

**PARKS AND LEISURE SERVICES COMMISSION MINUTES
MEETING OF SEPTEMBER 7, 2023**

Chair Pommier called the meeting to order at 5:30 PM.
Chair Pommier led the Pledge of Allegiance.

Roll Call

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|-----------------|------------------------|-----------------------|
| Present: | Chair Pommier | Commissioner Graybehl |
| | Vice Chair Duncan | Commissioner Gurrola |
| | Commissioner Daly | Commissioner Uresti |
| | Commissioner Fiormonti | |

Absent: Commissioner Peña

Oral Communications – Cathy Capone

Approval of Minutes – Action: Motion was made by Vice Chair Duncan, Seconded by Commissioner Fiormonti, to approve the Minutes of the meetings of May 4 and June 1, 2023, as presented. Motion passed unanimously.

Correspondence – None

Reports

1. Report on Council Actions from June 6- September 5, 2023:

Director Moore gave updates to the following City Council agenda items:

Authorization to Distribute a Request for Qualifications for Design Services- Sports Complex Baseball Field Design- City Council authorized staff to distribute a Request for Qualifications for design services for the design of the Sports Complex Baseball Field.

Authorization to Negotiate a Consultant Agreement- Porterville Public Library Project- City Council authorized staff to negotiate a consultant agreement with Paul Halajian Architects for the design of the Porterville Public Library.

Authorization to Negotiate a Consultant Agreement with QK, Inc.- Parks Master Plan- City Council authorized staff to negotiate a consultant agreement with QK, Inc. for the Parks Master Plan.

Authorization to Redistribute Request for Qualifications- Hayes Field Lighting Project- City Council authorized staff to redistribute a Request for Qualifications for the Hayes Field Lighting Project as there were no submittals during round one.

Preliminary Annual Engineer’s Report of Assessments for Landscape and Lighting Maintenance Districts and Setting a Public Hearing- City Council adopted a Resolution ordering the preparation of an Engineer’s Report for the Lighting and Landscape Maintenance Districts for the 2023-24 Fiscal Year; a Resolution giving preliminary approval to the Engineer’s Reports; and a Resolution declaring intent to levy and collect assessments, and conduct a public hearing.

Engineer’s Reports and Setting a Public Hearing for Establishing Landscape and Lighting Maintenance Districts and Tax Assessments for Parcels Within The Villas at Sierra Meadows Phases 1-3- City Council adopted a Resolution giving preliminary approval to the Engineer’s Reports establishing the LMD at Sierra Meadows Phases 1-3; and a Resolution declaring intent to levy and collect assessments, and conduct a public hearing.

Consideration of Termination of Youth Experiencing Success (YES) Program Agreement with Porterville Unified School District- City Council approved the termination of the YES Program Agreement with PUSD as submitted by PUSD.

Golf Course and OHV Park Quarterly Reports- Staff provided Council with fourth quarter reports for the Golf Course and OHV Park previously reviewed by the Commission.

Landscape and Lighting District Annual Assessments- The City Council conducted a public hearing on the 2023-24 assessments for Lighting and Landscape Maintenance Districts. The Council also adopted a Resolution ordering the continued maintenance of Lighting and Landscape Maintenance Districts, and confirmed the Engineer's Report and assessments.

Establishing Landscape and Lighting Maintenance Districts and Tax Assessments for Parcels Within The Villas at Sierra Meadows Phases 1-3- City Council conducted a public hearing on establishing Lighting and Landscape Maintenance Districts for The Villas at Sierra Meadows Phases 1-3. The Council also adopted a Resolution ordering the establishment of the LMD, and confirmed the Engineer's Report and assessments.

Authorization to Execute a Consultant Agreement- Porterville Public Library Project- City Council authorized staff to execute a consultant agreement with Paul Halajian Architects for the design of the Porterville Public Library in the amount of \$3,226,000.

Scheduled Matters

1. Community Development Block Grant Park Improvement Funds

Annually, Parks and Leisure Services is in receipt of Community Development Block Grant Park Improvement Funds enabling the department to purchase park amenities. Due to a stipulation within the funding source, the amenities are restricted to parks within particular census tracts. Zalud, Murry and Fallen Heroes Park are the three parks this fiscal year that fall within the eligible census tract.

Director Moore presented some potential park amenities that would qualify under CDBG Park Improvement funding. The amenities included: mini picnic shelter, covered bench swing, parent/child swing, rope climber, picnic tables, benches, diving board and senior citizen fitness equipment. The Commission requested the item be brought back for further discussion and to include the cost of the amenities, the total budget of these funds for this fiscal year, staff rankings of these amenities, and if the Tule River Parkway is in an eligible census tract.

Action: The item will be continued at the next Commission meeting.

2. City Trails Mileage

As requested from the Commission at its previous meeting, mileage of the different trails with the city was discussed. Director Moore covered the Veterans Park Trail (1.72), Sports Complex (1.57), Tule River Parkway Phases 1-3 (2.61), future Tule River Parkway Phase 4 (1.98), Santa Fe Byway (1.30), future Santa Fe Byway north extension (1.90), and future Butterfield Stage Corridor (8.10).

Action: Information and discussion.

3. Commissioner Terms

Director Moore shared with the Commission Section 19-4 of the Municipal Code that states, “No member of the commission shall serve more than two consecutive four-year terms. Chair Pommier and Commissioners Fiormonti, Gurrola and Peña’s first term are all set to expire in October 2023. All four individuals are eligible to apply for reappointment should they choose to do so. Request for Appointment forms will need to be submitted by September 29, 2023. City Council may reappoint and/or appoint Commissioners at their meeting on October 17, 2023.

Action: Information and discussion.

4. Parks Maintenance Report

Parks Superintendent Demerath, provided an update to the Commission on recent projects which included: weed abatement at various locations, pool maintenance, and removing fallen trees from all over town.

Action: Informational item

5. Leisure Activities Report

Leisure Services Specialist, Amy Graybehl, reported on the Leisure activities. The items presented were: the pool, Summer Night Lights, Freedom Fest, Junior Giants, Youth and Adult Volleyball Leagues, Youth Basketball registration, Fall Soccer, Corporate Games, and Pioneer Days.

Action: Informational item

6. Schedule Items for Future Meetings

Director Moore mentioned that on the agenda for October will be a Fourth Street Park and Community Center design update, discussion on capital improvement projects at the Sports Complex, the CDBG Park Improvement Project Fund item will return, and potentially other items.

Action: Scheduling

7. Other Matters of Information

The City was awarded the California State OHV Parks Development grant in the amount of the requested \$1,000,000. Funds will be used to develop the relocated OHV Park.

Action: Informational item

Adjournment

Chair Pommier adjourned the meeting at 6:23 PM.

Respectfully Submitted,

Donnie Moore, Director