	5,000.00	390.45	390.45	4,609.55	7.81
100-452-100-120	Benefits	307,764.00	100,795.46	100,795.46	206,968.54	32.75
	Personnel Services	756,975.00	217,672.96	217,672.96	539,302.04	28.76
	Supplies & Services					
100-452-100-202	Fleet Repair & Maintenance	8,295.00	8,295.00	8,295.00	0.00	100.00
100-452-100-203	Equipment Repair & Maintenance	500.00	37.00	37.00	463.00	7.40
100-452-100-204	Fleet Services	2,288.00	2,288.00	2,288.00	0.00	100.00
100-452-100-205	Facility Maintenance	36,988.00	9,211.04	9,211.04	27,776.96	24.90
100-452-100-213	Water Sewerage & Disposal	23,000.00	6,051.79	6,051.79	16,948.21	26.31
100-452-100-231	Professional Services	125,000.00	36,405.43	36,405.43	88,594.57	29.12
100-452-100-236	Medical Services	800.00	293.00	293.00	507.00	36.63
100-452-100-237	Recruitment	600.00	83.45	83.45	516.55	13.91
100-452-100-238	Technical Services	900.00	101.58	101.58	798.42	11.29
100-452-100-240	I.T. Services	10,399.00	10,399.00	10,399.00	0.00	100.00
100-452-100-250	Insurance	19,030.00	11,956.04	11,956.04	7,073.96	62.83
100-452-100-252	Communications	3,000.00	910.27	910.27	2,089.73	30.34
100-452-100-257	Travel & Training	1,000.00	0.00	0.00	1,000.00	0.00
100-452-100-260	Office Supplies	3,000.00	1,400.10	1,400.10	1,599.90	46.67
100-452-100-262	Uniform Expenses	3,330.00	1,209.76	1,209.76	2,120.24	36.33
100-452-100-264	Electricity & Gas	35,000.00	9,243.48	9,243.48	25,756.52	26.41
100-452-100-265	Gasoline & Oil	9,842.00	9,842.00	9,842.00	0.00	100.00
100-452-100-267	General Materials & Supplies	24,400.00	3,859.89	3,859.89	20,540.11	15.82
100-452-100-273	Special Departmental Exp.	12,000.00	3,414.56	3,414.56	8,585.44	28.45
	Supplies & Services	319,372.00	115,001.39	115,001.39	204,370.61	36.01

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Available</u>	<u>% Expended</u>
100-452-100-825	Charge Ins - Outs Charge-Out	<u>-490,654.00</u>	<u>-163,551.36</u>	<u>-163,551.36</u>	<u>-327,102.64</u>	<u>33.33</u>
	Charge Ins - Outs	<u>-490,654.00</u>	<u>-163,551.36</u>	<u>-163,551.36</u>	<u>-327,102.64</u>	<u>33.33</u>
452	Maintenance	<u>585,693.00</u>	<u>169,122.99</u>	<u>169,122.99</u>	<u>416,570.01</u>	<u>28.88</u>

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:18:16
Period 01 - 04
Fiscal Year 2015

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
100	GENERAL FUND				
000					
100-000-347-011	Recreation Programs	-170,000.00	-17,457.00	-17,457.00	-152,543.00
100-000-347-013	Senior Citizen Activities	-8,000.00	-5,824.00	-5,824.00	-2,176.00
100-000-347-015	Special Rec Functions	-3,000.00	-234.00	-234.00	-2,766.00
000		<u>-181,000.00</u>	<u>-23,515.00</u>	<u>-23,515.00</u>	<u>-157,485.00</u>
100	GENERAL FUND	-181,000.00	-23,515.00	-23,515.00	-157,485.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
Revenue Total		<u>181,000.00</u>	<u>23,515.00</u>	<u>23,515.00</u>	<u>157,485.00</u>

General Ledger
Revenue Analysis

User: ktomas
Printed: 10/10/14 08:18:45
Period 01 - 04
Fiscal Year 2015



City of
Los Banos
At the Crossroads of California

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
100	GENERAL FUND				
000					
100-000-363-011	Recreation Rentals	-45,000.00	-15,069.00	-15,069.00	-29,931.00
000		<u>-45,000.00</u>	<u>-15,069.00</u>	<u>-15,069.00</u>	<u>-29,931.00</u>
100	GENERAL FUND	-45,000.00	-15,069.00	-15,069.00	-29,931.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
Revenue Total		<u>45,000.00</u>	<u>15,069.00</u>	<u>15,069.00</u>	<u>29,931.00</u>

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: ktomas
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Period 01 - 04
Fiscal Year 2015

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
100	GENERAL FUND				
000					
100-000-365-012	Recreation Contributions	-3,500.00	-230.00	-230.00	-3,270.00
000		<u>-3,500.00</u>	<u>-230.00</u>	<u>-230.00</u>	<u>-3,270.00</u>
100	GENERAL FUND	-3,500.00	-230.00	-230.00	-3,270.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
Revenue Total		<u>3,500.00</u>	<u>230.00</u>	<u>230.00</u>	<u>3,270.00</u>

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:21:32
Period 01 - 04
Fiscal Year 2015

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
100	GENERAL FUND					
451	Recreation					
	Personnel Services					
100-451-240-101	Salaries	62,539.00	15,841.34	15,841.34	46,697.66	25.33
100-451-240-102	Part Time	45,150.00	8,690.95	8,690.95	36,459.05	19.25
100-451-240-103	Overtime	2,000.00	749.61	749.61	1,250.39	37.48
100-451-240-120	Benefits	<u>61,120.00</u>	<u>18,445.97</u>	<u>18,445.97</u>	<u>42,674.03</u>	<u>30.18</u>
	Personnel Services	170,809.00	43,727.87	43,727.87	127,081.13	25.60
	Supplies & Services					
100-451-240-231	Professional Services	23,345.00	6,536.09	6,536.09	16,808.91	28.00
100-451-240-238	Technical Services	36,000.00	4,866.50	4,866.50	31,133.50	13.52
100-451-240-240	I.T. Services	6,932.00	6,932.00	6,932.00	0.00	100.00
100-451-240-250	Insurance	3,417.00	2,154.91	2,154.91	1,262.09	63.06
100-451-240-252	Communications	650.00	46.17	46.17	603.83	7.10
100-451-240-260	Office Supplies	5,091.00	1,771.72	1,771.72	3,319.28	34.80
100-451-240-267	General Materials & Supplies	36,000.00	14,193.33	14,193.33	21,806.67	39.43
100-451-240-270	Special Programs	2,000.00	0.00	0.00	2,000.00	0.00
100-451-240-273	Special Departmental Expense	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>0.00</u>
	Supplies & Services	117,435.00	36,500.72	36,500.72	80,934.28	31.08
451	Recreation	<u>288,244.00</u>	<u>80,228.59</u>	<u>80,228.59</u>	<u>208,015.41</u>	<u>27.83</u>

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:21:46
Period 01 - 04
Fiscal Year 2015

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Available</u>	<u>% Expended</u>
100	GENERAL FUND					
453	Senior Citizens					
	Personnel Services					
100-453-260-102	Part Time	11,250.00	2,882.50	2,882.50	8,367.50	25.62
100-453-260-103	Overtime	150.00	0.00	0.00	150.00	0.00
100-453-260-120	Benefits	<u>1,250.00</u>	<u>220.50</u>	<u>220.50</u>	<u>1,029.50</u>	<u>17.64</u>
	Personnel Services	12,650.00	3,103.00	3,103.00	9,547.00	24.53
	Supplies & Services					
100-453-260-260	Office Supplies	2,000.00	705.10	705.10	1,294.90	35.26
100-453-260-267	General Materials & Supplies	<u>6,799.00</u>	<u>2,587.92</u>	<u>2,587.92</u>	<u>4,211.08</u>	<u>38.06</u>
	Supplies & Services	<u>8,799.00</u>	<u>3,293.02</u>	<u>3,293.02</u>	<u>5,505.98</u>	<u>37.42</u>
453	Senior Citizens	<u>21,449.00</u>	<u>6,396.02</u>	<u>6,396.02</u>	<u>15,052.98</u>	<u>29.82</u>

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:20:31
Period 01 - 04
Fiscal Year 2015

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
100	GENERAL FUND				
000					
100-000-363-020	Comm Center Grand Room Rental	-80,000.00	-15,965.00	-15,965.00	-64,035.00
100-000-363-050	Comm Center Meeting Rm Rental	-3,500.00	-1,220.00	-1,220.00	-2,280.00
100-000-363-070	Digital Sign Advertising	-5,000.00	-2,000.00	-2,000.00	-3,000.00
100-000-363-090	Comm Cntr Other Rentals	-1,000.00	-25.00	-25.00	-975.00
000		<u>-89,500.00</u>	<u>-19,210.00</u>	<u>-19,210.00</u>	<u>-70,290.00</u>
100	GENERAL FUND	-89,500.00	-19,210.00	-19,210.00	-70,290.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>Year To Date</u>	<u>Unrealized Revenue</u>
Revenue Total		<u>89,500.00</u>	<u>19,210.00</u>	<u>19,210.00</u>	<u>70,290.00</u>

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: ktomas
Printed: 10/10/14 08:22:16
Period 01 - 04
Fiscal Year 2015

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
100	GENERAL FUND					
481	Community Center					
	Personnel Services					
100-481-100-102	Part Time	53,309.00	13,432.50	13,432.50	39,876.50	25.20
100-481-100-103	Overtime	300.00	0.00	0.00	300.00	0.00
100-481-100-120	Benefits	<u>5,400.00</u>	<u>1,119.57</u>	<u>1,119.57</u>	<u>4,280.43</u>	<u>20.73</u>
	Personnel Services	59,009.00	14,552.07	14,552.07	44,456.93	24.66
	Supplies & Services					
100-481-100-205	Facility Maintenance	28,700.00	7,167.00	7,167.00	21,533.00	24.97
100-481-100-236	Medical Services	250.00	0.00	0.00	250.00	0.00
100-481-100-240	IT Services	19,064.00	19,064.00	19,064.00	0.00	100.00
100-481-100-250	Insurance	14,509.00	12,796.51	12,796.51	1,712.49	88.20
100-481-100-252	Communications	3,780.00	334.01	334.01	3,445.99	8.84
100-481-100-260	Office Supplies	4,900.00	2,014.44	2,014.44	2,885.56	41.11
100-481-100-264	Electricity & Gas	20,000.00	6,388.00	6,388.00	13,612.00	31.94
100-481-100-267	General Materials & Supplies	7,390.00	3,710.14	3,710.14	3,679.86	50.20
100-481-100-268	Building Maintenance	12,335.00	2,726.19	2,726.19	9,608.81	22.10
100-481-100-273	Special Departmental Exp.	<u>3,217.00</u>	<u>648.05</u>	<u>648.05</u>	<u>2,568.95</u>	<u>20.14</u>
	Supplies & Services	114,145.00	54,848.34	54,848.34	59,296.66	48.05
481	Community Center	<u>173,154.00</u>	<u>69,400.41</u>	<u>69,400.41</u>	<u>103,753.59</u>	<u>40.08</u>