



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 15, 2019

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:
Dominguez __, Flores __, Irwin __, Munoz __, Harper __
4. CONSIDERATION OF APPROVAL OF AGENDA.
Recommendation: Approve the agenda as submitted.
5. CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF APRIL 16, 2019.

Recommendation: Approve the minutes as submitted.

6. 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.)

7. PARKS & RECREATION 2019/2020 REVENUE/EXPENDITURE REPORT.

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

8. COMMUNITY CENTER OPEN GYM STANDARDS OF CONDUCT ESTABLISHMENT.

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

9. PARKS & RECREATION OPERATION MANAGER REPORT.

10. PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT.

11. COMMISSIONER REPORTS.

- A. Anthony Dominguez

- B. Kimberlee Flores

- C. Martin Irwin

- D. Gary Munoz

- E. Rhonda Harper

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 8th day of October 2019

**CITY OF LOS BANOS
PARKS AND RECREATION COMMISSION MEETING MINUTES
APRIL 16, 2019**

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

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

PLEDGE OF ALLEGIANCE: Commissioner Munoz led the pledge of allegiance.

ROLL CALL – MEMBERS OF THE PARKS AND RECREATION COMMISSION PRESENT: Dominguez, Flores, Harper, Irwin, Munoz.

STAFF MEMBERS PRESENT: Public Works Director/City Engineer Fachin, Parks & Recreation Operations Manager Heim, Recreation Coordinator II Baker, Administrative Coordinator de Melo.

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

NOMINATION AND SELECTION OF CHAIR AND VICE CHAIR FOR 2019: Motion by Munoz, seconded by Dominguez to nominate Commissioner Harper as Chairperson. Motion by Munoz, seconded by Dominguez to nominate Commissioner Irwin as Vice Chairperson. The motion carried by the affirmative vote of all Parks and Recreation Commission Members present.

CONSIDERATION OF APPROVAL OF THE ACTION MINUTES FOR THE REGULAR MEETING OF JULY 17, 2018: Motion by Munoz, seconded by Irwin 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. LAURIE BALATTI and various members of the Los Banos Pickleball Group spoke on the sport, and the importance this sport has to our community, and would like to see more courts built/established in our city. No one else came forward to speak, and the Public Forum was closed.

PARKS & RECREATION, MUNICIPAL CODE, CHAPTER 2, ARTICLE 1: Public Works Director/City Engineer Fachin gave a brief review of the Municipal Code pertaining to duties of the Parks & Recreation Commission.

PARKS & RECREATION 2018/2019 REVENUE/EXPENDITURE REPORT: Public Works Director/City Engineer Fachin reported we are 75% into the budget year, and the budget is on track. Most of our revenue is collected at the end of the fiscal year, due to soccer sign ups.

RECREATION PROGRAM UPDATE PRESENTATION. Recreation Coordinator II Baker gave a review regarding current activities for Recreation, Senior Citizens and Community Center.

PARKS & RECREATION OPERATIONS MANAGERS REPORT. Parks & Recreation Operations Manager introduced himself to the Commission and reviewed the newly released Recreation Guide, and all of the activities that Recreation has to offer this Spring and Summer. Invited all Commissioners to attend the Grand Re-Opening of Oliveira Soccer Park on June 14, 2019.

PUBLIC WORKS DIRECTOR/CITY ENGINEER REPORT. Public Works Director/City Engineer Fachin reported the City currently has lots for kids to do. Happy to have Joe Heim join our staff. The City is currently negotiating with developers to put in new pickleball courts. We will also research underutilized parks for the possibility of creating new courts. We are currently working with Boys and Girls Club to find grants for funding. We are continuing to work on the Trail to the College project, and are currently working with Measure H committee to secure future funding for recreation related projects.

COMMISSION MEMBER REPORTS.

DOMINGUEZ: No Report.

FLORES: No report.

HARPER: Stated she is still working on the Skate Park.

IRWIN: Questioned why the Oliveira Soccer field is locked up, and stated landscape areas in town needed attention.

MUNOZ: Stated that the trees in our parks need to be pruned and maintained.

ADJOURNMENT: The meeting was adjourned at the hour of 7:41 p.m.

APPROVED:

Rhonda Harper, Chairperson

ATTEST:

Jelene de Melo, Secretary



City of
Los Banos
At the Crossroads of California

Agenda Staff Report

TO: Parks and Recreation Commission

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

A handwritten signature in blue ink, appearing to read 'M Fachin', is positioned to the right of the 'FROM:' line.

DATE: October 16, 2019

SUBJECT: Parks and Recreation 2019/2020 Revenue/Expenditure Report

TYPE OF REPORT: Informational Item

Recommendation:

Informational item only, no action to be taken.

Discussion:

Attached is the 2019/2020 Revenue/Expenditure report for Parks and Recreation as of October 2, 2019. Please note, staff time is not reflected in this report.

Attachments:

Parks and Recreation 2019/2020 Revenue/Expenditure Report

General Ledger
Revenue Analysis



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 10/02/19 09:37:39
Period 01 - 13
Fiscal Year 2020

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Month to Date</u>	<u>End Bal</u>	<u>AvailUncollect</u>
100-000-363-010	Rentals - Buildings	-79,000.00	-1,054.00	-1,054.00	-77,946.00
100-000-363-011	Recreation Rentals	-60,000.00	-18,764.00	-18,764.00	-41,236.00
100-000-363-015	Rental - Land	-743,394.00	-185,848.50	-185,848.50	-557,545.50
100-000-363-020	Comm Center Grand Room Rental	-70,000.00	-18,315.00	-18,315.00	-51,685.00
100-000-363-050	Comm Center Meeting Rm Rental	-2,000.00	-2,070.00	-2,070.00	70.00
100-000-363-070	Digital Sign Advertising	-6,500.00	-1,900.00	-1,900.00	-4,600.00
100-000-363-090	Comm Cntr Other Rentals	-200.00	-5,575.00	-5,575.00	5,375.00
100	GENERAL FUND	-961,094.00	-233,526.50	-233,526.50	-727,567.50
Revenue Total		<u>-961,094.00</u>	<u>-233,526.50</u>	<u>-233,526.50</u>	<u>-727,567.50</u>

General Ledger
Revenue Analysis

User: rsouto
Printed: 10/02/19 09:39:24
Period 01 - 13
Fiscal Year 2020



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>End Bal</u>	<u>AvailUncollect</u>
100-000-365-012	Recreation Contributions	-500.00	-425.00	-425.00	-75.00
100	GENERAL FUND	<u>-500.00</u>	<u>-425.00</u>	<u>-425.00</u>	<u>-75.00</u>
Revenue Total		<u>-500.00</u>	<u>-425.00</u>	<u>-425.00</u>	<u>-75.00</u>
		<u> </u>	<u> </u>	<u> </u>	<u> </u>

General Ledger
Revenue Analysis

User: rsouto
Printed: 10/02/19 09:39:41
Period 01 - 13
Fiscal Year 2020



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>End Bal</u>	<u>AvailUncollect</u>
100-000-347-011	Recreation Programs	-150,000.00	-19,484.00	-19,484.00	-130,516.00
100-000-347-013	Senior Citizen Activities	-6,000.00	-5,408.00	-5,408.00	-592.00
100-000-347-015	Special Rec Functions	-4,000.00	0.00	0.00	-4,000.00
100	GENERAL FUND	-160,000.00	-24,892.00	-24,892.00	-135,108.00
Revenue Total		<u>-160,000.00</u>	<u>-24,892.00</u>	<u>-24,892.00</u>	<u>-135,108.00</u>

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 10/02/19 09:59:19
Period 01 - 13
Fiscal Year 2020

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
100	GENERAL FUND					
	Personnel Services					
100-451-240-101	Salaries	130,104.00	25,676.12	25,676.12	104,427.88	19.74
100-451-240-102	Part Time	137,500.00	23,202.00	23,202.00	114,298.00	16.87
100-451-240-103	Overtime	4,500.00	1.75	1.75	4,498.25	0.04
100-451-240-120	Benefits	125,198.00	25,046.98	25,046.98	100,151.02	20.01
100-451-240-121	Benefits-PERS	25,505.00	5,112.47	5,112.47	20,392.53	20.04
	Personnel Services	422,807.00	79,039.32	79,039.32	343,767.68	18.69
	Supplies & Services					
100-451-240-205	Facility Maintenance	28,668.00	4,778.00	4,778.00	23,890.00	16.67
100-451-240-213	Water Sewerage & Disp	4,100.00	1,297.62	1,297.62	2,802.38	31.65
100-451-240-231	Professional Services	30,520.00	13,360.00	13,360.00	17,160.00	43.77
100-451-240-232	Credit Card Fees	15,500.00	2,974.54	2,974.54	12,525.46	19.19
100-451-240-236	Medical Services	250.00	238.00	238.00	12.00	95.20
100-451-240-237	Recruitment	3,000.00	367.00	367.00	2,633.00	12.23
100-451-240-238	Technical Services	27,000.00	3,232.50	3,232.50	23,767.50	11.97
100-451-240-240	I.T. Services	30,770.00	30,770.00	30,770.00	0.00	100.00
100-451-240-250	Insurance	20,554.00	21,214.79	21,214.79	-660.79	103.21
100-451-240-252	Communications	8,500.00	1,763.46	1,763.46	6,736.54	20.75
100-451-240-257	Travel & Training	1,800.00	35.00	35.00	1,765.00	1.94
100-451-240-260	Office Supplies	20,100.00	4,893.62	4,893.62	13,056.28	24.35
100-451-240-264	Electricity & Gas	28,355.00	8,175.38	8,175.38	20,179.62	28.83
100-451-240-267	General Materials & Supplies	56,000.00	8,714.91	8,714.91	47,285.09	15.56
100-451-240-268	Building Maintenance	30,000.00	6,576.14	6,576.14	19,847.36	21.92
100-451-240-270	Special Programs	13,000.00	798.34	798.34	12,201.66	6.14
100-451-240-273	Special Departmental Expense	9,000.00	188.50	188.50	8,811.50	2.09
	Supplies & Services	327,117.00	109,377.80	109,377.80	212,012.60	33.44
	Capital Outlay					
100-451-240-752	Communication Equipment	4,041.00	32.29	32.29	4,008.71	0.80
	Capital Outlay	4,041.00	32.29	32.29	4,008.71	0.80

<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>
Expense Total		<u>753,965.00</u>	<u>188,449.41</u>	<u>188,449.41</u>	<u>559,788.99</u>	<u>0.2499</u>
451	Recreation	753,965.00	188,449.41	188,449.41	559,788.99	24.99
100	GENERAL FUND	753,965.00	188,449.41	188,449.41	559,788.99	24.99
Expense Total		<u>753,965.00</u>	<u>188,449.41</u>	<u>188,449.41</u>	<u>559,788.99</u>	<u>0.2499</u>
		_____	_____	_____	_____	_____

General Ledger
Expenses vs. Budget



City of
Los Banos
At the Crossroads of California

User: rsouto
Printed: 10/02/19 09:59:44
Period 01 - 13
Fiscal Year 2020

Account Number	Description	Budget	Month to Date	Year To Date	Available	% Expended
100	GENERAL FUND					
	Personnel Services					
100-451-290-101	Salaries	32,000.00	5,334.00	5,334.00	26,666.00	16.67
100-451-290-103	Overtime	2,000.00	403.89	403.89	1,596.11	20.19
100-451-290-120	Benefits	38,407.00	4,884.36	4,884.36	33,522.64	12.72
100-451-290-121	Benefits-PERS	3,708.00	393.64	393.64	3,314.36	10.62
	Personnel Services	76,115.00	11,015.89	11,015.89	65,099.11	14.47
	Supplies & Services					
100-451-290-205	Facility Maintenance	8,500.00	0.00	0.00	8,500.00	0.00
100-451-290-236	Medical Services	200.00	85.00	85.00	115.00	42.50
100-451-290-237	Recruitment	500.00	207.00	207.00	293.00	41.40
100-451-290-250	Insurance	2,359.00	1,111.42	1,111.42	1,247.58	47.11
100-451-290-257	Travel & Training	3,000.00	150.00	150.00	2,850.00	5.00
100-451-290-260	Office Supplies	4,000.00	1,132.68	1,132.68	2,867.32	28.32
100-451-290-267	General Material & Supplies	8,000.00	0.00	0.00	8,000.00	0.00
100-451-290-270	Special Programs	148,800.00	6,739.59	6,739.59	142,060.41	4.53
100-451-290-273	Special Dept. Expense	15,500.00	0.00	0.00	15,500.00	0.00
	Supplies & Services	190,859.00	9,425.69	9,425.69	181,433.31	4.94
	Capital Outlay					
100-451-290-753	Specialized Equipment	20,000.00	0.00	0.00	5,146.96	0.00
100-451-290-770	Computer Equipment	5,500.00	0.00	0.00	5,500.00	0.00
	Capital Outlay	25,500.00	0.00	0.00	10,646.96	0.00
Expense Total		<u>292,474.00</u>	<u>20,441.58</u>	<u>20,441.58</u>	<u>257,179.38</u>	<u>0.0699</u>
451	Recreation	292,474.00	20,441.58	20,441.58	257,179.38	6.99
100	GENERAL FUND	292,474.00	20,441.58	20,441.58	257,179.38	6.99
Expense Total		<u>292,474.00</u>	<u>20,441.58</u>	<u>20,441.58</u>	<u>257,179.38</u>	<u>0.0699</u>



City of
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Agenda Staff Report

TO: Parks and Recreation Commission
FROM: Joe Heim, Parks & Recreation Operations Manager *JH*
DATE: October 15, 2019
SUBJECT: Community Center Open Gym Standards of Conduct Establishment
TYPE OF REPORT: Informational Item

Recommendation:

Information item only, no action to be taken.

Discussion:

Review of the Standards of Conduct for Open Gym Basketball and Open Gym Pickleball as recommended by Parks and Recreation staff and the City Attorney.

Attachment:

Community Center Open Gym Standards of Conduct

CITY OF LOS BANOS COMMUNITY CENTER

In order to provide an atmosphere of recreation and sportsmanship, regulations are necessary and must cover all persons who are connected with the program. Department staff may refuse service or require removal from the Facility or from the Program any person who fails to maintain proper conduct at or during Parks and Recreation Facilities and/or Programs. The Community Center Staff is in charge of enforcing these rules for your safety and enjoyment at the facility.

Violation of the Standards of Conduct and /or engaging in Prohibited Activities will not be permitted. Failure to comply with a reasonable staff request or failure to cease behavior that interferes with the effective functioning of Parks and Recreation Facilities and/or Programs may result in immediate expulsion and suspension of privileges.

OPEN GYM STANDARDS OF CONDUCT & PROHIBITED ACTIVITIES:

- Must follow posted and/or published rules at all times.
- Shall be responsible for the conduct of children or dependent adults in your care.
- Harassment/bullying/intimidation of participants or staff or spectators is prohibited.
- Abusive or threatening language or gestures, whether or not directed at a person is prohibited.
- Any activity which places oneself or others at risk of injury or infringes upon the rights of other participants or staff is prohibited.
- Engaging in behaviors or activities that are disruptive to the use of the facility by others is prohibited.
- Fighting, foul or obscene language and related actions is prohibited.
- Respectful play at all-times and using good sportsmanship is required.
- Player safety is important; stretching and warm up prior to beginning play is highly recommended.
- Street shoes are not permitted. Clean athletic shoes must be worn at all times.
- Shirts must be worn at all times.
- No alcohol or tobacco products may be consumed on-site.
- No food is allowed in the gym at any time, water only.
- All lost and found items are retained at the front desk in the lobby; however community center is not responsible for any lost items.

OPEN GYM BASKETBALL STANDARDS OF CONDUCT & PROHIBITED ACTIVITIES:

- Slam dunking and/or hanging on the rim or net is not permissible.
- Sharing the court is required; The Community Center Staff reserves the right to split all full court games to half court when deemed necessary.

OPEN GYM PICKLEBALL STANDARDS OF CONDUCT & PROHIBITED ACTIVITIES:

- Sharing the court is required.
- If a ball enters the other court, stop play immediately, call ball on court (Pickle) to warn other players. Wait for other court players to return ball.

First Aid is provided at the Front Desk. Please contact staff with any incidences.